

REACCREDITATION REPORT

Submitted to

National Assessment and Accreditation
Council
Nagarbhavi, Bangalore - 560 072



S.B.DEORAH COLLEGE
ULUBARI, G.S.ROAD
GUWAHATI - 781 007, ASSAM

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Preface

Established by some of the visionaries of Ulubari locality of Guwahati in the year 1984, initially it was known as Ulubari College and started its classes in the evening shift in the neighbouring Ulubari H.S. School. Later, it was shifted to its present location and with the generous donation of Mr. P.D. Deorah, an industrialist, the main building of the college was constructed and it was renamed as S.B. Deorah College. Presently about 1500 students are studying in the College in Degree and at +2(H.S.) levels. Affiliated to Gauhati University, the college offers conventional BA and B.Com programmes with Major in most of the subjects. The college has been brought under 2(f) and 12B of the UGC Act in the year 2005.

The college has made rapid stride during the last thirty years of its existence and carved a niche for itself in the field of higher education in the North East. The college takes pride in the fact that about 20 percent of its students are from other North eastern States. The intermingling of students from various states in the college reflects the rich ethnic and cultural diversity of the North East India.

The college follows an Academic Calendar prepared following the main calendar of Gauhati University. The Academic activities of the college are strictly monitored. The IQAC of the college is very active and it works in tandem with the authority for maintenance of quality in teaching-learning and other spheres of the college. There are various cells and sub-committees like Career Counselling and Guidance Cell, Extension Education Cell, Grievance Redressal Cell etc. to carry out the diverse activities of the college smoothly. One of the priority areas of the college is developing skill among the students during their stay. As part of this, students of the college are given compulsory computer training. That the all round efforts by the stakeholders are bearing fruit can be evidenced from the facts that there have been improvements in academic results of the college and dropout rates.

Centrally located in the G.S Road of the city of Guwahati, the college has very good infrastructure. The library and office of the college is fully automated and there is a well furnished Girls' hostel in the campus. The college is constantly upgrading its ICT and internet facilities for both the students and faculty.

The college was first accredited by NAAC in the year 2005 and based on the Peer team's suggestions and recommendations and also to cater to the needs of the changing time, the college has been striving to convert itself as an excellent centre of higher learning. The college has undertaken many initiatives so that the stakeholders can be proud of

their association with it. It has always been the endeavour of the college to provide quality higher education to the students along with imbibing the core values of life in them so that they become good human beings and good citizens.



(Dr.Dharmendra Nath)
Principal

Executive Summary

The main objective of the college is to develop it as an exemplary institution of higher education. For this it provides the finest opportunities and environment to meet the dynamic learning and developmental needs of the students.

The college follows the syllabus prescribed by Gauhati University. Teaching and learning is consistent with the vision, mission and objectives of the college. The college offers a wide range of subjects in the prescribed curriculum in arts and commerce stream. Towards realizing the vision, mission and objectives, the college has set out planned strategies within the permissible college programmes. It has helped to keep pace with the changes which are taking place in the field of higher education and to meet the needs of the changed aspirations of the students. Curriculum transmission is done by the college as per the plan adopted by it. The education offered in the college is holistic in purpose and aims at total development of the students. The institution provides various procedural and practical supports like adequate infrastructural facilities, academic calendar, prospectus etc. for effective operationalisation of the curriculum. It also organizes various activities and invites experts from different fields. For effective implementation of the curriculum all the departments chalk out their own plan at departmental level. The college also organizes various community related activities through its various extension works. The college has introduced an institutional mechanism to monitor the quality of different academic and enrichment programmes. The various committees and cells constructed for this purpose design/recommend the change in various programmes felt to be necessary on the basis of the feedback received from different stakeholders of the college. Several members of the teaching staff provide valuable inputs to the statutory bodies of the University during curriculum design and its revision. They are responsible for preparing, modifying and updating the syllabi. To enhance the experiences of the students so as to cope with the needs of the dynamic employment market, the Information and Career Guidance Cell of the college organizes various programmes.

The college has a transparent, well-administered mechanism of admitting students, complying with all the norms of the concern regulatory, governing agencies including state government. The institution ensures equity and wide access as students are admitted from different geographical area, and socio economic, cultural and educational backgrounds. The college authority in consultation with the admission

committee prepares a merit list and students are admitted accordingly. Along with it additional seats are made available as directed by the Government of Assam. Seats for ST, SC, OBC, MOBC and also for physically challenged along with sports and cultural quota are kept reserved as per the government directives. A unique feature of the college is that there is nearly twenty percent of students who belong to the neighbouring states. The students admitted to the college, being from a heterogeneous background, the college organises Fresher's Social (both at the college and department level) to initiate the students into the college ethos and make their stay in the college comfortable.

The college has adequate in-built mechanism which is continually updated to achieve the goals of academic excellence. The college plans and organises teaching, learning and evaluation schedules by strictly following the academic calendar as per University specifications which shows the duration of the semester, dates of college events, sessional examination and schedule of holidays and classes.

Fully aware of the extent and significance of institutional accountability in the teaching, learning and evaluation process, the teachers of different departments adopt strategies like academic counselling, remedial classes, special classes, departmental seminars, group discussions, quiz etc. Students mentoring and guidance services are provided for the students at the academic, personal and psycho-social levels. The college also organises programmes to sensitize the faculty and the students on gender, inclusion and environment.

The college maintains a student centric and learner centric atmosphere to achieve the desired learning outcomes. The teachers employ interactive and participatory approach in the teaching learning process. Seminars, Workshops, talks, annual lectures and discussions are an integral part of our learning process. The College organized an UGC sponsored National Workshop on **Research Project Writing** on 9-10 May 2014 to equip the students and staff with research skills. The participants were familiarized with the latest techniques of research, categories of research, preparation of research proposals etc. by reputed social scientists from different Universities Research centres of the country.

The college also organized an UGC sponsored national seminar on **“Environment and Civil Society: Issues, Problems and Remedies”** on 29-30 August 2014 where eminent environmentalists deliberated on crucial issues. A large number of participants presented papers on wide range of themes ranging from climate change, development, global warming to conservation and management of natural resources,

environmental law and their enforcement.

Teacher quality is assured by recharging the faculty members in their own discipline and on general professional competence through training programmes and Faculty Development Programmes. The strong feedback mechanism involving self-appraisal and feedbacks from student help faculty members to enhance their professional competence. Eleven out of twenty one permanent faculty members including the Principal of the College are Ph.D holders and moreover three are M.Phil holders. Four more are also involved in Ph.D programme and three are PhD guides under Gauhati University. Among the part time teachers, two are undergoing research and one part time teacher is M.Phil holder. Teachers are always encouraged to utilize their expertise. Many of our teachers have extended their services as subject expert and resource person in various activities.

The faculty members of the college are appointed by the Directorate of Higher Education, Assam as per norms laid down by UGC and the Government of Assam. Temporary teachers are recruited 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.

Although the college provides conventional Arts and Commerce education one of its priority areas is development of skills among the students. As part of skill development, the students compulsorily learn computers during their stay. We aspire to introduce some vocational and job oriental courses in the near future so that the students can simultaneously acquire some diploma and certificates

Being an affiliated college, the examination system inclusive of syllabus designing, setting of question papers, conduct of examination are done by the University. The institution conducts two sessional examinations during each session. For this an examination committee is appointed which works in association with the Principal and the administrative staff to ensure the smooth conduct of the examination (both internal and external).

The college has a Research Committee which constantly supports, inspires, motivates and facilitates the research activity of the faculty members. It organizes Workshops and seminars at Institutional, State and National level to sensitize and imbibe research culture among the teachers and students. Academic leaves are granted to the faculty members to attend seminars/conferences etc. organized by reputed organizations. Teachers are encouraged to participate in Orientation and

Refresher courses, seminar etc. so that they can keep themselves abreast of developments in their areas of teaching. The College ensures optimal utilization of various research facilities by encouraging faculty members in accordance with their necessities. To facilitate the teachers who are involved in research work some adjustment are also made in their teaching schedule. The publication cell of the college has proposed to publish the research activities of the staff and other stakeholders. The research committee takes initiative to enlighten the faculty members, research scholars and students on the availability of research grants of different funding agencies like UGC, ICSSR.

The college has a wide range of Extension and outreach programmes. The Extension Education Cell of the college has undertaken various programmes to reach out to society and help the disadvantaged. The NSS Unit of the college is quite active and is involved in a large number of community services. It has adopted a village in its neighbourhood and has rendered services for their development. The college has linkages with some social and cultural organization. It organizes various extension and awareness programmes on different aspects in collaboration with several NGOs which offer helpful services to the community.

Infrastructural facilities are the key for effective and efficient conduct of the educational programmes. The college has a well-defined policy for enhancing infrastructure facilities to ensure academic and skill development of the stakeholders. The library of the college is fully automated and it has online e-resources access facility for the students and teachers provided by the INFLIBNET Centre through N-LIST consortium. The library is Wi-Fi enabled and runs in network environment with internet facility for both faculty and student. The smart classroom of the college is having 25 seating capacity with internet connectivity and Plasma T.V. display which promotes interactive teaching learning. The computer centre possesses 10 computers with latest configuration, internet connectivity running over network (LAN) environment for accessing internet by the students. All departments have been provided with computers, internet connectivity of 1 mbps speed under NME-ICT project of GOI. The women hostel of the college has the capacity of 30 inmates on twin sharing facilities.

The college publishes its updated prospectus annually which provides information on its wide range of support services available for students. The college ensures its commitment and accountability by maintaining high standards of work culture. Eligible students can avail themselves of different kinds of scholarships/freeships offered by the college and

government. The various cells of the college like the Career Guidance and Counselling Cell, Students' Welfare Cell, Grievance Redressal Cell, Health Care Cell etc. work for the betterment of the student community. Special support is also provided to the students who are at risk of failure and dropout.

Various sports games, cultural and extracurricular activities are held throughout the year which provides opportunities to students to develop their potential. Students of the college have excelled in various University/State/ National events and have brought laurels to the institute. NSS training is given to students to develop in them values of character, discipline, comradeship and selfless service. Various celebrations, invited lectures and exhibitions are also arranged in the college. The college also involves and encourages students to publish their creative expression/critical ideas in the publications of the college.

The college has a well-organized Alumni Association which takes active part in the activities of the college. Besides, the college has a twelve member Students Union which is an elected body. The Union plans and organizes co-curricular activities and help the college in its day-to-day functioning.

The Principal and the Governing Body together comprises the Governance, Leadership and Management of the college. The Principal and the G.B. is always aware of the stated Mission, Vision and Objectives of the college and formulates and executes plans and policies for achieving the same. The Annual Strategic Plan of the Institution includes all the action plans to be undertaken for fulfillment of stated mission and quality policy of the institution and for implementing the directives of the UGC and the State Government. The Principal initiates the process by engaging senior faculty members to undertake need analysis of the institution. The long term academic and infrastructural developmental needs of the college are reflected in the perspective plan of the college. To reinforce the culture of excellence, the G.B. and the principal takes up various steps such as automation of the college library, automation of administration, modernisation of infrastructure and learning resources like use of ICT or internet etc. The various academic and infrastructure policies are monitored and evaluated by the Principal and G.B. with help of many committees and sub-committees.

The Principal, President and some of the members of the G.B. are academically very active and they provide excellent academic leadership to the college. Both the University representatives to the G.B. are

acclaimed researchers and teachers of high repute in their respective disciplines. Both of them are former Deans of their faculties.

The internal organisational structure of the college is a highly decentralised one with G.B. and the Principal at the top. Sufficient authority is delegated to the HoDs to manage the affairs of the departments. The departmental HoDs are responsible for monitoring, holding of classes, progress of syllabus and analysis of both internal and end semester results. The various cells and sub-committees are given ample freedom to chalk out their plans and programmes and then discuss with the Principal for finalisation of the same. The college promotes participatory management and its G.B. has representatives from every stakeholder such as the University, teachers, guardians, donors and non-teaching staff. The Principal also takes initiatives for interaction with the Students, Guardians, Alumni, Teachers and the Non-teaching staff. Most of the grievances are redressed by the Principal with assistance of the Grievance Redressal Cell and Disciplinary Committee. Regarding the report on feedback analysis, the Principal takes the further course of actions.

The IQAC of the College function with the active co-operation of different constituents. Most of the suggestions made by the IQAC are accepted by the Principal and the G.B. The yearly self-appraisal reports of the teachers along with the feedback from the students are analysed by the IQAC. Based on the performance appraisal reports, Governing Body suggests appropriate measures to be adopted by the Principal and the staff. The sanctioned staff of the college is retained permanently and for recruiting the non-sanctioned, contractual and part timers, advertisement and interview are held and the best talents are selected. Annual increments are provided as incentives to retain them.

The G.B. approves the Annual Budget presented by the Principal and for utilising available UGC grants, the specific guidelines are followed. The internal audit of the college is done by engaging Chartered Accountants. The external audit is done by The Director of Local Accounts, Govt. of Assam. State Govt., Students' fee, UGC grants are the major source of revenue of the college.

The Integrated Framework of the College for quality assurance in its academic and administrative activities is operationalised by the Principal and the G.B. in a phase wise manner. For the success of the framework, the teaching and non-teaching staffs are given training on various requirements.

The college communicates about its quality assurance policies, mechanisms and outcomes to various stakeholders through holding meetings of the teaching and non-teaching staff, students and teachers, Governing Body, Guardians and Alumni and also through the College website and Annual prospectus.

Beyond the curricular activities, the college has developed a number of healthy practices which have enriched the institution and have made it stronger. To inculcate the spirit of environmental sustainability has been one of the avowed aims of the college. It has been conducting a Green Audit by planting and nurturing trees, naming the trees with local traditional names and involving the students and staff to make the college campus green and plastic free.

For the purpose of energy conservation, the college building has been designed and constructed in a way so that there is optimum use of natural lights and no use of electric light is required in day time. CFL bulbs are used to minimize power consumption, while an updated 45 KVA generator has been installed to minimize the cost of fuel. The act of switching off the lights and fans is inculcated when not in use by the students and staff. Use of bio-degradable cups-plates and table ware have been made compulsory for carbon neutralisation in and around the college. By observing World Environment Day and organising seminar, departmental group discussion, attempts are made to develop awareness of carbon neutrality among the students.

A positive impact has been gained by introducing various innovations during last five years. Installation of computers with internet facility in all departments, CCTV camera, bio-metric facial devices and punching machines, gadgets like refrigerator in the canteen, water purifier and cooler for drinking water, 45 KVA generator, fixed sound system in auditorium, along with automation and computerisation of college library with online e-resource and ICT skill development program, up gradation and modernisation of computer lab with internet facility, construction of Girls hostel, smart class rooms and class rooms on 2nd floor of auditorium, introduction of feedback and grievance and redressal mechanism etc. have developed the infrastructure of the college to a great extent and has created a healthy atmosphere for effective teaching and learning .

One of the best practices under taken by the college is the monitoring of the classes by the Principal which has improved the teaching learning process tremendously. Classes are held regularly, course curriculum is completed on time, students' attendance has improved and their learning outcomes have been satisfactorily achieved.

Another best practice of the college is the functioning of the library. It is well managed, well stocked and fully computerized with more than 12500 text books and reference books to facilitate teachers and students. Online e-journals and e-book access facility is available in the college library for the students and teachers under N-LIST consortium of INFLIBNET centre.

The college family including the Governing Body, Principal, teachers, employees and students have been trying to march together with an enlighten view to make the college a centre of excellence and serve the Nation and the State by unfolding the talents in the students and making them commendable human resources.

SWOC ANALYSIS

Strengths:

- 1) Centrally located in the heart of the Guwahati city where students coming from the different parts of the North East are admitted for higher studies.
- 2) To make the students computer literate, the college introduced computer basic course in 2005 compulsorily for all students enrolled in the college.
- 3) The college library is fully automated and uses sophisticated library management software SOUL for managing reading materials. It has also the facility for the students and teachers to access online e-resources (e-books, e-journals) through the N-LIST consortium of INFLIBNET Centre, Ahmedabad.
- 4) Commerce stream was introduced in 2010 to cater to the need of the students.
- 5) Wide range of extension activities are being undertaken by the active NSS wing of the college.
- 6) Coaching, counseling, guidance and placement assistance being provided by a Cell designated for the purpose.
- 7) Financial assistance being provided to the needy students under the students' welfare scheme.
- 8) Students centred activities such as seminars, group discussion, workshop etc. being undertaken to fulfill the personal and professional need of the heterogeneous groups of students.
- 9) Principal, Librarian and one faculty member of the college have got the recognition of Ph.D. guideship of Gauhati University.

- 10) Nearly 50% of the permanent faculty is PhD holders.
- 11) Many faculty members of the college are associated with the designing of syllabus and course-curricula of the University.
- 12) Dedicated and efficient faculty members cater the need of the students' community by helping and mentoring them in various ways.
- 13) The college provides good infrastructural facility for effective teaching learning.

Weaknesses:

- 1) Academic background of the students admitted in the college are lower as compared to the neighbouring colleges.
- 2) Results are not up to the expected level.
- 3) Placement and campus recruitment of the students is not very encouraging.
- 4) Inadequate supply of learning resources and reading facility to the students due to unavailability of separate library building.
- 5) Lack of adequate open spaces to promote sports and co-curricular activities.
- 6) Auditorium is not well furnished.
- 7) More Research activities of the faculty members are desired.
- 8) Seminar/conference hall is yet to be constructed.
- 9) All faculty members of the commerce stream are appointed on contractual/ad-hoc basis
- 10) Faculty student ratio is high due to non-creation of permanent sanctioned posts.
- 11) Second & third floor of the girls hostel are yet to be constructed.
- 12) Administrative block cum Principal's office facing space constraints.
- 13) Commerce block is yet to be constructed.
- 14) Absence of independent departmental rooms.
- 15) Lack of consultancy services.

- 16) Lack of add-on courses.
- 17) Lack of sufficient medical facility in case of emergency.

Opportunities

- 1) The college is centrally located in the heart of the Guwahati city which provides enough scope for introduction of many add-on self-financed vocational courses in the college premises to generate revenue.
- 2) To arrange more soft skill development programmes and professional 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 efficiency of the students in the global employment market.
- 5) To provide further scope for the development of talents of the students in extra curricular activities.
- 6) To open NCC for the students

Challenges

- 1) To increase the employability of the students in diverse category of jobs.
- 2) Betterment of academic result of the students is a major challenge for the college.
- 3) Paucity of fund for college development.
- 4) Creation of sanctioned posts.
- 5) Commerce stream yet to get government concurrence

Future Plans:

1. **Wi-Fi Campus:** The college has a plan of campus networking for the purpose of linking all departments, library, Principal's Office for sharing of documents, official works as well as to make the college campus completely Wi-Fi so that students,

teachers can access learning resources online through Internet freely.

2. **Digital Library:** The College has a plan to develop digital library for making teaching learning more interactive. It will help the students to access the learning resources such as class lectures, tutorials, live broadcasting of class lectures, interaction with the teachers as well as access to online e-resources (e-books, e-journals etc) and institutional repositories.
3. **Teaching Aids, Fittings & Furniture:** The College has a plan to replace the fittings and furniture of the class rooms with modern fittings and teaching aids. Besides the college also plans to set up more ICT enabled classrooms.
4. **Office Automation and Creation of MIS:** We have a plan to automate office and to develop a MIS in the 2014-15 academic session so that all kinds of information can be accessed and retrieved readily and instantly so as to provide better services to the stakeholders and also to bring transparency in the administration.
5. **Library Building:** At present the college library is running in a temporary set up in the ground floor of the main college building. Due to lack of a formal library building structure, the library is facing a lot of problems to carry out day to day library activities. The library is also facing space problems to accommodate the growing reading materials. The college also lacks a seminar hall/conference room. We have a plan to construct a separate building of Library cum seminar room.
6. **Fitness Centre:** As the college does not have a big playground in the campus, we have a plan to construct a Gymkhana for the student.
7. **Girls' Hostel:** The College has a plan to construct the second floor of the existing girls' hostel to accommodate more girl students.
8. **Construction of new classrooms:** The college has a plan to complete the construction of the second floor of the Auditorium to accommodate more students.

9. Construction of Departmental Common Rooms with seminar library facility.
10. Applying UGC for starting BVoc Programme and Community College.



(Dr. Dharmendra Nath)
Principal,
S.B.Deorah College, Guwahati

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Profile of the College

1. Name and Address of the College:

Name :	S.B.DEORAH COLLEGE
Address :	Ulubari, G.S.Road
City :	Guwahati
Pin	781007
State	Assam
Website :	www.sbdeorahcollege.org.in

2. For Communication:

Designation	Name	Teleph one with STD code	Mobile	Fax	Email
Principal	Dr.Dharmendra Nath	O:0361-2523172	+91943 5024667	0361-2523172	dnath4@gmail.com
Vice Principal	Dr.Sewali Mahanta	O: 0361-2523172	+91986 4105371	0361-2523172	jonti57@gmail.com
IQAC Coordinator	Dr.Bandana Baishya	O: 0361-2523172	+91943 5340466	0361-2523172	tilakbaishya53nimr@gmail.com

3. Status of the Institution:

Affiliated College	✓
Constituent College	

Any other (specify)	
---------------------	--

4. Type of Institution:

a. By Gender

i. For Men	
ii. For Women	
iii. Co-education	✓

b. By Shift

i. Regular	✓
ii. Day	
iii. Evening	

5. It is a recognized minority institution?

Yes	
No	✓

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

6. Sources of funding:

i. Government	✓
ii. Grant-in-aid	
iii. Self financing	✓
iv. Any other	

7. a. Date of establishment of the college: **September 9, 1984**

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

GAUHATI UNIVERSITY

c. Details of UGC recognition:

Under Section	Date, Month & Year (dd-mm-yyyy)	Remarks(If any)
i. 2 (f)	29/10/2005	
ii. 12 (B)	29/10/2005	

(Enclosed in Annexure - IV)

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

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

Yes	
No	✓

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

Yes	
No	✓

9. Is the college recognized

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

Yes	
No	✓

b. for its performance by any other governmental agency?

Yes	
No	✓

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

Location *	Urban, Guwahati (Metro), Kamrup District
Campus area in sq.mts.	4500 sqr.mt
Built up area in sq. mts.	1200 sqr.mt

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

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

❖ **Auditorium/seminar complex with infrastructural facilities**

- a. Auditorium with around 350 seating capacity along with audio system, lighting, proper ventilation system and generator power back up for uninterrupted power supply is available in the college.
- b. A Smart Class Room with plasma TV, computer with Internet connectivity of around 20 seating capacity for interactive learning.

❖ *Sports facilities*

* **Play Ground**

- a. The college has a very small play ground near the approach where games like volley ball, badminton etc are played. The college made an agreement with the Gauhati Medical College authority, which is near to our college, to use its play ground *for practicing and holding outdoor games and athletic competitions during annual college week festivals.*

b. **Indoor games:** *Table tennis board, carom board, chess etc. are available.*

* Swimming Pool: **Not Available**

* Gymnasium: **Not Available**

❖ **Hostel**

* **Boys' hostel:** Not Available

* **Girls' hostel**

i. Number of hostels: 01

ii. Number of inmates : 30

iii. Facilities (mention available facilities)

The college has a large, spacious, well furnished girls' hostel in the college campus. The hostel is a 3 storied R.C.C. building with residential complex for the Hostel Superintendent and the support staff. It provides a safe and secure accommodation to girl students. Facilities like dine, TV, Newspaper, visitor's lobby etc are available.

* **Working women's hostel**

The college does not have working women's hostel, but many hostels for working women's are available nearby areas i.e. within 2 K.M. of the college.

❖ **Residential facilities for teaching and non-teaching staff (give numbers available – cadre wise)**

o **Staff Quarter:** Two staff quarters for Grade-IV staff with minimum facility.

❖ **Cafeteria :**

The college canteen is situated within the college campus where healthy breakfast, lunch and snacks are provided to the students and staff at subsidized rate.

❖ **Health centre :**

At present the college does not have any permanent health centre. However health services are provided to the students at Gauhati Medical College which is ½ K.M. away from the college. The Health Care Cell of the College organizes free health check-ups every year for the students of the college by the renowned doctors of Gauhati Medical College.

❖ **Facilities like banking, post office, book shops**

Branches of various banks viz. SBI, ICICI, HSBC, Indusland Bank, Karnataka Bank etc are available within ½ k.m. distance. ATM booths are just 150 meters away from the college campus. Post Office (Ulubari) is ½ K.M. away whereas Book Shops are situated 2 k.m away from the college campus.

❖ **Transport facilities to cater to the needs of students and staff**

As the college is located in the arterial Gauhati Shillong Road (G.S.Road) at the heart of the Gauhati city, regular city buses, auto-rickshaws, taxi and other rented vehicles etc. are available throughout the day till 9 - 10 pm.

❖ **Animal house:** Not Available

❖ **Biological waste disposal:** Not Available

❖ **Generator or other facility for management/regulation of electricity and voltage**

- A 45 KVA diesel generator
- 3 Inverters (battery generated) each of 750 VA
- 20 UPS : All computer systems are supported by UPS back up facility

❖ **Solid waste management facility**

The college campus is declared as plastic free zone. Bio-degradable solid waste materials are disposed off biologically.

❖ **Waste water management**

The drainage system of the college is connected to the main drain of the Gauhati Municipality Corporation for draining the waste water out of the college campus.

❖ **Water harvesting**

At present there is no water harvesting facility in the college campus, but in future we have a plan to install rain water harvesting mechanism with the technical guidance of experts.

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

Sl. No.	Programme Level	Name of the Programme / Course	Duration	Entry Qualification	Medium of instruction	Sanctioned/ approved Student strength	No. of students admitted
1	Under-Graduate	1.B.A 2.B.Com.	3 Yrs. (6 Semesters)	10+2	Assamese / English	350 120	350 120
2	Post-Graduate	N/A	N/A	N/A	N/A	N/A	N/A
3	Certificate courses	Computer Basics, Telly, HTML, C++	3 Months	10+2	English	300	300
4	UG Diploma	N/A	N/A	N/A	N/A	N/A	N/A
5	PG Diploma	N/A	N/A	N/A	N/A	N/A	N/A
6	Any Other (specify and provide details)	1. H.S.(+2) Arts 2. HS(+2) Comm.	2Years 2Years	HSLC Pass	Assamese /English	150 100	252 111

13. Does the college offer self-financed Programmes?

Yes	✓
No	

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

Yes	✓	No		Number	01
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15. List the departments: (respond if applicable only and do not list facilities like Library, Physical Education as departments, unless they are also offering academic degree awarding programmes. Similarly, do not list the departments offering common compulsory subjects for all the programmes like English, regional languages etc.)

Faculty	Departments (eg. Physics, Botany, History etc.)	UG	PG	Research
Arts	Economics	B.A	N/A	N/A
	Education			
	History			
	Mathematics			
	Philosophy			
	Political Science			
Commerce	Accountancy	B.Com.	N/A	N/A
	Management			
	Finance			

16. Number of Programmes offered under (Programme means a degree course like BA, BSc, MA, .Com...)

a. annual system

b. semester system

c. trimester system

17. Number of Programmes with

a. Choice Based Credit System

b. Inter/Multidisciplinary Approach

c. Any other (specify and provide details)

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

Yes No

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

Yes	
No	✓

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

Positions	Teaching faculty						Non-teaching staff		Technical staff	
	Professor		Associate Professor		Assistant Professor		*M	*F	*M	*F
	*M	*F	*M	*F	*M	*F				
Sanctioned by the UGC / University / State Government Recruited	Nil	Nil	04	14	0	03	11	0	Nil	Nil
Yet to recruit	Nil	Nil	Nil	Nil	Nil	Nil	Nil	Nil	Nil	Nil
Sanctioned by the Management/ society or other authorized bodies Recruited	-	-	-	-	05	14	05	01	0	0
Yet to recruit										

*M-Male *F-Female

21. Qualifications of the teaching staff:

Highest qualification	Professor		Associate Professor		Assistant Professor		Total
	Male	Female	Male	Female	Male	Female	
Permanent teachers							
D.Sc./D.Litt.	Nil	Nil	Nil	Nil	Nil	Nil	Nil
Ph.D.	-	-	01	08	0	01	10
M.Phil.	-	-	01	01	0	01	03

PG	-	-	03	06	0	01	10
Temporary teachers							
Ph.D.	-	-	-	-	0	01	01
M.Phil.	-	-	-	-	01	0	01
PG	-	-	-	-	03	05	08
Part-time teachers							
Ph.D.	-	-	-	-	-	-	-
M.Phil.	-	-	-	-	-	01	01
PG	-	-	-	-	02	06	08

N.B.: The Principal and Librarian of the college are having PhD degree

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

Nil

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

Categories	Year 1 (2010-11)		Year 2 (2011-12)		Year 3 (2012-13)		Year 4 (2013-14)	
	Male	Female	Male	Female	Male	Female	Male	Female
SC	19	26	15	20	29	27	32	26
ST	62	89	77	78	118	110	144	114
OBC	57	116	64	96	97	103	110	96
General	155	300	191	320	243	292	273	289
Others (PH)			01					

24. Details on students enrollment in the college during the current academic year:2014 - 15

Type of students	UG	P G	M.Phil.	PhD	Total
Students from the same state where the college is located	904	Nil	Nil	Nil	904
Students from other states of India	180	--	--	--	180
NRI students	--	--	--	--	
Foreign students	--	--	--	--	
Total	1084				1084

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

UG PG

26. Unit Cost of Education

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

(a) including the salary component

(b) excluding the salary component

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

Yes	<input type="checkbox"/>
No	<input checked="" type="checkbox"/>

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

i. **B.A:- 1:25**

ii. **B.Com:- 1:35**

29. Is the college applying for

Accreditation : Cycle 1 Cycle 2 Cycle 3 Cycle 4

Re-Assessment:

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

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

Cycle 1: **28/02/2005** Accreditation Outcome/Result: **C⁺⁺**

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

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

32. Number of teaching days during the last academic year
(Teaching days means days on which lectures were engaged excluding the examination days)

152

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

15/05/2006

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

AQAR (i) 2013 - 2014 (26/12/2014)

AQAR (ii) 2012 - 2013 (28/12/2014)

AQAR (iii) 2011 - 2012 (30/12/2014)

AQAR (iv) 2010 - 2011 (31/12/2014)

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CRITERION I

CURRICULAR ASPECTS

1.1 Curriculum Planning and Implementation

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

Vision:

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.

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.

Objectives

The objectives of the college are:

1. To develop the college as an exemplary institution of higher education

The institution tries to enhance and promote excellence in teaching and learning so that the goals and standards of the college's academic programmes are achieved. For this it provide the finest opportunities and environment to meet the dynamic learning and developmental needs of the students. To promote social justice and equality, special needs of the economically, educationally and socially disadvantaged segments of the society are taken care of.

2. To enhance knowledge and skills of the students

The institution strives to inculcate knowledge and need-based skills so that the products of the college grow intellectually and find themselves prepared for employment and self-employment.

3. To ensure the overall personality development of the students

The institution tries to discover the native potential of the students through appropriate co and extra-curricular activities leading to integrated personality-development. To ensure the overall personality development of the students it provides an enriching range of co-curricular activities which nurture their diverse talents.

4. To build excellent community relationship

Another objective of the institution is to develop the spirit of patriotism, dedication and service. To promote the spirit of community service and for cultivation of democratic values like leadership, co-operation, competition among students, faculty and staff, the college organizes various extension and other activities. The college also tries to develop awareness about conservation and preservation of environment among the students.

5. To develop moral and ethical values and scientific temper

Another goal of the college is to instil moral and ethical values among the students for their balanced and integrated development. It also tries to promote scientific temper among the students by cultivating their ability to develop original idea, critical thinking etc.

6. To promote the feeling of nationalism and universal brotherhood

The institution tries to infuse the spirit of nationalism among the students so that they may develop love and respect towards the rich culture and civilization of the land and thereby preserve and promote the glorious national heritage of the country. It also trains the young generation for world citizenship.

- As an affiliated college of Gauhati University it follows the curriculum prescribed by the University. The college offers a wide range of subjects in the prescribed curriculum in arts and commerce stream.
- The above vision, mission and objectives are clearly stated in the prospectus, college website and are displayed near the college entrance.

- Towards realising the vision, mission and objectives, the college has set out planned strategies within the permissible college programmes.
- Teaching and learning is consistent with the vision, mission and objectives of the institution. It has helped to enrich the curriculum so as to keep pace with the changes which are taking place in the field of higher education and to meet the needs of the changed aspirations of the students.
- Curriculum transmission is done by the college as per the plan adopted by it. The college has adopted a participatory approach by involving all the teachers in academic planning.
- The objectives are periodically reviewed and communicated to all staff members and students.

The College Emblem



The college emblem with its motto “**Knowledge is power**” reflects the vision and mission of the institution. The emblem contains a glowing earthen lamp and an open book. The open book in the emblem of the college portrays that man’s unappeasable thirst for knowledge and wisdom can be quenched by it. It reflects the institution’s desire of encouraging the students to expose them to a world of boundless knowledge which will give them the power to face the challenges of life. The ever glowing earthen lamp in the emblem symbolises virtue that leads to righteous living. It also symbolises illuminating the light of knowledge by removing the darkness of ignorance. So the emblem highlights the institution’s objective of guiding the students towards the vast world of knowledge by removing darkness of ignorance and to prepare them for living a noble life.

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

- **Timely Completion of the Course:** The College has total faculty strength of thirty eight. The faculty members try to complete the curriculum prescribed by GU within the stipulated time. The head of the departments periodically reviews the progress regarding completion of the syllabus.
- **Annual Work Plan:** For this the faculty members prepare an annual work plan before the commencement of the academic session at departmental level.
- **Teaching Plan:** All the departments prepare a teaching plan where they note down the units of the syllabus to be covered and other teaching activities to be performed on a regular and organized basis.
- **Departmental Logbook:** Every department maintains their departmental logbook to keep record of their daily course coverage.
- **Principal's Monitoring:** The functioning of different departments is monitored by the Principal in consultation with the Heads of the Departments.
- **Staff meeting:** Staff meetings are held frequently for reviewing teaching progress.
- **Remedial Classes:** The College conducts remedial classes for the educationally disadvantaged student.
- **Interactive Learning:** Besides the conventional lecture method there is interactive learning through field work, group discussion, seminar, presentations, workshops, street plays, audio-visual methods, periodic assignments, educational trips and study tours, field work, quiz competitions, exhibitions, book fairs etc.

The mission and goals of the college are followed through formal and informal education within the curriculum.

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

So far as procedural and practical support from the institution is concerned it provides the following:

- **Daily Routine** - A daily routine for different classes is provided by the institution which is prepared by a routine committee consisted of all the head of the departments.
- **Academic Calendar** -The institution prepares a well planned academic calendar as per Gauhati University specification at the beginning of the academic session which highlights the dates of each and every activity of the college like classes, examinations, various programmes and events that the college celebrates, holidays etc. The IQAC of the college monitors its implementation throughout the year.
- **College Prospectus**- The college publishes its updated prospectus annually.
- **Apparatus and Equipments** - For practical subjects the necessary apparatus and equipments are provided by the institution.
- **Faculty Improvement Programmes**- The institution encourages the teachers to participate in National and International Seminars, Refreshers Courses, Orientation Program,short term course, Faculty Improvement Programmes, etc.
- **Departmental Talks, Seminars, Workshops**- The college also makes necessary arrangement for conducting various departmental talks, seminars, workshops, educational tours and different competitions like debate, quiz, extempore speech etc.
- **CCTV Cameras** - CCTV Cameras are installed in different places of the college to maintain a disciplined environment in the college.
- **Wi-fi system** - Wi-fi system has been introduced in the college.
- **Departmental Library**- In addition to the central library the college encourages all the departments to maintain departmental library. All the departmental libraries issues books to the teachers and students.
- **Interactive Teaching and Learning**- Laptops, projectors, display screens, voice amplifier are procured to make the seminar, workshop as well as class room presentation lively and interactive.

- **Computer Lab-** Computer Lab of 10 computers with internet facility is available for providing basic computer training to the students.
- **Computer literacy programme for the Grade-III staff-** Computer literacy programme for the Grade-III staff is being organised on regular intervals in the computer centre of the college.
- Deputed the Grade-III staff of the college in the workshops on office management often conducted by different Colleges and ASC, Gauhati University
- **Training of the Office Staff-** Training on admission procedures, audit and examination related matters are given to them by the college authority.

1.1.4 *Specify the initiatives taken up or contribution made by the institution for effective curriculum delivery and transaction on the Curriculum provided by the affiliating University or other Statutory agency.*

For effective curricular delivery and transactions on the curriculum provided by Gauhati University the institution has taken up the following measures:

- Provide proper infrastructure like class rooms, teaching aids etc.
- For subjects having practical the college make necessary arrangement for laboratory rooms and equipments etc.
- Reading list, study materials and home assignments are also given to the students for their comprehensive learning.
- Measures are taken to ensure accessibility of the teachers inside and outside the classroom to motivate the students for further study and discussion.
- Students are given help and training in the use of library and computer services and are informed about the availability of reading materials for the prescribed syllabus in the library.
- Relevance to real life situations of course content is pointed out by the teachers.
- The college has a smart class room with modern ICT to make

the teaching learning process more lively and interactive.

- The college has well managed, well stocked and fully computerized central library having good collection of texts and reference books. Besides books the library also subscribe to a good number of periodicals and research journals pertaining to different subjects taught in the college. Popular magazines, various dailies and weekly regional and national news paper etc. are also available in the reading room of the library. It also has a good collection of digital resources in the form of CDROM, DVDROM.
- The library has the facility to access various online e-resources through a UGC sponsored consortia viz. N- LIST (National Library and Information Services Infrastructure for Scholarly Content). User of library can access more than three thousand five hundred online e- journal, more than seventy four thousand e- books covering wide range of subjects in the field of social science, humanity, commerce etc.
- All the teachers and students have access to computer and internet facility which equip them to update their knowledge in their discipline.
- Teachers remain in constant touch with more recent development in their respective discipline by participating in various national and international seminar and workshops. Some faculty members have also made effort to pursue research activities in their subjects by conducting minor research project.
- Voice Amplifiers have been provided to each department for use of the faculties while taking classes.
- All the departments of the college are provided with computers with latest configuration and internet facility.
- All the departments organize guest lectures from time to time.
- Inter departmental programmes are also organized in the college from time to time.
- The college in association with various renowned publishers organize book fairs in the college premises to magnetize the students towards books and to nurture their reading habit.

- Every year the college organizes handicraft exhibitions cum sale to showcase the skills of the students in various activities like painting, clay modeling, flower making, embroidery, doll making, knitting, pickle making, cooking various modern and traditional Assamese cuisine.
- Construction of additional classrooms on the top floor of the Auditorium Building is going on which is likely to be completed very soon.

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

For effective operationalisation of the curriculum the institution organizes various programmes and invites experts from industries, research bodies and universities.

- Career related seminars, talks etc are organized on regular basis for the benefit of the students by inviting competent persons.
- The college organizes workshops and seminars on quality related themes. Two workshops have been organized on the use of modern tools in teaching and learning and research paper writing.
- The college has organized a national workshop with the financial assistance from UGC on the topic *“Research Project Writing”* on May 9-10, 2014. Dignitaries from different Research bodies like OKDISCD, WSRC, ICHR and from various institution of repute like Assam University, NEHU, IIT, Guwahati etc. graced the occasion as recourse person.
- The college has organized a UGC sponsored national seminar on *“Environment and Civil Society: Issues, Problems and Remedies”* on August 29-30, 2014 .The seminar was organised in collaboration with AARANYAK, a prominent NGO of North East. Quite a good number of thought provoking papers were presented and various vital issues related to environment were discussed in the presence of eminent recourse persons from diverse aspects of knowledge.
- A UGC sponsored state level workshop was organised by the college in collaboration with Nunmati Sahitya Sabha on the topic *“Present Status of the Implementation of State Language in*

Assam: It's Problems, Threats and Solutions". Various distinguished scholars of Assamese language have attended the workshop and shared their views.

- The institution is actively involved in promoting research culture in the college. It has a Research Committee which examines and evaluates the research proposals of the faculty members before submitting to the agencies like UGC, ICSSR etc.
- Two Minor Research Projects sponsored by UGC and one ICSSR sponsored Major research project is going on in the college.
- Many students are also involved in research work as per the syllabus prescribed by Gauhati University.

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

- As an affiliated college to Gauhati University the institution follows a curriculum prescribed by the university
- Curriculum development is not within the control of the college but some of the teachers of the college are the members of UGCCS which designs the curriculum. They provide valuable inputs to the statutory bodies of the University during curriculum design and its revision. They are responsible for preparing, modifying and updating the syllabi. Participation of the teachers in this exercise seems to have added to the quality of the curriculum.

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

- The college offers a self financed computer course. The syllabus of the computer course is designed by the institution. The course is designed with a view to develop the dexterity

and employability of the students. The content of the course are as follows

- ✓ Introduction to computer fundamentals
 - ✓ MS Office
 - ✓ Introduction to Web Design
 - ✓ Concept of Hardware and Networking
 - ✓ MS DOS/Windows
 - ✓ Introduction to DBMS & RDMS
 - ✓ Basic Programming/PLT
 - ✓ Internet
- However, the students of this college who have already completed the compulsory basic computer course in their Higher Secondary classes can opt for any one of the following compulsory alternative computer courses in their admission to TDC first year class. The alternative compulsory computer Courses are:
- ✓ Tally Erp9(accounts, Inventory, T.D.S., Vat, ,Cost Maintain)
 - ✓ DBMS(Database Management System)
 - ✓ DTP(Photo shop, Page Maker, Corel Draw, Front Page)
 - ✓ Web Design (H.T.M.L)
 - ✓ Computer language-C/C++

Besides, some of the members of the college are engaged in preparing study material for B.A. courses offered by IDOL, KKHSOU and Tezpur Central University.

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

The objective of the curriculum is to provide totality of experiences inside and outside the institution to the students for their holistic development. It covers all the useful knowledge and experiences needed for personal and social development. The education offered in the college is holistic in purpose and aim at total development of the students. Our college adopts

various measures to ensure and analyze that the stated objective of the curriculum is achieved.

- In academic matters the institution ensures that the stated objectives of the curriculum are achieved by conducting examinations. Though external evaluation is the responsibility of the affiliating University, but internal evaluation is done by the college. The college conducts sessional examination. The answer scripts of the sessional examinations are shown to the students so that they can learn from their mistakes. It helps the students to modify their learning approaches to demonstrate better performance in succeeding external examinations.
- The institution has a system of recording and measuring the progress of the students.
- The success/ failure rate is monitored at the end of every semester especially for the major students.
- Periodic meeting of the Principal with HoDs are convened to discuss about the matters like completion of the curriculum, results of the departments, various steps to be taken for academic improvements of the students etc.
- Staff meetings are also held from time to time to discuss about the achievement of the students in various scholastic and co-scholastic activities. The problems and difficulties of the disadvantaged students are discussed and efforts are made to remove them.
- Each department periodically conduct meeting of faculty members to discuss the progress of the students as well as the syllabus and takes remedial steps.
- The IQAC of the college prepares feedback format as per the guidelines of NAAC. Achievement of the objective of the curriculum is ensured by analyzing the feedback of the students on curriculum.
- The students have an easy access to teachers and the Principal for redressing their day-to-day problems and grievances.
- The Governing Body, the apex body of the college also takes account of whether the mission and vision of the institution are achieved in course of implementation of the curriculum or not.
- The college also organizes parent teacher meet where the parents or the guardians of the students give their opinion on the students' performance in various scholastic and non scholastic activities.

- Extracurricular activities of the students in sports, music, performing arts are encouraged and their achievement in various competitions at the college, university, state and national level is monitored.
- It can also be ensured by observing students' performance in group discussion, home assignments, participation in seminars and workshops.
- Achievement of the objective of curriculum in course of implementation can also be ensured by supervising the participation of the students in various extension activities.

1.2 Academic Flexibility

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

- The college offers a compulsory computer course to students. The goals and objectives of the course are to make them computer literate.
- The course material is provided by the institution.
- A certificate to the successful students is given at the end of the course.
- The course is conducted by the college in association with iFuture computer Education, Maligaon, Guwahati.
- The computer classes are held within the normal college hours and it is included in the class routine.
- The college offers two years certificate course in the +2 Section in the arts and commerce stream.

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

No, the institution does not offer any programme that facilitate twinning or dual degree as there is no provision for offering dual degree programme simultaneously under Gauhati University.

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

- Range of Core / Elective options offered by the University and those opted by the college

The college follows the curriculum prescribed by Gauhati University. GU has introduced semester system in Degree Course from the session 2011-12. The three year degree course therefore consist of six semesters. The college offers the following Core and Elective subjects for the Arts Stream.

THREE YEARS DEGREE COURSE: B.A

Core Subjects	Elective Subjects	Major Subjects
1. General English (I, II & III semester)	1. Economics	1. Assamese
2. M.I.L. & Alternative English (I, II, III & IV Semester)	2. Education	2. Economics
3. Environmental studies (III & IV Semester)	3. History	3. Education
	4. Political Science	4. English.
	5. Philosophy.	5. History
	6. Elective Assamese	6. Political Science
	7. Mathematics	

THREE YEARS DEGREE COURSE: B.Com

This is a three year (six semesters) programme leading to the degree of Bachelor of Commerce (B.Com). The College offers the following subjects for the B.Com course

General papers	Major Papers
B.Com. (Semester-I)	
Fundamentals of Insurance or Business Mathematics Financial Accounting-I Business Organisation and Entrepreneurship Development Indian Financial System	1. Cost Accounting (Accy.) 2. Human Recourse Management (Mgt.)
B.Com. (Semester-II)	
Communicative & Functional English-I or Functional MIL-I Financial Accounting-II Principles of Management Business Statistics	1. Management Accounting (Accy.) 2. Human Recourse Planning & Development (Mgt.)
B.Com. (Semester-III)	
Environmental Studies Communicative & Functional English-II or Functional MIL-II Corporate Accounting Direct Taxes Corporate Law	1. Advanced Corporate Accounting (Accy.) 2. Industrial Relations & Labour Laws (Mgt.)
B.Com. (Semester-IV)	
Business Economics Auditing & Assurance Indirect Taxes Financial Services	1. Advanced Financial Accounting (Accy.) 2. Cost & Management Accounting (Mgt.)
B.Com. (Semester-V)	
Business Environment Marketing Management Financial Management Regulatory Framework of Business-I	1. Financial Statement Analysis (Accy.) 2. Customer Relations & Retail Trade Management (Mgt.)
B.Com. (Semester-VI)	
Information Technology in Business Marketing of Service Modern Banking Practices Regulatory Framework of Business-II	1. Project Report (Common for All Major Students)

- Choice Based Credit System and range of subject options

Range of subject options offered by the college are prescribed by Gauhati University

- Courses offered in modular form

The courses are unitised by the affiliating university and are distributed among the faculty members at Departmental level.

- Credit transfer and accumulation facility

As there is no provision for credit transfer and accumulation facility in the affiliating university the institution does not provide it.

- Lateral and vertical mobility within and across programmes and courses

There is no provision for Lateral and Vertical Mobility within and across programmes and courses

- Enrichment course

The college offers a compulsory computer course to the students to enrich their computer skill and to prepare them for regional and global employment market.

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

- The compulsory computer course (mentioned in 1.2.1) is a self financed programme that the institution provides to the students.
- The curriculum and the study materials are provided by the college.
- The matters like admission, fees structure, teacher qualification, salary etc are determined by iFuture.

1.2.5 Does the college provide additional skill oriented programmes, relevant to regional and global employment markets? If 'yes'

provide details of such programme and the beneficiaries.

- The college is providing computer certificate courses to the students of B.A. and B.Com programme. 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 are Tally Erp9, DBMS, DTP, Web design, MS Dos/ Windows, MS office, computer language- C/C++ etc.
- A total of 220 students are enrolled in computer basic certificate course; 122 students in Tally; 45 students in DTP; 61 students in web designing (HTML) and 17 students in C++ certificate course.
- Besides, the college is also planning to introduce university approved add-on courses in the next academic session to enhance the employability of the student.

1.2.6 Does the University provide for the flexibility of combining the conventional face-to-face and Distance Mode of Education for students to choose the courses/combination of their choice" If 'yes', how does the institution take advantage of such provision for the benefit of students?

No the institution does not provide for the flexibility of combining the conventional face to face and Distance Mode of Education for students.

1.3 Curriculum Enrichment

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

The institution's goals and objectives are 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. For that, the institution, beside the curriculum prescribed by the university, organizes various programmes from time to time. The programmes are in

conformity with the vision, mission and objectives of the college.

- **College Election-** The college conducts election of the Students' Union every year which develops leadership quality of the students.
- **The College week-** A yearly event of the college that gives the students a platform to bring out their hidden talent in sports, cultural and literary activities.
- **Inter College Festival** - In addition to regular University youth festival, the college along with two other leading colleges of the city organized an inter college festival in 2013 among students.
- **Seminars and workshops-** Seminars and workshops which are integral part of teaching learning process are held by the departments at regular intervals. Multi- disciplinary seminar is also held in the college and scholars from various fields are invited.
- **National workshop** - A UGC sponsored national workshop was organised by the college in collaboration with North Eastern Economic Association (NEEA) on May 9-10, 2014 on " Research Project Writing."
- **National seminar** - A UGC sponsored national seminar was held in the college in collaboration with AARANYAK on the topic "Environment and Civil Society: Issues. Problems and Remedies "on August 29-30,2014.
- **Educational Tours** - Various departments of the college organize educational tours with a view to expose our students with culture, history and geography of the country.
- **In-House Publications** - The college has some in-house publications which encourage the students and faculty in various literary activities. The college magazine UDIAN is published annually.
- **Wall Magazines-** Besides, to develop the literary and intellectual quality of the students, all departments of the college bring out wall magazines.
- **Folklore Section cum Folklore Museum** -A folklore section cum Folklore Museum had been set-up in 2004 to make the

students and society aware about the rich traditions, customs and cultural heritage of Assam and the N.E.Region. The museum is also open for the public.

- **The NSS and Red Ribbon Club-** The NSS cell and Red Ribbon Club of S.B.Deorah college has undertaken a wide range of activities like helping victims of natural calamities, cleanliness drive, voluntary blood donation, AIDS awareness, plantation, organizing camp, anti-ragging awareness programme, short film festival on AIDS, celebration of youth day etc.
- Besides a large number of teachers are members of different organizations which deal in academic transaction. This also has contributed to the academic growth of the institution.

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

To enrich and organize the curriculum to enhance the experiences of the students so as to cope with the needs of the dynamic employment market the college has taken various measures-

- The college has a Career Guidance and Counselling Cell that tries to create awareness regarding career prospects, self employment and entrepreneurship development among the students in finding and selecting various channels of employment opportunities. The cell organizes career related seminar, talks etc on regular basis for the benefits of the students by inviting competent persons.
- Two workshops on career guidance were organised where experts were invited. In future, the college will associate with different organisations to promote campus recruitment for the students of the college.
- **Coaching Classes for Entry into Services** The College has made provision for providing coaching for entry into services for degree students by experts as well as college faculty. Career Guidance Cell of the college has organized a week long special classes during January 6 - 12, 2014 on Entry into

Services in order to familiarize our students with competitive examinations like banking, insurance etc.

- In order to promote career awareness among the girl students, the Cell in association with North India Technical Consultancy Organisation (NITCON) on behalf of Consultancy Development Centre (CDC), an autonomous institute of DSIR, Ministry of Science & Technology, New Delhi, has organized one day workshop on **“Building Awareness among Women Consultants in India”** on March 12, 2014 where more than 80 girls students participated in the workshop.
- The professional group viz. T.I.M.E, Guwahati having expertise in coaching for competitive examinations has been engaged to enlighten our students utilizing the fund provided by UGC during XI plan period. A total of 38 students of Degree 3rd and 5th Semester were participated and successfully completed the course.
- Different Departments of the college are regularly organize personality development programmes for the major students.
- In addition to these the teachers of the college are always engaged in mentoring the students to take up their right career.
- Besides, the college is also planning to introduce university approved add-on courses in the next academic session to enhance the employability of the students.

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

To integrate the cross cutting issue like Gender, Climate Change, Environmental Education, Human Rights, and ICT etc into the curriculum the college has undertaken different activities on the following areas:-

Gender:

- The Women Cell, S.B.Deorah College has been constituted for the general well being of the girl students. Providing a gender friendly atmosphere for the full realization of the capabilities of the girl students is its key concern. The cell organizes various programmes and activities for welfare of the girls.

- On the occasion of International Breast Cancer Day, S.B. Deorah College health Care Cell organized Breast Cancer awareness programme among the girls students. Renowned oncologist from B. Barooah Cancer Institute participated in the programme and delivered their informative lecture on the disease.
- The college has organized a UGC sponsored national seminar on environmental issues. Women and Environment was one of the sub-theme in the seminar which highlighted the role of women in conserving and preserving the environment. Research papers on issues like women participation in environmental movements, empowerment of women to help protect the environment, role of women in environmental management and sustainable development, environmental awareness among tribal women, role of women in controlling environmental pollution etc were presented.
- The North East Chapter of FICCI has organised a awareness programme on the topic “How Safe are Women in India”
- National Day for the Girl Child is also observed in the institution.
- The college has a girls hostel adjacent to the college campus which provide accommodation to the girls students coming from different parts of the state and from outside the state.

Climate Change:

Climate change was one of the sub- themes in the national seminar on “Environment and Civil Society: Issues, Problems and Remedies” held in the college on August 29-30, 2014. Eminent environmentalist Prof. A.K. Bhagabati and Dr. Partha J. Das, who is working extensively on issues related to climate change in the North East region chaired the sessions on the sub-theme. A good number of research papers were presented by the participant from Assam and outside on the topics like global warming, cause and effect of climate change, Green House Gas Emission, climate change and bio-diversity, impact of climate change on developing countries, erratic monsoon and rising temperature, environmental refugees etc.

Environmental Education:

- Tree plantation programme is organized regularly and specially on the occasion of World Environment Day.

- The college has declared the campus as plastic waste free zone to make it eco friendly.
- Various talks and lectures are arranged to create awareness about environmental conservation and preservation among the students, teachers and staff.
- Prof Pranab Kr. Ray, Retd. Professor Presidency College and an eminent environmentalist has visited the college as the Chief Guest and delivered the keynote address in the National Seminar on Environmental Issues organized by the college in collaboration with AARANYAK, a prominent NGO of the North East working for preservation and restoration of environment. The seminar has highlighted various environmental issues like:-
 - Education and Environment
 - Conservation and Management of Natural Resources
 - Environmental Law and their Enforcement
 - Environment ,Development and Livelihood
 - Role of Media in Creating Environmental Awareness
 - Culture and Environment
 - Women and Environment
 - Role of NGOs and Civil Societies in Environmental Conservation
 - Climate Change and Environment
 - Political organization and Environment

A large number of teachers, students, research scholars and professionals of Assam and outside attended the seminar and presented thought provoking papers.

- The Disaster Management Cell of S.B.Deorah College works in creating awareness among students and the college community in general about the havoc caused by manmade and natural disaster. The cell has taken several measures to create awareness about disaster mitigation, risk and crisis management in collaboration with the Kamrup (Metro) District Disaster Management Authority and Assam State Disaster Management Authority.
- Guwahati Earthquake Emergency Management Exercise (GEEMEX) organized by the District administration under the aegis of UNO was participated by few faculty members of the college who shared knowledge gained from the exercise with the students and teachers on how to prepare our self if such emergencies arise suddenly.

- The college observes the Human Rights Day.
- Teachers are given training on effective use of ICT such as power point presentation, use of internet etc. to integrate them in classroom teaching.
- The college library is fully computerized. 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. An integrated office automation system is being installed to carry out the administrative works viz. admission procedure, maintenance of accounts, examinations, keeping students' profile etc. which will help in retrieving information effectively and will also make the administration more transparent.
- 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.
- The Health Care Cell has also organized free dental check up in association with Regional Dental College, Guwahati. In this camp five dental surgeons have participated and done dental check up of the students, teaching and non teaching staff of the college.
- A free health camp for teaching and non teaching staff of the college was held in the college premises in the initiative of Kotak Mahindra Bank in collaboration with VLCC. In this camp lectures and demonstrations were given to the participants to make them aware of the benefits of physical fitness and the role it plays in our day to day life.

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

Moral and ethical values

- A talk was organized on Sahaj Yoga aaj ka maha yoga which was attended by large number of students, teaching and non teaching staff of the college. The talk was based on meditation to enhance the spiritual quotient among the students.

- The college in association with various social, cultural and religious organizations like VKIC(Vivekananda Kendra Institute of Culture), Prajapita Brahmakumari Iswariya Biswabidyalaya organizes various talks and discussions on topics related to moral and ethical values.
- The college observes various festivals like Saraswati puja, Biswakarma Puja, to promote moral and ethical values among the students.
- The college also celebrates the days of national importance like Independence day, Gandhi Jayanti, World Aids Day, World Environment Day, Sardar Ballavbhai Patel's birthday etc to instill social values and ideals among the students.

Employable and life skills

- Some of our students of final semester accompanied by the members of the student welfare committee visited the Doordarshan Kendra, Guwahati to have firsthand information regarding news reading, news editing and telecasting.
- Various departments of the college also take the students to field visit to make their education relevant to their real life. The Women cell of S.B.Deorah College has organized a self defense tewakoando training to the girls students for their safety.

Better career option

For providing better career option to the students the college has organized the following programmes

- Career Guidance and Counselling Cell of the college has organized a week long programme during January 6 - 12, 2014 on **Entry into Services** in order to prepare our students for competitive examinations viz. banking, insurance etc. The professional group viz. T.I.M.E, Guwahati having expertise in coaching for competitive examinations has been engaged to enlighten our students utilizing the fund provided by UGC during XI plan period. A total of 38 students of Degree 3rd and 5th Semester were participated and successfully completed the course.
- A workshop on **“Building Awareness among Women Consultants in India”** has been organized for the girl

students by the Career Guidance and Counselling Cell of the college on March 12, 2014 in association with North India Technical Consultancy Organisation (NITCON) on behalf of Consultancy Development Centre (CDC), an autonomous institute of DSIR, Ministry of Science & Technology, New Delhi. The objective of the workshop was to make the girl students aware about the various prospects and opportunities of consulting profession for the women in India.

- A talk on career guidance was convened by the Student Welfare Sub-committee where the final semester students were enlightened about various avenues and options they could opt for after completion of their graduation.

Community orientation

The college has a strong community network and is actively engaged in various out-reach activities

- A talk was delivered by two members Extension Education Cell on “voting behavior and political consciousness among the new voters “at Narengi Anchalk collge, Guwahati.
- 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.
- A member of the cell is an active member of PRERANA- IAS officers’ wives’ association which is a registered body under the Societies Registration Act, 1860. The member is associated with welfare activities like providing relief fund during disasters (flood, riots etc), sponsoring two girl students of SISHU SARATHI a spastic society and providing infrastructural facilities to the LEPROSY REHABILITATION CENTER at Chirang district, Assam.
- Another member of the cell has acted as resource person in two personality development camps organized by

Vivekananda Kendra on 1st July, 2013 and Assam Jatiya Vidyalay, Guwahati from 6th to 9th July, 2013.

- SAATHI an adult literary programme was organised in Patharkuchi area of greater Guwahati to educate specially the domestic help of the locality.
- A moral and spiritual talk on “Day to Day Life and Bhagavad Gita” was held by the extension education cell of the college at R.J.Colege, Beltola. Presentation on the topic was delivered by members of ISKCON.
- A one week camp was organised at Bhabanipur village, Noonmati from November 3-8, 2013 to provide various community services. In the camp about 50 NSS volunteers of our college were actively involved in repairing of dilapidated roads, drains, toilets of the village L.P.School. Besides, tree plantation, door to door survey, awareness programme on sanitation, environment etc. were conducted by the students of the college with the help of local NGO’s.
- On the occasion of one month celebration of National Youth Day during January 12 - February 10, 2014, our college along with 62 other colleges of the Kamrup (Metro) participated in the Students-Teachers-Public mega rally and mega blood donation camp; health check-up and AIDS awareness programme, organized in association with State AIDS Control Society.
- Two members of the college are the members of the blood donation cell of Kamrup Metro Zone, Assam College Teachers Association.
- “CONVERSATION”- a functional Assamese class for non Assamese students belonging specially to the various tribal communities of North East has been organizing by the extension education cell since 20th May 2014 and continues till date.
- 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).
- A college faculty is an active member of NATARAJ, a socio-cultural society (Registered NGO) which is associated with

SOS children village, Azara and B. Barooah Cancer Institute, Guwahati. As member of the society she has organized workshops on vocal and awareness programmes on Cancer. She has also participated in cleaning of streets and drains on 8th Nov, 2013 organised by Chilarai Nagar Mahila Samity. She has also participated on spiritual programme organized by the said Mahila samitya.

- Seven faculties of the college acted as master trainers for training polling officers during the general election 2014.
- Many faculty members of the college have donated old clothes, medicines, old furniture etc to the poor and needy.

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

There is a system of taking student feed back in the college. Feedback obtained from students help to strengthen teaching and learning process. The college systematically analyses the feedback received from its students and the UGCCS members place the views of the students relating to curriculum in their meetings in university which help in enriching and modifying the curriculum.

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

- **IQAC** -The IQAC of the college has been entrusted the responsibility of evaluating and monitoring various enrichment programmes. It monitors the effectiveness and success of those programmes.
- **Principal's Monitoring**- Besides class monitoring the Principal of the college also assess the quality of the enrichment programme.
- **Cells and Committees**- The college has evolved an institutional mechanism to monitor and evaluate the quality of different academic and enrichment programme through its various cells and committee like Extension Education Cell, Disciplinary Committee, Disaster Management Committee, Career Guidance and Councelling Cell, Health Care Committee, Beautification and Cleanliness Committee, Students Welfare Committee, Research Committee, Women Cell, Canteen Management Committee etc.

- **Feedback** -The conveners and members of the cells and committees keep records of the programmes and activities organized by their respective cells and recommend changes in the programmes felt to be necessary on the basis of the feedback received from the various stakeholders.
- The quality of the enrichment programme of the institution can also be evaluated by monitoring the practical applicability of those programmes in the life of the students.
- The Governing Body also plays a vital role in appraising the effectiveness of the enrichment programme of the college.

1.4 Feedback System

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

As the institution follows the syllabus prescribed by GU it does not have a direct contribution in design and development of the curriculum prepared by the university. But as member of UGCCS many of our teachers are actively involved in curriculum designing at university. They are responsible for preparing, modifying, and upgrading the syllabi.

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

- The college has an inbuilt system of getting feedback from academic peers. The college uses the feedback for future modification and enrichment of the curriculum. The UGCCS members communicate these feed back of the student through their suggestions for curriculum enrichment.
- Every department holds meetings at departmental level to discuss about the relevance of the existing curriculum and suggests measures for enriching the curriculum which is placed in the UGCCS meeting.

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

The institution has introduced B.Com course in the year 2010 to cater to the needs of the ever increasing demand of the commerce students. As there is no commerce stream in the neighboring colleges to accommodate the aspiring students the college has served the desired objective.

The college has tied with Global Academy of Foreign Language and Professional Training of R.G.Baruah Road, Guwahati to offer Certificate and Diploma Course on French language. This is a 100 hours course followed by higher level of French studies. The course is open to the students of this college as well as to the willing learners from outside.

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

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CRITERION II

TEACHING - LEARNING AND EVALUATION

2.1 Student Enrollment and Profile

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

The 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 facilitate 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.

2.1.2 Explain in detail the criteria adopted and process of admission

A premier institution with a progressive outlook and excellent location, aspirants from diverse backgrounds seek admission in the college. The student profile of the college is often a healthy mix of the high achievers and the under achievers, the privileged and the marginalized, cutting across different economic, geographical and social backgrounds. The College annually constitutes an admission committee with the Principal as the Chairperson and some teachers as members who are involved in the admission process.

(i) merit

Students are selected on the basis of merit list prepared by the examination committee for both BA & B.Com programs. The marks obtained in +2 level Examination forms the basis for admission.

(ii) common admission test conducted by state agencies and national agencies

No common admission test is held as students are admitted on the basis of marks obtained in their +2 Examination.

(iii) combination of merit and entrance test or merit, entrance test and interview

Admission to the various Major courses is independently conducted by the different Departments after the General admission is over. Different combination procedures are applied. While some departments follow the combination of merit and entrance test, some Department follow the merit and interview methods. However from the session 2014-15, admission into the various Major programmes is conducted centrally on merit cum preference basis.

(iv) (any other) to various programmes of the Institution.

- Admission to the self- financed Computer course offered by the College is compulsory.
- The College has a study centre of K.K Handique Open University (KKHSOU). The admission to bachelor courses offered by the centre is as per the guidelines of the University.
- The college also offers self financed certificates and diploma courses on foreign languages. The admission to these courses is on first- cum- first basis.
- The institution also offers +2 course under the state board which is equivalent to CBSC +2 course

2.1.3 Give the minimum and maximum percentage of marks for admission at entry level for each of the programmes offered by the college and provide a comparison with other colleges of the

affiliating university within the city/district.

For admission in to the General Courses of B.A/B.Com, the cut of percentage at the entry level is as prescribed by the University eligibility. Since the college aims to provide the benefit of education to less privileged, marginalized section, slow learners etc, there is no cut of percentage for admission at the entry level.

SI No.	Name of the Programme	Year	Highest Percentage	Lowest Percentage
1	B.A	2014-2015	95.8	30
2	B.Com	2014-2015	69.20	30.20

Comparisons with neighboring colleges

The nearest college is B Borooah College which is situated at the distance of two kilometer towards north. Being a reputed institution and much older, the maximum and minimum percentage at entry level is quite higher than our college. On the other hand towards south there is Dispur College whose minimum and maximum percentage at entry level is more or less similar to our college.

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

The Principal of the College appoints an Admission Committee each year which reviews the admission process and suggest steps for improvement. Student profiles are registered every year during admission. Details like address, caste, sex, year of passing last examination, age etc are recorded annually and utilized whenever necessary. Students' performance in extracurricular activities is also maintained. The students who bring laurels to

the institution are given support and financial assistance.

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

The admission policy of the college complies with the norms of the concern regulatory/governing agencies including state Government. The institution upholds the spirit of the Constitution of India by following the rules & regulations as adopted by UGC and the affiliating University. The genuine concern for equity can be seen in the admission process of the College. The College admits SC/ST/OBC/MOBC/Differently abled candidates relaxing the norms as per the Govt. rules. Besides, the college attracts a large number of students from the northern eastern states which constitutes nearly 25% of the admitted students.

* **SC/ST**

Students from SC/ST category are allotted seats as per the Govt. reservation policy and guidelines. Scholarships are extended to the students according to rules and regulations of the Government of Assam.

* **OBC**

Students from OBC category are allotted seats as per the reservation system followed in the state. . Scholarships are extended to them according to rules and regulations of the Government of Assam.

* **Women:**

It is observed that in last four years nearly 60% of the admitted students in this institution are girls though there is no separate reservation for women as per Government rules. However, the college has a Women's Hostel in its campus with all modern facilities.

* **Differently-abled:**

Seats are reserved for the differently-abled in each programme as per the rules outlined by the Government of Assam.

* **Economically-weaker sections:**

Students from economically weaker sections are given financial assistance from the students' welfare fund though seats are not reserved for them.

An analysis of the student profile of the college during the session 2014-15 reveals the following data-

Sl.No	Category	Percentage of Reservation (As per Govt. Rule)
1	SC/ST	3.2/28.6
2	OBC	20.5
3	Women	56
4	Differently abled	5
5	Economically weaker sections	-
6	Minority community	33
7	Any other	-

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

Programmes UG	Year	Number of Applicants	Number of students admitted	Demand ration
B.A.	2011-12	530	339	1.56
	2012-13	536	347	1.54
	2013-14	545	346	1.58
	2014-15	550	346	1.59
B.Com.	2011-12	100	63	1.59
	2012-13	205	118	1.74
	2013-14	215	121	1.78
	2014-15	222	122	1.82

The above table shows that the demand for seats is increasing every year in both the streams.

2.2 Catering to Student Diversity

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

- Although the college does not have infrastructure facility for the differently able, but efforts are made to give assistance in all possible ways.
- Students and teachers alike provide help to the physically challenged to make their stay in the college comfortable and dignified. Their movement in the college is assisted and utmost care is taken so that they do not feel deprived.
- The college also makes efforts to cater to the needs of the mentally challenged by giving them counseling and their progress is monitored and discussed with their guardians.
- The college library is situated in the ground floor to facilitate its access to the differently abled.

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

The students of the college come from the different parts of the state and also from various states of the North-East. The students' knowledge and skills are assessed before the commencement of the programme through informal interactive sessions, question/answer sessions and awareness classes. Advanced learners are encouraged to take Major Course. Admission into the major course is made through entrance test and personal interview which further helps to assess the knowledge base and skill needs of the students.

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

- The different department of the institution conducts remedial courses towards the end of the programme to bridge the knowledge gap of the enrolled students to enable them to cope with their studies.
- Special classes are also held simultaneously during the session to help the students in their problems.
- After the results of sessional examinations conducted by the college, parent-teacher meetings are organized by the Departments through which parents are intimated about the academic progress of their wards.

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

- The college sensitizes its staff and students on issues such as genders, inclusion, environment etc. by organizing talks, lectures and seminars.
- The college celebrates girl child day and environment day with day long programmes.
- Eminent speakers are invited to sensitize the staff and students on these issues.
- The college had organized an UGC sponsored national seminar on “Environment and Civil Society: Issues, Problems and Remedies” on 29-30 August 2014 where eminent environmentalists deliberated on crucial issues. A large number of participants presented papers on wide range of themes ranging from climate change, development, global warming to conservation and management of natural resources, environmental law and their enforcement.
- Students of both Arts and Commerce stream prepare Projects on environmental issues under the guidance of the teachers as part of their syllabus
- Plantation drives are also carried out from time to time to make the campus eco friendly.
- Efforts are also made to keep the campus clean and hygienic. Cleaning drives are also carried out from time to time under the aegis of NSS.

- Besides these formal programmes, students are also informally sensitized by teachers on these issues both inside and outside the class room.
- The college has Women's Cell, Students' Welfare Cell and NSS wing which are entrusted with the responsibility of creating awareness on these issues.

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

- Advanced learners are identified through interactive classroom teaching and classroom discussion.
- The college also has the provision for class test and quiz through which faculties can identify advanced learners.
- These students are advised to take up Major Course.
- Advanced learners are free to communicate with their faculty at any time and discuss their problems.
- They are constantly encouraged and guided in their preparation for examinations and their progress is closely monitored.
- Special classes are taken informally where all possible help is extended.
- The college has a well furnished library which provides reference books, journals and e-resources.
- Advanced learners are encouraged to acquire latest information from the library to bring out their full potential
- They are also encouraged to participate in symposiums, present papers in seminars and quiz contests.
- Motivational talks and lectures are organized during college programmes to inspire them to achieve higher goals.

2.2.6 How does the institute collect, analyze and use the data and information on the academic performance (through the programme duration) of the students at risk of drop out (students from the disadvantaged sections of society, physically challenged, slow learners, economically weaker sections etc. who may discontinue

their studies if some sort of support is not provided)?

The college in association with the Admission Committee and Examination Committee collects data of academic performance of the students. The data is analyzed and the following remedial measures are taken:

- Remedial classes for the disadvantaged sections of society and slow learners are organized.
- These students are given time for improvement. Teachers teach, counsel and guide them without remuneration.
- Stipends and scholarships are given to students from economically weaker sections of society.
- The various support services of the college like Students' Welfare cell, Grievance and Redressal Cell, Extension Education cell, Students' Union remain in constant touch with these students. Any problem faced by them is solved as far as possible.
- The college has book bank facility in the library for economically weak students.
- Students Welfare Committee provides financial assistance to needy students.

2.3 Teaching-Learning Process

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

The planning and organizing of the teaching, learning and evaluation schedule for all courses is done by the Principal in consultation with HoDs.

- **Papers to be taught:** The lists of special papers prescribed by the university for the coming semester are discussed by the faculty members of the department. Faculty is given the choice to select the papers based on their and students' area of interest.
- **Course allocation:** Based on the course preference list, the Head finalizes the course allocation for the faculty members. Faculty members prepare the schedule of work, assignment questions for their respective course.

- **Course plan:** The course plan is made clear and understandable by the HODs. All the faculty members of the department plan for their respective courses accordingly.
- **Log Register:** The faculty members maintain log register where classes taken and lessons taught are recorded which help the HODs to monitor the progress of the course.
- **Time Table:** The time table of the college is prepared by the Principal in consultation with IQAC in all programmes, classes are allotted according to number of credit hours for each subject. Distribution of classes is done by the HODs of the Departments.
- **Evaluation Policy:** The evaluation policy of each course is fixed by the University which is communicated to the students in the beginning of the year. Evaluation of the final examinations are conducted by the University and Faculty members follow the instructions of the examination zones (fixed by the University). Evaluation of internal assessment is conducted by the HODs and the Faculty members evaluate scripts as directed.
- **CCES:** as part of the continuous comprehensive evaluation system, the college conducts two sessional examinations as per University guidelines.
- **Attendance:** A minimum of 75% attendance is required in each subject. Students, who fail to achieve this, are listed in the NC/DC category.
- **Academic Calendar:** The College prepares the academic calendar well in advance before the commencement of the session. It is prepared by the Principal in consultation with the IQAC. The calendar outlines the session/semester schedule, examination, college programmes and schedule of holidays.

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

- The academic calendar is prepared by IQAC and it monitors its implementations throughout the year.

- Arrangements are also made for the uninterrupted holding of classes and timely completion of syllabus. CCTV cameras have been installed in the campus to monitor classes under the initiative of IQAC.
- The HODs are asked to maintain log register wherein each teacher records his/her classes taken and lessons taught.
- The IQAC also organizes feedback sessions with the students to monitor and evaluate the teaching learning process.
- The IQAC ensures access to Computers and internet facility at the Departmental level.
- It has also provided the departments with voice amplifiers for effective delivery of lectures.
- It encourages faculty members to attend workshops, seminars, training programmes on teaching methods.
- It organizes work shop and seminars 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 student centric by encouraging teachers to adopt participatory teaching methods.
- It promotes research culture by motivating the teachers to undertake research projects

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

An interactive and participatory approach is adopted by the teachers to make the learning process more students centric.

- Group activities like group discussion, field trips, quiz, debates etc. are organized by the departments.

- College programmes like Winter Fest, Fresher's Social, and College Week enhance the creativity of the students.
- Use of Smart Class Room makes the teaching process more interactive.
- It also conducts evaluation of teachers by students annually which enable the teachers to know their strength and weakness. It makes the teaching learning more fruitful.
- The college promotes the participation of teachers in Faculty Development Programmes organized by the Academic Staff Colleges.
- Teachers also attend various seminars and workshop on teaching methodology which sharpen their skills and knowledge base.
- It encourages the use of the library

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

- The institutions nurture critical thinking, creativity and scientific temper among the students through its academic schedules, co curricular and extension activities.
- It encourages its students to look beyond their curriculum and nurture their faculties in various fields.
- Critical thinking inside the classroom is developed by the teachers by using appropriate methodology like classroom seminar, group discussion, quiz, home assignment etc.
- The students also undertake various projects and dissertations as part of their curriculum which develops their critical faculties.
- The various support services of college nurture the creativity of its students. 'Udian'- the Annual College magazine is a major publication of the college. Creative endeavors' like articles, stories, poems by students find a place of prominence in the magazine. Besides providing an appropriate platform to publish their creativity, the magazine also involves them as student editors in all areas of publication.
- The Departments of the college also put up their Wall Magazine whose display is totally handled by the students.
- The college organizes annual exhibition where students

display their skills in art, craft, embroidery, cooking etc.

- The college has a Folklore Museum which displays the rich culture of Assam and the North East.
- The college also encourages its student to participate in various competitions organized by the college and other institutions.
- The college organizes Freshers' Social and College Week where students can showcase their hidden talents and nurture their creativity.
- Besides the various camps organized by the Health Cell, Red Ribbon Club and N.S.S wing of the college help to nurture the scientific temper of the students.

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

The College has a computer section which provides compulsory computer education to its students. Even though the college does not have advance technological facilities, it provides the following teaching aids to its faculties to supplement the lecture methodology.

- Smart Class room.
- Computer aided learning(internet)
- Showing movies/CDs based on prescribed texts.
- Provision of the facility of INFLIBNET for on- line access to e-resources for teachers and students. Teachers can avail INFLIBNET facility even outside the college campus.
- Access to multimedia learning material.
- Under NME-ICT project of GOI, the college is given 20 Broadband Internet connections. Each Dept of the college is provided a dedicated broadband connection for the use of faculty and students.

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

- The faculty of the College takes initiative to learn and keep abreast of the latest development and continuously strives to make improvement in their work.
- The college encourages its faculty to participate in faculty development programmes, seminars, workshops etc.
- The students of the college are also exposed to advance level of knowledge and skill by encouraging them to participate in workshops and seminars organized by the college and other institutions.
- Educational trips are organized to give firsthand knowledge to students.
- Interface with eminent writers, poets, social workers are arranged during college programmes which motivate and inspire the student to acquire higher levels of learning.
- The College also organized an UGC sponsored National Workshop on **Research Project Writing** on 9-10 May 2014 to equip the students and staff with research skills. The participants were familiarized with the latest techniques of research, categories of research, preparation of research proposals etc.
- The college organized an UGC sponsored national seminar on **“Environment and Civil Society: Issues, Problems and Remedies”** on 29-30 August 2014 where eminent environmentalists deliberated on crucial issues. A large number of participants presented papers on wide range of themes ranging from climate change, development, global warming to conservation and management of natural resources, environmental law and their enforcement
- **Career Guidance and Counseling Cell** of the college has organized a week long programme during January 6 - 12, 2014 on **Entry into Services** in order to prepare our students for competitive examinations viz. banking, insurance etc.
- Students and teachers have access to a well stocked library and e-resources

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

Career Guidance and Counseling Cell (CGCC):

The college has an CGC cell which tries to create awareness regarding career prospects, self employment and entrepreneurship development among the students. It has organized various career related seminars, workshops, training etc. for the benefit of the students._

Activities:

Career Guidance and Counseling Cell of the college has organized a week long programme during January 6 - 12, 2014 on Entry into Services in order to prepare our students for competitive examinations viz. banking, insurance etc.

- A workshop on **“Building Awareness among Women Consultants in India”** has been organized for the girl students by the Career Guidance and Counselling Cell of the college on March 12, 2014 in association with North India Technical Consultancy Organisation (NITCON) on behalf of Consultancy Development Centre (CDC), an autonomous institute of DSIR, Ministry of Science & Technology, New Delhi.

About 120 students were provided career counseling

Students Welfare Cell:

The cell provides financial assistance to economically weak students. It also organizes camps and workshops to deal with stress, anxiety, peer pressure etc. It also provides guidance on career prospect to its students.

Activities:

- The committee has organized a career guidance talk in the college on 14th June, 2014 where the final semester students took part. The faculty members of the various departments spoke at length on different avenues and options which the student could opt for after completion of their graduations.
- It also organized a field trip to the Doordarshan Kendra, Guwahati for the final semester students to have a first hand information regarding news reading, news editing and telecasting.
- A two day workshop was also organized by the committee on 24th & 25th June on **“Sahaja Yoga aaj ka Maha Yoga”** which was conducted by H. H. Shri Nirmala Devi Sahaj Yoga Trust (NE Region) for the students and teachers. The programme was based on meditation to enhance the spiritual quotient. The cell

also proposes give weekly counseling to the students on all matters.

About 150 students have been benefited from its program.

Grievance Redressal Cell:

There is a regular, well established and fare procedure for redressing grievances regarding academic matters, hostel accommodations, health services, library, teaching learning process, infrastructure etc.

Some of the grievances redress during the session 2013-14 are:

- Grievances of the students regarding supply of electricity.
- Grievances of the students regarding problem of water logging.
- Grievances of the students regarding scarcity of classroom.
- Grievances of the students regarding regular holding of classes.
- Grievances related to Boys' and Girls' Common Room
- Grievances related to College Canteen

Grievances related to Students' Union Election are redressed by a separate cell constituted as per the Lyngdoh Committee Recommendations.

Health Care Cell: The College has a health care cell which organizes free health checkup for the students. It also organizes seminar and lectures on health issues.

Some of the programs held in the college are:

Breast Cancer awareness program (24 Oct 2013)

Free Dental checkup (8 March 2014)

Health and fitness talk (12 May 2014)

About 150 students benefitted.

NSS & Red Ribbon Club:

The college has an active NSS wing which conducts various programs on social issues throughout the year. Training programs, camps, workshops, film shows, blood donation camps are conducted both inside and outside the college campus.

Activities:

- The cell has received a fund of Rs 42,500.00 from Central Government through Gauhati University NSS cell for the year 2013-14. The said fund was utilized for activities like enrolment of new student volunteers, awareness programmes against ragging, campus cleaning, plantation of trees, literary competitions etc.
- The coordinator of the NSS cell along with six students participated in the Orientation Camp organized by the Gauhati University on 8th & 9th Oct, 2013. The coordinator was the Joint organizing Secretary and Joint camp coordinator of the programme.
- A one week camp was organized by the NSS cell at village Bhabanipur, Noonmati, Guwahati-20 from 3rd to 8th Nov, 2013. The activities of the camp were - repairing of dilapidated roads, drains, toilets of local L.P. School, plantation, door to door survey, awareness meetings, cultural programmes, etc which were performed by the 50 students of the college with the help of some local volunteers.
- In the beginning of the academic session 2013-14, the NSS volunteers organized awareness programmes against ragging both inside and outside college campus.
- The coordinator of the NSS cell also participated in an orientation programme for programme officers from 2nd to 8th March, 2014 organised by IIE, Guwahati, approved training center of Central Govt.

Mentoring:

Teachers of the college take interest to mentor students both informally and formally . Mentoring of borders is specially taken up by the Hostel warden. Members of Students Welfare cell also counsel the students on diverse issues ranging from personal, psychological to social and academic.

About 100 students benefitted.

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

Innovative teaching methods have been adopted by the faculty for the improvement of the teaching learning process. Some of these are:

- Use of Internet to make teaching learning more interactive and interesting
- Field trips
- National seminars and workshop organized
- Talks by scholars and renowned personalities.
- ICT based teaching methods are used. The college has one smart class room.
- Class seminars, discussions, quiz, surprise test are held.
- Remedial classes are held at the end of each session.
- Reading list, lectures summary, study materials and home assignment are given to the students for comprehensive learning.
- Feedback sessions with the students to monitor and evaluate the teaching learning process are held.
- Use of Library is encouraged.
- Students are encouraged to maintain wall magazine.

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

The college has a well managed, well stocked and fully computerized central library having more than 12500 collections of text and reference books. The library also subscribes to a good number of periodical and research journal. The library has the facility to access various online e-resources through a UGC sponsored consortia viz. N-LIST. Users of Library can access more than 3500 e-journals, more than 74000 e-books covering a wide range of subjects in the field of Social Science, humanities etc. The Library resources are continuously used by the faculty and students to augment the teaching learning process.

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

Yes, the institution face challenges in completing the curriculum within the planned time frame and calendar. The classes of even semesters are disrupted due to the examinations of +2 course which are held in February and March .Besides, natural disasters like floods leads to cancellations of classes. There is also scarcity of permanent faculty posts.

The college has built-in mechanism to ensure curriculum completion within the planned time frame. Some of these measures are:

- A well prepared and complete academic calendar is maintained.
- Individualized comprehensive work plan prepared by each department in the beginning of each semester.
- Constant monitoring by the Principal and HODs to ensure holding of classes and completion of Course.
- Arrangement of classes of teachers who are on leave is ensured so that the curriculum is completed.
- Appointment of part time faculty is given to ensure curriculum completion.
- Extra classes are taken whenever necessary.
- Remedial classes are held towards the end of the session to facilitate any backlog.

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

- The college conducts result analysis of final examinations which helps to evaluate and monitor the quality of teaching learning.
- Students' feedback on teaching methods and learning outcomes are conducted to ensure quality in academic standards.
- A Committee consisting of HoDs monitor dept activities
- Each dept keeps record of the academic performance of the students
- The Principal in conjunction with the IQAC evaluates the

quality of teaching learning.

- Meetings are organized by the Principal, Teachers' Unit and the IQAC to review the teaching methodology.

2.4 Teacher Quality

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

All faculty positions are filled as per norms laid down by the University/state government. Eligible candidates are shortlisted on basis of UGC guidelines 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. The college has the required number of staffs to handle the courses and no appointments of permanent faculty have been made since 2008. However, contractual and part time teachers are appointed as and when required. The college has permanent faculty strength of 21, 5 non-sanctioned permanent teachers, 4 contractual and 9 part time teachers. The posts of sanctioned teachers are permanent and hence there is no question of retention. Also affiliating colleges have no provision for appointing Professors and Associate Professors.

Highest qualification	Professor		Associate Professor		Assistant Professor		Total
	Male	Female	Male	Female	Male	Female	
Permanent Teachers							
D.Sc./D.Litt.	-	-	-	-	-	-	-
Ph.D.	-	-	1	8	-	1	10
M.Phil.	-	-	1	1	-	1	3
PG	-	-	3	6	-	1	10
Temporary Teacher	(Non sanctioned/ contractual teachers)						
Ph.D	-	-	-	-	-	1	1
M.Phil	-	-	-	-	1	-	1
PG	-	-	-	-	3	5	8

Part-Time Teacher	-	-	-	-	-	-	-
Ph.D	-	-	-	-	-	-	-
M.Phil	-	-	-	-	-	1	1
PG	-	-	-	-	2	6	8

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

At present there is no provision for appointing senior faculty in affiliating colleges. Besides, the college offers conventional arts and commerce course at the Graduate level. Any scarcity of staff in teaching these courses are dealt by appointing part time teachers.

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

a) Nomination to staff development programmes

Academic Staff Development Programmes	Number of faculty nominated			
	2010-11	2011-12	2012-13	2013-14
Refresher courses	4	1	2	1
HRD programmes	-	1	2	-
Orientation programmes	1	1	-	2
Staff training conducted by the university	-	-	-	-
Staff training conducted by other institutions	-	-	-	-
Summer / winter schools, workshops, etc.	-	-	1	-
Short term courses	4	4	1	1

UGC-Faculty improvement programmes	1	-	-	1
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b) *Faculty Training programmes organized by the institution to empower and enable the use of various tools and technology for improved teaching-learning*

Teaching learning methods/approaches

- In house training of teachers in the use of ICT was conducted. The college also organized workshop on “Use of modern tools in teaching learning for the Faculty members during the session 2013 - 2014
- Orientation on how to use and access e-resources is being provided in the library by the librarian

Handling new curriculum

A discussion on New Curriculum and Semester system was conducted by the College. The Controller of Examinations Gauhati University and Dean, Faculty of Science, Gauhati University explained the faculty members of the College about the new changes made under the Credit and Grading Based Semester System and the role of teachers in the new format was given.

Details of the semester system, sessional examinations and curriculum are discussed by the Principal with the HoDs from time to time.

Content/knowledge management

- Contents of the college library are managed with the help of software. Library orientation programmes are arranged for the teachers on how to access resources available in the library.
- Training on use of ICT is provided to the faculty for enhancing and managing their domain knowledge.

Selection, development and use of enrichment materials

The Book Selection Committee comprises of HoD selects requisite learning resources in the form of books, journals etc and the library purchases them as per the requirements of the Departments.

* The College subscribes to a number of journals related to different disciplines.

* We have access to INFLIBNET and it helps us to gather information as required.

Assessment

- Teachers are guided to use the departmental computers, internet etc. to frame various methods of registering marks secured in sessional examinations.
- Automation of office and use of e-mail for sending question papers to the Principals office have been done. Efforts are also being made for computerizing the mark sheets of the final examination.

Cross cutting issues

- The College organized an UGC sponsored National Workshop on **Research Project Writing** on 9-10 May 2014 to equip the students and staff with research skills. The participants were familiarized with the latest techniques of research, categories of research, preparation of research proposals etc. Four technical sessions were held with the following themes –
 - I. Components of a Research project and the Research proposal.
 - II. Research Techniques and Tools.
 - III. Presentation of the Research Project Proposal.
 - IV. Research Project Funding Agencies.
- The college also organized an UGC sponsored national seminar on **“Environment and Civil Society: Issues, Problems and Remedies”** on 29-30 August 2014 where eminent environmentalists deliberated on crucial issues. A large number of participants presented papers on wide range of themes ranging from climate change, development, global warming to conservation and management of natural resources, environmental law and their enforcement

Audio Visual Aids/multimedia

Training is given to teaching and Non-teaching from time to time for the use of multimedia projector, use of smart class room, use modern tools in teaching learning.

OER's

Teachers make use of internet and library and also INFLIBNET e-journals for OER's.

Teaching learning material development, selection and use

- Teachers are trained to explore the internet for teaching learning.
- Teachers and students are encouraged to access information from INFLIBNET and Web resources

c) Percentage of faculty

- * invited as resource persons in Workshops / Seminars / Conferences organized by external professional agencies
- * participated in external Workshops / Seminars / Conferences recognized by national/ international professional bodies
- * presented papers in Workshops / Seminars / Conferences conducted or recognized by professional agencies

Percentage of faculty	2010-2011	2011-2012	2012-2013	2013-2014
Invited as resource persons in Workshops / Seminars / Conferences organized by external professional agencies	NIL	6.66%	2.94%	NIL
Participated in external Workshops / Seminars / Conferences recognized by national/ international professional bodies	56%	60%	55%	60%
Presented papers in Workshops / Seminars / Conferences conducted or recognized by professional agencies	43%	20%	33.33%	11.76%

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

etc.)

The college management strives to promote professional development of faculty by:

- Encouraging the faculty to attend orientation courses, refresher courses, training programs and workshops.
- Organizing National Seminar and Workshops on crucial issues.
- Granting leave for attending National Seminars and Workshops organized by reputed institutions.
- Granting study leave to the faculty for pursuing PhDs.
- Encouraging faculty to apply for research grants.
- Encourages publishing academic publications by faculty members.
- Encourages publishing Research papers in reputed journals.
- The College has a Publication Cell which has registered ten ISBN nos. for publication of books/ research papers of its faculty members.

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

None

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

Yes, the college has introduced evaluation of teachers by students. A proforma based on NAAC recommendation has been designed to seek suggestions of our stakeholders. This proforma is filled up by our students who evaluate their respective teachers on the basis of their teaching styles, methodology or pedagogic skills and their interaction levels. The feedback is

analysed by the IQAC and corrective measures are taken to enhance the quality of teaching learning by the Principal and IQAC.

2.5 Evaluation Process and Reforms

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

- During the admission process, the students are provided with the prospectus and academic calendar where all details of college activities and general rules of the examination and evaluation are given.
- The college websites also displays all the necessary information.
- All notices regarding examination dates and their scores are displayed in the college notice boards.
- The evaluation methods are briefed by the teachers in the class room from time to time.
- The question papers of University examinations held in previous years are made available to the students in the library.
- Sessional examinations are held as per University rules and their performance is discussed individually with the students. The answer scripts are shown to the students before it is sent to the University.
- The students are constantly guided and informed about evaluation schemes and question patterns of final examination are discussed by the faculty.
- The faculty members also attend workshops on Evaluation and Semester System conducted by the University and other institution.
- The Principal of the college also conduct meetings with HoDs and examination committee from time to time to discuss all matters relating to examination and evaluation.

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

From the session 2011-2012, Credit and Grading Based semester system has been introduced by the Gauhati University. Internal evaluation consists of 20% and external evaluation consists of 80%. The college conducts two sessional examinations as part of the Continuous Comprehensive Evaluation System. It has adopted these reforms and follows them meticulously. Besides these, the institution has adopted certain reforms/ measures on its own. It ensures 75% attendance to qualify for the final exam. Those failing to achieve these have to face punitive actions. Remedial classes, surprised tests, oral tests and home assignment are given from time to time to familiarize the students with the evaluation process. The institution also ensures smooth conduct of final examination complying with all the rules and regulations of the University.

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

Being an affiliated college, the examination system inclusive of syllabus designing, setting of question papers, conduct of examination are done by the University. The institution conducts two sessional examinations during each session. For this an examination committee is appointed which works in association with the Principal and the administrative staff to ensure the smooth conduct of the examination.

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

The College adopts formative and summative evaluation approaches to measure student achievement in a program. Class tests, home assignments, quiz, seminars, sessional examinations and practicals are some of the formative evaluation approaches designed to test the cognitive skill of the students. The summative evaluation consists of the final examination conducted by the

University. Before the Final examination remedial and special classes are held where the entire course is discussed and their progression is evaluated.

Motivated by the system, the performance of the students has improved in the final examinations and they have been inspired to pursue higher studies.

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

The Gauhati University has introduced for internal assessment for Graduate Courses since a few years back. Accordingly, the college conducts two sessional examinations and the marks are given on the basis of attendance, assignments, seminars and marks secured in written examinations. The better of the two grades are considered and sent to the University along with the answer scripts. The entire process is made by informing the students of the entire procedure. Their marks are displayed and answer scripts shown to them and rectification is made if necessary. The behaviour traits, independent learning and communication skills of students are reflected in their interaction with teachers, regular attendance and timely submission of assignments and involvement in departmental activities are taken into account whenever necessary. However, their weightage is not displayed in the mark sheet.

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

- **Academic Excellence:** The college strives to achieve academic excellence so that the student emerge as talented professional in their respective fields. It aims to nurture critical and creative thinkers, with an ability to initiate and formulate viable and relevant research questions.
- **Skill Development:** Although we provide Arts and Commerce education, one of our priority areas is development of skills among

the students. Although the college provides conventional Arts and Commerce education one of its priority areas is development of skills among the students. As part of skill development, the students compulsorily learn computers during their stay. We aspire to introduce some vocational and job oriental courses in the near future so that the students can simultaneously acquire some diploma and certificate. Development of the communication skills of the students is also a priority of the college.

- **Socially responsible citizen:** The college aims to provide value based educations and to inculcate the principle of morality, devotion, duty, responsibility among the students. To inculcate the spirit of environmental sustainability has also been one of the aims of the college.

The college ensures the attainment of these attributes by providing the students a congenial environment for learning and development of skills. Different academic, social, cultural activities of the college inspire each student to grow up as socially responsible citizen.

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

The college ensures full transparency in the process of evaluation. In the case of sessional examination grievance if any is redressed by the department concerned. Answer script are shown to the students and re-totaling is done if necessary. In the case of final examination grievance is redressed by the examination committee by communicating it to the University by following proper procedure and guidelines.

2.6. Student performance and Learning Outcomes

2.6.1 Does the college have clearly stated learning outcomes? If 'yes' give details on how the students and staff are made aware of these?

The learning outcomes of the college have been clearly stated in the prospectus.

VISION:

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

students better human being.

MISSION:

- To become one of the leading educational institute of the region and to be a center for dissemination of knowledge and services to the society through teaching, learning and extensional 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.

The Vision and Mission statement of college is given wide publicity in the college campus by the college administration.

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

The college closely monitors the performance of students through continuous evaluation methods. The evaluation systems comprises of two sessional tests, assignments and a final examination at the end of the semester. The marks obtained in the sessional exam are displayed in the college notice board and the answer scripts are individually discussed with the students. Also in the departmental meetings, performance of Major students is discussed and remedial actions are identified to improve their progress and performance. Remedial classes are also arranged towards the end of the session to remove learning difficulties of the students.

Result analysis of B.A. from 2010 to 2013 is shown in the following table

Student Details	2010-11	2011-12	2012-13	2013-14
No of students appeared	251	232	254	172
No of students passed	113	77	107	117
First Class (Major)	1	-----	4	8
Second Class (Major)	54	43	63	32
Simple Pass	58	34	40	77
Pass Percentage	45	33	42	68.02

Result analysis of B.Com from 2012 to 2014 is shown in the following table

Student Details	2012-13	2013-14
No of students appeared	07	40
No of students passed	07	31
Simple Pass	07	31
Pass Percentage	100	77.5

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

The process of teaching, learning and assessment strategies are carried out throughout the semester. Along with the internal sessional examinations, surprised test, home assignment and seminars are conducted. Teachers evaluate the students on the basis of their performance in these events and review the result of the students having Major. Strengths and weaknesses are pointed out and suggestions are given for further improvement. The remedial classes are taken for the slow learners while

advance learners are given extra attention. Study material, reading list, lecture summary etc are given to the students to facilitate the achievement of the intended learning outcomes.

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

- Although the college provides conventional Arts and Commerce education, one of its priority areas is development of skills among the students. As part of skill development, the students compulsorily learn computers during their stay. The college also plans to introduce some vocational and job oriental courses in the near future so that the students can simultaneously acquire some diploma and certificates.
- **Career Guidance and Counselling Cell** and **Students Welfare Cell** tries to create awareness regarding career prospects of the course is offered. Self employment and entrepreneurship development is traced upon and training and workshop are conducted to equip the students the skills needed in a globalised world.
- The College also organized an UGC sponsored National Workshop on **Research Project Writing** on 9-10 May 2014 to equip the staff with research skills. The participants were familiarized with the latest techniques of research, categories of research, preparation of research proposals etc. The workshop was also open for students with the objective of inculcating research aptitude at a young age.
- The students undertake various projects, dissertation, and assignments as part of their syllabus which develops their research aptitude.
- The college also offers Commerce stream to increase the economic relevance and entrepreneurship development among the students .

2.6.5 How does the institution collect and analyze data on student performance and learning outcomes and use it for planning and

overcoming barriers of learning?

The results of the sessional and final examinations are collected by the HODs and registered in the Merit Book. On the basis of the results students are advised and suggestions of improvement are given. In order to improve the performance of students, remedial classes are taken and special guidance are given to the advance learners.

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

- After each examination (both internal and external), the teachers of each department register the marks secured.
- Attendance of the students is also monitored. Students are advised and guidance is given to improve their performance.
- Guardians Meet is also organized and performance of students is discussed.
- Monitoring of learning outcomes is done by IQAC through students' feedback which includes a component on the achievements of learning outcomes. This is obtained for each course annually.
- Student centric teaching learning methods are adopted to ensure achievement of these learning outcomes.

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

Yes, the College uses assessment as an indicator for evaluating students' performance in examinations. The marks secured in sessional and final examinations is monitored and suggestions given whenever necessary.

The College also aims to encourage students to look beyond their curriculum and nurture their faculties in various fields. The students of the college have excelled in various state and national events and have brought glory to the college. It also

aims to provide value based education and to inculcate principles of morality, devotion, duty and responsibility among the students. These are some of the learning outcomes of the college which it constantly strives to achieve.

The various departments of the college undertake various plans and programmes for successful running of the courses. The success/failures of these plans are evaluated by the performance of the students in the examinations. Steps are taken to rectify any loop holes in the planning.

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CRITERION III

RESEARCH, CONSULTANCY AND EXTENSION

3.1 Promotion of Research

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

The college does not have any recognized research Centre. However, Principal, Librarian and one Faculty member of the college have been recognized as PhD guide of Gauhati University for supervising research work.

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

Yes, the college has a Research Committee to monitor and address the issue of research.

The composition of research committee is as follows -

- Chairman : Dr. Dharmendra Nath, Principal
- Jt. Convener : Dr. Subhalakshmi Nath
Dr. Rumamani Deka
- Co-ordinator IQAC : Dr. Bandana Baishya
- Members : Dr. Jayati Das
Md. Magrul Hussain
Dr. Dhrubajit Das

Some recommendations made by research committee of the college are:

- To organize seminars and workshops.
- To encourage faculty members to submit research proposals for Major and Minor Research Project to funding agencies.

- To give an impetus to research activity both among students and teachers.
- To enlighten the faculty on the availability of research grants of different funding agencies.
- To encourage faculty to participate and present paper in national and international seminars and workshops that are organized by reputed institution.
- To encourage faculty to publish research papers in reputed journals.
- To encourage and ensure enrolment and registration of faculty members for PhD

The impact of the recommendations of the committee—

- It has facilitated access to research oriented activities like presentation of research papers at national seminars organized by other institutions.
- It has invited proposals for minor and major research projects funded by UGC. Two minor research project proposals have been accepted by UGC and currently their implementation is in progress. The sanction of proposals submitted already by some faculty is awaited.
- The college has organized –
 - A UGC sponsored State Level Workshop on “Present status of the implementation of State languages in Assam: It’s Problems, Threats and Solution” on September 21 – 22, 2012.
 - A UGC sponsored National Workshop on “Research Project Writing” on 9-10 May, 2014.
 - A UGC sponsored National Seminar on ‘Environment and Civil Society: Issues, Problems and Remedies’ on 29-30 August, 2014.

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

To facilitate smooth progress and implementation of research project the college has taken several measures.

§ autonomy to the principal investigator

The principal investigator has sufficient autonomy to appoint assistant for the investigation and to purchase required

accessories and books and journals for the project work.

§ timely availability or release of resources

The college releases the fund in advance to meet the requirements.

§ adequate infrastructure and human resources

- The college has a well equipped and well managed Library with internet facility.
- The college has a computer lab to facilitate researcher.
- The office staffs of the college provide full support and help to carry on research work

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

The teaching schedule of the teachers who are involved in research work is adjusted.

§ support in terms of technology and information needs

Teachers are encouraged to procure necessary information and to use modern technology

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

The college takes all necessary steps to facilitate timely auditing and submission of utilization certificate to the funding authorities.

§ any other

The college authority extends full support to the faculty members by encouraging and motivating them to undertake research activity.

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

- Departmental seminar is organized by every department to develop scientific temper and research culture among the students.
- Students are encouraged, motivated and supported to present seminar paper in a scholarly manner.
- Students are involved in preliminary research for Projects which

are part of the curriculum.

- The college organizes Workshops, seminars at institutional, state and national level. Two Workshops were organized on “Use of modern Tools In Teaching-Learning” and on “Research Paper Writing” at institutional level on Feb. 4, 2014 and April 24, 2014 respectively.
- A UGC sponsored National Workshop was organized on “Research Project Writing” on 9-10 May, 2014.
- A UGC sponsored National Seminar was organized on “Environment and Civil Society: Issues, Challenges and Remedies” on August 29-30, 2014.

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

Three staffs of the college are recognized guide of Gauhati University. Under their guidance total 8 students are involved in research work in various fields. The areas of their expertise are 'Library Science', 'Agriculture and Economic Development' and 'Literature and Culture'.

- The faculties of the college guide students in their action research/ research projects.
- 13 staff of the college awarded Ph.D degree.
- Three faculty members of the college are involved in active research work leading to doctoral degree.
- Two faculty members of the college have already submitted their theses to Gauhati University.
- Two of our faculties are involved in Minor Research project and the principal of the college leading a Major Research project.
- One Minor Research Project has already completed by the librarian of the college.

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

- The college has a Research Committee which is responsible to

sensitize and imbibe research culture among the teachers and the students.

- The college has organized two Institution level workshops on “Use of modern tools in Teaching Learning” and “Research paper writing” and UGC sponsored National workshop on “Research Project Writing” to familiarize teachers and students with the basic concepts and latest techniques of research, categories of research, preparation of research proposal etc.

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

The details have been given below: -

Name	Department	Prioritized Research Area / Expertise
Dr.Dharmendra Nath, Principal of the college, recognized guide of GU,	Economics	“Agricultural Economics” and “Economics of Development”
Dr. Niranjan Kalita, recognized guide of GU,	Assamese	Literature and Culture
Dr. Dhruvajit Das, recognized guide of GU	Library Science	Library automation and ICT Application
Dr.Sewali Mahanta, vice-principal	Political science	Socio-Political Philosophy
Dr.Lily Goswami, Associate Prof.	Political Science	“The Role of Supreme Court of India in Safeguarding Fundamental Rights ,Directive Principles of State Policy”
Dr.PurabiChakraborty Associate Prof.	English	Feminism and American Literature
Dr. Nabanita Bhuyan Associate Prof.	Political Science	Caste System and Social Justice
Dr. Bibharani Pathak Associate Prof.	Assamese	Assamese Language
Dr. Jayati Das Associate Prof.	English	Women Indian Writers
Dr. Subhalakshmi Nath Associate Prof.	English	Victorian Fiction
Dr. Bandana Baishya Associate Prof.	Education	Women Education
Dr. Rumamani Deka Asstt. Prof.	Education	Women Education
Dr. Mamun Kalita Asstt. Prof.	Assamese	Literary and Cultural Aspect In Jyotiprasad Agarwala’s Writings
Anjali Patowari Associate Prof. (Thesis Submiited)	History	Social History
Orcid Barua Asstt. Prof. (Thesis Submitted)	History	British Administrative Centres in Nineteenth Century Assam

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

- The college celebrates Foundation Day by arranging annual lecture every year on 9th September where eminent personalities are invited from various fields as appointed speakers.
- The college organizes Annual Talk on college week, fresher's social etc.
- It also organizes workshops, seminars on institutional / regional / national level.
- Experts from various fields are invited to share their views and interact with teachers and students during their visit to campus.

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

NIL

3.1.10 *Provide details of the initiatives taken up by the institution in creating awareness/advocating/transfer of relative findings of research of the institution and elsewhere to students and community (lab to land)*

- The college is going to publish research papers presented by research scholars and experts from various fields in the National seminar organized by the college during 29-30 August, 2014 on "Environment and Civil Society: Issues, Problems and Remedies".
- The Proceeding Volume of the national workshop on Research Project Writing will be published soon.
- The proceeding volume of the State level workshop on "Present Status of the Implementation of State Languages in Assam:It's Problems Threats and Solution" has already been published.
- The college publishes College Magazine every year which convey valuable messages to the students and community.

3.2 Resource Mobilization for Research

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

NA

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

No, there is no provision to provide seed money to the faculty for research purpose.

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

- As the financial requirement is minimal, the students make their own financial arrangement to complete their project work.

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

Although the department of the college does not interact for inter-disciplinary research, individual teachers are engaged in inter-disciplinary research at university level.

- Three faculty members of the college are pursuing their PhD works under different Universities which are inter-disciplinary in nature.
- One faculty member of Political Science department has successfully completed her work on “Socio-Political Philosophy of Jay Prakash Narayan” under the department of Philosophy.

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

- Teachers and students of the college are encouraged to make optimal use of the college library which is fully computerized and enriched with different valuable books and journals.

- The library has the facility to access various online e-resources. Teachers and students can access more than 3,500 online e-journals, more than 74,000 e-books covering a wide range of subjects in the field of social science, humanity etc.
- The college has a well furnished Computer Lab with latest configuration and software and internet facility.

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

No

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

The account of ongoing Minor and Major research projects of the staff of the college are as follows:

Nature of the project	Duration year From to	Title of the project	Name of the funding agency	Total Grant		Total Grant received till date
				Sanctioned	Received	
Minor project	24 Months ,,	*1.The Solitary...	UGC	1,90,000/-	1,35,000/-	3,05,000
		**2. Problems....	UGC	2,30,000/-	1,70,000	
Major Project	24 Months	*** Economic...	UGC	5,56,000/-		
Interdisciplinary Project	NA					
Industry Project	NA					
Students' research project	NA					
Any other (specify)	NA					

* “THE SOLITARY VOYAGER: FAMILIAL, SEXUAL AND SOCIAL VICTIMIZATION OF THE VICTORIAN HEROINE.”

** “PROBLEMS AND PROSPECTS OF EDUCATION OF GARO (PLAIN TRIBE) GIRL AT THE SECONDARY LEVEL: A STUDY WITH REFERENCE TO GOALPARA DISTRICT OF ASSAM”

*** “ECONOMIC AND ENVIRONMENTAL IMPACT OF RUBBER PLANTATION IN NON-TRADITIONAL AREA: A STUDY IN THE GOALPARA- GARO HILLS BELT.”

NB: Dr. D.Das, Librarian of the college has completed his Minor Research Project work on

“AUTOMATION & USE OF ICT IN COLLEGE LIBRARIES OF ASSAM: A STUDY BASED ON SURVEY OF SELECTED COLLEGE LIBRARIES.”

3.3 Research Facilities

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

- The college has a well managed, well stocked and fully computerized central library to facilitate students and research scholars.
- It has more than 14000 collections of text books and reference books.
- It is enriched with latest publications in the field of Economics, Education, Political Science, History, Philosophy, Literature, Commerce, Mathematics etc.
- A good number of periodicals, research journals, popular magazines, various dailies and weekly regional and national newspapers etc. are available in the college library.
- Online e-journals and e-book access facility is available in the college library for the students and teachers under N-LIST consortium of INFLIBNET centre.
- Reprographic facility, e-resource download and printing facility are also available in the library.
- The library has a separate reading room for teachers.

- Every department of the college has a departmental library having textbooks and reference books with dedicated internet facility.
- The college has a well furnished Computer Lab with 10 computers. It is with latest configuration and software and internet facility.
- Students and teachers have access to computer and internet facility which equip them to update their knowledge.

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

- The college has a Planning Board which plans, and suggests strategies for upgrading and creating infrastructural facilities to meet the needs of students and teachers.
- The Library of the college is upgraded and kept updated by continuously adding new publications in different areas.
- The college has developed a plan to upgrade Psychological Laboratory to establish it as a research centre.
- To set up a Language laboratory to develop communication skills of the students.
- To upgrade the existing Folklore Museum and make it available to research scholars pursuing research in tradition, customs and cultural heritage of Assam and NE region.

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

NO

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

- Students and research scholars are guided to access the library facilities available outside the campus.

- Research scholars and students are enlightened on the availability of research grants of different funding agencies like UGC, ICSSR etc.

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

One of the most important highlights in the functioning of the college is its Library.

- The Library of the college is fully automated
- The library is Wi-Fi enabled and runs net work environment with internet connectivity
- 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 are added
- New subject journals, popular magazines, weeklies are subscribed regularly
- Back volumes are kept for references
- Free internet facility is given to the students and for accessing online e-contents.
- OPAC terminal is available for the students and teachers
- Student and teachers can search and reserve book through OPAC
- Teachers are provided with a separate reading room
- It remains open from 9.30 am to 4.30pm on all working days
- Reprography, download and printing facility are available in the library
- The library has a good collection of some of the latest title.

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

NIL

3.4 Research Publications and Awards

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

* **Patents obtained and filed (process and product)**

Nil

* **Original research contributing to product improvement**

Nil

* **Research studies or surveys benefiting the community or improving the services**

Most of the research activities undertaken by the faculty members are beneficial for the community.

* **Research inputs contributing to new initiatives and social development**

Nil

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

- The college plans to publish the research papers presented by research scholars and experts in the National seminar and workshop organized by the college in 2014 and the resourceful lectures delivered by various eminent personalities will be included in the publication.
- The college has constituted an editorial board to review the papers presented in the workshop and seminar and selected papers will be published in the form of book with ISBN.

The composition of Editorial Board-

Dr. D. Nath- Chairman

Dr. S. Mahanta

Dr. B. Baishya

Dr. J. Das

Dr. D. Das

Dr. S. Nath

Dr.R. Deka- Editor

The research Committee of the college has developed a plan to

publish research papers contributed by staff and the theses of doctoral degree of the faculty members and staff, after peer review and after ensuring the usability and importance of such publication.

3.4.3. Give details of publications by the faculty and students:

* Publication per faculty

Sl. No	Name	Deptt. & Designation	Title of Publication	Source of Publication	ISBN/ISSN
01	Dr. Dharmendra Nath	Principal	i. Economics of Rubber Plantation – a study in NE India	Book published by VDM Publishing, Germany, 2010	978-639-27229-1
			ii. Adaptation of Supply Response Measurement of a Perennial Crop in Non Traditional Areas: An Illustration with Rubber in Goalpara District of Assam	Assam Economic Journal, Vol. XXIII, 2011, p.1-11.	ISSN-09767530
			iii. Economics of Rubber Production in the non-traditional area of Goalpara district in NE	IUP Journal of Agricultural Economics, Vol.VIII, No.2, April 2011, p.36-46	ISSN-0973-2276
			iv. Income augmentation in small farm agriculture from adoption of Rubber Production: a study in NE India	Yearbook of Socioeconomics of Agriculture, 2010, Switzerland	ISSN: 1023-3938
			v. Inclusive growth in a knowledge economy: a look into India's higher education	Published in seminar volume "Inclusive growth in NE India with reference to the emerging national pattern"	

			vi. Urbanization in NE India: issues and concern	Margherita College, Assam 2010 Book edited by H.Sudhir, 2009	978-81-8370-192-1
02	Dr. Sewali Mahanta	Political Science Asso Prof.	i. Vinoba bhave's Philosophy	Encyclopedia in Assamese, Assam Sahitya Sabha, 2009	
	ii. Narayan Jay Prakash				
	iii. Sociological Philosophy of Nehru				
	iv. Political Philosophy of Machiavelli				
	v. Sarbodaya				
	vi. Environmental Degradation and Sustainable Development		Proceedings of UGC sponsored National Seminar, 2013		
	vii. A Study of Socio-political Philosophy of Jay Prakash Narayan		Abstract volume of Doctoral Theses published by ACTA, 2013		
03	Dr. Niranjana Kalita	Assamese Associate Prof.	i. Asamiya Bhasar Sthiti Aru bhabishyat	Jivan, 32 nd Ed., 2011	0973-7855
			ii. Translation of Literature and Comparative Study	Bhasa Sahityar Swarnalipi, 2011	978-93-81183-24-3
			iii. Kabi-Gitika Dr. Bhupen Hajarika	Assam Sahitya Sabha Patrika, 3 rd ed., 2012	2277-9515
			iii. Medini Choudhurir Khulakatir Tal	Adhunik Bharatiya Shahityat Jatiya	978-81-921769-0-1

				Chetana, 2012	
04	Dr. Mamun Kalita	Assamese Astd. Prof.	Dr. Bhupen Hazarika Geetat Baiplabik Chetana	Proceedings of UGC sponsored National Seminar, 2013	-
05	Dr. Rumamani Deka	Education Astd. Prof.	<i>i. A Study into the educational problems of Mishing Girls in Secondary Stage of Education in Assam With Special Reference to Assam</i>	Abstract volume of Doctoral Theses published by ACTA, 2013	-
			<i>ii. Gender and Pattern of Education in ancient India</i>	Proceedings of UGC sponsored Seminar, Madhya Kamrup College	978-81-921469-6-6
			<i>iii. Nedfi-hatt: A Platform for Socio Economic Empowerment of Women</i> <i>iv. The Future Humanity: Towrds Reviving the past Glory of Manas National Park</i>	Seminar Proceedings	978-81-910818-3-7 978-81-925352-0-2
06	Dr. Subhalakshmi Nath	English, Asso. Prof	i. Ethnic Conflict and Identity Crisis of different Groups in North-East India	Proceedings of UGC sponsored National Seminar, 2012	978-81-923-0-3
			ii. Empowerment of Rural Women and Role of NGOs	Proceedings of UGC sponsored National Seminar, 2010	
			iii. Development of Youth and Role of Higher Education With Special reference to Assam	Proceedings of UGC sponsored National Seminar,	978-93-80261

				2011	
07	Dr.Dhrub ajit Das	Librarian	i. Guwahati College Library Network (GCLNET): a feasibility study	Published in a book North- East India Library Network: Challenges and opportunities, edited by Prof. N.Lahkar	Publishe d by Deptt of LIS, GU, ISBN: 978-81- 908708- 0-3, 2014
			ii. Role of Assam Library Association and Assam College Librarians' Association in the development of library services in Assam	Reflection Published on the occasion of IASLIC 26th National Seminar, edited by Dr. D.Das and Dr.N.Das	Publishe d by Deptt of LIS, GU, ISBN: 978-81- 908708- 0-4, 2014
	Dr.Dhrub ajit Das	Librarian	iii. Library 2.0: a new model for next generation library services	Library: now and then, edited by Joya Khound, Published by D.K.Girls' College, Mirza	0978-81- 926890- 9-8 2014
			iv. Managing electronic resources: the changing role of college librarian	Proceeding of National Seminar	978-81- 920220- 1-7 2013
			v. Status of automation of college libraries in Assam: a study based on survey of selected college libraries	ACLA Bulletin Vol.5 & 6, Dec.,2012	ISSN: 222- 6492

			vi. Computer application in the college libraries of Dibrugarh University, Assam: a case study	IASLIC 28 th All India Conference, October 10 - 13, 2011, Kashmir University	ISSN: 09723668 Special Publication No. 51, 2012
			vii. Access of E-resources under N-List Programme in the college libraries of Guwahati, Assam: issues & problems	IASLIC 28 th All India Conference, October 10 - 13, 2011, Kashmir University	ISSN: 09723668 Special Publication No. 51, 2012
	Dr.Dhrubajit Das	Librarian	viii. Status of automation of college libraries in Assam: a study based on survey of selected college libraries	ACLA Bulletin, Vol.5 & 6, Dec.,2012	ISSN: 222-6492
			ix. Application of ICT in the college libraries of Guwahati: a case study	Journal of Dept. of Library and Information Science, G.U., 2011	ISSN 2249-0124
			x. The history of libraries	ACLA Bulletin, Vol. 4(1, 2010)	ISSN 2229-6492
			xi. Challenges and issues of college library services in Dibrugarh district of Assam: a case study	7 th Convention PLANNER 2010, organized by	ISBN: 978-81-902079-9-7,

			<p>xii. Data management and preservation of AV materials in private satellite TV channel library of Assam: a case study</p> <p>xiii. Networking of Library and Information Centers in North East India (NELIBNET): a proposal for Resource Sharing .</p>	<p>INFLIBNET Centre, Ahmedabad and Tezpur University.</p> <p>7th Convention PLANNER 2010, organized by INFLIBNET Centre, Ahmedabad and Tezpur University.</p> <p>Proceedings of a National Seminar on “Digitization and networking of library and information centres in North East India, organized by DLISc., GU and CRL, Kolkata, January 9 - 10, 2009</p>	<p>2010</p> <p>ISBN: 978-81-902079-9-7, 2010</p> <p>ISBN: 978-81-908708-0-1</p> <p>2009</p>
08	Rajesh Deb Barman	Commerce, Astd. Prof.	i. Identity Crisis, Insurgency Migration and Ethnic Conflict in North-East India	Seminar Proceedings	978-93-81694-07-7, 2011
			ii. A report on women Entrepreneurs with special reference to Kamrup, Assam	Proceedings of UGC sponsored Seminar	978-81-924389-1-7, 2012
			iii. Role of Commercial Banks in financial Inclusion: Success story of no Frill Accounts	International journal of Business	2249-7463, April, 2014

			iv. A Comparative study on Market share between Public and Private Sectors life Insurance Companies	International research journal of Commerce, IRJCBSS	2277-9310, April, 2014.
09	Dr.Purabi Chakraborty	English, Asso. Prof.	NE in Turmoil : Some Key Issues of Ethnicity and insurgency	Proceeding of National Seminar	978-93-80261
10	Jnanendra Kalita	Assamese Asso. Prof.	Bhupen Hazarika Gitat Saru Saru Manuhar Katha		
11	Dr. Bibha Rani Pathak		i.Guru Charitar Asamiya Samaj aru Sanskriti	Bornil Sanskriti, Auniati Satra, 2012	978-81-923168-3-3
		Assamese Asso. Prof.	ii.Sankari Sanskriti : Etichamu Abhas	Bharatiya Itihas Sankalan Samity, 2005	
			iii.Asamiya Bhasar Udbhaw Aru Swakiyata : ek Bhatatwik Adhyana	Silver Jubilee Souvenir, S. B. Deorah College, 2009	
			iv.Uchcha Madhyamik Starat Bhasa Baijnanik byakaranar Prayojaniata	Golden Jubilee Souvenir, Sarthebari Girls' high School, 2012	
12	Preeti Das	English, Asstt Prof.	i. Upliftment of the rural women of our region	Seminar Paper	978-81-924389-1-7
			ii. Dyslexia and higher education	Seminar Paer	978-93-83252-43-5

* Number of papers published by faculty and students in peer reviewed journals (national / international)

Sl. No	Name	Deptt. & Designation	Title of Publication	Source of Publication	ISSN
01	Dr. Dharmendra Nath	Principal	i. Adaptation of Supply Response Measurement of a Perennial Crop in Non Traditional Areas: An Illustration with Rubber in Goalpara	Assam Economic Journal, Vol. XXIII, 2011,	ISSN-09767530

			District of Assam ii. Economics of Rubber Production in the non-traditional area of Goalpara district in NE iii. Income augmentation in small farm agriculture from adoption of Rubber Production: a study in NE India	p.1-11. IUP Journal of Agricultural Economics, 2011 Yearbook of Socioeconomics of Agriculture, 2010, Switzerland	ISSN: 1023-3938 ISSN: 1023-3938
02	Dr.Niranjan Kalita	Associate Professor	Asomiya lokajivan aaru Asomiya Bhasar Baibidhya	Manabayan" International journal, july-Dec-2013	ISSN-2249-0612
03	Dr.Dhrubajit Das	Librarian	i. Computer application in the college libraries of Dibrugarh University, Assam: a case study ii. Application of ICT in the college libraries of Guwahati: a case study iii. Information needs and information seeking behaviour of P.G students of Gauhati University: a case study	Library Vision 2020, Post Conference Papers of IASLIC 28th All India Conference Journal of Dept. of Library and Information Science, G.U., 2011 Journal of Library and Information Science, Published by Deptt of Lib. & Inf. Science, G.U	ISSN: 09723668 Publication No. 51, 2012 ISSN 2249-0124 2011 2004

04	Ms. Preeti Das	Asstt. Prof.	I. The Nation of Experiencer Subjects in Assam Sadri	Multidisciplinary	ISSN:2319-2097 Vol. II, 2013-14
			ii. The Emergence of 'New Women' in Manju Kapur's <i>A Married Women</i>	International Research Journal	ISSN: 2319-2097

- * Number of publications listed in International Database (for Eg: Web of Science, Scopus, Humanities International Complete, Dare Database - International Social Sciences Directory, EBSCO host, etc.)

NA

* **Monographs**

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Chapter in Books:

Sl. No.	Name	Deptt. & designation	Title of the chapter	Name of the Book	Source of Publication & ISBN/ISSN
01	Dr. Dharmendra Nath	Principal	i. Byashtibadi Artha-vigyan	AHSE, Council	2011
			ii. Post WTO integration of markets of Farm products: impact on and response of Arecanut growers of Assam	WTO and the Agriculture, edited by Talware Sabanna	Serial Publications, 2005
2.	Dr. Bandana Baishya	Education Asso.Prof.	i. ManoBijnan Aru Siksha	Snatak Mahalar Siksha Manobijnan	Shanti Prakashan, 2012 - 978-81-9273-0-0

			ii.Smriti,Manojog Aru Agrah		
3.	Dr Nabanita Bhuyan	Political Science, Asso. Prof.	Political science Portion	ACS General Studies	Chandra Prakashan,978-93-2440354-4
4	Dr.Dhrubajit Das	Librarian	Development of digital libraries: major initiatives undertaken in India	Changing library scenario in digital era: Prof Alaka Buragohain Festschrift Volume, edited by Prof. N.Lahkar	ISBN:978-920220-0-0 2011 Published by Assam College Librarians' Association

* Books Edited:

Dr. Niranjan Kalita, Associate Professor, Dept of Assamese

- i) Asamar Lokojivan” - Collection of research oriented articles - Noonmati Sahitya Sabha, 2010.
- ii) Implementation of State Language in Assam” - UGC sponsored State level Workshop Proceedings- S.B. Deorah College

Dr. Dhrubajit Das, Librarian

- i) Reflection, Published by Department of Library & Information Science, Gauhati University on the occasion of IASLIC National Seminar, Nov. 25 - 28, 2014. **ISBN: 978-81-908708-0-4**
- ii) Collection development in IT environment in the college libraries of Assam, published by ACLA, 2013. **ISBN: 978-81-920220-1-7**
- iii) Changing library scenario in digital era: Prof Alaka Buragohain Festschrift Volume, published by ACLA, Guwahati, 2011, **ISBN: 978-920220-0-0**

* Books with ISBN/ISSN numbers with details of publishers

Name of the Author	Name of the book	Publisher Name & year	ISBN No
Dr. Dharmendra Nath	Economics of Rubber Plantation: a study in North East India	VDM Publishing, Germany	978-3-639-27229-1
Dr Lily Goswami & Dr Nabanita Bhuyan	Bharator Rajnoitik Chintabid	Ashok Publication Panbazar, Ghy-01, 2011	978-93-84095-11-6
	Snatak Mahalar Rajnaitik Tatwa	Ashok Publication Panbazar, Ghy-01, 2011	978-81-921288-7-0
	Public Administration	Ashok Publication Panbazar, Ghy-01, 2012	978-93-81850-29-9
	Snatak Mahalar Bharatar Rajnaitik Byabastha.	Ashok Publication Panbazar, Ghy-01, 2012	978-93-81850-04-6
	RajnoitikTatwa II	Ashok Publication Panbazar, Ghy-01, 2012	978-81-922777-6-9
	Political Theory II	Ashok Publication Panbazar, Ghy-01, 2012	978-93-81850-00-8
	Politics in India I	Ashok Publication Panbazar, Ghy-01, 2012	978-93-81850-15-2
	Politics in India II	Ashok Publication Panbazar, Ghy-01, 2012	978-81-922777-5-2
	Antarashtriya Samporka	Ashok Publication Panbazar, Ghy-01, 2012	978-93-81850-24-4

	SnatakMoholar LokaPrashasan	Ashok Publication Panbazar, Ghy-01, 2013	978-93- 81850- 74-9
	Nirbachit Sangbidhan	Ashok Publication Panbazar, Ghy-01	978-93- 81850- 95-4

- * Citation Index
- * SNIP
- * SJR
- * Impact factor
- * h-index

3.4.4 Provide details (if any) of

- * research awards received by the faculty: *NA*

* recognition received by the faculty from reputed professional bodies and agencies, nationally and internationally:

NA

- * incentives given to faculty for receiving state, national and international recognitions for research contributions.

Mr. Bhairab Khakholar, asstt. Professor, Commerce Department, has been selected for **Junior Research Fellowship**.

3.5 Consultancy

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

- Various public sector and organizations like Oil India Ltd., Guwahati Refinery, State Bank of India and the community have provided sponsorships for college activities such as celebration of Silver Jubilee of the college, State Level workshop, seminar etc.

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

Although the college does not have any stated policy to promote consultancy, it encourages and motivates the faculties to publicize the expertise available for offering consultancy services.

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

The college provides constant support and encourages the staff to utilize their expertise.

- The staffs of the college offer their expertise as resource person in various Orientation and Refresher Courses.
- The Librarian of the college appointed as guest faculty and expert in the department of Lib. & Inf. Science, GU from 2010 to 2012.
- One of our faculty member extended honorary service as a subject expert in Free Tutorial Class organized by Guwahati Student Union during summer vacation.
- Another faculty member of the college acted as Resource person in Personality Development Camp organized by Vivekananda Kendra.
- The college has a "Career Guidance and Counseling Cell", which conducts seminars, workshops and provides information about career opportunity to the students by the staff and experts from outside.

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

NA

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

Does not arise

3.6 Extension Activities and Institutional Social Responsibility (ISR)

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

The college actively promotes extension services responsive to community needs. Various extension and awareness programmes are being conducted by the college against AIDS, literary campaign, traffic management, road safety, blood donation camp, health check-up, health awareness camp, etc. which offer helpful services to the community. The college has collaborated with various government and non-government agencies to undertake these programmes.

- A one week camp was organised at Bhabanipur village, Noonmati from November 3 - 8, 2013 to provide various community services. In the camp about 50 NSS volunteers of our college were actively involved in repairing of dilapidated roads, drains, toilets of the village L.P.School. Besides, tree plantation, door to door survey, awareness programme on sanitation, environment etc. were conducted by the students of the college with the help of local NGO's.
- On the occasion of one month celebration of National Youth Day during January 12 - February 10, 2014, our college along with the 62 colleges of the Kamrup (Metro) participated in the Students-Teachers-Public mega rally and mega blood donation camp.
- Health check-up and AIDS awareness programme, organised in association with State AIDS Control Society. A total of 60 students were participated in the mega blood donation camp on February 5, 2014, health check-up and AIDS awareness programme on February 10, 2014.
- Some faculty members of our college are associated with various activities such as contributing funds to AMAR GHAR(old age home), ASHADEEP(home for destitute women) KARUNADHARA, Sponsoring two girl students of SISU SARATHI(a spastic society).
- The college celebrates Independence Day, College Foundation Day, Saraswati Puja, Biswakarma Puja, Birthday of various eminent personalities to develop good citizenship and adopt holistic approach to students.

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

Different efforts have been made to track student's involvement in various social activities which develop the personality and social responsibility of the students and promote citizenship roles.

- The convener of different Cells of the college keeps an account of students involved activities.
- The Principal of the college get feedback from the conveners of different cells and committees about the students involvement in various activities.
- The Alumni Association of the college monitor the involvement the of our passedout students in various social activities.
- The NSS Unit and Student' Union of the college also help in tracking students involvement in various social activities leading to promotion of citizenship roles.

Students' participation on various activities which develop good citizenship role may be listed as below:

- The NSS Unit of the college has adopted a village and is supporting various developmental works with the help of local NGO.
- The alumni of the college with the support of the Students' Union of the state provide financial assistance to meritorious students who are from poor economic background to support their further study.
- Students' participation in the election of "Students' Union" of the college is always encouraged to enhance their political consciousness and social participation.
- Students' involvement in extracurricular activities like sports, music, performing arts etc. and their achievement in various competitions at the college, universities, state and national level are encouraged and monitored.
- Students are encouraged to ensure their involvement in various social activities and render their services towards the society.

3.6.3. How does the institution solicit stakeholder perception on the

overall performance and quality of the institution?

- The feedback received from students and alumni reflect their perception on the overall performance and quality of the institution.
- Parent-teacher meet helps to obtain their perception on the overall performance of the institution.
- Meetings of the staff reveal the performance and quality of the various activities undertaken by the institution.
- The Governing Body meetings take cognizance of the performance of the institution.

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

The college works and plans extension activities in collaboration with NGOs and GOs like Red Ribbon Club, NSS, Health Department, Social Welfare Department, etc.

The NSS Unit of the college received a fund of Rs. 42,500/- from Central Government through Gauhati University NSS Cell for the year 2013 which was utilized to exercise some regular activities like enrolment of new volunteers, awareness programme against ragging, cleanliness drive, plantation, literary competition, holding meeting inside and outside the campus to enhance and develop social responsibility among the students.

Though there is no specific budgetary allocation for extension activities, the college provides financial assistance for organizing various extension and outreach activities.

EXTENSION AND OUTREACH PROGRAMMES UNDERTAKEN BY THE COLLEGE

- A one week camp was organised at Bhabanipur village, Noonmati from November 3 – 8, 2013 to provide various community services. In the camp about 50 NSS volunteers of our college were actively involved in repairing of dilapidated roads, drains, toilets of the village L.P.School. Besides, tree plantation, door to door survey, awareness programme on sanitation, environment etc. were conducted by the students of the college with the help of local NGO's.

- On the occasion of one month celebration of National Youth Day during January 12 - February 10, 2014, our college along with the 62 colleges of the Kamrup (Metro) participated in the Students-Teachers-Public mega rally and mega blood donation camp; health check-up and AIDS awareness programme, organised in association with State AIDS Control Society. A total of 60 students were participated in the mega blood donation camp on February 5, 2014, health check-up and AIDS awareness programme on February 10, 2014.
- A talk was delivered by two members of the extension education cell on voting behavior and political consciousness among the new voters on 4th April, 2014 at Narangi Anchalik College, Guwahati.
- "CONVERSATION"- a functional Assamese class for non Assamese students belonging specially to the various tribal communities of North East has been organising by the extension education cell since 20th May 2014 and continues till date.
- The extension education cell has been organising an adult literacy programme "SAATHI" in Patharkuchi area of greater Guwahati to educate specially the domestic help worker of the locality since 5th June, 2014 and continues till date.
- The cell organises a moral and spiritual talk on "Day to day life on Bhagavad Gita" on 16th June, 2014 at R.J College Survey, Guwahati. The talk was delivered by the members from ISKCON, Guwahati.
- 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.
- A member of the cell is an active member of PRERANA- IAS officers' wives' association which is a registered body under the Societies Registration Act, 1860. The member is associated with welfare activities like providing relief fund during disasters (flood, riots etc), sponsoring two girl students of SISHU SARATHI a spastic society and

providing infrastructural facilities to the LEPROSY REHABILITATION CENTER at Chirang district, Assam.

- 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).
- Another member of the cell has acted as resource person in two personality development camps organized by Vivekananda Kendra on 1st July, 2013 and Assam Jatiya Vidyalay, Guwahati from 6th to 9th July, 2013.
- A college faculty is an active member of NATARAJ, a socio-cultural society (Registered NGO) which is associated with SOS children village, Azara and B. Barooah Cancer Institute, Guwahati. As member of the society she has organized workshops on vocal and awareness programmes on Cancer. She has also participated in cleaning of streets and drains on 8th Nov, 2013 organised by Chilarai Nagar Mahila Samity. She has also participated on spiritual programme organized by the said Mahila samitya.
- Seven faculties of the college acted as master trainers for training both polling and presiding officers during the general election 2014.
- Many faculty members of the college have donated old clothes, medicines, old furniture etc to the poor and needy.

IMPACT ON OVERALL DEVELOPMENT OF STUDENTS

These outreach activities give opportunity to students to learn the importance of self-help, mutual respect for each other and cooperation for harmonious living.

It also emphasizes on overall personality development through value-based education apart from academic excellence.

Students are sensitized to their role and responsibility towards society through community services.

It also helps to instilling in them ethical values and a spirit of patriotism.

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

The institution conducts NSS enrollment drive every year to promote participation in various social activities.

The extension education cell, through which civic responsibility and social commitment are fostered, consists of faculty members who are actively involved in social activities.

- The NSS Unit organized a one week camp at Bhabanipur village, Noonmati from November 3 - 8, 2013 which provide various community services.
- About 50 NSS volunteers of our college were actively involved in various developmental programmes like repairing of dilapidated roads, drains, toilets of the village L.P.School.
- Besides, tree plantation, door to door survey, awareness programme on sanitation, environment etc. were conducted by the students of the college with the help of local NGO's.
- On the occasion of one month celebration of National Youth Day during January 12 - February 10, 2014, our college along with the 62 colleges of the Kamrup (Metro) participated in the Students-Teachers-Public mega rally.
- the college organized mega blood donation camp, health check-up and AIDS awareness programme in association with State AIDS Control Society. A total of 60 students were participated in the mega blood donation camp on February 5, 2014, health check-up and AIDS awareness programme on February 10, 2014.
- **Red Ribbon Club:** The Ribbon Club was formed on 11/04/2010. The motto of the Club is to create awareness about AIDS/HIV among the students community as well as the society. Activities of the Club are:
 - i. 20 students of the college participated in 3 training cum orientation workshop organised by State Aids Control Society during the period of 2010 - 2013.
 - ii. a short film and documentary festival based on Aids and other social burning problems was held on 26/04/2013 at College Auditorium, where 35 documentaries and 2 short films were screened.
 - iii. Student members of the club were actively involved in the awareness programme on AIDS/HIV conducted in the "Red Ribbon Express"

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

The NSS Unit of the college organized awareness programme on sanitation, environment and also involved in repairing of dilapidated roads, drains, toilets in a near by village, from November 3-8, 2013.

The Extension Education cell of the college has been organizing a functional Assamese class for non assamese students specially the tribal communities who are from various parts of N-E states, since 20th May, 2014.

The Cell also organizes Adult Literacy Programme in Patharkuchi area of greater Guwahati to educate under privileged sections specially the domestic help workers. It also organized an economic survey of living standard, sanitation facilities etc. in the neighbouring areas of the college.

Some faculty members of the college extended their services to empower students and women belonging to under-privileged and vulnerable sections of society at individual level.

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

The objectives behind the extension activities undertaken by the college are to inculcate belongingness, promote social efficiency, social integration, provide citizenship training, develop civic sense, leadership quality etc. and to effectively use the tremendous potential of the students to sensitize society against all social evils. It aims at overall personality development through value-based education apart from academic excellence.

Participation in extension activities inculcates the following skills in students which in turn help in the learning process

- Involvement of the students in various activities develop togetherness, mutual respect, caring and sharing, compassion, social responsibility, solidarity, acceptance and tolerance of diversity among individuals and groups.

- It develops the leadership quality of students and helps to promote themselves as responsible citizen and discharge their functions towards society effectively.
- It gives a platform to students to develop secular outlook, to rise above the narrow prejudices on religion, language, sex caste or creed, to become more considerate in thoughts and action.
- Students' excursion to local and places of national importance may imbibe an urge to preserve cultural heritage and inculcate the spirit of nationalism and patriotism.
- By participating and organising various activities students may develop self-confidence, communication skills, democratic attitude, moral and aesthetic values etc.
- Participating in various environmental awareness camps students have develop love for nature and become keen to conserve and preserve the environment.

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

Students and teachers of the college are actively involved in various outreach activities contributing to the community development. Details of the programme are:

Activities of the Extension Cell

- Seven faculties of the college acted as master trainers for training polling officers during the general election 2014.
- Some faculties of the college are also associated with Vivekananda Kendra, ART OF LIVING which conducts various programmes on personality development, yoga, meditation etc.
- Some members of the college 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.
- Our one faculty of the college is an active member of PRERANA- IAS officers' wives' association which is a registered body under the Societies Registration Act, 1860. The member is associated with welfare activities like providing relief fund during disasters (flood, riots etc), sponsoring two girl students of SISHU SARATHI

(a spastic society) and providing infrastructural facilities to the LEPROSY REHABILITATION CENTER at Chirang district, Assam.

Besides, the college building and infrastructure are put to optimum use by making those available for various social and educational activities conducted by different socio cultural organizations. The college has set up a folk cultural museum with community support, it is open for the public also.

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

- The college organized “Winter Fest” along with two established colleges of the city to encourage, develop and spread innate quality and capacity of the students.
- The Extension Education Cell of the college associated with some Social and Cultural Organization and NGO’s is working on various outreach and extension activities. (For details refer 3.6.8)

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

- Dr. Niranjana Kalita, Associate professor of the Department of Assamese, awarded as Best Coordinator by State Aids Control Society for his various activities extended to the society.
- Dr. Kalita also awarded as Best Contingent Leader on NSS Mega Summer Camp held at Pune in 2011.
- Bibha Rani Bhattacharyya awarded as best music director in the film “Sixth Day Creation” which was based on philosophy

3.7 Collaboration

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

Some eminent personalities from Indian Council of Historical

Research (ICHR), Omeo Kumar Das Institute of Social Change and Development (OKDISCD), Indian Institute of Technology (IIT), Women Studies and Research Council (WSRC), Gauhati University (GU) were invited to UGC sponsored State level and National level workshop and national Seminar to share their thought provoking views. Students and staffs of the college and participants from outside were benefited by the resourceful delivery.

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

NA

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

The college was initially started with the contributions generated by the community. People of the locality donated in terms of cash or kind for the establishment of the college building.

For the construction of the main college building Mr. P.D.Deorah, a prominent industrialist, made a large financial Contribution.

- The family members of late P.C.Deka, a founder member and ex-president of G.B. of the college, offer scholarships to the best students of degree and H.S. course (+2 level).
- In order to promote career awareness among the girl students, the Career Guidance Cell in association with North India Technical Consultancy Organization (NITCON) on behalf of Consultancy Development Centre (CDC), an autonomous institute of DSIR, Ministry of Science & Technology, New Delhi, has organized one day workshop on “Building Awareness among Women Consultants in India”

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

The college organized two days State Level and National workshop on 21-22 Sep.2012 and 9-19 May, 2014 respectively and a two days National Seminar on 29-30 August, 2014.

Some eminent academicians and scientists from various fields endowed the occasions with their valuable contributions. The following are a few eminent personalities who attended the occasions.

- Prof. Bani Kanta Sarma, Deptt. of Assamese, GU.
- Prof. Dipti Phukan Patgiri, Deptt. of Assamese, GU.
- Prof. Bhagirathi Panda, NEHU, Deptt. of Economics.
- Dr. Mrinal Kanti Dutta, Associate Professor, HSS, IIT.
- Prof. Saundryya Borbora, HSS, IIT
- Prof. Akhil Ranjan Dutta, Deptt. of Political Science, GU.
- Prof. Nissar Ahmed Barua, Deptt. of Economics, GU.
- Dr. Polly Vaqueline, associate Professor, Deptt. of Women Studies, GU.
- Dr. Bivash Choudhury, Associate Professor, Deptt. of English, GU.
- Prof. M.P. Bezbaruah, Deptt. of Economics, GU.
- Dr. Pranab Kumar Ray, Retd. Profesor, Presidency College, Kolkata.
- Dr. Bibhab Kumar Talukdar, Secretary, Aranyak.
- Prof. Abani Kumar Bhagabati, Deptt. of Geography, GU.
- Dr. Mohammad Arif, Joint Secretary, UGC (NERO).
- Prof. K.G.Bhattacharyya, GU.
- Dr. Arup Mishra, Associate Prof., AEC
- Rajen Saikia, Eminent Historian
- Dr. Udayaditya Bharali, Former Principal, Cotton College, Guwahati

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

NIL

- a) Curriculum development/enrichment
- b) Internship/ On-the-job training
- c) Summer placement
- d) Faculty exchange and professional development
- e) Research
- f) Consultancy
- g) Extension
- h) Publication
- i) Student Placement
- j) Twinning programmes
- k) Introduction of new courses
- l) Student exchange
- m) Any other

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

- The college in collaboration with “North Eastern Economic Association” (NEEA) organized a national workshop on 9-10 May, 2014.
- It has also organized a national seminar on Environmental Issues in collaboration with AARANYAK, the prominent NGO of North-East.
- The college has linkage with Vivekananda Kendra, Prajapita Brahmakumari Iswariya Vishwavidyalaya and ISKCON, in association of which the college organizes some community service programmes.
- The College in association with FICCI organised a symposium on the topic “How Safe are women in India” on 24/08/2012.
- SPICMACAY in collaboration with the college organised a Flute rendition by Pt. Rajendra Prassanna on 9/11/12.

XXXXXXXXXXXX

CRITERION IV

INFRASTRUCTURE AND LEARNING RESOURCES

4.1 Physical Facilities

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

Infrastructure of an academic institution plays a very important role in enhancing the teaching learning process and it contributes to quality of education and skill development. The college has a well-defined policy for enhancing infrastructure facilities to ensure academic and skill development of the stakeholders. Governing Body and Planning Board of the college decides about the infrastructure need of the college and accordingly frames plans and policies. The college authority executes the plans and policies utilizing its own resources as well as grants received from the UGC and Govt.

The following initiatives have been undertaken to develop the infrastructure facilities of the college.

1. **Smart Classroom:** One smart classroom with internet connectivity and access through Plasma T.V. for interactive teaching learning, multi-media academic content viewing etc.
2. **NME-ICT Networking:** The access to internet is provided to all departments, library, office, and computer centre through NME-ICT network.
3. **College Library:** The library of the college is Wi-Fi enabled and runs in network environment with internet connectivity which allows to access e-resources of INFLIBNET Centre through N-LIST consortium. Book optimizer installed to accommodate more books.
4. **New Class Rooms:** Construction of a new floor of 290 sq.mt. in the Auditorium Building is completed.
5. **New Departmental Rooms:** All departments are

provided independent faculty rooms.

4.1.2 Detail the facilities available for

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

Curricular and Co-curricular Activities: The College has 15 spacious, well ventilated classrooms with black boards, green boards and adequate seating furniture for the learners. The smart classroom of the college is having 25 seating capacity with internet connectivity and Plasma T.V. display. The computer centre possesses 10 computers with latest configuration, internet connectivity running over network (LAN) environment for accessing internet by the students. The college has installed 45 KVA Diesel Generator for power back up. Besides, one 10 KVA online UPS and 3 inverters are available for short term power back up in library and college office. All computer sets are provided with 600 VA UPS for power back up.

All departments have been provided with computers, internet connectivity of 1 mbps speed under NME-ICT project of GOI.

The library of the college is fully automated with a total collection of 12,500 books (text and reference) as on Nov. 25, 2014. The library subscribes to 8 printed journals, 7 magazines, 12 national and regional newspapers etc.. The library has reference, text book section and current periodical section. Because of lack of space in the main library, the old and less used books along with bound periodicals have been kept in a separate room and named it as Bound Periodical Section. The library is also providing e-resources access facility to the students and teachers under N-LIST programme of INFLIBNET Centre. All permanent faculty members have been provided with user ID and password for accessing e-resources under the N-LIST which allows them to access e-resources even outside the college campus including even in their residences. The students are accessing e-resources in the college campus under the supervision of Librarian and Teachers.

The Department of Education of the college has a well equipped psychological laboratory. The student of the 5th semester having major in Education carry out Psychological experiments as a part of

their prescribed curriculum. It develops the scientific temper of the students and prepares them for future research activities.

Besides, the college has 2 photocopy machines, 4 laser printers, 2-scanners, 5 laptops, 4 LCD projectors.

Seminar Hall: The College does not possess seminar hall. The **College Auditorium** with seating capacity of around 500 is well equipped with public address system, podium, and stage which are used for seminars and workshop purposes.

Animal House and Botanical Garden: Animal house and botanical gardens are not available in the college campus as the college lacks adequate space.

Details of facilities available are listed in the following table:

Administrative Section		
Name	Facility	Remarks
Principal's Chamber	Computer	02/Laptop - 1
	Photocopier	1
	Internet Connectivity	Wi-Fi enabled
	Laser Printer	01
	CCTV Camera Display	16 CCTV camera display through LED HD TV with recorder of 1 TB HD
	Telephone/Fax machine	01
College Office	Computers	03
	UPS	03
	Internet Connectivity	01
	Inverter	01
	Laser Printer	02

Central Library			
Sl.No.	Facility	Number	Remarks
01	Books	12500	
02	Journals/Magazines	8+7 = 15	
03	Laser Printer	01	
04	Scanner	01	
05	DotMatrix Printer	01	
06	Bar Code Printer	01	
07	Bar Code Scanner	01	
08	Computer	07	
09	Photocopier	01	
10	Internet Connectivity	Wi-Fi enabled/ Accessed over LAN in 06 computers	
11	Inverter	01	
12	UPS	06	
13	Library Software	SOUL 2.0	Network Version
14	E-resource access facility	Through INFLIBNET Centre	For students and teachers

Class Room Facility		
Sl.No	Facility	Remarks
01	Black & Green Boards	All classrooms
02	Internet Connectivity	On smart class room
03	Furniture	Adequate
04	LCD Projectors	Selected class rooms

Laboratory Facility		
Name of the Laboratory	Equipment	Quantity
Computer Centre Lab	Computer P-IV Desktop	10
	Internet Connectivity	All Computers over LAN
	3 KV UPS	01
	Printer	01
Education Lab	Mirror Drawing Apparatus	06
	Tachistoscope	05

	Memory Drum	01
	Punch Board Maze	05
	Models of Brain, Eye and Ear.	03

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

The college has some facilities for undertaking sports and other extra-curricular activities in the college campus.

Sports: The college has a small open space near the entrance which is used for playing games like badminton, volley ball etc. As the college does not possess own play ground for holding outdoor games like football, cricket, and athletic competitions, the college authority made an agreement with the Gauhati Medical College authority, which is nearer to college, to use its play ground for practicing and holding outdoor games and athletic competitions during annual college week festivals.

Indoor games facilities like table tennis, carom board, Chess etc. are available in the college.

Cultural Activities: The College has an auditorium hall with 500 seating capacity which is used for the cultural activities of the college

NSS: An office of around 150 sqr.feet with necessary facilities.

Health & Yoga: The Health Care Cell of the College organizes free health check-ups every year for the students of the college by the renowned doctors of Gauhati Medical College. Yoga classes are also organized by the Cell inviting yoga experts from Vivekananda Institute.

Skill Development: Students of the College compulsorily learn basics of computer which enhances their soft skills. The Career Guidance and Counselling Cell of the college organizes every year during winter vacation skill development course by inviting experts from organizations like T.I.M.E for the 3rd and 5th students of the

college.

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

The college has developed the infrastructure to keep pace with the academic growth of the institution and ensures their optimum utilization through proper planning.

- Three new class rooms structure added in the college during the last two years are being utilized for holding commerce stream classes.
- Women hostel which was completed during 2009-10, necessary interior fittings, furniture are only augmented during 2010-11 which are being presently utilized by the hostel broader for their comfortable stay.
- Infrastructures added for the computer centre are being utilized batch wise by different group of students for learning different computer courses.
- The class routine is framed in such a way that all the class rooms are fully utilized during the peak hours.
- The infrastructure of the college is also used by Gauhati University, K.K.Handiqui State Open University as script evaluation zone, examination purposes etc.
- Other Govt. institutions viz. UPSC, APSC, SSC, Railway Recruitment Board, Indian Postal Service, Public service sector bank, insurance etc. also use college infrastructure for holding various competitive examinations.

Amount spent by the college during the last four years for infrastructure development are:

Year	2010-11	2011-12	2012-13	2013-14
Amount Spent	14,46,636	10,62,591	7,57,294	11,28,973

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

The institute provides basic facilities to make the stay of differently-abled students comfortable such as easy access to class rooms, library and during examination extra attention is given to them by providing them seats on the ground floor and other assistance, if needed.

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

- **Hostel Facility - Accommodation available**

Women Hostel: The women hostel of the college has the capacity of 30 inmates on twin sharing facilities. Warden's residence, dining hall, common room, visitors lobby and necessary amenities are available in the hostel.

- **Recreational facilities, gymnasium, yoga center, etc.**

Basic minimum recreational facilities are available in the hostel.

- **Computer facility including access to internet in hostel**

Computer and net access facility is available in the hostel.

- **Facilities for medical emergencies**

The hostel is very near to the Gauhati Medical College (GMC), a Govt. Medical College Hospital, and private Nursing Homes are also available near to the hostel. In case of emergencies, the hostel warden takes initiative to shift the patient to these hospitals. First Aid facilities are available with the hostel warden.

- **Library facility in the hostels**

Library facilities are available in the college only. Magazines, National and regional newspapers are regularly purchased

for the hostel boarders.

- **Internet and Wi-Fi facility**

Internet connection with wi-fi facility is available in the hostel.

- **Recreational facility-common room with audio-visual equipments**

Common room with LCD TV for recreational purposes is available.

- **Available residential facility for the staff and occupancy**

Warden residence is available on the ground floor of the hostel. Residential facilities for hostel security guard, cook and supporting staff are also available.

- **Constant supply of safe drinking water**

Constant supply of safe drinking water is provided through deep tube well water supply and filtered using Aquaguard water purifier.

- **Security**

The college authority has arranged a security guard for the hostel

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

- The college has an arrangement of first-aid medical treatment for the students and staff inside the campus.
- In case of emergency, the ward is shifted to the Gauhati Medical College Hospital which is 1 KM away from the college campus.
- Free medical health check up, dental check up, blood donation camp are organized time to time for the students and staff in the college campus.

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

The institute provides the following common facilities for the stakeholders:

IQAC: IQAC office is well furnished with computing, printing and internet facility

Grievance Redressal Unit: Grievance and Redressal Cell is actively functioning in the college. A box is installed in front of the college office to collect grievance from the students which are being taken care of by the Grievance and Redressal Cell. Suggestion Box for the teachers and staff are also provided.

Women Cell: There is a women cell which organises lectures, workshops on girl's issues and also receives and addresses grievances of the girl students.

Career Counselling, Guidance and Placement Unit: Career Counselling, Guidance and Placement Unit is functioning from the college library. Career related guidebooks, magazines and newspapers are regularly subscribed for the students. Entry into services classes are also organised for the students.

Health Centre: Health Centre is available in the college campus where First-Aid medical care facility is available. In case of emergency, necessary facilities are arranged to shift the ward to the nearby Gauhati Medical College Hospital.

Canteen: The College has a well maintained canteen which provides hygienic food at subsidised rate to the students and staff.

Recreation spaces for students and staff:

- Indoor sports recreational facilities like badminton, volley ball, table tennis, carom, chess are available in the college campus.
- Boys and girls have separate common room for the rest time.
- An auditorium is available for cultural activities of the students
- A movie club comprising of interested students and teachers

Drinking water facility: Water purifiers are installed for supply of safe drinking water for the students and staff.

Auditorium: An auditorium with fixed public address system is

available for cultural activities, holding seminar, workshop etc. by the students and teachers.

4.2 Library as a Learning Resource

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

Yes, there is a Library Advisory Committee as per the guidelines of Director of Higher Education, Govt. of Assam. The composition of the committee is

Chairperson: Dr. D.Nath, Principal

Members: 1. Dr.S.Mahanta, Vice-Principal
2. Dr.B.Baishya, IQAC Co-ordinator

Member Secretary: Dr.D.Das, Librarian

In order to make the library learner centric, the committee has taken the following initiatives:

- The committee approves the list of the selected books recommended by the HoD's and eliminates the duplicate copies from purchasing order.
- User orientation programme for the students in order to make them library friendly is initiated as per the recommendation of the library advisory committee.
- The committee recommends and monitors the purchasing of costly reference books, hardware, software and other equipments viz. book optimizer, racks etc.
- Grievances and suggestions provided by the students and teachers are given prime importance and tried to fulfill by the committee.

4.2.2 Provide details of the following:

Total area of the library (in Sq. Mts.): 250 Sq.Mts

Total seating capacity: 50 + 10 =60

Working hours (on working days, on holidays, before examination days, during examination days, during vacation)

9.00 am to 4.30 pm: On all working days, before and during examinations

9.30 am to 4.30 pm: On Vacations

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

There is no separate library building and it is running in two big rooms. A plan for new library building is already proposed to the Govt. of Assam for financial assistance.

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

The library has a well defined collection development policy. The books are selected by the book selection committee which comprises of HoDs. The HoDs with due consultation with the faculty members of the department prepare a list of recommended books for the department keeping in mind the prescribed books included in the syllabus of the Gauhati University, current titles published as well as the needs of the students. Students can also put their requirement of various reading materials directly to the librarian. The library committee finally approves the recommended books provided by the HoDs and students eliminating the duplicate titles, if any, from the final list of selection of reading materials. Library books are also purchased during book fair involving the faculty members to make spot selection of reading materials from the book fair held every year.

The amount spent on procuring new books, journals during the last four years is presented in the following table:

Library holdings	2013-14		2012-13		2011-12		2010-11	
	Number	Total Cost	Number	Total Cost	Number	Total Cost	Number	Total Cost
Text books	918	1,59,749	503	98,324	554	62,954	650	43,906
Reference Books	126	73,556	79	65,064	100	57,978	194	76,584
Journals/Periodicals	0407	6,0503,157	0408	6,0005,414	0509	5,8005,710	0609	6,7005,520
e-resources	e-resources are accessible through N-LIST of INFLIBNET Centre							
Any other (specify)	Reprographic facility, e-resource download and printing facility are available in the library. National/Regional Newspapers are also regularly subscribed.							

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

- **OPAC**

Library Books database has been created using library software SOUL 2.0 (Network Version) which can be accessed through OPAC terminals by the students and teachers

- **Electronic Resource Management package for e-journals**

At present there is no electronic resource management software in the library. Old question papers are digitized and stored in Greenstone Digital Library Software (GSDL) for easy access by the students and teachers. Online e-resources are accessible through N-LIST consortium of INFLIBNET Centre, Ahmedabad.

- **Federated searching tools to search articles in multiple databases**

There is no federated search tool to search articles in multiple databases.

- **Library Website**

There is no independent library website; it is being integrated in the main college website.

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

In-house access to e-publications is there in the college. Teachers are given individual user ID and password for accessing e-resources of INFLIBNET even from their home.

- **Library automation**

The collections of the library have been converted in to machine readable form using sophisticated library management software SOUL 2.0, developed by the INFLIBNET Centre, an autonomous body of the UGC. The library is fully automated providing various housekeeping services to the users using computers such as automated issue & return of books, access to online catalogues (OPAC), information retrieval using Boolean search operators, author, title, subject searching, database searching, bibliographic services etc.

Total number of computers for public access:

03 numbers of computers are available for public access.

- **Total numbers of printers for public access**

01 number

- **Internet band width/ speed**

Internet connectivity under NME-ICT of GOI of 1 mbps band width

- **Institutional Repository**

There is no Institutional Repository (IR) in the library at present. However we have a plan to develop an IR using digital library software GSDL in near future.

- **Content management system for e-learning**

No content management system.

- **Participation in Resource sharing networks/consortia (like Inflibnet)**

Yes, the college library has been accessing e-resources under Resource sharing consortia N-LIST initiated by the INFLIBNET Centre, Ahmedabad.

4.2.5 Provide details on the following items:

Average number of books issued/returned	30
Ratio of library books to students enrolled	10:1
Average number of books added during last three years	760
Average number of login to OPAC	15
Average number of login to e-resources	12
Average number of e-resources downloaded/printed	05
Number of information literacy trainings organized	01 for the teachers' on how to access e-resources of INFLIBNET. Besides, user orientation programme is organized every year at the beginning of the session.
Details of "weeding out" of books and other materials	Old, damaged and rarely used books are weeded out and approved in the library committee from time to time. These books are kept in a separate section along with the bound periodicals.

4.2.6 Give details of the specialized services provided by the library

<i>Manuscripts</i>	There is no manuscript collection available in the library
<i>Reference</i>	Subject and general reference collection of books are available in the library. Students and teachers are allowed to use such books in the reading room of the library only. On campus issue of reference book is provided to the teacher which is to be returned on the same day. For research purposes, teachers are allowed to keep reference books for a certain period of time.
<i>Reprography</i>	Reprography facility is available in the library for the students and teachers at subsidized rate.

<i>ILL (Inter Library Loan Service)</i>	No Inter Library Loan Service is available
<i>Information deployment and notification (Information Deployment and Notification)</i>	Brief library rules are provided in the borrower's identity card. Details rule of the library in the form of leaflet are kept in the notice desk. Information on new arrivals are displayed in the notice board and these are displayed near the entrance of the library.
Download	E-resources can be downloaded in the library Internet terminals.
Printing	Printing are provided at subsidized rate to the students and teachers
Reading list/ Bibliography compilation	Reading list which are prescribed by the university in the syllabus are provided to the students when required. Bibliography of the new arrivals are compiled and displayed in the notice board. Information on current periodicals articles are also provided to the departments.
In-house/remote access to e-resources	Teachers can access e-resources from their home by using the user ID and password provided to them for accessing INFLIBNET online e-resources.
User Orientation and awareness	User orientation and awareness is organized every year and provided to the freshers at the beginning of the academic session.
Assistance in searching Databases	Library staff is providing assistance to the students and teachers for searching database of books
INFLIBNET/IUC facilities	INFLIBNET facility is available for accessing online e-resources under N-LIST consortium.

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

Library staff provides the following services to the students and teachers:

- Extends supports in finding and searching books even though the library practices open access system.
- Automated circulation service is rendered.
- Current Awareness Service specially on new arrival of books is provided.

- Extends help in searching database of books for finding and knowing the availability of a particular title in the stock of the library.
- Receives suggestions/requisition of important books from the teachers and students for further approval of the library committee for the purpose of procurement.
- Extends photocopying facility at subsidized rate
- Extends help in searching e-resources on Internet and INFLIBNET consortia.
- Downloading and printing of e-resources
- Conducting user awareness programme for the students
- Provides demonstration to teachers on how to access and download online e-resources from the N-LIST consortium of INFLIBNET Centre.

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

There is no special facility in the library for the visually/physically challenged person. Library is located centrally on the ground floor which helps the physically challenged students for its access.

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

There is no separate feedback specially for the library. Students' feedbacks are centrally collected and analyzed by the Grievances and Redressal Cell and a suggestion/complain box has been installed for this purpose. However, students are allowed to directly approach to the Librarian to place their need and complain on any shortcoming of the library service which are being placed before the library committee for approval and improvement.

4.3 IT Infrastructure

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

Number of computers with Configuration (provide actual number with exact configuration of each available system)	College Library	Pentium-IV, 2.85 GHz Dual Core, 2GB RAM, TFT Monitor	03	Total 07
		Intel i3, 2.9 GHz., 4 GB RAM, TFT Monitor	01	
		P-IV, Quad Core, 2.9 GHz. TFT	01	
		P-IV, Core Duo, 2.5 GHz.,. CRT Monitor	02	
	Departments (Arts Faculty) & IQAC	P-IV, All-in-one, 2.85 GHz., 2 GB RAM, TFT Monitor	05	Total 05
	Commerce Faculty	P-IV, Dual Core, 2.85 GHz, 3 GB RAM, TFT Monitor	01	Total 01
	Administrative Block	P-IV, All-in-one, 2.85 GHz., 2 GB RAM, TFT Monitor	01	Total 04
		P-IV, Core Duo, 2 GHz., 2 GB RAM, TFT	03	
	Computer Centre	P-IV, All-in-one, 2.85 GHz., 2 GB RAM, TFT Monitor	05	
		Celeron (R) 1.70 GHz, 120 MB of RAM, CRT Monitor	05	
Computer student ratio	1:35			
Stand alone facility	30			
LAN Facility	Library			
Wi-Fi facility	Library and Principal's Chamber			
Licensed Software	Windows 7, Windows 8.1, Library Software SOUL 2.0, Anti virus (Quick Heal)			
Number of nodes/computer with Internet facility	20			
Laptops	05			
	DotMatrix	02		

Printers	Inkjet	01
	Laser	04
Scanner		02
Bar Code	Printer	01
	Scanner	01
Inverters		02
UPS - 600 VA		30
10 KVA Online UPS		01

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

Faculty	All departments (Arts & Commerce Faculty) are provided with desktop (All-in-one) with internet connectivity under NME-ICT Network of GOI
Students	Internet browsing facility is provided to the students in the college library and also in the computer centre of the college. There is no off campus internet browsing facility for the students.
College Office	Internet Wi-Fi facility is available in the Principal's Chamber. BSNL Broadband connection is also available in the college office.

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

The college intends to execute the following plans to upgrade the existing IT infrastructure and associate facilities:

- **Wi-Fi Campus:** We have a plan of college campus networking for the purpose of linking all departments, library, College Office for sharing information, official works as well as to make the college campus completely Wi-Fi so that students, teachers can access Internet from any corner of the college.
- **Office Automation and Creation of MIS:** The office automation process of the college is underway and the college has a plan to develop MIS from the academic session 2014-15 so that all kinds of information can be accessed and

retrieved readily and instantly so as to provide better services to the stakeholders and also to bring transparency in the administration.

- **Laptops to Faculty Members:** Laptops will be provided to all departments so as to create an ICT enabled teaching learning in the college.
- **Smart Class Rooms:** The College has a plan to set up more smart class rooms with gadgets like computer, plasma T.V., interactive learning board etc.
- **Up-gradation of Computer Lab:** Latest configuration PCs will be added in the computer centre Lab for the students.
- **Up-gradation of Class Room facilities:** Projectors will be installed in class rooms.

4.3.4 *Provide details on the provision made in the annual budget for procurement, upgradation, deployment and maintenance of the computers and their accessories in the institution (Year wise for last four years)*

Budget allotted for procurement, up-gradation, deployment and maintenance of the computers during the last four years are given below:

Year	Fund Utilized (in rupees)
2013-14	3,50,340.00
2012-13	3,95,821.00
2011-12	35,720.00
2010-11	28,546.00

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

To facilitate extensive use of ICT resources, the institute has initiated the following:

- IQAC organized faculty development programme to train the faculty members on how to prepare, develop and present

learning materials using computers to encourage them to use ICT resources in teaching learning.

- Laptops and Projectors are provided to faculty members to use them for teaching learning.
- A smart classroom with computers and broadband internet connection is available for computer aided teaching learning.
- E-resources access facility is there in the college library.
- Printing, scanning, photocopying facility is available for the students.
- ICT resources of the college facilitated some of the faculty members to develop teaching learning materials.

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

Students' welfare and their concerns are always taken care of by the faculty members in their discourses in and outside the classrooms. With the paradigm shift in teaching-learning by the deployment of technologies, the access to ICT enabled teaching learning for the students becomes inevitable in the present day context. Keeping in mind of this fact, the college encourages the faculty members to upgrade their ICT skill so as to engage themselves in ICT enabled teaching learning to place the students at its centre. For this a faculty development programme has already been organized by the college and we are planning to organize more such types of workshops for the faculty to equip them with the latest ICT tools so as to render the role of the teachers as facilitators.

Teachers play the role of facilitator by providing the following measures to place the students at the centre of teaching-learning process

- Use of smart class room for major students
- Providing learning resources in electronic form

- Providing access to e-resources like e-journals, e-books etc. in the library.
- Organising film and documentary shows

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

No, the institute is not availing National Knowledge Network connectivity. It avails the NME-ICT network for internet connectivity.

4.4 Maintenance of Campus Facilities

4.4.1 How does the institution ensure optimal allocation and utilization of the available financial resources for maintenance and upkeep of the following facilities (substantiate your statements by providing details of budget allocated during last four years)?

The College ensures optimal utilization of the available financial resources for maintenance and upkeep of the infrastructure through proper planning and need assessment made by a committee constituted for this purpose. The Planning Board of the college which is formed as per the UGC 12th plan guideline assesses the infrastructural requirement of the college and prepares General Development Assistance (GDA) for financial assistance from the UGC.

The college has established mechanism as per State Govt. and UGC guidelines to look after the proper utilization of financial resources and successful execution of projects.

Details of budget allocated during last four years are given below:

Sl.No	Heads	Amount spent (in rupees)			
		2013-14	2012-13	2011-12	2010-11
01	Building Construction	73,407	3,04,598	2,12,925	6,57,741
02	Furniture	1,08,935	-	-	-
03	Equipments and Computers	4,44,340	4,31,821	5,90,720	50,546
04	Generator (45 KVA)	4,53,995	-	-	-

05	Electrical Fittings, Transformer	16,489	20,875	2,58,946	2,71,409
06	Deep Tube well boring, Water Fittings	-	-	-	4,66,940
07	Miscellaneous	31,807	-	-	-

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

Being a provincialized college we receive only salary grant from the Govt. and for maintenance and upkeep facilities and equipments, the college has to use its own resources. The college has an in-built mechanism consisting of G.B., Principal and Construction Committee to take necessary measures for maintenance and upkeep of the infrastructure facilities and equipment of the college.

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

Annual maintenance and repair of the infrastructure is taken care of by the college as and when necessary. Day to day maintenance is carried out by the existing staff/department of the college. The computers and electronic devices are maintained using its own resources, grants received from the UGC and Govt. AMC is done for maintenance of major equipments viz. Generator, Transformer etc.

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

A transformer has been installed in the college campus to reduce voltage fluctuation. The college possesses three phase electricity line and 45 KVA Generator Set for uninterrupted constant supply of power. A deep tube well is available in the campus and through water pump constant supply of water is provided. Besides, the college possesses 3 inverters each of 750 VA, One online UPS of 10 KVA, independent UPS of 500 VA to all computers set to deal with voltage fluctuations.

CRITERION V

STUDENT SUPPORT AND PROGRESSION

5.1 Student Mentoring and Support

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

Yes, the institution publishes its updated prospectus every year. In the prospectus, the college provides the following information:

i) Motto ii) Vision iii) Mission iv) Admission procedure v) Fees Structure vi) Courses and Subjects offered vii) Student support services viii) Academic and co-curricular Activities ix) Students' code of conduct x) List of Teaching and non-teaching staffs.

The college ensures its commitment and accountability by maintaining high standards of work culture. The Principal along with the teaching and non-teaching staff continuously strive towards the achievement of its vision and mission. The college has a highly dedicated teaching staff who are fully aware of the extent and significance of institutional accountability in the teaching, learning and evaluation process. The college has adequate inbuilt mechanism which is continually updated to achieve the learning outcomes. Constant monitoring by the authority, students' feedback, excellent support services, student centric teaching methods ensure that the commitment and accountability of the college is achieved.

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

The institution offers freeships to financially weak students from the Students' Welfare Fund. It also provides scholarships to meritorious students every year as an incentive to perform better.

Sl. No	Year	Type of Scholarship	Amount (Rs)	No of beneficiary Students
1	2010-11	1. Merit Scholarship (Institutional)	2000	04
		2. Merit Scholarship (Donor)	1000	01

2	2011-12	1.Merit Scholarship(Institutional)	2500	05
		2. Merit Scholarship (Donor)	1000	01
3	2012-13	1.Merit Scholarship(Institutional)	3500	07
		2. Merit Scholarship (Donor)	1000	01
4	2013-14	1.Merit Scholarship (institutional)	3500	07
		2. Merit Scholarship (Donor)	2500	01
		3. Merit Scholarship (Donor)	1000	01
		4.Freeship	3600	05

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

The following table shows the percentage of students receiving financial assistance from State Govt.(Assam /Arunachal Pradesh) and Central Govt.

Sl No	Year	% of Students Receiving Financial Assistance from State Govt.				Amount (per student)
		Type	Govt. of Assam	Other N.E State Govt.	Central Govt.	
1	2010-11	OBC	1.54			Rs.1720
		ST(Plains)	2.31	14.5	Nil	Rs. 3970
		ST(Hills)	3.33			Rs.3970
2	2011-12	OBC	Nil			Nil
		ST(Plains)	3.76	15	Nil	Rs. 4620
		ST(Hills)	4.05			Rs. 4620
3	2012-13	OBC	Nil			Nil
		ST(Plains)	3.47	14.9	Nil	Rs. 3695
		ST(Hills)	4.62			Rs. 3695

4	2013-14	OBC	Nil	15	Nil	Nil
		ST	11.85			4475
		Plains/Hills		2.60		Rs. 6915
		Minority Students	Nil		0.29	Rs. 6000

5.1.4 What are the specific support services/facilities available for

✓ **Students from SC/ST, OBC and economically weaker sections**

- Seats are reserved as per state Govt. norms during admission.
- State Govt. Scholarships are facilitated by the college.
- Remedial classes are arranged in every semester.
- Coaching for entry into services is arranged.
- Financial aid provided to economically weaker students.
- Book bank facility in the library for the economically weaker students.
- Equal Opportunity Centre facilitates inclusiveness.

✓ **Students with physical disabilities**

- Although the college does not have infrastructure facility for Students with physical disabilities, students and teachers alike provide help them to make their stay in the college comfortable and dignified. Their movement in the college is assisted and utmost care is taken so that they do not feel deprived.
- The college library is situated in the ground floor to facilitate its access to the students with physical disabilities.

✓ **Overseas students**

The college does not have overseas students

✓ **Students to participate in various competitions/National and International**

- Financial help is given

- Waiver of class attendance
- Special classes taken

✓ **Medical assistance to students: health centre, health insurance etc.**

The college has a Health Care Cell which organizes health camps in different aspects-

- Breast Cancer awareness program among the girls students on 24/10/13 in support of renowned Oncologists Dr. U.R Das, Dr. J N Buragohain and Dr. B.K Das.
- A dental check up camp on 8/3/14 in association with Regional Dental College, Guwahati.
- A free health camp for students and teaching and non-teaching staff of the college was held on 12/5/14.
- In case of emergencies, the GMCH, which is about two kilometers away, is contacted and their services are utilized.

✓ **Organizing coaching classes for competitive exams**

Career Guidance and Counseling Cell of the college has organized a week long programme during January 6 - 12, 2014 on Entry into Services in order to prepare our students for competitive examinations viz. banking, insurance etc.

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

- The college offers a compulsory computer course. The syllabus of the computer course is designed by the institution. The course is designed with a view to develop the dexterity and employability of the students.
- The Department of English ensures the development of speaking skills in English among the students.
- The Extension Education Cell of the college has organised functional Assamese classes for non-Assamese students belonging to various tribal communities of North-East during the session 2013-2014.

✓ **Support for “slow learners”**

Remedial classes are taken by faculty members for slow learners. Their progress is monitored and assisted throughout the session.

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

- The college organized a field trip to the Doordarshan Kendra, Guwahati for the final semester students to have firsthand information regarding news reading, news editing and telecasting.
- The college organizes educational trips to different cities of India where students are given exposure to institutions of higher learning.

✓ **Publication of student magazines**

- The college has some in-house publications which encourage the students and faculty in various literary activities. The college magazine UDIAN is published annually.
- It also publishes an annual bulletin CHRONICLER which records the college events.
- Every department of the college brings out wall magazines every year.

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

Career Guidance and Counselling Cell (CGCE): The college has a CGCE cell which tries to create awareness regarding career prospects, self employment and entrepreneurship development among the students. It has organized various career related seminars, workshops, training etc. for the benefit of the students.

- It has organized a week long programme during January 6 – 12, 2014 on Entry into Services in order to prepare our students for competitive examinations viz. banking, insurance etc.

- A workshop on “Building Awareness among Women Consultants in India” has been organized for the girl students by the Career Guidance and Counselling Cell of the college on March 12, 2014 in association with North India Technical Consultancy Organisation (NITCON) on behalf of Consultancy Development Centre (CDC), an autonomous institute of DSIR, Ministry of Science & Technology, New Delhi.

Commerce stream: The college has started B.Com course from the session 2010-2011 to inculcate the spirit of entrepreneurship among its students. They are given exposure on market trends and professionals are invited to give information on various aspects related to Commerce education.

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

- * *additional academic support, flexibility in examinations*
- * *special dietary requirements, sports uniform and materials*
- * *any other*

The institution provides ample opportunities to the students to participate in various co-curricular activities such as sports, games, quiz-competitions, debates and discussion, cultural activities etc.

Sports and games: Although the total campus area of the college is not very large, it provides facilities for indoor and outdoor sports like badminton, table tennis, ludo, chess etc. Sports like cricket and football are played in neighboring fields. Students are encouraged to participate in various sports competitions held during annual college week. Besides, the students of the college have often participated in inter-college competition and have brought laurels to the institution.

Arts and cultural activities: The students of the college are quite active in art and cultural activities. Cultural programmes are organized during Freshers’ Social, College Week, Departmental Programmes etc. where students showcase their talents and skills. The students of the college have won many prizes in singing, dancing and drama competitions held during Youth Festival of Gauhati University, inter-college events, and State and National programmes.

Debate, Quiz etc.: Quiz and debating competitions are organised throughout the session. The students are mentored by the teachers and are encouraged to participate in events held outside the college.

The college adopts various policies and strategies which promote participation of students in extracurricular and co-curricular activities. The Students' Union takes active part in the participation of students in these activities. The students are given financial assistance to participate in events held outside the college. Sports uniform and materials are provided whenever necessary. Remedial classes are taken for the students who participate in competitions and tournaments, although there is no provision for flexibility of examination.

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

The college has a Career Guidance and Counselling Cell which tries to create awareness regarding career prospects, self employment and entrepreneurship development among the students. It has organized various career related seminars, workshops, training etc. for the benefit of the students. It has organized a week long programme during January 6 - 12, 2014 on Entry into Services in order to prepare our students for competitive examinations viz. banking, insurance etc. One student of the college have qualified CAT and got admitted in IIM-Kashipur.

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

Career Guidance and Counselling Cell

- The Career Guidance and Counselling Cell of the college and its panel of advisers play a significant role in providing counseling and support to the students in matters of career prospects and securing employment and in taking up self-employment projects.
- Two workshops on career guidance were organised where experts were invited.
- In future, the college will associate with NGOs and private

companies to promote campus recruitment for the students of the college.

Students Welfare Cell: Besides providing financial assistance to needy students, the cell also offers counseling on *academic, personal, career, psycho-social matters*. *It also offers guidance to students on career prospects*

- The committee has organized a career guidance talk in the college on 14th June, 2014 where the final semester students took part. The faculty members of the various departments spoke at length on different avenues and options which the student could opt for after completion of their graduations.
- It also organized a field trip to the Doordarshan Kendra, Guwahati for the final semester students to have a first hand information regarding news reading, news editing and telecasting.
- A two day workshop was also organized by the committee on 24th & 25th June on “Sahaja Yoga aaj ka Maha Yoga” which was conducted by H. H. Shri Nirmala Devi Sahaj Yoga Trust (NE Region) for the students and teachers. The programme was based on meditation to enhance the spiritual quotient. The cell also proposes give weekly counseling to the students on all matters.

Mentoring : Teachers of the college take interest to mentor students both informally and formally . Mentoring of borders is specially taken up by the Hostel warden on diverse issues ranging from personal, psychological to social and academic.

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

The college has a Career Guidance and Counselling Cell *which tries to create awareness regarding career prospects, self employment and entrepreneurship development among the students. It has organized various career related seminars, workshops, training etc. for the benefit of the students.*

- It has organized a week long programme during January 6 – 12, 2014 on Entry into Services in order to prepare our students for competitive examinations viz. banking, insurance etc.
- A workshop on “Building Awareness among Women Consultants in India” has been organized for the girl students by the Career Guidance and Counselling Cell of the college on March 12, 2014 in association with North India Technical Consultancy Organisation (NITCON) on behalf of Consultancy Development Centre (CDC), an autonomous institute of DSIR, Ministry of Science & Technology, New Delhi.
- Although the cell does not provide placement facilities, interface between commercial organizations and students are organized.

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

The college has a Grievance Redressal cell to receive complains from the students regarding college matters ranging from teaching learning, infrastructure , college atmosphere to behavior of teachers and peers. Notices are issued and circulated to encourage students to make their complaints in written form and drop them into the grievance box. The major grievances that have been redressed are:

- Providing uninterrupted power supply to the college building by installing a generator.
- Teaching aids like blackboards and class room furniture have been repaired/ replaced.
- New class rooms are also being constructed to give better facilities to the students.
- A smart class room has been constructed to ensure students centric learning.
- During monsoons, the college campus faces water logging problems making entry to the college difficult for the students. Earth filling has been undertaken to raise the level of the college ground and sapling of trees have also been planted near the boundary wall.

- 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.
- The Principal holds regular meetings with the HODs in order to maintain strict vigil of the classes, attendance, course and sessional examinations.
- Students are provided with sports equipments as and when required.

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

There has not been any such incidents regarding sexual harassment reported so far. However, the college has a Women Cell and a Disciplinary Committee to look after such matters. The Cell organizes various gender awareness programmes and workshops on self defence. Besides, CCTV cameras have been installed at various points in the campus to monitor untoward incidents.

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

Yes, the college has an Anti-Ragging cell which is constituted with the Principal, few faculty members and members of the Students Union. Anti Ragging slogans are displayed in prominent places in the college. Awareness talks, street plays conducted by All Assam Students Union are organized in the college. As such no ragging cases have been reported as the students of the college have been enlightened on this aspect.

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

- The college has a Students Welfare Fund which facilitates welfare schemes for needy students. Financial assistance in the form of waiver of tuition fees, book grant, free college uniform etc. are provided to economically weak students.
- Financial aid is also given to students participating in Youth Festivals and various other events held within and outside the state. Sports uniform, sports materials etc. are also provided to

the participating students.

- The college library also maintains a Book Bank cell through which books are issued for the entire session for the economically weak students.

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

The college has an Alumni Association. It comprises of faculty members and alumni. It conducts annual meetings where policies and strategies are undertaken on various issues. Various programmes have been chalked out and plans are being made to actively involve them in college development. An account in the name of S B Deorah College Alumni Association has been formed in a popular social networking site where all alumni interact with each other and share their views. The association actively supports the efforts of the college in raising funds for the development projects of the institution. Representatives of the alumni association are invited in college programmes like Fresher's Social, College Week, Saraswati Puja etc.

5.2. Student Progression

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

The following table shows the student progression of only students having Major subjects

Student progression in percentage			
	YEAR	BA	BCOM
UG to PG	2010-11	32.6	----
	2011-12	40	----
	2012-13	41.6	28.5
	2013-14	42.6	20
PG to M.Phil.		N.A	

PG to Ph.D.	N.A.
Employed <ul style="list-style-type: none"> • Campus selection • Other than campus recruitment 	N.A. Approximately 35% in the last four year

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

Student Details	2010-2011	2011-2012	2012-2013	2013-2014
<i>No of students appeared</i>	251	232	254	172
<i>No of students Passed</i>	113	77	107	117
<i>First Class</i>	1	-----	4	8
<i>Second Class</i>	54	43	63	32
<i>Simple Pass</i>	58	34	40	77
<i>Pass Percentage</i>	45%	33%	42%	68.02%

B.Com. Result Analysis from 2012 to 2014

Student Details	2012-2013	2013-2014
<i>No of students appeared</i>	07	40
<i>No of students Passed</i>	07	31
<i>Simple Pass</i>	07	31
<i>Pass Percentage</i>	100%	77.5%

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

The Career Guidance and Counselling Cell and Students' Welfare Cell act as facilitators for identifying job opportunities and higher education facilities. The Cells through its panel of advisors gives information on career prospects, self employment and entrepreneurship development among then students. The ICGC Organizes career related seminar, workshops, coaching classes for entry into services etc. on regular basis for the benefits by inviting professionals. The students Welfare Cells also organizes talks where students are informed about higher education institutions and application procedures. They are also informed about various post-graduate courses available in the different Universities of Assam.

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

- Remedial classes for the disadvantaged sections of society and slow learners are organized.
- These students are given time for improvement. Teachers teach, counsel and guide them without remuneration.
- Stipends and scholarships are given to students from economically weaker sections of society.
- The various support services of the college like Students' Welfare Cell, Grievance and Redressal Cell, Extension Education Cell, Students' Union remain in constant touch with these students. Any problem faced by them is solved as far as possible.
- The College Library has a Book Bank Cell which issues books for the entire session for the economically weak students.

5.3 Student Participation and Activities

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

To felicitate growth and development of extracurricular activities the College provides ample scope and infrastructural facilities.

Although the college campus does not possess a large playground, it has spaces where students can play various indoor and outdoor games javelin, carom, shot put, chess, athletics etc. It arranges playgrounds of neighboring institutions for playing sports like cricket/football during College Week. Cultural activities like dance, music, drama, one act play, rangoli decoration, mahendi design etc. are also part of the co-curricular activities of the college. Literary activities like recitation, essay competition, debate and quiz are also held.

The following are the range of sports, games, cultural and other extracurricular activities available to students:

- ✓ Annual College Week ----- held in the month of January.
- ✓ Fresher's Social----- September.
- ✓ Gauhati University Youth Festival---- December.
- ✓ Inter College Events---- November/December.
- ✓ Field Trips/ Educational Tours---- October to December.
- ✓ NCC Camps---- throughout the year.
- ✓ Annual Exhibition---- January.
- ✓ Celebration of important dates of National/International significance---- Throughout the year.

The following is the range of sports, games, cultural, literary and extracurricular activities organized by the college and their participation details:

Sl.No	Games and Sports	2010-11	2011-12	2012-13	2013-14
1.	100m race	60	65	76	78
2.	200 m race	60	65	70	70
3.	400 m relay race	48	40	54	48
4.	High jump	22	20	35	34
5.	Long jump	30	33	39	38

6.	Shot-put	28	21	27	30
7.	Discus	25	21	26	32
8.	Tug of war	56	56	63	63
9.	Badminton	42	45	48	50
10.	Cricket	40	48	48	48
11.	Football	40	40	48	48
12.	Chess	18	21	25	24

Sl.No	Cultural Programme	2010-11	2011-12	2012-13	2013-14
1	Bihu dance	60	65	72	74
2	Folk dance	46	40	55	51
3	Classical dance	10	10	14	11
4	Creative dance	20	22	18	23
5	Bihu song	42	40	49	53
6	Jyoti Sangeet	15	13	16	19
7	Rabha Sangeet	07	06	09	10
8	Bhupendra Sangeet	18	16	22	25
9	Modern Song	17	17	21	26
10	Loka Geet	05	07	06	10
11	Bridal Competition	12	15	13	16
12	Cookery Competition.	16	13	12	09
13	Rongoli Competition	-----	-----	07	11
14	Mehendi Competition	-----	-----	09	15

15	Salad Decoration Competition	06	-----	06	09
16.	Flower Arrangement Competition.	08	08	12	15

Sl. No	Literary Programme	Years			
		2010-11	2011-12	2012-13	2013-14
1.	Essay competition	10	09	12	16
2.	Story writing	08	09	07	09
3.	Quiz and Debating	28	33	41	48
4.	Recitation	14	15	21	23
5.	One Act Play	20	18	22	-----
6.	Painting	08	07	09	09

Sl. No.	NSS Activities & R.R. Club	2012-13
1.	Felicitation of Olympic Medal Winner Mary Kom	20
2.	Short film & Documentary Festival	60

SI. No	NSS Activities & R.R. Club	2013-14
1.	Blood Donation Camp.	60
2.	Orientation Camp at GU	06
3.	Bhabanipur NSS Camp	65
4.	Anti Ragging Programme	15
5.	Programme on World Blood Donor Day	02
6.	Orientation Programme on High Risk and Harm Reduction	06

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

Babloo Singh (Singer).

State Level

1. Second prize in Synchysis - *An Annual Programme organized by Gauhati Medical College in 2012.*
2. *First prize in Prognoses - An Annual function organized by Assam Engineering College in 2013.*
3. *Third prize in Best Assamese Folk singer held at Silpagram, Guwahati in 2013.*

National Level

First prize in modern Hindi song held in Andaman organized by Ministry of Culture, 2013.

Best Rajasthani Folk singer held in Mysore organized by Ministry of Culture in 2013. First Prize in modern Hindi song held in Chandigarh organized by Ministry of Culture. First prize in best Hindi song held at New Delhi organized by Ministry of Culture..

Anshuman Bora (Singer).

University Level.

1. Second prize in Bishnu Rabha Sangeet Competition in Gauhati University Youth Festival .

State Level.

1. Gold medal in All Assam Jyoti Sangeet Competition organized by K. C. Das Commerce College, Guwahati.
2. Second prize in modern song competition in Synchisis organized by Gauhati Medical College.

National Level.

Performed as a traditional dancer in Goa Film Festival 2014 and in various other such programmes.

Biswajeet Gogoi (Body Builder)

State Level: Body Building Competition

1. Awarded as Mr. Assam in 2010

National Level:

2. Awarded as Mr. East India in 2011 (Champion of the Champions)

Pinku Kalita (Boxer)

State Level:

Gold medal in All Assam Boxing Competition in 2010

Miss. Mayuri Saikia (Singer).

University Level:

1. Third prize in Bhupendra Sangeet organized by Gauhati University Youth Festival.

State Level:

1. Won various prizes in music competitions at State Level.
2. Short releasing Audio C D 'PUHOR'.
3. Performed as a popular singer in various cultural function in Assam.

Pradip Jadav (Gymnast and dancer)

State Level:

1. Two Gold medals in All Assam Gymnastic Championship

National Level:

1. Participated two times in National Gymnastic Championship
2. Gold medal in Alcherenga organized by IIT, Guwahati

Miss Swapna Mondal (Dancer)

Renowned Kathak dancer in Birju Maharaj Gharana.

Miss. Dimpi Bora (Dancer)

Renowned Satriya dancer of Assam.

Miss. Onkeshory Devi (Fashion designer)

An upcoming fashion designer of Assam.

Dhrubajyoti Kaira(Archer)

University Level:

Represented Gauhati University in the All India Inter University Archery Competition held during November 22 - 27, 2014.

National Level:

Third prize in National Archery Competition 2008 . At present he is a coach at present under Directorate of Sports, Assam.

Nakul Soren (Archer)

University Level:

Represented Gauhati University in the All India *Inter University Archery Competition held during November 22 - 27, 2014.*

State Level:

Gold Medal in All Assam Archery Competition in 2012 & 2013.

Institutional Achievements

- The College team became the 1st runner-up in inter-college Cricket competition organized by GU, 2011.

- The college team became the champion in inter-college volley ball competition organized by Students Union in 2010.
- The college Bihu Dance team won the 2nd prize in Synchisis organized by Gauhati Medical College, 2010.
- The college magazine UDIAN secured the 1st prize in Institutional College Magazine organized by Cabsford, 2005.

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

As the students of the college are employed within and outside of the states, it is not always possible to collect data from its graduates and employers. However, the college informally collects data and feedback at individual level and the same is used to improve the performance and facilities provided by the college.

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

The college actively involves and encourages students to publish their ideas in the publications of the college and also in magazines/ newspapers/ journals etc. which are published in the state.

- A major publication of the college is UDIAN, the annual college magazine comprising different languages and subjects sections. The magazine provides the students a platform for giving an expression to their creative urge. Creative endeavours like articles, stories, poems by students find a place of prominence in the magazine. The magazine also involves them as student editors in all areas of publications.
- All the departments of the college have put up their Wall Magazine whose display is handled totally by the students of different classes in rotational manner. The various Wall Magazines are:-

Name of Department	Name of Magazine
Assamese	Xatxori
English	Reflection
Economics	Economic Vision
Political Science	Janajagaran
History	Anwasha
Philosophy	Swajna

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

Yes, the College has a Student Council which is called S B Deorah College Students Union.

Constitution:

It has twelve office bearers which are as follows:

- President
- Vice- President.
- General Secretary
- Assistant General Secretary
- Cultural Secretary
- Magazine Secretary
- Debating and Symposium Secretary
- Major Games Secretary
- Minor Games Secretary
- Boys Common Room Secretary
- Girls Common Room Secretary
- Social Service Secretary

Selection:

The scheduled date for election to the Students Union is announced in the academic calendar which is published in the beginning of the session.

- An Election Committee is formed by the Principal comprising of Chairman, Returning Officer and some Faculty members.
- A Grievance Redressal Cell relating to election matters is also constituted.

- Invitation for nomination papers, selection of candidates, ballot papers, ballot box, casting of votes, declaration of results are done according to the Lyndoh Commission Recommendations.

Activities:

The following are some of the activities of the Students' Union

- Organizing College Week
- Organizing Freshers' Social
- Organizing Winter Fest
- Organizing Saraswati Puja
- Publication of college and Wall Magazine
- Selecting students for various competitions held outside the college
- Facilitating the various college programmes
- Helping the administration in day to day activities.

Funding:

The college has a Students Welfare Fund from which all expenditures are made. Contributions to the fund are collected from the students at the time of admission. __

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

Some bodies that have student representatives are:

- Anti-Ragging Cell
- Disciplinary Committee

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

The Alumni Association of the college is quite active. It convenes regular meetings and they actively participate in various activities of the college. They also network through popular social networking sites. The college also collaborates with its former faculty members and former Principals. They are invited in college programmes and their contribution in the development of the college is always remembered. Their feedback and suggestions are taken into accounts while implementing the development project of the college.

Any other:

Prominent alumni of the college:

1. Dr. Boidurjo Rick Mukhopadhyay – International Development and Management Economist, University of Sussex, UK.
2. Dr. Samuljja Bhattacharya – Adviser, All Assam Students' Union (AASU)
3. Jehova Hekte, Assam Civil Service
4. Urmimala Sarma, College Teacher
5. Lukumoni Talukdar, College Teacher
6. Jyotshna Devi, Advocate, Gauhati High Court
7. Surajeet Kurmi, Advocate, Gauhati High Court
8. Pankaj Patar, Film Maker
9. Dhiman Adhikary, Assam Judicial Service
10. Anindya Baruah, Probationary Officer, Punjab National Bank
11. Omega Kom, Probationay Officer, State Bank of India
12. Prasanta Bordoloi (RJ Anshuman, Radio Gup Shup 94.3 FM)
13. Sanjeev Prakash Baruah, Journalist and News Anchor, News Time, Assam (TV Channel)
14. Rimlee Mahanta, Anchor, New Live (TV Channel)
15. Pokhila Barman, Prominent Model and Actress
16. Bhrigu Kashyap, Prominent Singer

CRITERION VI

GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.1 Institutional Vision and Leadership

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

The mission statement of the college has some distinctive characteristics such as

- It seeks for dissemination of knowledge to the society through extension services along with conventional teaching and learning. To achieve this objective the college has a vibrant NSS and Extension Education Cell.
- It seeks to provide modern educational infrastructure to the students for developing their professional skills. For this the college is gradually upgrading educational infrastructure by introducing ICT enabled teaching learning, automation of library etc.
- It seeks to develop the leadership quality among students. To achieve this, election to the students' union is held every year. NSS activities also help in building leadership qualities.
- It seeks to encourage the students to explore beyond the curriculum. The college encourages the students to participate in various extra-curricular activities held inside and outside the college to express their talents.
- It seeks to inculcate value based education among the students which will make them better human being.

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

The quality policy of the institution are designed by the Governing body, Principal and senior faculty of the college. The main thrust of the policy is to provide quality higher education to the students. As such, various plans are envisaged and implemented. The plans such as improving the infrastructure, providing modern teaching aids and

tools, procuring more books and journals and improving reading conditions of the library etc. are framed by the Principal in consultation with senior faculty and the Librarian. The Principal executes those plans and takes approval of the G.B. whenever and wherever necessary.

6.1.3 *What is the involvement of the leadership in ensuring:*

-the policy statements and action plans for fulfillment of the stated mission

- The Governing Body and the Principal is always conscious of the mission statement of the college and undertakes policies and plans for infrastructure development, skill development, effective teaching-learning process, and extension services and in imparting value based education.

- formulation of action plans for all operations and incorporation of the same into the institutional strategic plan

- The Principal and the G.B. formulate action plans for various operations to be carried out during a year. The action plans are related to fulfillment of stated mission of the institution and for implementing the directives of the UGC and the State Government. These are all incorporated in the institutional Annual Strategic Plan.

• Interaction with stakeholders

- The Principal takes initiatives for interaction with various stakeholders such as Students, Guardians, Alumni, Teachers and the Non-teaching staff. Personal initiative is taken by the Principal to interact with the students almost on daily basis and take feedback from them on various aspects. There are 3 (three) guardian members in the G. B. and it gets the opportunity of interacting with them regularly. In addition, Guardian meets are also held occasionally. Alumni Association suggests measures for development and betterment of the facilities in the college. The Principal interacts with the Alumni Association. The Principal interacts with the teachers and members of the non-teaching staff on daily basis and sometimes formally.

• Proper support for policy and planning through need analysis, research inputs and consultations with the stakeholders

- The G. B. and the Principal is always supportive in framing policy and plans for development of the college. The Principal initiates the process by engaging senior faculty members to undertake

need analysis of the institution. Research findings and suggestions and recommendations of stakeholders are also taken into account by the G. B. and the Principal in framing policies and plans.

- **Reinforcing the culture of excellence**

- Achieving excellence in teaching-learning process and administration are among the goals of the college. To reinforce this, the G.B. and the principal took various steps such as automation of the college library, automation of administration, modernisation of infrastructure and learning resources like use of ICT or internet etc.

- **Champion organizational change**

- The Principal and G.B. undertook some plans for organisational change:
 - Installation of Biometric attendance device for the teaching and non-teaching staff;
 - Computerization of library and administration;
 - Prompt sanctioning of admissible leaves;
 - Dedicated internet connectivity to all academic departments;
 - Regular monitoring of classes by the principal and Hods;
 - Maintenance of departmental class log book to analyse the progress of syllabus;
 - Providing free internet facility to the students.

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

- The Principal takes the main responsibility in monitoring and evaluating the various plans and policies of the institution. The academic policies and plans are monitored and evaluated in the following ways:
 - Admission committees are constituted by the principal at the beginning of the session for carrying out admissions in a transparent manner based only on merit;

- The principal and the respective Hods monitor the classes. The Principal himself undertakes several rounds in a day and personally monitors that the classes are held as per the routine;
 - The faculties are constantly encouraged by the Principal and G.B. to improve their academic credentials. The IQAC evaluates the annual Self Appraisal Reports of the teachers and suggests measures for further improvements;
 - The Hods with help of his or her colleagues evaluates the results and submit reports to the Principal;
 - Students' Welfare Committee accepts applications for financial aid and disburses the same to the needy students;
 - Remedial classes are monitored personally by the Principal. Separate routine for remedial classes are prepared and classes are held accordingly.
- The infrastructure related plans and policies are monitored and evaluated as follows:
 - Construction of buildings, classrooms and improvement of existing facilities are monitored by the G.B. and the Construction committee of the college;
 - The Principal ensures and monitors that UGC grants are utilised for developing and improving academic infrastructure including providing ICT and internet connectivity;
 - Purchase committee headed by the Principal ensures and monitors the major purchases done by the college utilizing UGC grants and own fund;
 - The Library committee evaluates the infrastructural requirements of the library and submits the same to the Principal for necessary action;
 - The library committee also decides and monitors about the purchase of books, journals, magazines, newspapers etc.

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

- The Principal and some of the G.B. members are academically very active. The Principal is currently carrying out an ICSSR sponsored

Major Research Project and has already completed three Minor Research Projects. The principal presented research papers in several national and international seminars within India and abroad and also has a quite a good number of publications to his credit. The Principal liberally grants leaves to the teachers to participate and present research papers in seminars, conferences and workshops. He also urges the teachers to apply for research projects, enroll for PhD and to constantly update their domain knowledge.

- The G.B. has two representatives from the affiliating Gauhati University. They are Prof. P.J.Das and Prof. M.P.Bezbaruah. Both Prof. Das and Prof. Bezbaruah are acclaimed researchers and teachers of high repute in their respective disciplines of Chemistry and Economics. While Prof. Das was former Dean, Faculty of Science, Prof. Bezbaruah was former Dean, Faculty of Arts of G.U. their contributions in academic field are well known in the region and they frequently visit various universities, colleges and research institutes of the country in different capacities. Both of them visited several countries presenting papers in seminars and conferences. The college is fortunate to have both of them as members of the G.B. and their presence enthuses and encourages the teachers of the college for furthering academic excellence.
- The President of the G.B., Dr. S. Kakoty, is also an avid academician and noted social worker of the State. She has several books to her credit. She was a former Chairperson of the Assam State Commission for Protection of Child Rights. She also provides excellent leadership to the faculty through her contributions to the society in various fields.

6.1.6 How does the college groom leadership at various levels?

- One of the mission objectives of the college is to create the foundation for developing leadership quality among students. The college offers various platforms such as an elected Students Union, NSS wing, various cultural, sports and other co-curricular and extra-curricular activities which groom leadership quality of the students. Besides, there is a teachers' association and various cells and sub-committees which are headed by teachers.

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

- Sufficient authority is delegated to the Hods to manage the affairs of the departments. He/She is to distribute the course and classes of a semester among the faculty members. The Hods should keep records of the classes and monitor progress of the syllabus. Internal assessment or sessional tests are held for 20 p.c. of the total marks of a paper and the Hod and the faculty members of a department are responsible for carrying out the entire exercise in each semester and keep records of the same in the department. The Hod and the faculty members are also needed to analyse the results of each semester examinations.
- The various cells and sub-committees are given ample freedom to chalk out their plans and programmes and then discuss with the Principal for finalisation of the same.

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

- Yes, the college promote a culture of participative management. The G.B. of the college has representatives from every stakeholders. the Composition of the G.B. is as follows:
 - Two representatives from the affiliating Gauhati University;
 - Two representatives from the teachers;
 - One from the non-teaching staff;
 - One from among the donors;
 - Three guardian members; and
 - The President, Principal and the Vice-Principal.

6.2 Strategy Development and Deployment

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

The quality policy of the college is stated below:

“Providing quality higher education and adequate learning infrastructure to the learners so as to prepare them to face the challenges of a rapidly evolving society and make them responsible

citizens and good human beings. The administration of the institution will be transparent, co-operative and learner centric.”

The college does have formally stated quality policy in pursuant of its stated mission and vision .The IQAC has developed this policy and the Principal is responsible for its deployment in the academic and administrative spheres of the college. Review of the policy is done both by the IQAC and the G.B. of the college.

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

The college does have a perspective plan for its academic and infrastructural development and modernisation.

1. Academic Development

- Introduction of professional, job oriented and vocational courses.
- Introduction of P.G. courses.
- Introduction of more courses under distance mode. Establishment of Digital Library.

2. Infrastructural Development.

- Construction of new library building.
- Construction of separate rooms for departments and seminar library.
- Construction of a building for canteen.
- Replacing old furniture with new environment friendly furniture.
- Establishment of digital and smart classroom.
- Full automation of the administration.

6.2.3 Describe the internal organizational structure and decision making processes.

The Internal Organisational Structure of the college comprises of the following

- (i) **Governing Body**- This is the highest decision making body and advisory body of the college. It formulates plans and policies for the college and also monitors and evaluates their implementation.
- (ii) **Administration under principal**- The functioning of the college administration is under direct control of the Principal. The Principal distributes the day to day works of the college among the junior administrative staff and personally supervise and monitor their work.
- (iii) Principal, Vice-Principal and HoDs jointly monitor and supervise the academic matters such as regularity and punctuality of the teachers and progress of course or syllabus.
- (iv) IQAC of the college is responsible for maintenance and documentation of records of progress of the college, collecting feedback from students and suggesting the authority the measures and steps to be taken up for rectification and quality enhancement.
- (v) Planning Committee and Building Committee are two important components of the organisation. Proposal to UGC are sent after their approval by the Planning Board and Building Committee.
- (vi) Purchase Committee of the college decides on the major purchases make by the college using its own fund as well as relevant UGC fund.
- (vii) Examination Centre Committee decides about the conduct of various end semester examinations in smooth manner.
- (viii) Library Advisory Committee takes decision about the subscription of reading materials, introduction of new services and infrastructural development of the college library.

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

-Teaching and learning

- Use of ICT in classroom to make the classes more interactive.

- Providing dedicated Broadband internet facility to each department under BSNL's NME-ICT programme.
- Internet and Wi-fi facility to students at the library.
- Procurement of latest text books and reference books and journals for the library. The library is fully computerised and connected to INFLIBNET.
- Holding of Seminars and Group Discussion among students is made mandatory in the class routine
- Remedial classes are held for benefit of the slow learners
- 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.

- Research and Development

- Research Committee of the college formulates the strategies for Research and Development of the College.
- The College urges its faculty members to apply for Minor and Major Research Projects from funding agencies.
- As part of the strategy the College has organised a UGC sponsored workshop on "Research Project Writing" on May 9-10, 2014, to enlighten the participants on Research Project proposal writing. A UGC sponsored National seminar was also held on August 29-30, 2014 on "Environment and Civil Society: Issues, Problems and Remedies."
- As a result of constant encouragement by the college, more than 50 percent of permanent faculty has completed PhD and few others are pursuing. One faculty member submitted her PhD thesis availing UGC's FDP.

- The college urges the faculty members to present at least two research papers in seminars and conferences and publish the papers in peer reviewed journals.
- The college has received 10 ISBN and will be publishing books shortly. The first two volumes with ISBN will be the Proceeding Volumes of the UGC sponsored workshop and seminar.
- As part of our effort of encouraging research and development the college library has 8 numbers of journals catering to different subjects and numerous e-journals. The College library also regularly procures reference books for the faculty.

- Community Engagement

The college has a vibrant NSS wing and an active Extensive Education Cell which help it maintain a close engagement with the community. Their activities relates mostly to community development. Organising camps in interior areas, educating the uneducated, cleanliness drive etc. are regularly organised by NSS and EEC of the college. Besides, the Red Ribbon Club organised blood donation camp in the College. Organising street plays on various topics of social relevance creating awareness about road safety, importance of non-violence are some other programmes undertaken by the college.

- Human Resource Management

- College administration is partially automated. The staff is being given training on various aspects of automation and office management.
- Various positions in teaching faculty are filled up on the basis of merit only.
- Biometric attendance device is installed to record and monitor the attendance of both teaching and non-teaching staff.
- CCTV is installed at various locations in the college for security purposes which also helps in human resource management.

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

- Industry interaction

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 organisation provides sponsorship in various college programmes like seminar, workshop, lecture, silver jubilee celebration etc.

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

- The meetings of the Governing Body are held at least once in every three months. The G.B. is kept informed and reported by the Principal about all important developments either in academic or in administrative fronts of the College. The G.B. takes note of this information and reports and acts accordingly.
- The Director Higher Education seeks information from the College mainly on administrative matters and the Principal supplies the same.
- Academic information is shared with Gauhati University. Students' Registration, enrolment, curriculum and examination related works are done at the University.
- UGC also regularly seeks information regarding academic matters and about fund utilisation and the Principal does the needful accordingly.

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

- The Governing Body is highly responsive and takes prompt measures to encourage the staff's involvement in improving the effectiveness and efficiency of institutional process.

- The G.B. encourages the staff to undertake Orientation Programme, Refreshers Course and short term course to make teaching learning process more effective.
- The management encourages the staff to make use of ICT in classrooms to make the teaching learning process more effective and interactive.
- The management encourages the staff to publish more research papers, present research papers in seminars, apply for major and minor research projects and also to organise seminars and workshops in the college to enhance the research base of the institution.
- The management encourages that the college library should procure more and more textbooks, reference books and journals. Students should be provided more e-resources from the library.
- The management delegates responsibilities to the staff members by forming various committees for improving the efficiency and effectiveness of the institutional processes.
- For transparent, effective and student centric administration, the G.B. encourages full automation of all official works.

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

Academic and infrastructure related resolutions of G.B. adopted during the last year are listed below:-

A. Resolution adopted in the G.B. meeting held on 7/10/2013

- i) Revised estimates for (a) proposed construction of Assam Type second floor (part) of Auditorium cum Commerce and Management RCC building is approved; (b) Proposed construction of NSS/NCC building is approved.

Status: Construction of second floor of Auditorium cum Commerce and Management building completed.

- ii) Resolved that the contracts of Mr.R.D.Barman, Mr.N.Goswami and Ms.R.Borgohain, all teachers of the Commerce dept, be renewed for one more year with effect from Aug.2013.

Status: Contracts renewed up to July, 2014.

iii) Resolved that Ms.Purabi Deka, working as part-time teacher in the commerce dept, be upgraded to contractual status w.e.f. Oct. 1,2013 for one year considering her satisfactory performance and due to the fact that she had already appeared in the interview for contractual teachers in 2012.

Status: Contract agreement signed.

iv) The meeting approves the pay structure of teaching and non-teaching staff of various category whose pay is disbursed from the college fund. Also resolved that the revised pay structure should be considered as the basic pay as on Oct. 01,2013. All category of employees will be eligible for annual increment.

Status: Salary disbursed as per the structure w.e.f. Oct.01, 2013

B. Resolution adopted in the G.B. meeting held on 11/2/2014

i. The meeting resolves to accord approval of the recommendations of Departmental Promotion Committee (DPC) of the following teachers for their placement in the Selection Grade scale of pay of Rs.15,600/- to Rs.39,100/- with AGP of Rs.8000/-

a) Mrs.Dijumoni Goswami

b) Mrs.Joyeeta Das

c) Mrs.Sikha Das

d) Dr.Bandana Baishya

e) Mrs.Ajanta Saikia

f) Dr.Rumamani Deka

ii. The meeting resolves to accord approval of the recommendation of DPC of Dr.Dhrubajit Das, Librarian, for his placement in the Associate Librarian scale of pay of Rs.37,400/- to Rs.67,000/- with AGP of Rs.9000/- w.e.f. 25/04/2012 and the same be forwarded to DHE, Assam.

Status: The resolutions are sent to DHE for further action and all the promotions are accorded.

iii) The meeting granted permission to Md.M.Hussain, HoD of History, to pursue Ph.D provided his normal duties in the college are not hampered.

Status: a Copy of the resolution supplied to Md.Hussain.

iii) The meeting granted permission to Seven Sisters professional Academy for opening Coaching Classes. The rest be negotiated by the Principal with the Academy.

Status : The Academy was informed of the G.B's decision.

C. Resolution adopted in the G.B. meeting held on 31/5/2014

i) The meeting approves the revised fee structure for all streams for admission in the session 2014-15.

Status: The new fee structure is inserted in the college Prospectus of 2014-15.

ii) The G.B. resolves that the contractor, engaged for construction of the 2nd floor(Part) of the Auditorium building, be paid running bill of not more than Rs.2.0 lakh per installment spread over maximum 5 installment. The principal is authorised to disburse the installment.

iii) The G.B. resolves that the agreement with the Ifuture Education Pvt. Ltd. Be renamed for 1(one) more year with the same terms and conditions as earlier.

Status: Agreement renewed up to June 20, 2015.

iv) The G.B. resolves that separate account for the Commerce Stream be maintained.

Status: A new Savings Bank A/C opened at Allahabad Bank, G.S. Road Branch for the Commerce Stream and it is maintained with the fund collected from the students of the Commerce Stream of session 2014-15.

D. Resolution adopted in the G.B. meeting held on 1/9/2014

i) The G.B. approved the D.P.C. recommendations of the following teaches for placement in the Associate Professor Scale of Pay.

- a) Dr.Bandana Baishya
- b) Mrs.Ajanta SAikia
- c) Mrs.Dijumani Goswami
- d) Mrs.Joyeeta Das
- e) Mrs. Sikha Das

The G.B. resolves that the resolution be forwarded to DHE, Assam for further necessary action.

Status: Resolution sent to DHE, Assam for further action and all of them are accorded Associate Professor Scale of Pay.

ii) The G.B. resolves that an advertisement be made in the Newspaper for a contractual post in the Commerce Department in the S.T. category with specialization in Management.

Status: Advt. yet to made.

iii) The G.B. resolves to authorize the Principal to explore the possibility of introducing Group insurance for all the students of the college.

Status: LIC's proposal is explored.

iv) The G.B. resolves that those part time teachers who complete five continuous academic sessions will be eligible for the pay structure of contractual teachers subject to their approval by a committee comprising (i) Principal, (ii) Vice Principal and (iii) Concerned HoD.

E. Resolution adopted in the G.B. meeting held on 11/11/2014

i) The G.B. resolves to accept Govt's decision for withdrawal of Sanctioned Post from Arya Vidyapith College to S.B.Deorah College and regularization of services of Mrs.Bibha Rani Bhattacharyya working in a non-sanctioned post in this college.

Status: Resolution sent to DHE, Assam for further necessary course of action.

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

No

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

- In most of the cases the grievances are aired orally and the Principal tries to redress and resolve the grievances and complaints instantly and promptly. There is a Grievance Redressal Cell in the College and also a Disciplinary Committee. The Principal is assisted by the members of both the committees in resolving the grievances and complaints.

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

No

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

- Yes, The IQAC of the college collects and analyses the student feedback in institutional performances in curricular, co-curricular and extra-curricular activities. The results of the analysis, corrective

steps and measures for further improvement are suggested to the principal. The Principal accordingly plans and executes the future plan of action.

6.3 Faculty Empowerment Strategies

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

- Teaching and non teaching staffs are given computer training to enhance their professional skill.
- Latest textbooks, reference books, Journals are procured for the library. Efforts are also made to increase e-content of the library.
- Teaching staff are encouraged to make greater use of ICT in the classes.
- Dedicated internet connection is provided to each department for the use of the faculty members.
- Leaves are instantly sanctioned to enable the teachers to attend Refresher Course, Orientation Programme or short term courses for their professional development. Leaves are also granted to enable the teachers to present papers in seminars or participate in workshops.
- Facilities are also provided to the teachers to apply and carry out their research projects.
- Non teaching staffs are also given training on office automation work.
- Recently the college has organised two UGC sponsored workshops and one UGC sponsored seminar where a large number of participants of North East India attended.

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

- Faculty empowerment strategies adopted by the college include providing training on the use of computer and internet to access e-resources, training on the use of ICT, training on the use of library software to access e-books and e-journals. Faculties are given leave to participate in Refresher Courses,

Orientation Programme, short term courses or participating in seminars and workshops. The faculties are encouraged to pursue PhD and also to apply for minor and major research projects.

- The employees are encouraged to work harder by creating better working conditions. They are provided with separate sitting arrangements, uninterrupted power supply, subsidized food at college canteen etc. The part time employees are also given advance salary from college fund during their need.

6.3.3 Provide details on the performance appraisal system of the staff to evaluate and ensure that information on multiple activities is appropriately captured and considered for better appraisal.

- The format used for performance appraisal system is quite exhaustive and tries to capture information of all the activities of the faculty members. The yearly self appraisal reports detail about the professional, personal, social and extension activities of the individual teachers. These self appraisal reports along with the feedback from the students are analysed by the IQAC and communicated to the concerned faculty members for adoption of necessary corrective measures.

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

- The Principal periodically apprises the Governing Body about the analysis of the performance appraisal reports. Based on the reports the Governing Body suggests appropriate measures to be adopted by the Principal and the staff.

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

- There are two welfare schemes run by teaching and non teaching staff.
 - i) Teachers Welfare Society
 - ii) Sohojogi Sanchay

Loans can be availed by the members when needed at nominal rate of interest.

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

- The college is a provincialised one as such the sanctioned staffs of the college is retained permanently. For recruiting the contractual and part time teachers, advertisement is made in the local prominent news papers, interview is held and the best talents are recruited. The non sanctioned, Contractual teachers and part timers are given annual increments in their salaries as incentives to retain them.

6.4 Financial Management and Resource Mobilization

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

- Annual budget is prepared for efficient use of available financial resources. The Principal presents the budget before the Governing Body. The G.B. approves the budget and explores the additional sources of resources to meet the budgeted goals.
- As for utilising available UGC grants, the specific guidelines are followed for their effective and efficient use.

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

- The internal audit of the college is done by engaging Chartered Accountants.
- The external audit is done by The Director of Local Accounts, Govt. of Assam. The last audit for the period 2007-08 to 2012-13 was completed recently and the report, recommendations and objections (if any) are yet to be received by the college.

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

- State Govt. is the major source of institutional finance since salary component of the sanctioned staff is borne by the Govt

.The Govt also provide some developmental grants occasionally.

- Students' fee is the other major source of institutional receipts. About 50% of the staff of the college either non-sanctioned, contractual or part timers. The college needs a sizeable amount to pay their salaries and it is met entirely from students' fees collection.
- The college earns some revenue by renting it to outside organisations to conduct their examinations on holidays and Sundays.
- UGC provides the developmental grants to the college

The audited Income-Expenditure Statement of the College of the last four years are presented below:

Income - Expenditure Statement
 Period - April 01, 2010 to March 31, 2011
 S.B.Deorah College, Ulubari, Guwahati-781007

Income		Expenditure	
Particulars	Amount	Particulars	Amount
1. Opening Balance		1. Salary to sanctioned Staff	1,44,64,672/-
(i) Cash in hand	29,265/-	2. Salary to non-sanctioned staff	27,70,063/-
(ii) Bank deposit	57,22,995/-	3. Construction	3,32,941/-
2. Salary Grant received from Govt.	1,44,64,672/-	4. Repairing & Maintenance	70,089/-
3. Collection of fees	4,01,2180/-	5. Electricity Bills	40,548/-
4. Received from UGC	21,74,000/-	6. Telephone Bills	12,828/-
5. Sale proceeds of prospectus and Admission forms	75,000/-	7. Paid to G.U. & AHSEC (Registration & Enrolment fees)	3,12,515/-
6. Misc.receipt (Exam fees, centre fees etc.)	12,53,954/-	8. Paid to G.U. & AHSEC (Exam fees)	8,63,976/-
7. Venue Rent	18,000/-	9. Student Union Expenditure	1,30,273/-
8. Bank Interest	1,39,047/-	10. Festival Expenditure	53,992/-
	2,78,89,113/-	11. Equipment	33,296/-
		12. Printing, Xerox & Stationery	1,27,305/-
		13. Magazine	80,000/-
		14. Games & Sports	5,000/-
		15. Books, Journal, Newspapers purchase	1,20,173/-
		16. Uniform purchase	1,80,000/-
		17. Exam.conduct expenditure (Honorarium etc.)	3,50,000/-
		18. Paid to I.Furute Computer Firm	1,89,560/-
		19. Municipal taxes paid	28,222/-
		20. UGC expenditure	12,76,000/-
		21. Contingency	5,19,700/-
		22. Closing Balance	
		(i) Cash in hand	28,803/-
		(ii) Bank deposit	58,99,157/-
			2,78,89,113/-

Principal
 S.B.Deorah College

Income - Expenditure Statement
Period - April 01, 2011 to March 31, 2012
S.B.Deorah College, Ulubari, Guwahati-781007

Income		Expenditure	
Particulars	Amount	Particulars	Amount
1. Opening Balance		1. Salary to sanctioned Staff	1,91,19,586/-
(i) Cash in hand	28,803/-	2. Salary to non-sanctioned staff	11,04,326/-
(ii) Bank deposit	58,99,157/-	3. Construction	33,398/-
2. Salary Grant received from Govt.	1,91,19,586/-	4. Repairing & Maintenance	40,320/-
3. Collection of fees	35,61,695/-	5. Electricity Bills	1,00,315/-
4. Received from UGC	89,000/-	6. Telephone Bills	12,959/-
5. Sale proceeds of prospectus and Admission forms	80,000/-	7. Paid to G.U. & AHSEC (Registration & Enrolment fees)	3,53,005/-
6. Misc. receipt (Exam fees, centre fees etc.)	12,23,830/-	8. Paid to G.U. & AHSEC (Exam fees)	9,00,907/-
7. Venue Rent	15,000/-	9. Student Union Expenditure	1,30,033/-
8. Bank Interest	2,55,885/-	10. Festival Expenditure	46,412/-
	3,02,72,956/-	11. Equipment	20,500/-
		12. Printing, Xerox & Stationery	1,20,246/-
		13. Magazine	1,00,000/-
		14. Games & Sports	5,000/-
		15. Books, Journal, Newspapers purchase	1,36,512/-
		16. Uniform purchase	1,60,000/-
		17. Exam.conduct expenditure (Honorarium etc.)	3,25,000/-
		18. Paid to I.Furute Computer Firm	1,71,399/-
		19. Municipal taxes paid	36,261/-
		20. UGC expenditure	13,03,517/-
		21. Contingency	2,61,006/-
		22. Closing Balance	
		(i) Cash in hand	29,265/-
		(ii) Bank deposit	57,22,995/-
			3,02,72,956/-

Principal
S.B.Deorah College

Income - Expenditure Statement
Period - April 01, 2012 to March 31, 2013
S.B.Deorah College, Ulubari, Guwahati-781007

Income		Expenditure	
Particulars	Amount	Particulars	Amount
1. Opening Balance		1. Salary to sanctioned Staff	2,32,71,796/-
(i) Cash in hand	29,265/-	2. Salary to non-sanctioned staff	13,22,207/-
(ii) Bank deposit	57,22,995/-	3. Construction	3,04,598/-
2. Salary Grant received from Govt.	2,32,71,796/-	4. Repairing & Maintenance	33,000/-
3. Collection of fees	44,66,980/-	5. Electricity Bills	2,02,902/-
4. Received from UGC	16,90,525/-	6. Telephone Bills	27,024/-
5. Sale proceeds of prospectus and Admission forms	80,000/-	7. Paid to G.U. & AHSEC (Registration & Enrolment fees)	5,27,610/-
6. Misc.receipt (Exam fees, centre fees etc.)	17,64,998/-	8. Paid to G.U. & AHSEC (Exam fees)	13,03,650/-
7. Venue Rent	20,000/-	9. Student Union Expenditure	1,20,600/-
8. Bank Interest	2,90,278/-	10. Festival Expenditure	58,791/-
	3,73,36,837/-	11. Equipment	80,319/-
		12. Printing, Xerox & Stationery	1,30,931/-
		13. Magazine	1,43,047/-
		14. Games & Sports	10,000/-
		15. Books, Journal, Newspapers purchase	2,26,483/-
		16. Uniform purchase	2,50,000/-
		17. Exam.conduct expenditure (Honorarium etc.)	3,80,000/-
		18. Paid to I.Furute Computer Firm	3,04,470/-
		19. Municipal taxes paid	36,261/-
		20. UGC expenditure	10,39,424/-
		21. Contingency	94,636/-
		22. Closing Balance	
		(i) Cash in hand	22,670/-
		(ii) Bank deposit	74,46,418/-
			3,73,36,837/-

Principal

S.B.Deorah College

Income - Expenditure Statement
Period - April 01, 2013 to March 31, 2014
S.B.Deorah College, Ulubari, Guwahati-781007

Income		Expenditure	
Particulars	Amount	Particulars	Amount
1. Opening Balance		1. Salary to sanctioned Staff	1,27,44,982/-
(i) Cash in hand	22,670/-	2. Salary to non-sanctioned staff	15,67,630/-
(ii) Bank deposit	74,46,418/-	3. Construction	81,118/-
2. Salary Grant received from Govt.	1,27,44,982/-	4. Repairing & Maintenance	60,000/-
3. Collection of fees	56,11,055/-	5. Electricity Bills	2,44,910/-
4. Received from UGC	25,94,500/-	6. Telephone Bills	12,821/-
5. Sale proceeds of prospectus and Admission forms	1,20,000/-	7. Paid to G.U. & AHSEC (Registration & Enrolment fees)	5,32,000/-
6. Misc. receipt (Exam fees, centre fees etc.)	16,01,550/-	8. Paid to G.U. & AHSEC (Exam fees)	9,86,512/-
7. Venue Rent	31,000/-	9. Student Union Expenditure	1,60,587/-
8. Bank Interest	3,35,688/-	10. Festival Expenditure	70,000/-
	3,05,07,863/-	11. Equipment	85,000/-
		12. Remedial class, coaching for entry in services	40,300/-
		13. Printing, Xerox & Stationery	3,50,000/-
		14. Magazine	89,000/-
		15. Games & Sports	10,000/-
		16. Books, Journal, Newspapers purchase	4,84,604/-
		17. Uniform purchase	2,22,322/-
		18. Exam.conduct expenditure (Honorarium etc.)	4,95,000/-
		19. Paid to I.Furute Computer Firm	4,17,450/-
		20. Municipal taxes paid	36,261/-
		21. UGC expenditure	70,785/-
		22. Contingency	5,02,510/-
		23. Closing Balance	
		(i) Cash in hand	35,527/-
		(ii) Bank deposit	1,12,08,544/-
			3,05,07,863/-

Principal
S.B. Deorah College

The reserve fund/corpus fund generated in the College is about Rs. 50.0 lakhs.

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

- The college submitted proposals to the UGC for 12th plan allocation and has already received 40% of G.D.A. The amount is being utilized presently as per the guidelines on the earmarked heads.
- The college submitted proposal to the State Govt. for building grants. The Govt. in phase wise releasing Rs.1.0 Cr. for each provincialised colleges of the State and the college proposes to utilize the same to build library building, digital library, departmental rooms and canteen.

6.5 Internal Quality Assurance System (IQAS)

6.5.1 Internal Quality Assurance Cell (IQAC)

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

- Yes the college has a fully functioning IQAC established in 2005-06

The institutional policy with regard to quality assurance is to make teaching learning more students centric, interactive, vigorous, result oriented and accountable.

The IQAC suggests various measures to the Principal for adoption. Most of the suggestions are academic and some are related to infrastructure. Some of the quality assurance processes or steps suggested by the IQAC and institutionalised are:-

- (i) Inclusion of Seminars/Group discussion for the students in the main college class routine.
- (ii) Providing internet and Wi-fi facility to both students and teachers.
- iii) Increasing e-content of the library.
- iv) Principal should make frequent rounds to monitor classes.
- v) Providing funds to various cells and sub-committees to

organise activities.

vi) Provision for more class rooms.

vii) Organising remedial classes and coaching classes for entry into services.

b. How many decisions of the IQAC have been approved by the management / authorities for implementation and how many of them were actually implemented?

- Most of the discussions and suggestions of IQAC are accepted and implemented by the Principal. Some of the important decision of the IQAC such as organising national seminar and workshops, creation of smart classroom, installing audio system in the college auditorium, new faculty rooms, girls' hostel etc. have been approved by the management and implemented. Infrastructure related decisions or suggestions are referred to the G.B. The G.B. approves the same after taking into consideration of the fund position.

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

- Yes, the IQAC has representatives from local society and affiliating university. They take part in deliberation in the IQAC meetings and contribute in arriving at consensus and collective decisions.

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

- Feedback from students and alumni are analysed and taken care of by the IQAC in arriving at decisions.

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

- IQAC cannot function without co-operation from different constituents of the college. For any data or information from the college the IQAC has to rely on the office staff. Communication with the office staff is mostly done verbally. Teaching staff is required to submit their yearly appraisal reports to the IQAC. The various cells and sub-committees of the college are also required to submit their reports on activities undertaken to the IQAC. The departments are also engaged by the IQAC to prepare and submit their profiles as and when required.

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

Yes, the college does have an integrated framework for quality assurance of its academic and administrative activities.

The Framework:

1. As per UGC and state Govt. guidelines the teachers should be present in the college at least 5 hrs. daily and 40 hrs. per week. During their stay in the college, the teachers prepare for their classes, attend classes and holds classroom seminars, engage in evaluation works, involve in departmental works, interact with the students etc.
2. The college library should remain open during college hours for the students and teachers. It should provide quality learning resources to both the students and teachers.
3. Conduct examination and evaluation of student performance in accordance with university guidelines to ensure quality and integrity.
4. Administration should be prompt and transparent, co-operative and student centric.
5. All activities of the college during a year are to follow according to a planned schedule.

Operationalisation of the Framework:

1. As per the direction of the Govt. of Assam, the institution has installed bio-metric (facial) attendance device to ensure attendance of the teachers as per the requirement of the UGC guidelines. Dedicated internet connection and computer is provided to each department for the use of the faculty. Library is connected with INFLIBNET Centre facility to access online e-resources. Collection of the library is regularly updated to meet the requirements of the students and faculty.
2. College library remains open from 9.00 am to 4.30 pm. It has a separate reading room for the teachers. Subject journals and periodicals are regularly subscribed. Free internet facility is provided to the students in the library. Online e-resource access facility is also provided to the students.

3. Internal and external examinations are conducted by the examination committees formed for the purpose. Strict adherence to University guidelines are followed in examination & evaluation processes. Internal/Sessional examinations comprising 20% of the total marks of the papers are held in each semester and marks obtained by the students are displayed, corrections (if any) made and the same are sent to the University for their inclusion in the final grade sheet. While conducting external examinations utmost care and confidentiality is maintained. External supervisors are also appointed by the university to ensure fair and smooth conduct of the examinations.
4. The college has automated the office works for ensuring transparency and promptness. Office staff are trained to work in automated environment and motivated to be student and teacher friendly in their approaches. Office related grievances are promptly redressed by the principal with the help of office staff.
5. At the beginning of the session the college prepares an academic calendar taking into account the university academic calendar. The academic calendar of the college contains class days, college programmes, dates of internal examination, holidays, college week, students' election, cultural events etc.

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

Yes, the college provides training to both its teaching and non-teaching staff for maintenance of quality in academic and administrative activities. The teachers are trained on the use of computer, internet, accessing e-content in the library, use of ICT in classroom etc. Similarly non-teaching staff are trained on office management software and library management software for their effective and efficient use. The impacts of these initiatives are enumerated below:

- Efficiency of the teachers has improved.
- Teachers have become IT friendly
- Office staff have become computer literate

- Library staff can handle the library management software installed in the library.

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

- No. The college has not yet undertaken Academic audit.

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

- The mechanism adopted for internal quality assurance is as per guidelines of NAAC.

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

- The departmental HoD is responsible for monitoring progress of syllabus during a semester. As part of continuous evaluation, sessional examinations of 20% of the total marks of each paper are held. The departments keep records of the same and are forwarded to the University for inclusion in the main grade sheet. Each department analyses results of end semester examinations.
- The exercise along with the feedback analysis reveals the strength and weaknesses of each department and individual teachers so that necessary corrective measures can be adopted for making teaching learning process more effective and efficient.

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

The college communicate about its quality assurance policies, mechanisms and outcomes to various stakeholders through the following ways:

- (i) Meeting of the teaching and non-teaching staff;
- (ii) General meeting of the students and teachers;
- (iii) Governing Body meetings;

(iv) Guardians and Alumni Meets

(v) College website and prospectus.

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CRITERIA VII

INNOVATIONS AND BEST PRACTICES

7.1 Environment Consciousness

Following the recommendation of Supreme Court, Environmental Studies has been introduced as a core subject in all Universities in India at degree level. The BA and B.Com. Students of the college compulsorily take up the subject as part of their curriculum and they are required to complete a theory part as well as a project. These lead to creation of environmental awareness of the students. Besides, group discussion, seminars, lectures are also being organised to develop environmental consciousness in and among the students of the college.

7.1.1. Does the Institute conduct a Green Audit of its campus and facilities?

- Continuous efforts are being made to make the college campus green by planting and nurturing the trees and grassy fields.
- All the students and staff are conscious to make the college campus green and a plastic-waste free zone.
- A sincere attempt has been made to label each and every plant in the college campus with local traditional names.
- As the college is located in the busy G.S Road of the city, the greenery of the college helps in neutralising the carbon emission of the locality.

7.1.2. What are the initiatives taken by the college to make the campus eco-friendly?

- * Energy conservation
- * *Use of renewable energy*
- * *Water harvesting*
- * *Check dam construction*
- * *Efforts for Carbon neutrality*
- * *Plantation*
- * *Hazardous waste management*

* *e-waste management*

- **Energy conservation:** The structure and construction of the college RCC building have been designed in such a way to optimise the use of natural light and no use of electrical lights is required during the day time. CFL bulbs are used in the college and Girls Hostel to minimise power consumption. All the students and staffs are encouraged to switch off the lights and fans of the college and the hostel, when they are not necessary, as their responsibility. Old fans are replaced with new ones for conserving energy.
- **Efforts for carbon neutrality:** The College has taken various measures to develop awareness for carbon neutrality among the students and in the college campus. Departmental group discussion and seminars are organised on related sub topics of carbon neutrality. Use of bio-degradable cup-plates and tableware in canteen and all functions of the college have been made compulsory. Plantation is another attempt of the efforts for carbon neutrality.
- **Plantation:** Tree plantation programme is organised by the college itself and also with other NGOs, Govt. and public sector organisations on some occasions. The World Environment Day is observed each year by planting trees. The college also has a beautification committee which has been taking initiatives to make the college campus greenery.

7.2 Innovations

7.2.1. Give details of innovations introduced during the last four years which have created a positive impact on the functioning of the college.

Details of innovations introduced during the last four years which have created a positive impact on the functioning of the college.

- Installation of computer with internet facility in all departments.
- Automation of college library.
- Installation of CCTV camera.

- Wi-Fi connectivity in the college.
- Installation of biometric facial device and punching machine for recording attendance.
- A smart class room.
- Upgradation of girls hostel.
- Installation of fixed sound system in college Auditorium.
- Installation of refrigerator, water purifier etc. in canteen.
- Installation of water purifier and cooler for students.
- New Black and Green Boards and LCD projectors are installed in the classrooms.
- Up gradation and modernisation of computer lab with internet facility.
- Installation of 45 KVA power generator.
- Installation of one digital reprographic machine.
- Extension of class rooms on the second floor of auditorium building.
- On line e-resource access facility under N-LIST consortium of INFLIBNET centre.
- ICT skill development programmes for the teachers.
- Introduction of feedback and grievance and redressal mechanism.
- Restriction on use of mobile phone by the students.
- Prohibition of use of all kinds of tobacco products like gutkha, pan masala etc.
- Installation of 20 Broadband connections under NME-ICT project of GOI.

7.3 Best Practices

7.3.1. Elaborate on any two best practices in the given format at page no. 98, which have contributed to the achievement of the

Institutional Objectives and/or contributed to the Quality improvement of the core activities of the college.

Best Practice No. 1

Title of the Practice:

Regular class monitoring by the Principal

Goal:

The principal started the practice with the objectives that the classes are held regularly, course curriculum is completed in stipulated period and the class related complaints by the students are redressed instantly

The Context:

Keeping in mind the responsibility, the Principal started the practice of monitoring of the classes on regular basis. He undertakes several rounds in a day during the class hours. He also interacts with the students and if the classes are not held he takes necessary measures instantly.

Evidence of the success:

A remarkable outcome has been noticed as a consequence of the class monitoring practice by the principal. The faculty members make earnest attempts to cover the course in due time and revision of the topics are also held. The students have also been overwhelmingly attending the classes and the teachers also update their domain knowledge constantly and as a result, the student performance has shown an upward trend.

Problems encountered and resource required:

Due to sudden and unavoidable reasons if any teacher is unable to attend the class on time, the Principal along with the concerned Head of the Department takes necessary steps. Due to preoccupied engagement or administrative works, whenever he remains busy or out of office/station, he instructs vice- principal or HoDs to monitor the classes. In addition extra classes are also taken by the teachers to complete the course curriculum within the stipulated period.

Best Practice No. 2

Title of the practice:

Extension of library services using computers and modern ICT tools

Goal:

Use of computers for managing library resource helps to retrieve information effectively. The college library, though smaller in size having 13,000 books, is fully automated and online resource access facility of INFLIBNET of centre is available in the library. Faculty and students can access more than 3500 online journals and 74000 e-books. Besides open access, resources can also be searched and downloaded through the free INFLIBNET facility. The goal is to supplement the classroom teaching, making availability of learning resources both in physical and electronic forms to the students and teachers of the college.

The Context:

Use of computer has become inevitable in every sphere of human life. Modern ICT tools have become a part of education system. Realizing the need, the college library started the library automation programme from the year 2008. The INFLIBNET centre has extended its support for automating the college library by supplying a library management software SOUL and also arranged a one week hands on training on college library automation and software handling. Online e-resources access facility through N-LIST consortium is also being extended by the INFLIBNET within the centre to the college from 2011. Availability of these facilities plays a vital role in supporting the teaching learning process of the college.

The Practice:

The college library follows the policy of decentralisation of selection of reading materials especially physical text and reference books. The HoDs with due consultation with the faculty members usually select books. As a result relevant and important books are usually purchased within the budget

limit. Important subject journals are also being purchased on the recommendations of the faculty.

The collections of the library are entered in the library database using library software SOUL for making easy access of the reading materials available in the library. Circulation of the reading materials (issue/ return) are also managed with the use of computer and bar code.

Library orientation programmes are being arranged at the beginning of the new academic session to make the students familiar about library use - how to use computer for searching reading materials, internet search etc. Orientation programmes are also arranged on how to access e-resources through Internet using INFLIBNET centre facilities.

Such practices of the library have made it a vital organ of teaching learning process of the college.

Evidence of the success:

As a result of computerization of college library, students have been able to search and make enquiry about the availability of a particular resource as per their need. They have also been able to recommend what they need. Free internet facilities given to the students have helped them in many ways to search course and career related information, which they can download and print.

Online e-resources access facility extended to the teachers have helped them in carrying out research works, writing seminars papers, class lecture preparation.

Problems encountered and resource required: The college library is not large enough to accommodate the increasing requirement of books and other gadgets. Due to space problem, it has not been possible to segregate the reference section as a separate unit of the library. The library is being run by a qualified librarian and there is no other professional supporting staff to look after the technical works. The Library needs more professionals for managing the library works smoothly.

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EVALUATIVE REPORT OF THE DEPARTMENTS

Department of Assamese

1. Name of the department: *ASSAMESE*
2. Year of Establishment: *1984*
3. Names of Programmes/Courses offered (UG, PG, M.Phil., Ph.D., Integrated Masters; Integrated Ph.D., etc.):
UG
4. Names of Interdisciplinary courses and the departments/units involved
NA
 - 1.
5. Annual/semester/choice based credit system (programme wise)
SEMESTER
6. Participation of the department in the courses offered by other departments
Teaching in Commerce Dept.
7. Courses in collaboration with other universities, industries, foreign institutions, etc. *NA*
8. Details of courses/programmes discontinued (if any) with reasons
NA
9. Number of Teaching posts: *05*

	Sanctioned	Filled
Professors	-	-
Associate Professors	<i>04</i>	-
Asst. Professors	<i>01 (Non Sanction)</i>	-

10. Faculty profile with name, qualification, designation, specialization,

(D.Sc./D.Litt. /Ph.D./M.Phil. etc.,)

Name	Qualification	Designation	Specialization	No. of Years of Experience	No. of Ph.D. Students Guided for the Last 4 years
Dr. N Kalita	M.A, Ph.D, M.PHIL	Associate	Literature	29 YEARS	02
Mr. J. Kalita	M.A	Associate	Literature	24 YEARS	
Dr. B.R Pathak	M. A, Ph D	Associate	Language	21 YEARS	
Mrs. G. Das	M. A	Associate	Linguistics	21 YEARS	
Dr. M. Kalita	M.A, Ph D	Asst.(Non Sactioned)	Literature	18 YEARS	

11. List of senior visiting faculty

12. Percentage of lectures delivered and practical classes handled (programme wise) by temporary faculty

13. Student-Teacher Ratio (programme wise) *MAJOR: 6:1*
GENERAL: 70:1

14. Number of academic support staff (technical) and administrative staff; sanctioned and filled
Does not arise

15. Qualifications of teaching faculty with DSc /D.Litt /Ph.D /MPhil/PG. :
PhD - 03, M.PHIL. - 01

16. Number of faculty with ongoing projects from a) National b) International funding agencies and grants received:
Nil

17. Departmental projects funded by DST-FIST; UGC, DBT, ICSSR, etc. and total grants received : *Nil*

18. Research Centre/facility recognized by the University:

G.U, Arts

19. Publications:

- * a) Publication per faculty

Dr. Niranjana Kalita - 03

Dr. Biva Rani Pathak - 07

Mr. Jnanendra Kalita -01

Dr. Mamun Kalita - 01

- * Number of papers published in peer reviewed journals (national/international) by faculty and students:

Dr.Niranjana Kalita, - 01.

- * Number of publications listed in International Database(For Eg:Web of Science, Scopus, Humanities International Complete, Dare Database-International Social Sciences Directory, EBSCO host ,etc.)

- * Monographs

- * Chapter in Books:

Dr. N Kalita – One chapter in DRAMA book in the syllabus of KKHSOU

- One chapter in Story book in the syllabus of IDOL

- * Books Edited

Name of the staff	No. of books edited
Dr. Niranjana Kalita	04

Books with ISBN/ISSN numbers with details of publishers

Book without ISBN -

Name of the staff	Book published
Jnanendra Kalita	01

- * Citation Index

- * SNIP
 - * SJR
 - * Impact factor
 - * h-index
20. Areas of consultancy and income generated: NA
21. Faculty as members in
- National committees b) International Committees c) Editorial Boards: 03
22. Student projects
- Percentage of students who have done in-house projects including interdepartmental/programme :
- 100% (4th Semester Assamese Major Student)*
- Percentage of students placed for projects in organizations outside the institution i.e. in Research laboratories/Industry/ other agencies: *Nil*
23. Awards/Recognitions received by faculty and students: *Nil*
24. List of eminent academicians and scientists/ visitors to the department
- Dr. Naba Kanta Basruea , noted littérateur
 - Chandra Prasad Saikia , noted littérateur
 - Dr. Birenradra Nath Dutta, noted folklorist
 - Dr. Nabin Chandra Sarma , noted folklorist
 - Dr. Hiren Gohain, Prominent intellectual and Assamese littérateur
 - Dr. Bani Kanta kanta Sarma, noted Educationist
 - Dr. Gobinda Prasad Sarma , Noted Educationist and critic
 - Sashi Sarma , Noted intellectual and critic
 - Dr. Basanta Kr. Bhattacharya , noted littérateur
 - Shyama Prasad Sarma , noted dramatist
 - Arupa patangia Kalita , noted littérateur

- Dr. Malini Goswami, Noted Educationist and critic
- Dr. Dipti Phukan Patgiri
- Dr. Upen Rabha Hakasam

25. Seminars/Conferences/Workshops organized & the source of funding

a) National—One State level workshop

b) International: NA

26. Student profile programme/ course wise:

Name of the Course/programme (refer question no. 4)	Applications received	Selected	Enrolled		Pass percentage
			*M	*F	
2011-12	20	11	02	09	
2012-13	21	16	03	13	
2013-14	25	18	02	16	91.7% in 2013-14
2014-15	27	18	02	16	

*M=Male *F=Female

27. Diversity of Students

Name of the Course	%of students from the same state	%of students from other States	%of students from abroad
B. A 1 st Year	100%	-	-
B. A II Year	100%	-	-
B. A III Year	100%	-	-

28. How many students have cleared national and state competitive examinations such as NET, SLET, GATE, Civil services, Defence services, etc.?

Nil

29. Student progression

Student progression	Against %enrolled
UG to PG	50%
PG to M.Phil.	-
PG to Ph.D.	-
Ph.D. to Post-Doctoral	-
Employed	-
• Campus selection	-
• Other than campus recruitment	12%
Entrepreneurship/Self-employment	80%

30. Details of Infrastructural facilities

a) Library: *College has one well equipped Library*

b) Internet facilities for Staff & Students :

Well equipped Internet facilities for staff and Students.

c) Class rooms with ICT facility: One smart room.

d) laboratories: *Not Required*

31. Number of students receiving financial assistance from college, university, government or other agencies

Six students received financial assistance from the institution. Four SC/ST students received Govt. scholarship.

32. Details on student enrichment programmes (special lectures/workshops/seminar) with external experts

Three departmental seminars were organised, where resource persons from outside were invited.

33. Teaching methods adopted to improve student learning

Classroom teaching and personal counselling

34. Participation in Institutional Social Responsibility (ISR) and Extension activities

One state level workshop was organised by the Deptt. of Assamese with the Deptt. of English .One educational excursion was organised with the financial assistance received from the Govt. of Assam .Field trips to places of historically important ,cultural heritage, sanctuary and national parks are organised every year. Spot story writing,

poem composing, art competitions are held by the Dept. and made the students participate. A wall magazine .named SATSORY, is released quarterly by the Dept.

35. SWOC as of the department and Future plans.

“S” stands for Strength:

- Three nos. of faculty members have Ph. D degree and one’s research work is ongoing, while one is preparing for enrollment.
- Four faculty members were question paper setter in GU, IGNOU & KKHOU
- One faculty members is member of GU degree moderation committee.
- One faculty member has own Research Guide ship in Arts Stream, GU

“W” stands for Weakness:

- Quality of input students is very poor
- Financial background of maximum students is not sound to support their academic progression.

“O” stands for Opportunity:

Assamese is the mother language of Assam. So, each and every student is expected to have proper knowledge of Assam. It will enrich Assamese literature by increasing the number of readers and writers.

In Assam, a large number of schools and college have been opened with other than Assamese medium. In those institutions, there are a large number of posts of Assamese language teachers. So, teaching and learning of Assamese as a subject may be beneficial for students for themselves and the nation as well.

News paper and magazine publication at present is a big industry in Assam. There are large scope of being appointed as Reporter, Journalist, Proof reader, Compositor, Sub-Editor, Editor and office assistant for the Students passed with Assamese language.

Apart from those, to read and speak Assamese properly should be a matter of pride and honour for everybody. So, teaching and learning of Assamese should be inspired at every level and corner of Assamese

Social life.

“C” stands for Challenges:

Though Assamese is a language with a glorious past and history of golden literature it has now been challenged. Because, a large number of schools and colleges have been opened every year with other than Assamese medium. Due to effect of globalisation a large number of men have been attracted to English medium learning. Increasing number of non-Assamese in habitants are playing negative role in spreading non-Assamese teaching.

Through there is a language policy in Assam, it has not been implemented by Govt. itself, as a result of which attraction for learning Assamese among the non-assamese people has been raised.

If such condition runs for a long time, there is certainly a fear for Assamese language of being endangered.

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Department of Economics

1. Name of the department: *Economics*
2. Year of Establishment: *1984*
3. Names of Programmes/Courses offered (UG, PG, M.Phil., Ph.D., Integrated Masters; Integrated Ph.D., etc.): *UG*
4. Names of Interdisciplinary courses and the departments/units involved
5. Annual/semester/choice based credit system (programme wise):
Semester
6. Participation of the department in the courses offered by other departments: *Yes*
7. Courses in collaboration with other universities, industries, foreign institutions, etc.: *No*
8. Details of courses/programmes discontinued (if any)with reasons
9. Number of Teaching posts

	Sanctioned	Filled
Professors	-	-
Associate Professors	03	03
Asst. Professors	-	-
Asst. Professor (Part time)	02	02

10. Faculty profile with name, qualification, designation, specialization, (D.Sc./D.Litt. /Ph.D./M.Phil.etc.,)

Name	Qualification	Designation	Specialization	No. of Years of Experience	No. of Ph.D. Students Guided for the Last 4
Dijumani Goswami	MA	Associate Professor	Labour Economics	26yrs	-
Binay Kr. Chakbarty	MA, LLB BCJ	Associate Professor	Labour Economics and Social Welfare	22yrs	-
Joyeeta Das	MA	Associate Professor	Demography	17yrs	-

11. List of senior visiting faculty

12. Percentage of lectures delivered and practical classes handled (programme wise) by temporary faculty:

2 (two) temporary faculty with 30% lectures

13. Student-Teacher Ratio (programme wise):

*General course - 40:1
Major course - 12:1*

14. Number of academic supports staff (technical) and administrative staff; sanctioned and filled

15. Qualifications of teaching faculty with DSc/D.Litt/PhD/MPhil/PG.:

PG: 04

16. Number of faculty with ongoing projects from a) National b) International funding agencies and grants received: *Nil*

17. Departmental projects funded by DST-FIST; UGC, DBT, ICSSR, etc. and total grants received: *Nil*

18. Research Centre/facility recognized by the University: *No*

19. Publications:

* a) Publication per faculty: *Nil*

* Number of papers published in peer reviewed journals (national/international) by faculty and students: *Nil*

* Number of publications listed in International Data base (For Eg: Web of Science, Scopus, Humanities International Complete, Dare Database-International Social Sciences Directory, EBSCO host, etc.) *NIL*

* Monographs

* Chapter in Books

* Books Edited

* Books with ISBN/ISSN numbers with details of publishers

* Citation Index

* SNIP

* SJR

* Impact factor

* h-index

20. Areas of consultancy and income generated

21. Faculty as members in

a) National committees b) International Committees c) Editorial Boards: *Nil*

22. Student projects

a) Percentage of students who have done in-house projects including interdepartmental/programme: *Nil*

b) Percentage of students placed for projects in organizations outside the institution i.e. in Research laboratories/Industry/other agencies
Nil

23. Awards/Recognitions received by faculty and students: *Nil*

24. List of eminent academician sand scientists/visitors to the department:

i) Prof S. Baruah, VC, KKHSOU

ii) Prof D. K. Baruah, Cotton College

iii) Prof. M. P. Bezbaruah, Gauhati University

iv) Prof. N. A. Baruah, Gauhati Univerdity

25. Seminars/Conferences/Workshops organized & the source of funding

a) National : *Nil*

b)International : *Nil*

26. Student profile programme/course wise:

Name of the Course/programme (refer question no. 4)	Applications received	Selected	Enrolled		Pass percentage
			*M	*F	
2012-13	15	05	03	02	-
2013-14	16	08	03	05	-
2014-15	20	12	04	08	67% in 2013-14

*M=Male *F=Female

27. Diversity of Students

Name of the Course	%of students from the same state	% of students from other States	% of students from abroad
BA 1 st sem	60%	40%	-
BA 3 rd sem	55%	30%	-
BA 3 rd yr	70%	20%	-

28. How many students have cleared national and state competitive examinations such as NET, SLET, GATE, Civil services, Defence services, etc.?:

Does not arise

29. Student progression

Student progression	Against %enrolled
UG to PG	40%
PG to M.Phil.	-
PG to Ph.D.	-
Ph.D. to Post-Doctoral	-
Employed • Campus selection • Other than campus recruitment	-
Entrepreneurship/Self-employment	-

30. Details of Infrastructural facilities

- a) Library: *College has one well equipped library*
- b) Internet facilities for Staff & Students: *Available*
- c) Class rooms with ICT facility: *One common Smart class room*
- d) Laboratories: *Does not arise*

31. Number of students receiving financial assistance from college, university, government or other agencies:

Both tribal and non-tribal students receive scholarship

32. Details on student enrichment programmes (special lectures / workshops /seminar) with external experts

The Department of Economics organized different departmental activities from time to time. A society was constituted under the name “Economic Development and Research Society” by the department comprising the teachers and some senior students and this society organised fresher’s at the beginning of the session to welcome the students. There is a good mingling among the new and old students and everyone enjoyed the program. The society also organised seminar on “Globalization and Indian Economy”. The resource persons were Prof. Dilip Boruah former principal of Cotton College. Dr. Srinath Boruah, Prof. M.P. Bezboruah. They enlightened the students on the significance of Globalization, and its effect on Indian Economy. They stressed on its importance in the modern context and stated that it is inevitable. Besides there are other departmental seminars and group discussions held from time. The members of the economics department were also involved in other activities of the college.

- A group discussions was held on the topic “Unemployment its causes and remedies”. Seminar on other topics like “Why North-east India is Backward”, “Union budget” and so on were held. Prof. Dilip Boruah was the resource person and journalist Kanak Sen Deka graced the occasion.*
- The wall magazine “The Window” is bought out every year. The head of the Department encourages the students to take out the wall magazine from time to time.*
- The Department also publishes a journal “Econ World” from time to time.*
- Prof. Binoy Kumar Chakraborty conducted, Inter College Quiz and Debating Competition. He also convened an interactive seminar on “Role and Responsibility of Citizen in Detection and Prevention of Crimes”. Editor Dainik Axom graced the occasion. Superintendent of Police and Inspector General of Police spoke on the occasion.*
- A seminar on “Women empowerment SHG and Rural economy of Assam under the aegis of “economic development and Research Society” organised a seminar at NEDFI HAAT. The program was sponsored by MFL welfare association Guwahati.*

- *An interdisciplinary seminar was held on the topic “Liberalization and Human Rights of Workers in Developing Countries” a view point.*
- *Survey on different loan schemes available under SBI was conducted by the teachers and students of the department.*
- *A field trip was taken out to the nearby Harijan Basti Islampur Area to conduct a survey on the people living below poverty line.*
- *A field trip was also undertaken to Sishu Sadan on orphanage to undertake a survey and also food items and clothes were distributed among them.*
- *The department also organized Guardians meet from time to time.*

33. Teaching methods adopted to improve student learning

34. Participation in Institutional Social Responsibility (ISR) and Extension activities

35. SWOC analysis of the department and Future plans.

- i) To encourage students to participate the class actively.*
- ii) Stress on group discussion, project work etc.*
- iii) Stress on proper discussion by citing examples from practical life.*
- iv) To give periodical Home Assignments to the students.*
- v) To conduct weekly test for the major students.*
- vi) To invite Resource Persons to deliver lecture on various current issues.*

SWOC Analysis of the department and future plans.

Strengths:

1. Very cordial relations between the teacher and the students.
2. Students are very obedient and ready to cooperate with the departmental activities.
3. Major students are very practical and attentive and thus help the teachers to remain practical.
4. Past students of the department always keep close connect with the department and help us in various aspects.

Weakness:

Only a few meritorious students are admitted. Low, medium result oriented students are maximum here. Moreover, students of major class are demanding a good class room as the existing class room is disturbed by the students of L.P. school nearby it. Efforts are on to overcome this problem by the authority.

Challenges:

It is a big challenge for the people to survive by using limited money to fulfill unlimited human wants. Today, richer section are becoming richer and the poorer section becoming poorer day by day. Impact of globalisation, liberalization and privatisation are equally important. As a reader of economics we have to notice all these and should think for alternative ways. Minimum need is the only logic for it.

Future Plan:

1. To adopt various way and mean to make economics department as a successful department by showing excellent result.
2. To arrange seminar, workshop, group discussion etc.
3. To help poor and needy students for further study
4. To initiate steps for teachers, students and guardians coordination.

xxxxxxx

Department of Education

1. Name of the department: *Education*
2. Year of Establishment: *1984*
3. Names of Programmes / Courses offered (UG, PG, M.Phil., Ph.D. Integrated Masters; Integrated Ph.D., etc.) : *UG*
4. Names of Interdisciplinary courses and the departments/units involved:
NA
5. Annual/ semester/choice based credit system (programme wise):
up to 2010-11- Annual system
2011-12 onwards- Semester System

6. Participation of the department in the courses offered by other departments: *Nil*
7. Courses in collaboration with other Universities, industries, foreign institutions, etc.: *Nil*
8. Details of courses/programmers discontinued (if any) with reasons: *Nil*
9. Number of teaching posts

	Sanctioned	Filled
Professors	-	-
Associate Professors	02	02
Asst. Professors	01 01 (Non-Sanctioned)	01 01

10. Faculty profile with name, qualification, designation, specialization, (D.Sc. /D.Litt. /Ph.D. / M. Phil. etc.,)

Name	Qualification	Designation	Specialization	No. of Years of Experience	No. of Ph.D. Students guided for the last 4 years
Dr.B. Baishya	M.A. Ph.D.	Asso. Prof.	Lab. Practical	24 yrs.	-
A.Saikia	M.A.	Asso. Prof	Child psy.& Psychology of adolescence	20yrs.	-
Dr.R.deka	M.A. B.Ed.Ph.D.	Asstt. Prof	Abnormal psychology	17yrs.	-
S.Rahman	M.A, B.Ed.	Asstt. Prof	Ednl. Management	08yrs.	-

11. List of senior visiting faculty: *Nil*

12. Percentage of lectures delivered and practical classes handled (programme wise) by temporary faculty:

22.4% lectures per week, no Practical classes allotted.

13. Student -Teacher Ratio (programme wise)

Pass Course:- 173:1 (2013-14)

Major Course:- 10:1 (2013 - 14)

14. Number of academic support staff (technical) and administrative staff; sanctioned and filled: *01 (Lab. Asstt.)*

15. Qualifications of teaching faculty with DSc/ D.Litt/ Ph.D/ MPhil / PG.

PhD: 02

PG : 02

16. Number of faculty with ongoing projects from a) National b) International funding agencies and grants received: *01*

17. Departmental projects funded by DST - FIST; UGC, DBT, ICSSR, etc. and total grants received: *Nil*

18. Research Centre /facility recognized by the University: *Nil*

19. Publications:

- * a) Publication per faculty:

Dr. Bandana Baishya : 03

Mrs. Ajanta Saikia : 04

Dr. Rumamani Deka : 07

- * Number of papers published in peer reviewed journals (national/ international) by faculty and students: *Nil*

*Number of publications listed in International Database *Nil*
(For Eg: Web of Science, Scopus, Humanities International Complete, Dare Database - International Social Sciences Directory, EBSCO host, etc.)

- * Monographs

- * Chapter in Books

*Dr B. Baishya: Two chapters in "Snatak Mahalar Siksha Manobigna"
2013 - having ISBN No. - 978-81-9273-0-0*

* Books Edited *Nil*

* Books with ISBN/ISSN numbers with details of publishers:

Two faculty members, one as Editor and the other as a member, are involved in editing the proceedings of UGC Sponsored National seminar on "Environment and Civil Society: Issues Problems and Remedies" and workshop on "Research Project Writing" to be published in book form with ISBN

* Citation Index

* SNIP

* SJR

* Impact factor

* h-index

20. Areas of consultancy and income generated: *Nil*

21. Faculty as members in:

- a) National committees b) International Committees
c) Editorial Boards:

*Life members of CTE (Council For Teacher Education)
One member of the department acted as Editor of the college magazine for two sessions.*

22. Student projects:

Students are involved in compulsory Project Work in Degree (Major) course according to Gauhati University syllabus.

- Percentage of students who have done in-house Projects including inter departmental/programme

100% (Students having Major are required to undertake Project work)

- Percentage of students placed for projects in Organizations outside the institution i.e. in Research Laboratories/Industry/ other agencies

Nil

23. Awards / Recognitions received by faculty and students:

Students of the department got awards in different competitions in

Winter Fest organized by three different colleges of Guwahati in 2012-13.

24. List of eminent academicians and scientists / visitors to the department

Eminent personalities visited the department from time to time. Different academician, scientist visited during the National Seminar organised by the department are-

1. Dr. Pranab Kumar Roy, Retd. Profesor, Presidency College, Kolkata.
2. Dr. Bibhab Kumar Talukdar, Secretary, Aranyak.
3. Prof. Abani Kumar Bhagabati, Deptt. of Geography, GU.
4. Dr. Mohammad Arif, Joint Secretary, UGC (NERO).
5. Prof. K.G. Bhattacharyya, GU.
6. Prof. N Bhagabati, Deptt. of Education, GU
7. Prof. G. Goswamee, Deptt. of Education, GU

25. Seminars/ Conferences/Workshops organized & the source of funding

- a) National
- b) International

A UGC sponsored National seminar has been organised by the department on 29-30 August, 2014 on "Environment and Civil Society :Issues, Problems and Remedies".

Oil India Ltd and State Bank of India also provided financial assistance for holding the seminar.

26. Student profile programme/course wise:

Name of the Course/programme (refer question no. 4)	Applications received	Selected	Enrolled		Pass percentage
			*M	*F	
BA Major Course	60	46	10	36	72.2

*M = Male *F = Female

27. Diversity of Students

YEAR	Name of the Course	% of students from the same state	% of students from other States	% of students from abroad
2013-14	BA (Major)	99.4%	0.6%	Nil
	Pass Course	82.2%	17.8%	Nil

28. How many students have cleared national and state competitive examinations such as NET, SLET, GATE, Civil services, Defence services, etc.?

Nil

29. Student progression

Student progression	Year	Against enrolled
UG to PG	2013-14	33%
PG to M.Phil.	-	-
PG to Ph.D.	-	-
Ph.D. to Post-Doctoral	-	-
Employed • Campus selection • Other than campus recruitment	2012-13	2%
Entrepreneurship/Self-employment	2012-13	2%

30. Details of Infrastructural facilities

a) *Library:*

The department has a Library having text books and reference books. The library has been provided computer of latest configuration with dedicated internet facility.

- b) Internet facilities for Staff & Students: Yes
- c) Class rooms with ICT facility: 01
- d) Laboratories:

The department has a well equipped psychological laboratory.

31. Number of students receiving financial Assistance from college, university, Government or other agencies:

Four students of Major course have been awarded merit scholarship offered by the Institution for securing 1st class in BA final examination. Other students ST & SC students have received financial assistance from the State Governments.

32. Details on student enrichment programmes (special lectures / workshops / seminar with external experts:

The department organizes Classroom Seminars to motivate students towards research culture.

Besides, the students undertake project work as a part of the prescribed syllabus which give them the preparatory knowledge for future research work.

The department organized a UGC sponsored National Seminar on "Environment and Civil Society; Issues, Challenges and remedies" on August 29-30, 2014. Professor P.K.Ray, the eminent environmentalist and retd. Prof., Presidency College, was invited as the Chief Guest . He delivered the key note address.

Experts from different fields of knowledge were present in the seminar and shared their views on various environmental issues.

33. Teaching methods adopted to improve student learning:

Some methods like Sudden Test, Class Assignment, Group Discussion, Classroom Seminar etc. have been adopted to improve student learning.

34. Participation in Institutional Social Responsibility (ISR) and Extension activities:

The faculty members of the department are involved in various social activities, like - acting as a vice- president of a women organization in the locality, college coordinator of the Blood Donation Cell of ACTA, participated in a radio talk on women empowerment, running a music

college and offering free guidance to poor students, financial assistance to support needy student etc.

Three faculty members have attended a NSS camp in Bhabanipur village and the HoD had presided over the valedictory session.

Two members of the department are actively engaged in Planning committee and Building Committee.

- ❖ The Hod is the Coordinator and another faculty is a member of the IQAC.
- ❖ One faculty member is the joint coordinator of the Research Committee.
- ❖ The department organised a special lecture on “ Value Education” in association with Prajapita Brahmakumari Ishwariya Vishwavidyalaya.
- ❖ The department has organized a Book Fair in association with popular publishing houses to develop the reading habit of the students.
- ❖ The department organizes a handicraft exhibition cum sale to give the students a platform for development of their skills in different fields.
- ❖ Fields Trips and Educational tours are also organized every year.
- ❖ Teachers’ Day, National Literacy Day, Environment Day etc. are being celebrated.
- ❖ A departmental get-together among the teachers and the students having major is being organized at the beginning of the session to chalk out the various academic and non academic programmes.
- ❖ The department has a linkage with ASHADEEP(Rehabilitation centre for mentally disabled child) in various ways
- ❖ Arranges a special class on psychological behavior of child
- ❖ Hold departmental handicraft exhibition in association with ASHADEEP
- ❖ Three faculties of the department extended their service as Master Trainer in 2014 general election.

35. SWOC analysis of the department and Future plans.

SWOC ANALYSIS OF THE DEPARTMENT AND FUTURE PLANS

Strengths:

- *Our prime duty is to lead the student community as well as the society towards the right path. The qualified and dedicated teachers are the strength of the department who keep themselves refreshed and updated by attending refresher courses, seminars, workshops etc.*
- *Good academic performance of the major students.*
- *The department is represented by students from different North Eastern states.*
- *Departmental Library with dedicated internet facility.*
- *Departmental Laboratory.*
- *Availability of Internet facility.*
- *A handicraft exhibition cum sale is organized every year during the college week.*
- *Availability of internet facility.*
- *A Departmental get together is held at the beginning of each academic session to chalk out programme for the whole year.*
- *Faculty members are actively involved in corporate life of the college.*
- *Dr. R. Deka has received a grant from UGC to carry out a Minor Research Project*
- *Mrs. A. Saikia is running a Music College.*

Weaknesses:

- *No proper laboratory furniture.*
- *Students coming from other North Eastern states have communication problem.*

- *Irregular attendance of the students.*
- *Intake quality is not satisfactory.*
- *Dropout problem due to poor economic condition of the students.*

Opportunities:

- *Enrichment of library.*
- *Up gradation and modernization of laboratory*
- *Arrangements can be made for lectures and talks by academicians once in a month.*
- *The Departmental News Later which was discontinued can be released again yearly.*
- *Guardians meet can be held at the end of the course before exam.*
- *To keep the college environment clean the department has taken up a monthly cleanliness drive.*

Challenges

- *Poor input of student*

As the intake quality is not up-to-mark it is our challenge to develop the qualitative standard of the students.

Future Plans:-

- i. For the development of speaking and writing skills among the students stress will be given.*
- ii. Class room seminars, group discussions, quiz competition, debating competition will be organized periodically to develop the knowledge, awareness among the students.*
- iii. To hold more remedial classes for major students.*
- iv. The department has developed a plan to constitute a cell which will undertake various activities like bringing awareness among the students about population growth, family planning, adult illiteracy etc. Stress will be given for celebration of Population Day, International Literacy Day, National Day for Girl Child.*
- v. Guidance and counselling will be provided to those students who suffer from some adjustment problems, depression, family problems etc.*

Department of English

1. Name of the department: *English*
2. Year of Establishment: *1984*
3. Names of Programmes/Courses offered (UG, PG, M.Phil. ,Ph.D., Integrated Masters; Integrated Ph.D., etc.): *UG*
4. Names of Interdisciplinary courses and the departments/units involved: *None*
5. Annual/semester/choice based credit system (programme wise):
Semester System
6. Participation of the department in the courses offered by other departments:
Classes taken in Commerce Stream
7. Courses in collaboration with other universities, industries, foreign institutions, etc.: *No*
8. Details of courses/programmes discontinued (if any) with reasons:
No
9. Number of Teaching posts

	Sanctioned	Filled
Professors	Nil	-
Associate Professors	03	03
Asst. Professors	01	01
Asst. Professors	01	01

10. Faculty profile with name, qualification, designation, specialization, (D.Sc./D.Litt. /Ph.D./M.Phil .etc.,)

Name	Qualification	Designation	Specialization	No.of Years of Experience	No.ofPh.D. Students guidedforthelast4years
Dr. P.Chakraborty	MA, B Ed, PhD	Associate Professor	Restoration & romantic literature	26 years	-
Dr. J. Das	MA, B Ed, PhD	Associate Professor, hod	Victorian, Indian & modern Literature	23 Years	-
Dr. S. Nath	MA, PhD	Associate Professor	Victorian fiction	17 Years	-
Mrs. J. Baruah	MA, B Ed, Registered For PhD	Assistant Professor	Linguistics, Feminist studies, film studies.	8 Years	-
Ms. P. Das	MA, Registered for IPP	Assistant Professor (Part time)	Linguistics	1 Year	-

11. List of senior visiting faculty: *None so far*

12. Percentage of lectures delivered and practical classes handled (programme wise) by temporary faculty: *21%*

13. Student-Teacher Ratio (programme wise):

General English & Alt. Eng - 112:1, Major - 7:1

14. Number of academic support staff (technical) and administrative staff; sanctioned and filled: *NO*

15. Qualifications of teaching faculty with DSc/D.Litt/ Ph.D/MPhil/PG.:

PhD - 3, PG - 2

16. Number of faculty with ongoing projects from a)National b)International funding agencies and grants received:

One(Minor Research Project Funded By The UGC)

17. Departmental projects funded by DST-FIST; UGC, DBT, ICS, etc .and total grants received: *None So Far*

18. Research Centre/facility recognized by the University: *NO.*

19. Publications:

*a) Publication per faculty-:

Sl. No.	Name of the Faculty	No. of Publication.
1.	Dr. Jayati Das	4 (College Magazine)
2.	Dr. Purabi Chakravorty	2 (UGC sponsored National Seminar Proceedings) 4(College Magazine)
3.	Dr. Subhalakshmi Nath	3 (UGC sponsored National Seminar Proceedings) 1 (Souvenir, UGC Sponsored state level workshop) 7(College Magazine)
4.	Jushna Baruah	3 (College Magazine)
5.	Ms. Preeti Das	5(Journals & seminar proceedings.)

* Number of papers published in peer reviewed journals (national/ international)by faculty and students---- 02

* Number of publications listed in International Database(For Eg: Web of Science, Scopus, Humanities International Complete, Dare Database-International Social Sciences Directory, EBSCO host, etc.)----

* Monographs-----

* Chapter in Books:

One faculty member is preparing study material for the MA in English, CDOL, Tezpur Central University

* Books Edited:

One faculty member was involved in editing UGC Sponsored Workshop proceeding book titled "Present Status of Implementation of State Language in Assam: Its Problems, Threats & Solutions" 2013.

* Books with ISBN/ISSN numbers with details of publishers:

i) Two faculty members are involved in editing one UGC Sponsored Workshop and one UGC sponsored seminar proceeding book with ISBN.

* Citation Index

* SNIP

* SJR

* Impact factor

* h-index

20. Areas of consultancy and income generated

21. Faculty as members in

a) National committees, b) International Committee, c) Editorial Boards:

Three faculties have been Teacher-in-charge members of the editorial board of the college magazine "UDIAN" and college bulletin "The Chronicler" in different sessions.

22. Student projects

a) Percentage of students who have one in-house projects including interdepartmental/programme:

All major students are given in house projects as part of the curriculum.

b) Percentage of students placed for projects in organizations outside the institution i.e. in Research laboratories/Industry/ other agencies.
: NA

23. Awards/Recognitions received by faculty and students. :

One faculty member has been awarded "Best News Reader" by Prag Cine Award 2002. Students of the department have excelled in various fields and has received recognition in extra curricular activities.

24. List of eminent academicians and scientists/visitors to the department:

- i) Dr. Pradipta Borgohain, Gauhati University
- ii) Prof. Nandana Dutta, Gauhati University
- iii) Dr. G. P. Sarma, Gauhati University
- iv) Dr. Bibhash Choudhury, Gauhati University
- v) Dr. Malini Goswami, Gauhati University
- vi) Dr. Hiren Gohain, Gauhati University
- vii) Smti Mitra Phukan, Eminent writer

25. Seminars/Conferences/Workshops organized & the source of funding

a) National: Workshop - "RESEARCH PROJECT WRITING" funded by UGC held on 09-10 May, 2014. One faculty member of the Department was the Co-ordinator of the workshop and another was in the Organising Committee. The same faculties of the dept. were also members of the organizing committee of National seminar on "Environment and Civil society" held on 29-30 August 2014.

b) International: No.

c) State: UGC sponsored state level workshop on "Present status of implementation of state language in Assam: its problems, threats and solutions" held on September 21 - 22, 2012.

26. Student profile programme/course wise: Session 2013-2014

Name of the Course/programme (refer question no. 4)	Applications received	Selected	Enrolled		Pass percentage
			*M	*F	
BA English Major	44	33	14	19	57% (2 First Class)

*M=Male *F=Female

27. Diversity of Students session 2013-2014

Name of the Course	% of students from the same state	% of students from other States	% of students from abroad
BA English Major	55%	45%	NIL

28. How many students have cleared national and state competitive examinations such as NET, SLET, GATE, Civil services, Defence services, etc.?

*One student qualified in CAT and attained admission in **IIM Kashipur in 2014.***

29. Student progression Session 2013-14

Student progression	Against % enrolled
UG to PG	80%
PG to M.Phil.	-
PG to Ph.D.	-
PhD to Post-Doctoral	-
Employed • Campus selection • Other than campus recruitment	20%
Entrepreneurship/Self-employment	

30. Details of Infrastructural facilities

a) Library: Departmental Library available for text books and reference books

b) Internet facilities for Staff & Students: Available

c) Class rooms with ICT facility: Available

d) Laboratories: Future plan for a Language Laboratory

31. Number of students receiving financial assistance from college, university, government or other agencies:

Two major students have been awarded merit scholarship offered by the Institution for securing 1st class in BA English major final examination. Other ST& SC students have received financial assistance from the State Governments.

32 Details on student enrichment programmes (special lectures /workshops /seminar) with external experts

Eminent academicians and scholars are invited for lectures, workshops and seminars to interact with the students viz.

- Seminar on "English and its Assamese Users" held on 23rd Nov, 2002. Guest speaker was Dr. Santanu Phukan, Asso. Prof., Cotton College, Guwahati.
- Seminar on "Interpretations of Shakespearian Stage to Page" held on 30 October, 2004. Guest speaker was Dr.Prajanya Baruah, Asso. Prof., Cotton College.
- Inter disciplinary seminar on "Influence of T.S.Eliot on Modern Assamese Poetry held on 6 October, 2004" Speaker was former Principal of the college, Dr. R .K. Das
- Inter disciplinary seminar on " Influence of Renaissance in English literature held in 2004". Guest speaker was Prof. Priyam Goswami , Hod., Dept. of History, Gauhati University.
- Seminar on Linguistics held in 2005. Guest speaker was renowned linguist Dr. Swapon Duwerah.
- Seminar on " Contemporary Indian Theatre" held on 20th December 2006. Guest speaker was renowned theatre personality Ms,Rabhijeeta Gogoi.
- Inter disciplinary seminar on "Emergence of Post Modernism as continued trend in Literature" held on 17 Nov, 2007. Speaker was former Principal of the college Dr.R.K.Das.
- Inter disciplinary seminar on "Classicism and Classical Literature" held in 2007.Guest speaker was Prof. Malini Goswami, Gauhati University.
- Seminar on "Contemporary Indian Novelists in English" held on 19 Nov, 2007.Guest speaker was renowned novelist of Assam Ms. Mitra Phukan.

- Talk on “Women and Spirituality” held on 2008. Resource persons were from Prajapita Brahmakumari Ishwariya Bishwa Vidyalaya.
- Inter disciplinary UGC Sponsored State Level Workshop on “*Present Status of Implementation of State Language in Assam: Its Problems, Threats & Solutions*” held on 21-22 Sept, 2012. Guest speakers were from Gauhati University and other organizations of the State.
- *Class room seminars and workshops regularly held.*

33. Teaching methods adopted to improve student learning:

- *Use of Internet to make teaching learning more interactive and interesting*
- *Classroom seminars and workshop organized*
- *Talks by scholars and renowned personalities.*
- *Special lectures by faculties of other departments*
- *ICT based teaching methods are used. The college has one smart class room.*
- *Group discussions, quiz, surprise test are held.*
- *Remedial classes are held at the end of each session.*
- *Reading list, lectures summary, study materials and home assignment are given to the students for comprehensive learning.*
- *Feedback sessions with the students to monitor and evaluate the teaching learning process are held.*
- *Use of Library is encouraged.*
- *Students are encouraged to publish their creative expressions in college and wall magazine.*
- *Field trips undertaken*

34. Participation in Institutional Social Responsibility (ISR) and Extension activities:

The faculty members of the department are actively involved in extension activities like-

- *Members of the department are associated with Vivekananda Kendra which conducts various programmes on personality development, yoga, meditation etc.*
- *Two members of the department are associated with the ART OF LIVING which conducts similar community service programmes.*
- *Two members of the department are 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.*
- *A member of the department is an active member of PRERANA-IAS officers' wives' association which is a registered body under the Societies Registration Act, 1860. The member is associated with welfare activities like providing relief fund during disasters (flood, riots etc), sponsoring two girl students of SISHU SARATHI a spastic society and providing infrastructural facilities to the LEPROSY REHABILITATION CENTER at Chirang district, Assam.*
- *Members of the department have contributed towards the fund for the management of AMAR GHAR (an old age home), ASHADEEP (home for destitute women) and KARUNADHARA (a society for the physically challenge).*
- *All faculty members of the department have donated old clothes, medicines, old furniture etc to the poor and needy.*
- *All faculties taught elementary English language on voluntary basis to the students of "ASOM VED VIDYALAYA", Rupnagar, Guwahati.*
- *One faculty member undertook Free tutorial classes in English for the high school students which was organized by 'MADHYA GUWAHATI CHATTRA SANTHA" during the month of July, 2014.*

35. SWOC analysis of the department and Future Plans

Strengths:

- The faculty members of the Department of English are all qualified, with three PhD holders and one member working on their PhD programmes and another is working towards her M.Phil programme.
- Two faculty members are NET qualified and one is SLET qualified.

- One faculty member is a regular news reader for Doordarshan Kendra, Guwahati. She has been awarded. She has been awarded Prag Cine Award for Best Newsreader,2002.
- All the faculty members are sincere and dedicated, consciously keeping in mind their mission to aspire, guide and help the students in their course work and co-curricular activities.
- The faculty members keep themselves abreast with latest teaching methods and research methodology. They attend lectures, seminars, workshops and UGC sponsored courses to attain awareness and knowledge about new theories and ideas on their own discipline as well as other related disciplines. Two research papers have been presented in international seminars, 16 in UGC sponsored national seminar and 1 in state level seminar by different faculty members.
- The faculty members maintain a good cordial relationship with the students in order to encourage easy accessibility. The teachers co-operate with the members of other departments and work in harmony and true team-spirit for the overall development of the institution.
- All faculties of the department are convenors of important committees of the college. They play an active role in the corporate life of the college.

1. Dr. Jayati Das- Convenor, Grievance Redressal Cell.
2. Dr. Purabi Chakraborty- Convenor, Students' Welfare Committee.
3. Dr. Subhalakshmi Nath-Joint Convenor, Research Committee, and core member IQAC.
4. Ms. Jushna Baruah- Joint Convenor Women Cell.

Weaknesses:

- Though over the years the input of student quality has seen a marked improvement, it has not yet attained the desired level. In the Major course the students need to have a better and wider range of knowledge about English literature. Attaining high marks in undergraduate level mislead them to take up English

Major. The department is yet to receive more students with good writing and creative skills.

- In the General English course most of the students come from vernacular schools, carrying with them an inherent fear of English. The basics of grammar and spellings are lacking in them.

Opportunities:

- The department of English provides the opportunity of sincere, dedicated, compassionate and qualified teachers to the students.
- A well-stocked departmental library is available for the students along with internet facility.
- Eminent academicians, writers and artistes are invited to the department occasionally to interact with the students.
- Career counseling seminars are organized occasionally and links to careers are provided to the students.

Challenges:

The challenges before the department are to produce better results in the under graduate level. In the year 2014, students have achieved better marks in English in the Higher Secondary Examination, but more students should attain it. The number of students scoring First class CGPA in English Major in B,A Final Examination must also increase.

The progression of students to higher studies must be good as well as their placements.

Future Plans:

- The faculty member should identify students having aptitude for English and encourage them to take up English Major.
- Class lectures must be made motivational and interesting.
- Creativity of the students is to be encouraged by holding more competitions, seminars and lectures.
- Students to be given exposure to films based on Classics and to plays with innovative techniques.
- Extra classes in grammar and writing and speaking skills are to be taken for General English students

- .To deliver more ICT based lectures.
- To provide more study materials and lecture summaries.
- To organize more inter disciplinary lectures
- To organise communication and oratory skills workshop.
- To give students a good exposure to film and theatre festivals.

xxxxxxx

Department of History

1. Name of the department: *History*
2. Year of Establishment: *1984*
3. Names of Programmes/Courses offered (UG, PG, M.Phil., Ph.D., Integrated Masters; Integrated Ph.D., etc.) :

UG- Major and General Course

4. Names of Interdisciplinary courses and the departments/units involved:

Proposal submitted by the college to Government of Assam to introduce Certificate course in "Tourism Management" with active involvement of the faculties of History Department and with guest lecturers from outside the college.

5. Annual/semester/choice based credit system (programme wise):
Semester System
6. Participation of the department in the courses offered by other department:
Nil
7. Courses in collaboration with other universities, industries, foreign institutions, etc. :
Nil
8. Details of courses/programmes discontinued (if any) with reasons. :
Nil
9. Number of Teaching posts

	Sanctioned	Filled
Professors	Nil	Nil
Associate Professors	03	03
Asst.Professors (Part Time)	01	01

10. Faculty profile with name, qualification, designation, specialization, (D.Sc. /D.Litt. /Ph.D./ M.Phil. etc.,)

Name	Qualification	Designation	Specialization	No. of Years of Experience	No. of Ph.D. Students Guided for the last 4 years
A.Patowary	M.A.	Associate Professopr	Modern Indian History	25	Nil
S. Das	M.A.	Associate Professor	Modern Indian	24	Nil
M. Hussain	M.A.	Associate Professor	Ancient Indian History	21	Nil
O. Baruah	M.A	Assistant Professor	Ancient Indian History	08	Nil

11. List of senior visiting faculty: Nil

12. Percentage of lectures delivered and practical classes handled (programme wise) by temporary faculty:

For UG Programme : 22.89%

13. Student-Teacher Ratio (programme wise):

B.A. General Course- 16:1

B.A. Major Course- 4:1

14. Number of academic support staff (technical) and administrative staff; sanctioned and filled: *Nil*

15. Qualifications of teaching faculty with DSc/D.Litt/Ph.D/MPhil/PG.

- *No of teaching faculty with PG Degree: 03*
- *No of teaching faculty with MPhil Degree-01*
- *Prof Anjali Patowary and Orchid Barua submitted their Ph.D Thesis in 2014 under Gauhati University. Another faculty Magrul Hussain has enrolled in Ph.D Programme.*

16. Number of faculty with ongoing projects from a) National b) International funding agencies and grants received: *Nil*

17. Departmental projects funded by DST-FIST;UGC, DBT, ICSSR, etc. and total grants received: *Nil*

18. Research Centre/facility recognized by the University: *Nil*

19. Publications:

Publication per faculty

Anjali Patowary

Published article in college magazine.

Topics-

- Liberal Religious Policy of the Ahoms.
- Gunabhiram Barua and Reformist Movement in Assam.
- Anandaram Dhekial Phukan – The Raja Ram Mohan Roy of Assam.
- Sisu Ati Jubak Howar Kathare-a article published in the Souvenir of Silver Jubilee Celebration of the college.

Sikha Das

Published an article in college magazine

Topic- Anthropological Identity in Assam.

Orchid Barua

i) Pulished an article on “Changing Palate” in Assam Tribune, an English daily of Assam on 11January 2009

ii) Published article in college magazine.

Topic-a) Gender Problem.

b) A Trip to Europe

Any other: Seminar paper presented by

a) Anjali Patowary

- i) UGC sponsored seminar organised by R.G.Barua College held on 9th and 10th January 2009. Topic-Empowerment of Women-Issues involved- Status of Women: Past and Present.

b) Magrul Hussain

i) National Seminar on Relevance of History in Twenty First Century, A.D organized by Historical Society, Bikali College, Goalpara Topic- History: Its Relation with other Discipline of Social Science.

ii) at 74th session of Indian History Congress held in Dec. 2013 in Cuttack. On the Topic Iron Casting and Smelting in Medieval Assam

c) Orchid Barua

i) UGC sponsored Seminar organized by Pachim Guwahati College, Topic: *Ethnic Clashes in North-East India with special reference to Assam.*

20. Areas of consultancy and income generated: *Nil.*

21. Faculty as members in

23. National committees b) International Committees c) Editorial Board
Nil.

22. Student projects

- Percentage of students who have done in-house projects including inter departmental/programme

All the four 6th Semester major students submitted their in-house projects, which is compulsory.

- Percentage of students placed for projects in organizations outside the institutions. in Research laboratories/Industry/ other agencies :
Nil

23. Awards/Recognitions received by faculty and students: *Nil.*

24. List of eminent academicians and scientists/visitors to the department

a) Prof Meeta Deka, HoD, Department of History, Gauhati University

b) Dr. Rajib Handique, Professor Department of History, Gauhati University

c) Dr Rajen Saikia, eminent scholar, Nagaon, Assam.

d) Nandini Moral, Associate Professor, Department of History

Pragjyotish College.

e) Rahul S. Majumdar, Associate Professor, Department of History, Arya Vidyapith College, Guwahati.

25. Seminars/Conferences/Workshops organized & the source of funding

a) National: *Nil*
b) International: *Nil*

26. Student profile programme/course wise: 2013-14

Name of the Course/ programme	Applications received	Selected	Enrolled		Pass percentage
			*M	*F	
Degree Major Course in History	18	07	04	03	43
Degree Pass Course in History	79	54	40	14	79

*M= Male *F=Female

27. Diversity of Students

Name of the Course	%of students from the same state	%of students from other States	%of students from abroad
Degree Major Course in History	14	86	Nil
Degree Pass Course in History	32	68	Nil

28. How many students have cleared national and state competitive examinations such as NET, SLET, GATE, Civil services, Defence services, etc.?

The department offers only undergraduate programmes and the students are not eligible to qualify these exams during their period of study in this institution.

29. Student progression

Student progression	Against % enrolled
UG to PG	45%
PG to M.Phil.	Nil
PG to Ph.D.	Nil
Ph.D. to Post-Doctoral	Nil
Employed • Campus selection • Other than campus recruitment	50%
Entrepreneurship/Self-employment	40%

30. Details of Infrastructural facilities

a) Library: *A departmental library is functioning.*

b) Internet facilities for Staff & Students

:Facilities of Internet are available in the library and faculty room for staff and students.

c) Class rooms with ICT facility

: One common class room with ICT is available in the college.

d) Laboratories: *Nil*

31. Number of students receiving financial assistance from college, university, government or other agencies.

A few students belonging to ST and OBC received Scholarship from State Government

32. Details on student enrichment programmes (special lectures/workshop/seminar) with external experts

Experts from within and outside the college are invited to enrich the students Details are given below:

- *Department organized a popular talk on 14th December 2002 on the topic-*

New Dimension in Historical Studies and Career opportunities,

Resource person: Dr .Dipankar Banerjee, Reader Department of History, GauhatiUniversity.

- A Departmental seminar was held 25-11- 2003 and Anjali Patowary HoD spoke on The causes of Raji Mel , its Intensity and Popular Support.
- A class-room Seminar was held on the topic Pattern of Sukafa's Conquest and Mr.MagrulHussain spoke on the same.
- In connection with the celebration of 350 years of Taj-Mahal a seminaer was organized by the Department and Anjali Patowary, HoD spoke on the occasion.
- On 9-11-04 Samiran Baruah, Lecturer, Assam State Museum attended a seminar as a spokesperson on the topic Edifice of Post Modrnism.
- On 31-8-05 a class -room seminar was organized on the topic of Agrarian Uprisings in Assam where Sikha Das a faculty of our Department delivered a lecture on the said topic.
- A Departmental seminar was organized on 14-12-05 which was attended by Dr. Sunil Pawan Barua as a resource person on the topic History and its Perspective.
- A class-room seminar on the topic of New-Vaisnavism in Assam was organized and Mrs Anjali Patowary spoke on the occasion.
- A Departmental seminar was organized on the topic of Language policies in 19th century Assam. Dr. Paramananda Majumdar, Senior faculty, Pragjyotish College, Guwahati was the resource person.
- A talk was organized about Miles Bronson on 12-11-07. Mrs Anjali Patowary spoke on the occasion.
- Celebrating 150 years of Sepoy Mutiny, the department organized a talk where Mrs Orchid Baruah, faculty member said on the topic.
- A Departmental seminar about the topic Indian National Congress and Gandhiji's Swaraj was organized on 30-11-07 which was delivered by Nityananda Kalita Senior faculty, S. D. College, Hajo as a resource person.

33. Teaching methods adopted to improve student learning

Quiz, group discussion, classroom seminars, assignments and projects etc are arranged from time to time to improve students learning. Details are mentioned below-:

- *A departmental Academic and Councelling cell has been working.*
- *The Department has a Wall Magazine namely Anneshan.*
- *Regular field study tour are taken to various places of historical importance under the guide ship of eminent scholars.*
- *As a part of learning and teaching process Department has collected Audio-visuals as well as replicas and photographs from different sources.*
- *Quiz competitions are held from time to time.*
- *The Department also celebrates different Divas in memory of Historical Heros of Assam like Sukapha, Lachit Borphukan and Vir Chilarai.*
- *Students are also taken to State Museum and State Archives.*

34. Participation in Institutional Social Responsibility (ISR) and Extension activities

- *Students actively participated in NSS programmes, blood donation, medical/ health camps, campus cleaning, environment awareness programmes, AIDS and STD awareness programmes etc.*

35. SWOC analysis of the department.

Strength

- Student centric activities such as class-room seminar, field trip , subject related quiz competition are undertaken to fulfill personal and professional need of the students.
- Students get admitted in our department from different states of North East India for pursuing history as pass and major subject.
- Most of teachers of our department are pursuing Ph.D courses.

Weakness

- Students having poor academic background get admitted in the department.
- Placement and campus recruitment of the students are not yet initiated.
- Out of four one is working as a part-time teacher on temporary basis.
- Non-availability of adequate numbers of text books for semester major course.

Opportunities

- To introduce employment generating add-on course like Travel and Tourism collaboration with either Government of Assam or under UGC programme.
- Arrangement of coaching classes for entry into competitive examinations.
- Initiatives may be taken for opening a departmental museum.

Challenges

- Betterment of academic result of the students is a major challenge for the department.
- To enhance enrolment of students in the department.
- Creation of a new regular post in the department as per norms of the Gauhati University.

Mathematics

1. Name of the department - *Mathematics*
2. Year of Establishment - *1997*
3. Names of Programmes / Courses offered (UG, PG, M.Phil., Ph.D., Integrated Masters; Integrated Ph.D., etc.) - UG
4. Names of Interdisciplinary courses and the departments/units involved

5. Annual/ semester/choice based credit system (programme wise) -

*2010-11- Annual system
2011-12 onwards- Semester System*

6. Participation of the department in the courses offered by other departments -

Participation of this department in the courses offered by commerce stream.

7. Courses in collaboration with other universities, industries, foreign institutions, etc.
8. Details of courses/programmes discontinued (if any) with reasons
9. Number of Teaching posts

	Sanctioned	Filled
Professors	-	-
Associate Professors	-	-
Asst. Professors	<i>01(non-sanctioned) 01(part-timer)</i>	<i>01 01</i>

10. Faculty profile with name, qualification, designation, specialization, (D.Sc./D.Litt. /Ph.D. / M. Phil. etc.,)

Name	Qualification	Designation	Specialization	No. of Years of Experience	No. of Ph.D. Students guided for the last 4 years
<i>1.Anima Das</i>	<i>M.Sc.</i>	<i>Asst.Professor (non-sanctioned)</i>	<i>Group Theory</i>	<i>17 years 3 months.</i>	-
<i>2. Gayatri Boro</i>	<i>M.Sc.</i>	<i>Asst.Professor (part-timer)</i>	<i>Applied Mathematics</i>	<i>5 months</i>	-

11. List of senior visiting faculty
12. Percentage of lectures delivered and practical classes handled (programme wise) by temporary faculty -

100% in B.Com 1st and 2nd sem

13. Student -Teacher Ratio (programme wise) -

*3:1(Arts),
120:1(Commerce)*

14. Number of academic support staff (technical) and administrative staff; sanctioned and filled
15. Qualifications of teaching faculty with DSc/ D.Litt/ Ph.D/ MPhil / PG

PG: 02

16. Number of faculty with ongoing projects from a) National b) International funding agencies and grants received: *Nil*
17. Departmental projects funded by DST - FIST; UGC, DBT, ICSSR, etc. and total grants received : *Nil*
18. Research Centre /facility recognized by the University

19. Publications:

*a) Publication per faculty : *Nil*

- * Number of papers published in peer reviewed journals (national/ international) by faculty and students
- * Number of publications listed in International Database (For Eg: Web of Science, Scopus, Humanities International Complete, Dare Database - International Social Sciences Directory, EBSCO host, etc.)
- * Monographs
- * Chapter in Books
- * Books Edited
- * Books with ISBN/ISSN numbers with details of publishers
- * Citation Index
- * SNIP
- * SJR

* Impact factor

* h-index

20. Areas of consultancy and income generated

21. Faculty as members in

a) National committees b) International Committees c) Editorial Boards
Nil

22. Student projects :

a) Percentage of students who have done in-house projects including inter departmental/programme: *Nil*

b) Percentage of students placed for projects in organizations outside the institution i.e.in Research laboratories/Industry/ other agencies
Nil

23. Awards / Recognitions received by faculty and students: *Nil*

24. List of eminent academicians and scientists / visitors to the department

Nil

25. Seminars/ Conferences/Workshops organized & the source of funding

a) National : *Nil*

b) International : *Nil*

26. Student profile programme/course wise:

Name of the Course/programme (refer question no. 4)	Applications received	Selected	Enrolled		Pass percentage
			*M	*F	
BA	03	03	01	02	
BCOM	120	120			

*M = Male *F = Female

27. Diversity of Students

Name of the Course	% of students from the same state	% of students from other States	% of students from abroad
BA	100%	Nil	Nil
BCOM			

28. How many students have cleared national and state competitive examinations such as NET, SLET, GATE, Civil services, Defense services, etc.?

29. Student progression

Student progression	Against % enrolled
UG to PG	66%
PG to M.Phil.	
PG to Ph.D.	
Ph.D. to Post-Doctoral	
Employed	
<ul style="list-style-type: none"> • Campus selection • Other than campus recruitment 	
Entrepreneurship/Self-employment	

30. Details of Infrastructural facilities a) Library -

Reference and text books are available for the students.

- Internet facilities for Staff & Students -

Internet facilities for staff and students are available during college hours.

c) Class rooms with ICT facility: *One Common Smart Class Room*

d) Laboratories

31. Number of students receiving financial assistance from college, university, government or other agencies

32. Details on student enrichment programmes (special lectures / workshops /seminar) with external experts

33. Teaching methods adopted to improve student learning:

Student-teacher interaction and discussion during teaching

34. Participation in Institutional Social Responsibility (ISR) and Extension activities

The faculty members of the department participates in various Extension Activities.

35. SWOC analysis of the department and Future plans.

Strengths:-

1. Faculty of the department is helpful and friendly to the students.
2. Students are attentive, co-operative and respect the teachers.
3. Students actively respond to the questions put to them during teaching.

Weaknesses: -

1. Absence of a Mathematics laboratory to help the students understand the subject.
2. Though relevant books on the subject are available in the library, students are not interested to make use of the books.

Opportunities:

1. Mathematics is a subject which has its applications in almost all subjects like Education, Economics, Logic and Philosophy etc., hence has widespread applications for all students in general.
2. The knowledge of Mathematics is extremely useful for appearing different competitive examinations, as a major part of the questions test the logical and quantitative aptitude of the students.
3. The field of Mathematics and its allied subjects is ever expanding and new opportunities are created every now and then for the students.

Challenges:

- Students from Arts background are less confident and fear the subject due to which only handful of students opt for the subject.
- With the introduction of the semester system under G.U. the

students are suffering as a very vast course needs to be completed in a short duration

- Above it, due to this new system frequent examinations leads to the cancellation of classes and thus it becomes difficult to complete the course within the stipulated period.

Future Plan:-

The faculty of the department will try to provide coaching and special classes to interested students. In this classes students will be guided in mathematical aptitude for competitive examinations.

XXXXXXXXXXXXXX

Department of Philosophy

1. Name of the department : *Department of Philosophy*
2. Year of Establishment : *1994*
3. Names of Programs / Courses offered (UG, PG, M.Phil., Ph.D., Integrated Masters; Integrated Ph.D., etc.) :

Undergraduate

4. Names of Interdisciplinary courses and the departments/units involved: *Nil*
5. Annual/ semester/choice based credit system (program wise) : *Semester*
6. Participation of the department in the courses offered by other departments : *Yes*
7. Courses in collaboration with other universities, industries, foreign institutions, etc. : *Not Yet*
8. Details of courses/programs discontinued (if any) with reasons
9. Number of Teaching posts

	Sanctioned	Filled
Professors	Nil	Not Filled
Associate Professors		Not Filled

Asst. Professors	02 Part-Timer = 1	Not Filled
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10. Faculty profile with name, qualification, designation, specialization, (D.Sc./D.Litt. /Ph.D. / M. Phil. etc.,)

Name	Qualification	Designation	Specialization	No. of Years of Experience	No. of Ph.D. Students guided for the last 4 years
Bibha Rani Bhattacharyya	M.A.	H.O.D.	Psychology (Philosophy)	28 Years	---
Dolima Sarmah	M.A.	Assistant Professor	Logic (Philosophy)	16 Years	---

11. List of senior visiting faculty: *Nil*
12. Percentage of lectures delivered and practical classes handled (programme wise) by temporary faculty : 21%
13. Student -Teacher Ratio (program wise) : 190:1
14. Number of academic support staff (technical) and administrative staff; sanctioned and filled
15. Qualifications of teaching faculty with DSc/ D.Litt/ Ph.D/ MPhil / PG :
- PG: 03*
16. Number of faculty with ongoing projects from a) National b) International funding agencies and grants received
- Nil*
17. Departmental projects funded by DST - FIST; UGC, DBT, ICSSR, etc. and total grants received: *Nil*
18. Research Centre /facility recognized by the University: *No*

19. Publications:

* a) Publication per faculty:

A book was written by HoD Mrs. Bibha Rani Bhattacharyya as "Dharmar Anneshan" & published by Publication Board.

* Number of papers published in peer reviewed journals (national/ international) by faculty and students

Nil

* Number of publications listed in International Database (For Eg: Web of Science, Scopus, Humanities International Complete, Dare Database - International Social Sciences Directory, EBSCO host, etc.)

* Monographs / Chapter in Books : *Nil*

* Books Edited : *Nil*

* Books with ISBN/ISSN numbers with details of publishers: *Nil*

* Citation Index

* SNIP

* SJR

* Impact factor

* h-index

20. Areas of consultancy and income generated

21. Faculty as members in

a) National committees : *No*

b) International Committees : *No*

c) Editorial Boards....

1) Edited, The Journal of S.B. Deorah student's journal.

22. Student projects

a) Percentage of students who have done in-house projects including inter departmental/programme: *Nil*

b) Percentage of students placed for projects in organizations outside the institution i.e.in Research laboratories/Industry/ other agencies

Nil

23. Awards / Recognitions received by faculty and students:

Faculty member & HoD. Bibha Rani Bhattacharyya as a best music director in the film "Sixth day of creation" which was based on philosophy and won "Parbati Prasad Baruah State Award"

24. List of eminent academicians and scientists / visitors to the department: *Nil*

25. Seminars/ Conferences/Workshops organized & the source of funding

a) National: A national workshop on research was held in the college.

b) International

Nil

26. Student profile programme/course wise:

Name of the Course/programme (refer question no. 4)	Applications received	Selected	Enrolled		Pass percentage
			*M	*F	
B.A (General)	380	380	160	220	

*M = Male *F = Female

27. Diversity of Students

Name of the Course	% of students from the same state	% of students from other States	% of students from abroad
BA (General)	85	15	Nil

28. How many students have cleared national and state competitive examinations such as NET, SLET, GATE, Civil services, Defense services, etc.?

Nil

29. Student progression

Student progression	Against % enrolled
UG to PG	
PG to M.Phil.	
PG to Ph.D.	
Ph.D. to Post-Doctoral	
Employed <ul style="list-style-type: none"> • Campus selection • Other than campus recruitment 	
Entrepreneurship/Self-employment	

30. Details of Infrastructural facilities a) Library: Yes

b) Internet facilities for Staff & Students: Yes.

c) Class rooms with ICT facility: Yes.

d) Laboratories

31. Number of students receiving financial assistance from college, university, government or other agencies

32. Details on student enrichment programmes (special lectures / workshops /seminar) with external experts: Students joined in the enrichment programme which was enriched by external expert.

33. Teaching methods adopted to improve student learning: Extra classes, individual guidance, Journal reading Reference, book reading, library works etc.

34. Participation in Institutional Social Responsibility (ISR) and Extension activities

35. SWOC analysis of the department and Future plans.

Strengths:

1. Students get admitted in our department from different states of N.E.India.
2. Faculty members maintain good cordial relationship with the students

Weakness:

1. Students having poor academic background get admitted
2. Lack of Departmental library
3. Placement and campus recruitments for the students are not initiated.
4. Faculty members of the department need to undertake research works leading to PhD.

Opportunities:

1. To open Major Course for the students of the department.
2. Enrichment of departmental library

Challenge:

1. To appoint regular permanent teacher in the department.
2. Academic performance of the students need to be improved.

XXXXXXXXXX

Department of Political Science

1. Name of the Department: *Political Science*.
2. Year of Establishment: *1984*.
3. Names of Programmes / Courses offered (UG, PG, M.Phil., Ph.D., Integrated Masters; Integrated Ph.D., etc.) - *UG*
4. Names of Interdisciplinary courses and the departments/units involved: *Nil*
5. Annual/ semester/choice based credit system (programme wise)
2010-11- Annual system
2011-12 onwards- Semester System
6. Participation of the department in the courses offered by other departments
7. Courses in collaboration with other universities, industries, foreign institutions, etc.
8. Details of courses/programmes discontinued (if any) with reasons
9. Number of Teaching posts

	Sanctioned	Filled
Professors	Nil	
Associate Professors	3	3
Asst. Professors	1	1

10. Faculty profile with name, qualification, designation, specialization, (D.Sc./D.Litt. /Ph.D./M.Phil.etc.,)

Name	Qualification	Designation	Specialization	No. of Years of Experience	No. of Ph.D. Students Guided for the Last 4 years
Dr. S Mahanta	M.A, PhD	Associate Professor	Sociology	29	—
Dr. N. Bhuyan	M.A, PhD	Associate Professor	Public Administration	24	—
Dr. L Goswami	M.A,M.Phil. PhD	Associate Professor	Public Administration	26	—
Mrs T. R. Baruah	M.A, M Phil	Assistant Professor	Public Administration	16	—

11. List of senior visiting faculty

12. Percentage of lectures delivered and practical classes handled (programme wise) by temporary faculty : No temporary Faculty.

13. Student-Teacher Ratio (programme wise):
General course-187:1
Major Course- 14:1

14. Number of academic support staff (technical) and administrative staff; sanctioned and filled

15. Qualifications of teaching faculty with DSc/ D.Litt/ Ph.D/MPhil/PG :

PhD - 03
M.Phil - 01

16. Number of faculty with ongoing projects from a)National
b)International funding agencies and grants received
17. Departmental projects funded by DST-FIST; UGC, DBT, ICSSR, etc.
and total grants received: *Nil*
18. Research Centre/facility recognized by the University: *No*
19. Publications:

- * a) Publication per faculty

Dr. N Bhuyan - 05 books/ 02 papers in UGC sponsored national seminar proceedings

Dr. L. Goswamee - 03 books/ 02 papers in UGC sponsored national seminar proceedings

- * Number of papers published in peer reviewed journals (national/ international) by faculty and students: *Nil*
- * Number of publications listed in International Database (For Eg : Web of Science, Scopus, Humanities International Complete ,Dare Database-International Social Sciences Directory, EBSCO host, etc.): *Nil*
- * Monographs
- * Chapter in Books
- * Books Edited
- * Books with ISBN/ISSN numbers with details of publishers

Books having ISBN No. written by Dr. Nabanita Bhuyan and Dr. Lily Goswami are mentioned in the following table:

Sl No	Book Name	Published Year	Publisher Name	ISBN No
1	Snatak mahalar Rajnaitik Tatwa	2011	Ashok Publication Panbazar, Ghy-01	978-81-921288-7-0
2	Public Administration	2012	Ashok Publication Panbazar, Ghy-01	978-93-81850-29-9
3	Snatak Mahalar Bharatar Rajnaitik Byabastha.	2012	Ashok Publication Panbazar, Ghy-01	978-93-81850-04-6
4	RajnoitikTatwa II	2012	Ashok Publication Panbazar, Ghy-01	978-81-922777-6-9

5	Political Theory II	2012	Ashok Publication Panbazar, Ghy-01	978-93-81850-00-8
6	Politics in India I	2012	Ashok Publication Panbazar, Ghy-01	978-93-81850-15-2
7	Politics in India II	2012	Ashok Publication Panbazar, Ghy-01	978-81-922777-5-2
8	Antarashtriya Samporka	2012	Ashok Publication Panbazar, Ghy-01	978-93-81850-24-4
9	Snatak Moholar Loka Prashasan	2013	Ashok Publication Panbazar, Ghy-01	978-93-81850-74-9
10	Snatak Moholar Bharatiyo Rajnoitik Chintabid	2014	Ashok Publication Panbazar, Ghy-01	978-93-84095-11-6
11	Nirbachito Sangbidhan	2013	Ashok Publication Panbazar, Ghy-01	978-93-81850-95-4

* Citation Index

* SNIP

* SJR

* Impact factor

* h-index

20. Areas of consultancy and income generated

21. Faculty as members in

a) National committees b) International Committees c) Editorial Board
Nil

22. Student projects

a) Percentage of students who have done in-house projects including interdepartmental/programme: *Nil*

b) Percentage of students placed for projects in organizations outside the institution i.e. in Research laboratories/Industry/ other agencies
Nil

23. Awards/Recognitions received by faculty and students: *Nil*

24. List of eminent academicians and scientists/visitors to the

department

From time to time various eminent personalities visited the department, sometimes as a resource person and sometimes as a teacher to share their knowledge and experience with the students. Prominent persons who have visited the department are:

- a) DR. P. S. Reddy,
- b) Dr. S. Goswam
- c) Dr. M. Hussain
- d) Dr. A.N. I. Hussain Bora
- e) Dr. A. Sarma. All are from Gauhati University.

25. Seminars/Conferences/Workshops organized & the source of funding

a) National: *Nil*

b) International : *Nil*

26. Student profile programme/course wise:

Name of the Course/programme (refer question no. 4)	Applications received	Selected	Enrolled		Pass percentage
			*M	*F	
BA(Major)	55	48	31	17	64.3

*M=Male *F=Female

27. Diversity of Students

Name of the Course	% of students from the same state	% of students from other States	% of students from abroad
BA	60%	40%	NIL

28. How many students have cleared national and state competitive

examinations such as NET, SLET, GATE, Civil services, Defense services, etc.?

1. Ms. Urmimala Sharma, 1st class holder from G.U., working as faculty in a Degree College in Guwahati

2. Jehova Hekte cleared Assam Civil Service (ACS) examination in 2012.

29. Studentprogression

Studentprogression	Against%enrolled
UG to PG	60%
PG to M.Phil.	
PG to Ph.D.	
Ph.D. to Post-Doctoral	
Employed <ul style="list-style-type: none"> • Campus selection • Other than campus recruitment 	20%
Entrepreneurship/Self-employment	20%

30. Details of Infrastructural facilities

a) Library: College has one well equipped library with all modern facilities.

b) Internet facilities for Staff & Students : available

c) Class rooms with ICT facility : Yes, available

d) Laboratories: does not arise.

31. Number of students receiving financial assistance from college, university, government or other agencies: 22 nos.

32. Details on student enrichment programmes (special lectures/ workshops/ seminar) with external experts Students and teachers of political Science department engaged themselves with various activities to enrich their department.

The department has set up an association called MEETING GROUND to hold periodical seminar, quiz, group discussion etc. Some of the enrichment programmes undertaken by the department are:

1. Arrangement of departmental seminars where the topics are generally related to current affairs like ASSAMESE NATIONALITY QUESTIONS, SOVEREIGNTY AND GLOBALISATION, JUDICIAL ACTIVISM etc.
2. Group discussions were also held from time to time to make the students aware about the present political scenario and also to enrich their speaking and oratorical skills.
3. Some of the topics that were discussed are –(a) a problems and prospects of regionalism in India, (b) question of national integration, (c) Look East policy and Assam etc.
4. The department also conducted surveys from time to time on various issues like (a) voting behavior and political awareness, (b) Creation of Upper House in Assam etc.
5. The department publishes from time to time a departmental journal namely NEWS PANORAMA.
6. The department also brings out an issue based wall magazine for giving information to the students in general.
7. Students and teachers of the department celebrate the birth anniversary of eminent Freedom Fighters and Nationalist Leaders of India and Assam to make the students aware about their contribution for national reconstruction and also to inculcate the feelings of nationalism and patriotism among the students.

33. Teaching methods adopted to improve student learning:

- Prior plan is prepared by the teachers to take classes specially for the new comers according to their quality.
- Through home assignment, periodical tests (class test, Weekly test) etc. assessment of the students are carried on.
- Students are always encouraged to satisfy their queries and to clear their doubts by asking questions through open discussions with the teachers.
- Teachers always try to develop a strong bondage among the students of Political Science and thus to encourage to bring name and fame for their Department.
- Departmental field trip, survey etc. are conducted with the help of students and thus to help them to carry on research project, social analysis etc. in future.

34. Participation in Institutional Social Responsibility (ISR) and Extension activities:

Dr. N. Bhuyan, HoD, is the Convenor of the Extension Education Cell of the College and as such She along with other faculty members of the department participate in all the extension activities of the college.

35. SWOC analysis of the department and Future plans.

SWOC (Analysis of the Department and Future Plan)

Strength:-

- Very good relation exists between the teacher and students.
- Students are always ready to help the teachers in various Departmental activities.
- Teachers are informal enough and thus the student gets opportunity to share their problems and sold grievances with the help of their teachers.
- Students are regular, attentive and inquisitive in nature.
- Healthy competition is encouraged by the teachers among the students.

Weaknesses:-

- It is time consuming and difficult for the teacher specially for general classes to deliver lectures in both Assamese and English medium.
- Sometimes the college authority and the Department are bound to compromise with the poor intake quality of the students.
- Assamese medium students of Major classes may not get equal attention from the teachers as the teachers are instructed to deliver lectures in English.

Opportunities:-

- Political Science is a important Social Science. Various avenues are there for the students of Political Science. One can become a famous Social Scientist, renowned jurists, news reader, journalist, editor, successful civil servant etc.

- Most of the successful students appearing in various competitive examinations choose Political Science and its allied subjects (Sociology, Public Administration etc.) as their main or optional subjects.

Challenges:

- Political Science like other Social Science faces the challenges from Science & Commerce streams as well as from other technical and vocational courses.
- Meritorious students are reluctant to take Arts subjects as seriously as their predecessors.
- Like other Social Science Political Science is also lagging behind for creating direct employment opportunities for the students and thus they are less interested to go for those subjects.

Future Plans:-

- i. Stress will be given for the development of writing skill among the students.
- ii. Healthy competition among the students are encouraged.
- iii. Seminars, group discussions, quiz competition, debating competition will be organized periodically to develop the knowledge, awareness and oratorical skill among the students.
- iv. Proper guidance will be given to those interested student who are seriously pursuing Political Science as subject for their carrier.
- v. If time permits then special classes may be arranged relating to various issues of North-East India for the students and thus to abreast them about the situation of their own region. This may not have direct relation with their syllabus but may be helpful for their identity, existence and future career.

Department of Commerce

1. Name of the department: *COMMERCE*
2. Year of Establishment: *2010*
3. Names of Programmes/Courses offered (UG, PG, M.Phil., Ph.D., Integrated Masters; Integrated Ph.D., etc.)
UG & H.S.
4. Names of Interdisciplinary courses and the departments/units involved: *Nil*
5. Annual/semester/choice based credit system (programme wise):
SEMESTER
6. Participation of the department in the courses offered by other departments : *NOT YET*
7. Courses in collaboration with other universities, industries, foreign institutions, etc. *NOT YET*
8. Details of courses/programmes discontinued (if any) with reasons:
Nil
9. Number of Teaching posts

	Contractual / Part Time	Filled
Professors	-	-
Associate Professors	-	-
Asst. Professors	06	06

10. Faculty profile with name, qualification, designation, specialization, (D.Sc. /D.Litt. /Ph.D./ M.Phil. etc.,)

Name	Qualification	Designation	Specialization	No. of Years of Experience	No. of Ph.D. Students Guided for the last 4 years
R D Barman	M.COM, PGDCA, M.PHIL	Asst. Prof & HoD	ACCOUNTANCY	8 YEARS	
N Goswami	MBA, M.COM,	Asst. Prof.	MANAGEMENT	2 YEARS	
R Borgohain	M.COM, PGDBF	Asst. Prof.	MANAGEMENT	2 YEARS	
P Deka	M.COM,	Asst. Prof.	ACCOUNTANCY	3 YEARS	
B Khakhalary	M.COM,	Asst. Prof.	MANAGEMENT	2 YEARS	
K Dutta	M.COM,	Asst. Prof.	ACCOUNT & FINANCE	6 months	

11. List of senior visiting faculty

12. Percentage of lectures delivered and practical classes handled (programmewise) by temporary faculty :
ALL ARE TEMPORARY CONTRACTUAL & PART TIME WISE

13. Student-Teacher Ratio(programme wise)
MAJOR: 25:1
GENERAL: 47:1

14. Number of academic support staff (technical) and administrative staff; sanctioned and filled : *Combined with Arts Stream*

15. Qualifications of teaching faculty with DSc/D.Litt/Ph.D/MPhil/PG.
PG—06, M PHIL--01

16. Number of faculty with ongoing projects from a) National b) International funding agencies and grants received: *NOT YET*

17. Departmental projects funded by DST-FIST;UGC, DBT, ICSSR, etc. and total grants received: *NOT YET*

18. Research Centre/facility recognized by the University :*NOT YET*

19. Publications: a) Publication per faculty

I) R D Barman:- 06

II) N Goswami:- 01

III) R Borgohain:- 01

IV) P Deka:- 01

V) K Dutta:- 01

* Number of papers published in peer reviewed journals (national/international) by faculty and students:

BY FACULTY:

i) *Rejesh Deb Barman: 06*

ii) N.Goswami :01

iii) R.Borgohain: 01

iv) P.Deka : 01

v) K.Dutta :01

* Number of publications listed in International Database (For Eg: Web of Science, Scopus, Humanities International Complete, Dare Database-International Social Sciences Directory, EBSCO host, etc.)

BY FACULTY: Rejesh Deb Barman: 04, K.Dutta :01

* Monographs

* Chapter in Books

* Books Edited

* Books with ISBN/ISSN numbers with details of publishers

* Citation Index

* SNIP

* SJR

* Impact factor

* h-index

20. Areas of consultancy and income generated :*NOT YET*

21. Faculty as members in

a) National committees b) International Committees c) Editorial Boards.....*NOT YET*

22. Student projects

a) Percentage of students who have done in-house projects including inter departmental/programme

b) Percentage of students placed for projects in organizations outside the institution i.e. in Research laboratories/Industry/ other agencies:
NOT YET

23. Awards/Recognitions received by faculty and students: *NOT YET*

24. List of eminent academicians and scientists/visitors to the department

25. Seminars/Conferences/Workshops organized & the source of funding

a) National *NOT YET*

b)International *NOT YET*

26. Student profile programme/course wise:

Name of the Course/programme (refer question no. 4)	Applications received	Selected	Enrolled		Pass percentage
			*M	*F	
B. Com	400	280	187	93	75%

*M=Male *F=Female

27. Diversity of Students

Name of the Course	%of students from the same state	% of students from other States	%of students from abroad
B. Com	85%	15%	NIL

28. How many students have cleared national and state competitive examinations such as NET, SLET, GATE, Civil services, Defense services, etc.?

29. Student progression

Student progression	Against % enrolled
UG to PG	20%
PG to M.Phil.	
PG to Ph.D.	
Ph.D. to Post-Doctoral	
Employed <ul style="list-style-type: none"> • Campus selection • Other than campus recruitment 	65%
Entrepreneurship/Self-employment	35%

30. Details of Infrastructural facilities

a) Library: *GOOD*

b) Internet facilities for Staff & Students : *YES*

c) Class rooms with ICT facility: *01 SMART CLASS FOR ALL*

d) Laboratories: *NOT REQUIRED*

31. Number of students receiving financial assistance from college, university, government or other agencies

32. Details on student enrichment programmes (special lectures /workshops /seminar) with external experts

33. Teaching methods adopted to improve student learning: *GROUP DISCUSSION, CLASS TEST.*

34. Participation in Institutional Social Responsibility (ISR) and Extension activities

35. SWOC analysis of the department and Future plans.

“S” stands for **Strength** we have good faculty member’s dynamic administration system and centrally located the College Campus

“W” stands for **Weakness** we have lack of infrastructure as required and also not yet got the concurrence from Govt. of Assam

“O” stands for **Opportunity** we can induce BBA and other professional courses at our college Campus

“C” stands for **Challenges** we started B. Com in 2010, and we faced lots of challenges in establishing and recognizing the Commerce

dept. and the next challenge for us is to provincialize our Commerce Department. And pass percentage maintain to 100% for every year, Good placement of our students.

XXXXXXXXXXXXXXXXXXXX

Post-accreditation Initiatives

The peer team of NAAC visited the college on December 3-4, 2004 for the cycle 1 of accreditation. The college was accorded C⁺⁺ grade with the total score of 66.75. The college has made great stride since the visit and took many initiatives and steps based on the peer team's recommendations, suggestions and also to keep pace with the rapidly evolving needs of the time.

1. Introduction of a new B.Com Programme since the academic session 2010-11. It has become self financing.
2. Research content of college has gradually increased. Eleven teachers have completed PhD three are pursuing PhD. The Principal is carrying out one Major Research Project, one Minor Research Project completed by the Librarian and two Minor Research Projects are being carried out by two faculty members. Number of books published by faculty has also gone up as the number of research papers
3. Remedial teaching is held regularly.
4. Classes are held to increase proficiency in spoken and written English.
5. Dropout rate has shown marked improvement. At present it is 8%.
6. Total faculty strength has increased. At present there are 21 permanent teachers and 19 temporary teachers.
7. Number of teaching days has been increased to more than 200 days this year and Academic Calendar prepared at the beginning of the session.
8. Library has become fully automated with barcode facility.
9. Reprographic facility for students and teachers installed in the library.
10. INFLIBNET facility introduced in the library.
11. Facility of accessing e-books and e-journals introduced in the library.
12. Increase of number of volumes of books and journals in the library.

13. Installation of 20 broadband internet connections under NME-ICT Programme of Govt of India. Out of these, each department is provided dedicated broadband connections.
14. No of computers in the college increased to 30 out of which 10 are in the Computer Lab.
15. One Auditorium with a seating capacity of nearly 500 is constructed.
16. Eight new classrooms constructed on the 1st and 2nd floor of the Auditorium Building.
17. A smart classroom with ICT facility has been set up.
18. A Bio metric device has been installed to record attendance of the staff.
19. CCTV cameras in the campus including the library have been installed.
20. A Girls' Hostel with the capacity of 30 boarders is constructed with financial grants from UGC.
21. Boundary wall and Drainage system constructed.
22. Transformer for the college installed.
23. A 45 KVA Genset installed with financial grant from UGC.
24. The college has been included under 2f and 12B of UGC Act on 29/10/2005.
25. The college has received Rs.10 Lakhs from State Govt. which was spent for construction of boundary wall.
26. The college will be receiving Rs.1.0 Crore shortly from the State Govt. For installation of Digital Library and for infrastructural development.
27. The college has constituted many cells and committees such as Career Counselling and Guidance Cell, Extension Education Cell, Grievance Redressal Cell, Students' Welfare Cell, Health Care Cell, Women Cell, Research Committee etc. to carry out its diversified activities.
28. Office automation has been completed.

29. Teaching and non-teaching staffs are given training on use of computer, internet and in accessing e-content in the library.
30. Alumni Association has been vibrant and is contributing for college development.
31. A study centre of Krishna Kanta Handique State Open University (recognised under DEC and UGC) is opened in the college to offer courses in the distance mode.
32. Feedback from the students are collected in each session by the IQAC and analysed.
33. Two Welfare Schemes are successfully operating for teachers and employees.
34. 10 Nos of PhD completed after 2005.

XXXXXXXXXXXXXXXXXXXX

Declaration by the Head of the Institution

I certify that the data included in this Self-study Report (SSR) are true to the best of my knowledge.

This SSR is prepared by the institution after internal discussions, and no part thereof has been outsourced.

I am aware that the Peer team will validate the information provided in this SSR during the peer team visit.

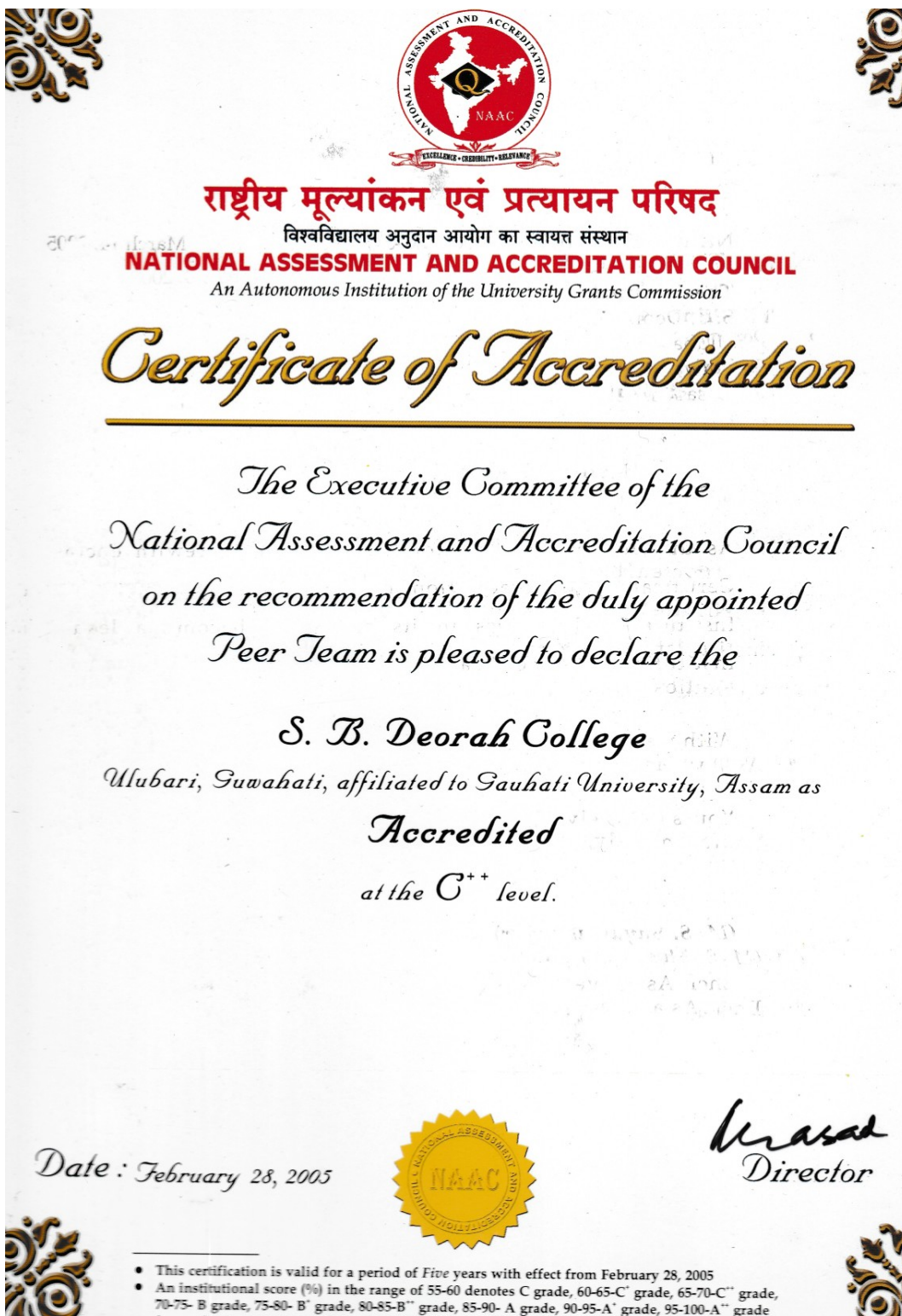


(Dr. Dharmendra Nath)
Principal,
S.B.Deorah College
Ulubari, Guwahati - 7

Place: Guwahati

Date: December 4, 2014

ANNEXURE - I NAAC Accreditation Certificate



Annexure - II NAAC Pear Team Report

DRAFT REPORT ON INSTITUTIONAL ACCREDITATION OF S.B. DEORAH COLLEGE, GUWAHATI, ASSAM

SECTION - I: INTRODUCTION

The S. B. Deorah College was established in the year 1984 by the efforts of local education-loving people and businessmen. Initially, it was a night college catering to the educational needs of those employed. The initial fund for infrastructure was collected through donations and from sale proceeds of drama tickets. The college is located in an area of one acre along National Highway in the heart of the town. It is a single faculty college with provisions for teaching in Arts both at the Graduate and Higher Secondary levels. The college also offers certificate courses in Computer Applications. The college has come under deficit grants-in-aid system in the year 1996 and has applied to the UGC for recognition. The college has seven departments, namely Assamese, Economics, Education, English, History, Political Science and Philosophy.

The stated objectives of the college include making provisions for Higher Education, developing the spirit of enterprise and self employment, and providing leadership training to the students. The college has 21 permanent faculty members of whom four hold Ph.D. Degree. There are also three temporary teachers who have not come under deficit grants-in-aid system, and four Part Time teachers.

The college has a three-storied RCC building housing administrative offices, departments, central library and class rooms. Another Assam Type block houses Honours class-rooms, Boys' common room and canteen.

The college after submitting its letter of intent to be evaluated and assessed by NAAC, submitted its self study report to the latter in December 2003. NAAC, in response, constituted a peer-team of three members, with Prof. A. K. Roy, Former Vice-Chancellor, Kalyani University as the Chairman, Prof. S. P. Pani, Director, Distance and Continuing

A. K. Roy

Criterion-II : Teaching Learning and Evaluation

The Guwahati University conducts annual examinations in the three year degree course. In addition, the college conducts at least two unit tests in each academic year. For admission into major courses, tests are conducted. Tutorial classes are held for all the students. Departments draw their teaching schedules and lesson plans and these are reviewed by Heads of the Departments, Vice Principal and Principal. Class-room Lecturer method is the prime tool for teaching in the college. Departmental Seminars and Quiz Competitions are held occasionally. The college has nearly 175 teaching days out of 237 working days. The college has a high rate of drop out, which is a major cause of concern. The college publishes its Annual Calendar wherein the system and schedule of examinations is well spelt out. The teachers are recruited through open advertisements by the selection committees constituted under the Rules of the state Government. The college has freedom of appointing part-time teachers as per its requirement. Most of the teachers have attended the required number of refresher courses. The college has established linkage with Indian Institute of Entrepreneurship.

The college should plan for remedial teachings, bridge courses and other provisions for advanced learners and the disadvantaged. The college has a transparent admission process. The lecture method of teaching should be supplemented with the use of modern teaching aids and projects.

Criterion III : Research, Consultancy and Extension

Research is not a very significant activity of the college. As the college is yet to be recognized by the UGC, assistance for research activities is not available. However, five teachers are actively engaged in research at the doctoral level at their personal initiatives with little institutional support. The college is not in a position to provide seed

Q. R. B. S.

money to the teachers for research. The college has little scope for providing consultancy services.

The college is actively engaged in extension activities. It is associated with both Government and Non Government organizations. The NSS Unit of the college is vibrant with one hundred volunteers. The NSS unit has adopted a village, conducted a special camp, and planted trees in the college campus area. Two NSS volunteers have attended National Integration Camp. The college has conducted Blood Donation Camp, Aids Awareness Camp, and Environmental Awareness Camp. The English Department of the College has been conducting English classes in a Vedic School and in a Secondary School in the nearby locality. Recently, the College has set-up a Folk Culture Museum with community support.

Criterion - IV : Infrastructure and Learning Resources

The college campus is spread over in one acre land. The college has one three-storeyed RCC building and one Assam Type building. It has a spacious library. Each department has been provided with a cubical. There are separate laboratories for Education department and Computer Application. There are separate common rooms for teachers, boys and girls. The college has a modest two-wheeler parking-shed. The buildings of the college are properly maintained. The college allows outside agencies to use its infra-structure.

The college maintains its infrastructure out of development fund collected from students. The Central library has 4,191 number of books belonging to 2,118 titles. It subscribes to 8 News Papers, 17 journals and 6 magazines. It has recently started a Book Bank facility with 129 books. Author, title and subject cataloguing has been nearly completed. The library process has been fairly automated. Procurement, accession and classification have been computerized with the use of SOUL software as developed INFLIBNET with assistance from UGC. Issue and return of books is yet to be computerized. There is a reading room with sitting arrangements for 15 teachers and 25

(Signature)

college has made over the years. The college has excellent students-teachers interaction and relationship. The college organizes essay and debate competitions and cultural and literary programmes.

Criterion - VI : Organization and Management

The college is managed as per the standards, norms and procedures laid by the State Government and Gauhati University for deficit college of the state. The college has a Governing Body headed by a Lawyer. The Governing Body meets regularly and takes interest in the academic and administrative affairs of the college. The teachers and the Principal have been selected by open interview under State Government norms. The college has constituted several committees for smooth management of administrative and academic matters. There is a sense of participation among the teachers. The teachers' council meet regularly.

The prescribed fees are very low. During last year the total expenditure of the college was nearly 75 lakhs out of which 41 lakhs was spent on salary head. The balance amount was spent on development and other routine heads.

The college has a Grievance Redressal Cell for students. The college funds are audited internally. Maintenance of accounts need to be further strengthened. Group insurance and CPF facilities are available to the teaching and non-teaching staff of the college.

Criterion - VII : Healthy Practices

The following are the healthy practices observed in the college :

- The college has established excellent linkages with Vivekananda Kendra, Prajapita Brahma Kumari Iswariya Viswavidyalaya for value based education.
- The college has taken up various community oriented activities.

Handwritten signature

- The college has fairly computerized its library activities.
- The college has a vibrant NSS unit.
- The college has established a Folk Museum.
- The college has an active academic and personal counseling cell.
- The college maintains excellent students-teachers relationship.

SECTION - III : OVERALL ANALYSIS

The college is imparting Higher Education with the basic objective of enabling students to Graduate. Though located in Guwahati, the state capital of Assam, the college caters to the needs of academically disadvantaged. The teachers, non teaching staff, students and management collectively participate for the all-round development of the college. In the last twenty years the college has come a long way and has succeeded in providing access to higher education to a large number of students. The peer team appreciates the initiatives taken by the college for the integral development of the institution.

Recommendations

The peer team intends to record the following recommendations :

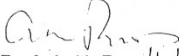
- 1) The College should expedite the process of its inclusion in the 2f and 12 B list of UGC.
- 2) The college needs to generate adequate resources to provide basic infrastructure and learning resources for meeting the minimum requirements of the teachers and students. The local MLA, MP, Business Community, the State Government and Alumni may be involved for resource generation.
- 3) The college needs to take initiative for offering concurrent vocational courses. The commerce faculty at the Higher Secondary level may be started to begin with. The college should also explore possibilities for offering B. Com. / BBA courses. Self-financing and vocational course may be introduced as per need and potentialities.
- 4) The Library needs to be strengthened in terms of larger number of

Peer Team

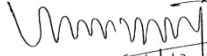
books, reprographic facility and book bank.

- 5) A Computer Lab needs to be strengthened and students, teachers and employees should be given basic training in computer application.
- 6) Remedial courses particularly in spoken and written English needs to be started.
- 7) College may open a Distance Education study center of Guwahati University and IGNOU.
- 8) The teachers needs to be encouraged to be research oriented.
- 9) Feed back from the students should be collected.
- 10) Attempts should be made to increase number of teaching days in consultation with State Government and the University.
- 11) The college management may also look into welfare schemes of teachers and other employees.
- 12) The Quality Assurance Cell needs to be active.

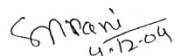
The peer team thanks the Principal, the coordinator, and members of the Governing body for the pains they have taken for making the visit a success. It also thanks the teachers, students, non-teaching staff, parents and Alumni for interacting with them. The team wishes the very best for S. B. Deorah College, Guwahati in terms of quality higher education.


Prof. A. K. Roy 4.12.04

Chairman

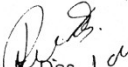

Prof. R. P. Tiwari 12/04

Member


Prof. S. P. Pani 4.12.04

Co-ordinator

The Peer Team of NAAC visited S.B. Deorah College, Guwahati, Assam on December 3-4, 2004 and submitted the above assessment report. I have carefully gone through this report containing facts and figures, over-all analysis and recommendation and I agree.


Dr. R. K. Das
Principal 4/12/04

PRINCIPAL
S.B. DEORAH COLLEGE
ULUBARI, GUWAHATI-7

8



Annexure - III **Certificate of Permanent Affiliation**



GAUHATI UNIVERSITY

Tele : 0361 - 2570 415 (Office)
Fax : 91-0361-2700 311
Gopinath Bardoloi Nagar
GUWAHATI - 781 014
Assam : India


No. GU/AFF/14/ 2158
From : **Dr. S.K. Nath**, M.A., Ph.D., B.Ed,
Registrar,
Gauhati University

Date : 11.06.14

TO WHOM IT MAY CONCERN

This is to certify that S.B. Deorah College, Ulubari, Guwahati-781 014, Assam is affiliated to the **Gauhati University** since 1991-92 and recognized by the **University Grants Commission** and the following Courses are taught in the said College as per approval.

Sl. No.	Name of the Course(s) and Duration	Affiliation		Period of Validity for the year(s)
		Permanent	Temporary	
1.	Three years B.A. General Course in English, MIL- Assamese, Elective Assamese, Economics, Political Science, Education, History, Alt. English	Permanent		
2.	Three years B.A. Major Course in Assamese, Economics, Political Science, Education	Temporary		
3.	Three years B.A. General Course in Philosophy	Permitted		
4.	Three years B.Com. General Course	Permitted		
5.	Three years B.Com. Major Course in Accountancy, Management	Permitted		


Registrar,
Gauhati University
10.6.14

Annexure - IV Certificate of 2(f) and 12(B)

23236351, 23232701, 23237721, 23234116
23235733, 23232317, 23236735, 23239437

www.ugc.ac.in

F. 8-189/2005 (CPP-1)



विश्वविद्यालय अनुदान आयोग
बहादुरशाह जफर मार्ग
नई दिल्ली 110 002
UNIVERSITY GRANTS COMMISSION
BAHADURSHAH ZAFAR MARG
NEW DELHI-110 002

October, 2005

The Registrar,
Gauhati University,
Guwahati-781 014 (Assam).

29 OCT 2005

Sub:- List of Colleges prepared under Section 2 (f) & 12 (B) of the UGC Act, 1956-Inclusion of New Colleges.

I am directed to refer to the letter No. SBDC/69/UGC/2005/1755 dated 15.09.2005 received from the College on the subject cited above and to say that the name of the following College has been included in the list of Colleges prepared under Section 2 (f) of the UGC Act, 1956 under the head Non-Government Colleges teaching upto Bachelor's Degree:-

<u>Name of the College</u>	<u>Year of Establishment</u>	<u>Remarks</u>
S.B. Deorah College, Ulubari, <u>Guwahati-781 007 (Assam).</u>	1987	The College is eligible to receive Central assistance in terms of the Rules framed under Section 12 (B) of the UGC Act, 1956.

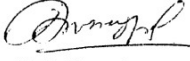
The documents submitted by the College have been accepted by the Commission.

Yours faithfully,

(Mrs. Urmil Gulati)
Under Secretary

Copy to:

1. The Principal, S.B. Deorah College, Ulubari, Guwahati-781 007 (Assam).
2. The Secretary, Government of India, Ministry of Human Resource Development, Department of Secondary & Higher Education, Shastri Bhawan, New Delhi-110 001.
3. The Secretary to the Government of Assam, Higher Education Department, Gauhati (Assam).
4. The Deputy Secretary, UGC, North-Eastern Regional Office, 3rd Floor, House FED, Rental Block-5, Beltola- Basistha Road, Dispur, Guwahati-781 006 (Assam).
5. Publication Officer, UGC-Website, New Delhi.
6. Section Officer, FD-III Section, UGC, New Delhi.
7. All Sections, UGC, New Delhi.
8. Guard file.

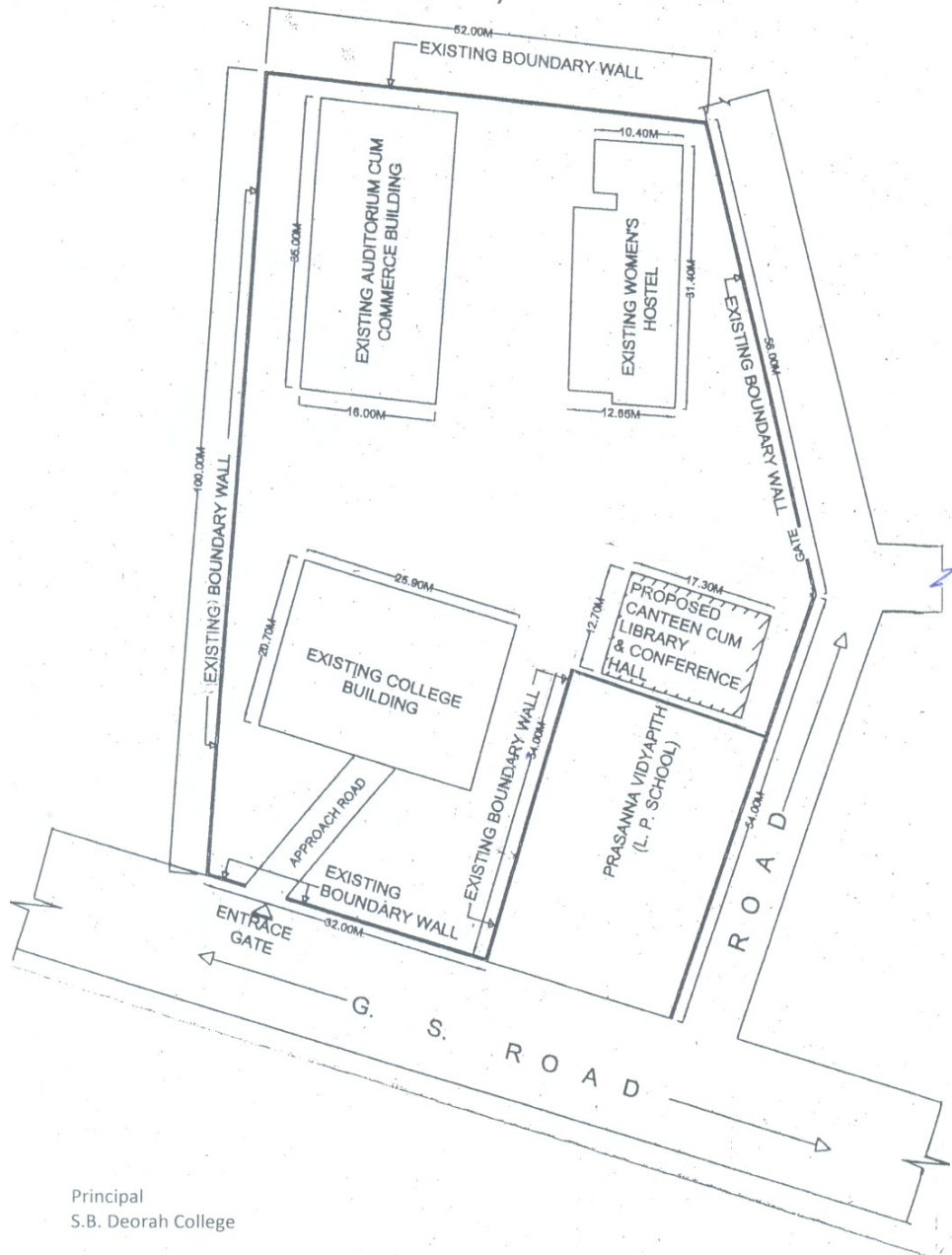

(B.R. Nagpal)
Section Officer

ANNEXURE - V

Lay Out of S.B.Deorah College

LAY OUT OF S.B. DEORAH COLLEGE

Ulubari: Guwahati-781007



Principal
S.B. Deorah College