

AQAR REPORT- 2014-15

NAAC, BANGALORE

The Annual Quality Assurance Report (AQAR) of the IQAC

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

Part – A

1. Details of the Institution

1.1 Name of the Institution	Gargaon College
1.2 Address Line 1	Simaluguri
Address Line 2	
City/Town	Sivasagar
State	Assam
Pin Code	785686
Institution e-mail address	gargaoncollege@rediffmail.com
Contact Nos.	03772-252251
Name of the Head of the Institution:	Dr. Punyadhar Gogoi
Tel. No. with STD Code:	03772-252251
Mobile:	+919435727738

Name of the IQAC Co-ordinator:

Dr. Pobon Kr. Gogoi

Mobile:

+919435058164

IQAC e-mail address:

iqacgc@rediffmail.com

1.3 NAAC Track ID (For ex. MHCOGN 18879) **EC/54/RAR/105 Dated 8/1/2011**

1.4 Website address:

www.gargaoncollege.org

Web-link of the AQAR:

www.gargaoncollege.org/AQAR2014-15

For ex. <http://www.ladykeanecollege.edu.in/AQAR201213.doc>

1.5 Accreditation Details

Sl. No.	Cycle	Grade	CGPA	Year of Accreditation	Validity Period
1	1 st Cycle	B		2004	5
2	2 nd Cycle	B	2.36	2010	5
3	3 rd Cycle				
4	4 th Cycle				

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

5/12/2004

1.7 AQAR for the year (for example 2010-11)

2014-15

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

- i. AQAR 2011-12 submitted to NAAC on 14/03/2012
- ii. AQAR 2012-13 submitted to NAAC on 21/12/2013
- iii. AQAR 2013-14 submitted to NAAC on 23/05/2014
- iv. AQAR 2014-15 submitted to NAAC on 30/04/2015
- v.

1.9 Institutional Status

University State Central Deemed Private

Affiliated College Yes No

Constituent College Yes No

Autonomous college of UGC Yes No

Regulatory Agency approved Institution Yes No

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

Type of Institution Co-education Men Women

Urban Rural Tribal

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

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

1.10 Type of Faculty/Programme

Arts Science Commerce Law PEI (Phys Edu)

TEI (Edu) Engineering Health Science Management

Others (Specify)

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

Dibrugarh University

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

Autonomy by State/Central Govt. / University

University with Potential for Excellence

UGC-CPE

DST Star Scheme

UGC-CE

UGC-Special Assistance Programme

DST-FIST

UGC-Innovative PG programmes

Any other (*Specify*)

UGC-COP Programmes

2. IQAC Composition and Activities

2.1 No. of Teachers

7

2.2 No. of Administrative/Technical staff

1

2.3 No. of students

1

2.4 No. of Management representatives

1

2.5 No. of Alumni

1

2.6 No. of any other stakeholder and
community representatives

2

2.7 No. of Employers/ Industrialists

--

2.8 No. of other External Experts

--

2.9 Total No. of members

13

2.10 No. of IQAC meetings held

4

2.11 No. of meetings with various stakeholders: No. Faculty
 Non-Teaching Staff Students Alumni Others

2.12 Has IQAC received any funding from UGC during the year? Yes No
 If yes, mention the amount

2.13 Seminars and Conferences (only quality related)

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

Total Nos. International National State Institution Level

(ii) Themes

2.14 Significant Activities and contributions made by IQAC

2.15 Plan of Action by IQAC/Outcome

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

Plan of Action	Achievements
Attached as Annexure-I	Attached as Annexure -II

* Attach the Academic Calendar of the year as Annexure. (Attached in Annexure—I)

2.15 Whether the AQAR was placed in statutory body Yes No

Management Syndicate Any other body

Provide the details of the action taken

Before submitting to the NAAC Bangalore, the AQAR prepared by IQAC is placed before the management. The management discusses the report in details and recommend suggestions which are later considered in the IQAC meetings and finally prepare the report to submit the same.

Part – B

Criterion – I

1. Curricular Aspects

1.1 Details about Academic Programmes

Level of the Programme	Number of existing Programmes	Number of programmes added during the year	Number of self-financing programmes	Number of value added / Career Oriented programmes
PhD				
PG				
UG	3		1	
PG Diploma	1			
Advanced Diploma				
Diploma				
Certificate				
Others				
Total	4		1	
Interdisciplinary				
Innovative				

1.2 (i) Flexibility of the Curriculum: CBCS/Core/Elective option / Open options = Open Options

(ii) Pattern of programmes:

Pattern	Number of programmes
Semester	3
Trimester	
Annual	

1.3 Feedback from stakeholders* Alumni Parents Employers Students

(On all aspects)

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

*Please provide an analysis of the feedback in the Annexure (Attached in Annexure—III)

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

No

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

No

Criterion – II

2. Teaching, Learning and Evaluation

2.1 Total No. of permanent faculty

Total	Asst. Professors	Associate Professors	Professors	Others
66	33	33		

2.2 No. of permanent faculty with Ph.D.

20

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

Asst. Professors		Associate Professors		Professors		Others		Total	
R	V	R	V	R	V	R	V	R	V
1	5							1	5

2.4 No. of Guest and Visiting faculty and Temporary faculty

9

2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended	3	7	6
Presented papers		5	6
Resource Persons		2	3

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

Teachers are requested to apply the teaching and course plan in every subject. The individual teachers as well as Heads are requested to organise departmental seminar and group discussion among the students.

- 2.7 Total No. of actual teaching days during this academic year 180 days
- 2.8 Examination/ Evaluation Reforms initiated by the Institution (for example: Open Book Examination, Bar Coding, Double Valuation, Photocopy, Online Multiple Choice Questions) Nil
- 2.9 No. of faculty members involved in curriculum restructuring/revision/syllabus development as member of Board of Study/Faculty/Curriculum Development workshop 3
- 2.10 Average percentage of attendance of students 75%
- 2.11 Course/Programme wise distribution of pass percentage :

Title of the Programme	Total no. of students appeared	Division				
		Distinction %	I %	II %	III %	Pass %
B.A	170	Nil	57	15	51	72
B. Sc	81	Nil	36	30	Nil	36
B. Com	18	Nil	Nil	2	Nil	2

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

1. Contribution: IQAC organises seminar and lecture programme to improve the teaching & learning process.
2. Monitor: There is an Internal Semester Monitoring Committee under the guidance of IQAC, which has monitored the progress of the teaching and learning.
3. Evaluation: IQAC evaluate the teaching and learning through feedback process.

2.13 Initiatives undertaken towards faculty development

<i>Faculty / Staff Development Programmes</i>	<i>Number of faculty benefitted</i>
Refresher courses	7
UGC – Faculty Improvement Programme	3
HRD programmes	1
Orientation programmes	
Faculty exchange programme	
Staff training conducted by the university	
Staff training conducted by other institutions	3

Summer / Winter schools, Workshops, etc.	1
Others (Short term course)	5

2.14 Details of Administrative and Technical staff

Category	Number of Permanent Employees	Number of Vacant Positions	Number of permanent positions filled during the Year	Number of positions filled temporarily
Administrative Staff	24	3		6
Technical Staff				

Criterion – III

3. Research, Consultancy and Extension

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

Under the guidance of IQAC, a Research Forum has been constituted which has encouraged the teachers as well as students to involve in research activities. IQAC also distribute the guidelines of Research Funding institutes like UGC & ICSSR among the teachers to carry out the minor and major research projects.

3.2 Details regarding major projects

	Completed	Ongoing	Sanctioned	Submitted
Number	1			1
Outlay in Rs. Lakhs				

3.3 Details regarding minor projects

	Completed	Ongoing	Sanctioned	Submitted
Number	1	2		
Outlay in Rs. Lakhs	1,10,000.00	2,05,000.00		

3.4 Details on research publications

	International	National	Others
Peer Review Journals		1	
Non-Peer Review Journals		1	
e-Journals			
Conference proceedings			

3.5 Details on Impact factor of publications:

Range Average h-index Nos. in SCOPUS

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

Nature of the Project	Duration Year	Name of the funding Agency	Total grant sanctioned	Received
Major projects				
Minor Projects	2	UGC	2,05,000.00	2,05,000.00
Interdisciplinary Projects				
Industry sponsored				
Projects sponsored by the University/ College				
Students research projects <i>(other than compulsory by the University)</i>				
Any other(Specify)				
Total				

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

ii) Without ISBN No.

3.8 No. of University Departments receiving funds from

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

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

3.10 Revenue generated through consultancy

3.11 No. of conferences

organized by the Institution

Level	International	National	State	University	College
Number		1			
Sponsoring agencies		Gargaon College			

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

3.13 No. of collaborations International National Any other

3.14 No. of linkages created during this year

3.15 Total budget for research for current year in lakhs : Nil

From Funding agency From Management of University/College

Total

3.16 No. of patents received this year: Nil

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

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

Total	International	National	State	University	Dist	College

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

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

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

JRF SRF Project Fellows Any other

3.21 No. of students Participated in NSS events:

University level State level
 National level International level

3.22 No. of students participated in NCC events:

University level State level
 National level International level

3.23 No. of Awards won in NSS:

University level State level
 National level International level

3.24 No. of Awards won in NCC:

University level State level

National level International level

3.25 No. of Extension activities organized

University forum College forum

NCC NSS Any other

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

-
-

Criterion – IV

4. Infrastructure and Learning Resources

4.1 Details of increase in infrastructure facilities:

Facilities	Existing	Newly created	Source of Fund	Total
Campus area	25 acre	12 acre		
Class rooms	57	12	UGC	69
Laboratories	4	4	UGC	8
Seminar Halls	3		UGC	3
No. of important equipments purchased (≥ 1 -0 lakh) during the current year.				10
Value of the equipment purchased during the year (Rs. in Lakhs)				2,31,891.00
Others				

4.2 Computerization of administration and library

Yes, the entire administration and library is computerised.

4.3 Library services:

	Existing		Newly added		Total	
	No.	Value	No.	Value	No.	Value
Text Books	19566	585000.00	1001	3,35,261.00	20567	9,20,261.00
Reference Books	5653	149250.00	80	49,423.00	5733	1,98,673.00
e-Books	e-book of N-list/Open source link available for free book at library website: gcclibrary.weebly.com					
Journals	1289	60780.00	383	19,830.00	1672	80,610.00
e-Journals	All the e-journals available in N-list and other open source journals links given in the library website: gcclibrary.weebly.com					
Digital Database	No	No	No	No	No	No
CD & Video	80	4300.00			80	4300.00
Others (specify)						

4.4 Technology up gradation (overall)

	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Departments	Others
Existing	69	1	20	1	1	7	16	--
Added	1	--	5	--	--	1	--	--
Total	70	1	25	1	1	8	16	--

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

No

4.6 Amount spent on maintenance in lakhs :

i) ICT	2,27,610.00
ii) Campus Infrastructure and facilities	30,85,407.00
iii) Equipments	2,31,891.00
iv) Others	7,80,125.00
Total :	43,25,033.00

Criterion – V

5. Student Support and Progression

5.1 Contribution of IQAC in enhancing awareness about Student Support Services

1. For easy access to the relevant information regarding academic and research, display board is placed.
2. Regular update in College web-site for circulating necessary information.
3. The library informs the students' about the new inclusion of new addition of books, journals and periodicals in the library immediately.
4. The Career Counselling and Guidance Cell provide every information regarding admission, job and competitive examinations to the students.

5.2 Efforts made by the institution for tracking the progression

The institution makes all possible efforts for tracking the progression. Such as –

1. Delimit the attendance of the students so that they may become alert.
2. Information relating to their class test, Sessional examination, group discussion, semester examination results etc.
3. The institution asked report from the departments about the progression of classes in monthly basis.
4. Counselling classes of students have been held regularly to understand their progress.
5. Any mid-term change of academic and other related matters have been immediately informed to the students.

UG	PG	Ph. D.	Others
1412			

5.3 (a) Total Number of students

1673

(b) No. of students outside the state

3

(c) No. of international students

No

Men	N	%	Women	N	%
	82	40		87	50

Last Year						This Year					
General	SC	ST	OBC	Physically Challenged	Total	General	SC	ST	OBC	Physically Challenged	Total
187	25	58	1142		1412	264	41	65	1302	1	1673

Demand ratio 3:4 Dropout = 3%

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

The Gargaon College has running a UGC sponsored scheme namely "Entry into Service" through which courses have been provided to the students for appearing various competitive examinations of the state and national level.

No. of students beneficiaries

300

5.5 No. of students qualified in these examinations

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

5.6 Details of student counselling and career guidance

Career counselling-guidance cell of the College under the supervision of IQAC gives necessary counselling on the following -

1. Food possessing
2. Soft toys making
3. Vermi compost plantation
4. Floriculture

No. of students benefitted

250

5.7 Details of campus placement

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

5.8 Details of gender sensitization programmes

The Women Cell of the College organised a health check up camp in nearby village. The doctors of Nazira Civil Hospital had checked up more than 130 women on women related diseases. Further, the same team had brought Aqua check glucometer for diabetes detection and found that more than 30 women are suffering from diabetes.

5.9 Students Activities

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

State/ University level National level International level

No. of students participated in cultural events

State/ University level National level International level

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

Sports : State/ University level National level International level

Cultural: State/ University level National level International level

5.10 Scholarships and Financial Support

	Number of students	Amount
Financial support from institution	81	2,05,100.00
Financial support from government	84	2,62,840.00
Financial support from other sources		
Number of students who received International/ National recognitions		

5.11 Student organised / initiatives

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

5.12 No. of social initiatives undertaken by the students

5.13 Major grievances of students (if any) redressed: Toilet of Girls and Boys improved and drinking water supply facility has been provided to the students.

Criterion – VI

6. Governance, Leadership and Management

6.1 State the Vision and Mission of the institution

Vision of the College:

- 1) Impart quality education.
- 2) It is committed to deliver quality teaching and guidance to the students to realize and utilize their potential and creativity.
- 3) To maintain a broad relationship with the outgoing students by providing the necessary support in terms of employment opportunities.
- 4) The college strives for continuous educational innovation, creative expression and artistic production.
- 5) The college remains committed to take care with the best possible approach of the classroom, student- teacher relationship, all the support system of the college, mutual support and team work amongst the students, participatory roles to enhance quality of campus life, research activities and above all to embark upon successful careers.
- 6) Every guardian assesses their own children and maintains a record in career advancement.
- 7) Teacher's improvement through self assessment and professional development.

Mission of the College:

- 1) To expand the minds of the students by emphasizing upon traditional as well as recent values of life through education.
- 2) Positive thinking and develop a sense of moral, social and aesthetic values among students.
- 3) Aim to inculcate honesty, integrity & civilized behaviour among students so that they can step into society as shining examples.
- 4) It will try to shape individuals for all round development in the progress of the nation.

6.2 Does the Institution has a management Information System

Yes

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

6.3.1 Curriculum Development

As it is an affiliating College, so very little scope is left for curriculum development

6.3.2 Teaching and Learning

Notices have been issued regularly to the teachers, students and office staffs for providing teaching plan, class schedule, seminar to access the IT and regularity in attendance etc.

6.3.3 Examination and Evaluation

Sessional examinations, group discussion, university examinations and evaluation zone have been conducted regularly.

6.3.4 Research and Development

Notifications have been issued to the teachers and students about the research funding of various funding agencies.

6.3.5 Library, ICT and physical infrastructure / instrumentation

Soul system, LAN, Broad Band and Computer Lab have been installed. Open access system in Library and book bank facility.

6.3.6 Human Resource Management

Time to time notifications has been issued to the teachers, office employees and students reminding their duties and responsibilities to the institution.

6.3.7 Faculty and Staff recruitment

Regular and sanctioned post appointment is done as per Government and UGC regulation and adhoc and temporary engagement is done to run the institution smoothly.

6.3.8 Industry Interaction / Collaboration

No.

6.3.9 Admission of Students

Notification has been issued for admission of students through supplying prospectus and uploading in website. The selection is made on merit basis.

6.4 Welfare schemes for

Teaching	SARSS
Non teaching	SARSS
Students	Aid fund

6.5 Total corpus fund generated

1,00,000.00

6.6 Whether annual financial audit has been done

Yes

No

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

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

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

For UG Programmes Yes No

For PG Programmes Yes No

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

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

University serves notices in time to time regarding this as per UGC schemes.

6.11 Activities and support from the Alumni Association

Alumni Association of the College gives moral support to the authority in running the college.

6.12 Activities and support from the Parent – Teacher Association

Moral support has been given by the Parent – Teacher Association

6.13 Development programmes for support staff

Organise the seminar for the support staff.

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

1. Plantation of various species i.e. medicinal plant, fruits plants and local flowers.
2. Use of plastic is minimised.

Criterion – VII

7. Innovations and Best Practices

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

1. Open library-study circle for the student's intellectual orientation.
2. Writers' Club (a platform for young writers)

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

Plan of action sorted out at the beginning of the year is handed over to the respective organising committees constituted for that specific purpose and after the completion of that activities, the report of completion have to be submitted to the IQAC for documentation and necessary action.

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

Attached in **Annexure -- IV**

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

7.4 Contribution to environmental awareness / protection

For awareness of the environment, the College organises world environment day every year amongst teachers, students and office staff.

7.5 Whether environmental audit was conducted? Yes No

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

Attached in **Annexure -- V**

8. **Plans of institution for next year**

1. Introduce new self finance skill base courses.
2. Organise seminar and conferences of Teachers and Students.
3. Involve in research (Teachers and Students.)
4. Conduct Academic Audit by external agencies



Name :Dr. Pobon Kr. Gogoi

Signature of the Coordinator, IQAC



Name: Dr. Punyadhar Gogoi

Principal & Secretary
Signature of the Chairperson, IQAC

ACADEMIC CALENDAR OF THE IQAC, GARGAON COLLEGE
(For the period of January, 2014 to Dec, 2014)

DATE(S)	EVENT(S)
1 st January, 2014	Programme for welcoming New Year in the College
10 th January, 2014	Last date for submission of the Evaluated Answer-scripts of the End Semester (1 st & 3 rd Semesters) Examinations of the B.A/B.Sc/B.Com Programmes with the relevant document by the Zonal Officer to the University
16 th /17 th January, 2014	<ol style="list-style-type: none"> 1. Commencement of the Even Semester Classes of the B.A/B.Sc/B.Com Programmes 2. Notification of the class routine of the College 3. Notification of Course Plan/Departmental Class Routine in the Dept. Notice Boards of the College of the Even Semester Classes of the B.A/B.Sc/B.Com Programmes
14 th February, 2014	Declaration of the odd Semester Examination results of the B.A/B.Sc/B.Com Programmes
20 th Feb – 5 th March, 2014	1 st Sessional Examination of the 2 nd , 4 th and 6 th Semester of the B.A/B.Sc/B.Com Programmes
4 th March, 2014	Science Day celebration
1 st to 6 th March, 2014	Counseling for the B.A/B.Sc/B.Com 2 nd , 4 th and 6 th Semester Students and Mid Semester Feedback Assessment (any one day)
8 th March, 2014	International Women Day celebration
15 th March, 2014	Consumer's Rights Day and Disabled Day celebration
21 st March, 2014	Forestry Day celebration
20 th to 26 th March, 2014	<ol style="list-style-type: none"> 1. Notification of the result of the 1st Sessional Examinations conducted by the teaching departments of the College 2. Internal Assessment through Seminar/ Group discussion of 2nd, 4th & 6th Semester students of BA/BSc/BCom.
7 th April, 2014	World Health Day celebration
18 th to 30 th April, 2014	2 nd Sessional Examination of the 2 nd , 4 th & 6 th Semesters of the B.A/B.Sc/B.Com Programmes
23 rd April, 2014	World Book Day Celebration
26 th April, 2014	<ol style="list-style-type: none"> 1. Last date for submission of Assignment by the students of the B.A/B.Sc/B.Com Programmes 2. Last date for Form fill up of the the B.A/B.Sc/B.Com End Semester Examination (2nd, 4th & 6th Semeter)
8 th May, 2014	Red Cross Day
7 th May, 2014	<ol style="list-style-type: none"> 1. Last date for submission of the filled in Examination forms to the University (2nd, 4th & 6th Semester) 2. Last date for submission of Internal Assessment marks of the 2nd, 4th & 6th Semester students of the B.A/B.Sc/B.Com Programmes to the University.
10 th May, 2014	1. Last date for notification of 2 nd Sessional Examination

	Marks of 2 nd , 4 th & 6 th Semester students 2. Completion of even Semester Classes of the B.A/B.Sc/B.Com Programmes
19 th May to 14 th June, 2014	End Semester (2 nd , 4 th & 6 th Semester) Examinations of the B.A/B.Sc/B.Com Programmes
21 st May, 2014	Anti-terrorism Day celebration
22 nd May to 24 th June, 2014	Evaluation of Answer scripts of the B.A/B.Sc/B.Com even semester examinations at the zones
31 st May, 2014	No Tobacco Day celebration
1 st June to 20 th July, 2014	1. Admission notice and completion of the admission process in the the B.A/B.Sc/B.Com 1 st , 3 rd and 5 th Semester Classes
16 th June to 15 th July, 2014	Semester end vacation for the teaching staff
26 th June, 2014	International Drug Abuse Day celebration
28 th June, 2014	Poor Day celebration
11 th July, 2014	World Population Day celebration
16 th July, 2014	1. Commencement of the 1 st , 3 rd & 5 th Semester Classes of the B.A/B.Sc/B.Com Programmes 2. Notification Class Routine 3. Notification of Course Plan/ Departmental Class Routine in the Department Notice Board
17 th – 22 nd July, 2014	Interaction with the 1 st Semester students by the Principal and teachers of the College
20 th July, 2014	Freshers' Social
20 th August, 2014	Sadbhavana Divas celebration
28 th – 30 th August, 2014	Book fair
31 st August, 2014	Alumni Association Meeting
5 th September, 2014	Teachers Day celebration
6 th September, 2014	Student Union Election
8 th September, 2014	International Literacy Day celebration
14 th September, 2014	Tanu Konger Memorial Debating Competition
27 th September, 2014	World Tourism Day celebration
2 nd October, 2014	Gandhi Jayanti observation
6 th October, 2014	Road safety day celebration
12 th October, 2014	Workshop on Save Electricity
14 th October, 2014	World Student Day celebration
9 th Nov, to 14 th Nov, 2014	College Week
14 th November, 2014	World Diabetes Day celebration
16 th Dec, 2014—15 th January, 2015	Semester End Vacation for the Teaching Staff

N.B. : All the programmes included in the list is not been organised due to lack of time.

IQAC'S ACTIVITIES OF THE YEAR 2014

1) 24th January, 2014: National Day for Girls Child:

The Gargaon College Celebrated the National day for Girl Child on 24/01/2014. To mark the occasion a popular talk on the importance of Girl child was organized. Dr. Punyadhar Gogoi, Principal of Gargaon College inaugurated the programme where Mr. Jogesh Borah, Associate Professor, Department of Economics, Gargaon College was the resource persons of the programme. Under the leadership of Mrs. Rashmi Rekha Saikia, Secretary of Women Cell, Gargaon College more than 300 students were attended in the programme.

2) 8th March, 2014: International Women's Day

In the occasion of International Women's Day, the Gargaon College Women Cell, had organised a health awareness camp in Luthuri Gaon nearby the College with a team of Doctors of Sivasagar. A health check up camp of women's related diseases was held and more than 300 women were benefitted.

3) 10th March, 2014: Awareness programme on HIV/AIDS

Awareness programme on HIV/AIDS on 10/03/2014 under the banner of Red Ribbon Club, Gargaon College, Dr. Sanjib Kr. Mahanta , Senior Gynecologist of Sivasagar Civil Hospital delivered lecture on the subject . Principal inaugurated the programme and Mr. Raktim Pator , Secretary R. R. Club , anchored the programme . Where Mr. Bitupal Borgohain felicitated with a Gamucha to Dr. S. K. Mahanta . More then 300 students have participated in the programme and get benefitted.

4. 26th April, 2014: Inter College Students' Seminar:

An inter college students' seminar on "Relevance of History and Geography in Academic Curriculum" was held on 26th April, 2014 in the college organised by IQAC and Gargaon College Student Union. The resource persons were Prof. Aboni Kr. Bhagaboti, Professor, Department of Geography, Gauhati University and Dr. Dibya

Rajkhowa, Associate Professor, Department of History, SMD College, Sivasagar. Altogether ten papers were presented by the student of Sivasagar district and a thorough academic discussion on the relevance of History and Geography from primary to higher level of education was held. In the beginning of the session, the key note speaker, Prof. Bhagaboti had elaborately discussed the importance of the subjects in the academic pursuit as well as in the society. At the end of the seminar all the paper presenters and the Resource Persons had unanimously taken the resolution that an appeal should be made to the concern Ministry of State and Central government for introducing the History and Geography subject in every level of education.



5. 25th July, 2014: Popular Talk on Sustainable Agricultural Development in Assam:

A popular talk has been organized by the Gargaon College Economic Association (GCEA), Department of Economics, Gargaon College on 25th July, 2014. Dr. Phuleswar Nath, Programme Co-ordinator of Krishi Vigyan Kendra, Rahdoipukhuri, Sivasagar, delivered a lecture on “Sustainable agricultural development in Assam”. Dr. P. D. Gogoi, Principal of the college and Mr. S. N. Dutta, V. P, have joined the meeting as guest and made the programmes successful. More than 200 students have attended the programme.

6. 26th July, 2014: Photo exhibition on Health:

A five days photo exhibition on the theme of Health was organised in the College with the collaboration of Directorate of Advertising and visual publicity, Ministry of information and Broadcasting, Government of India from 26-7-2014 to 30-7-2014.



7. 25th & 26th August, 2014: Gyanam Book Fair:

The Gargaon College Library in association with IQAC has organised a book fair for two days in the central auditorium. The Gyanam Book Depot and Satirtha group of publishers had participated in the book fair. The students and teachers of the college had attended the book fair and purchased their relevant books. As per their record, more than 2,00,000.00 rupees books had been sold.



8. 7th September, 2014: Foundation Day of the College:

In an auspicious occasion with highest gathering of students, teachers, retired teachers and local people, 56th foundation day of Gargaon College had been celebrated in the central auditorium on 7th September, 2014. The ceremony begun with lightening a ceremonial lamp followed by the college chorus sang by the teachers and students. Later an open meeting was held and the retired teachers of this college has shared their views on how this college was came into exit and remembered their valuable time spent in serving this college. Mr. Mayur Bora, a renowned social activist of Assam was invited to deliver lecture on student's motivation toward society. He outspokenly enlightened the various issues of students and their studies and makes an appeal to dedicate their spare time for the betterment of the society. Later he entertained questions of the students. A book published by Buddhist studies centre, Gargaon College has been

inaugurated by the distinguished guest in the occasion. In this occasion the meritorious students of the college who successfully completed the Bachelor degree is felicitated.



9. 12th September, 2014: Principals meet of Dibrugarh and Sivasagar districts:

A meeting of the Principals of Jorhat, Golaghat, Dibrugarh, Sivasagar and Tinsukia districts had been held in the college on 12th September, 2014 jointly organised by College Development Council, Dibrugarh University and IQAC, Gargaon College. The Vice Chancellor, Director of CDC and Deputy Controller of Examination, Dibrugarh University had participated as distinguished invitees. The main theme of the meeting was *Micro Management and Sustainable Quality Assurance in the Collegiate Education*. The V. C of Dibrugarh University had delivered lecture on the occasion and shared his views on the feasibility of micro management in collegiate education to ensure quality in the collegiate education. After the meeting an interactive session was held between faculties of the College and the Vice Chancellor, D. U.



10. 31st October, 2014: Rashtriya Ekta Divas and Rastriya Sankalpa Divas:

As per direction given by the UGC, Director of Higher Education and Director of College Development Council, Dibrugarh University, the Gargaon College family has celebrated the Rashtriya Ekta Divas on the Birth Anniversary of Sardar Vallabhbhai Patel and Rastriya Sankalpa Divas on Late Prime Minister Smti. Indira Gandhi's Death Anniversary. The programme was started at 9.00 A. M with the assembly of the Principal, Faculties, Officials and students in the college premise for giving floral tribute to Sardar Vallabhbhai Patel and Late Indira Gandhi. The programme followed by taking the pledge of both the dignitaries. Later a run for unity by the faculties and students were held which was started from the College gate to the Simaluguri. After coming back from the run a pictorial exhibition was held to show the contribution of Sardar Vallabhbhai Patel in India. In the same occasion contribution of late Indira Gandhi was also displayed to the students.



11. 10th – 12th November, 2014: 35th NEIHA Conference:

35th Conference of North-east India History Association (NEIHA) was held in the college. More than 500 members of NEIHA from North east and abroad had participated and quality academic and intellectual discussions were held in the conference meeting as well as in four parallel seminars.



ANNEXURE – III

Student's feedback analysis:

A feedback from the students is taken to understand the teaching quality of the teachers of the college. A questionnaire containing twenty questions of two hundred point scale is prepared and randomly distributed among the students. In response to the questions students are asked to quantify the individual teachers from 1 to 10 marks points. The sample is 452 students. During 2014-15, out of the total 72, 61 teachers of the college have been evaluated by the students and their analysis is figured out in the following table.

Table: 1: Point and ranking of teachers

Point (in percentage)	No. of Teachers	Ranking of Teachers (in per cent)
91- 100	11	18.03
81- 90	20	32.79
71- 80	13	21.31
61- 70	7	11.47

51- 60	5	8.20
41- 50	0	--
31-40	0	--
21-30	1	1.64
11-20	1	1.64

The table shows that more numbers of teachers (32.79%) is ranked in 81-90 percentage point whereas one teacher each ranking is 11-20 and 21-30 percentages scale. Second highest ranking is from 71-80 categories whereas 18.03 per cent has reached 91-100 point categories. Thus, it reveals that 7 teachers who ranked below 50 per cent need some orientation, refresher and motivational courses for their teaching, learning and research improvement.

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ANNEXURE-IV

BEST PRACTICES:

1. Open library for students:

Goals: The goals of this practice are:

1. Disseminating the knowledge on current affairs.
2. Utilization of leisure time properly by the students.
3. Creating motivation and inspirations among the students.
4. Crop up the study habit among the students.
5. The writing skill of the students.

The practice:

A library is set up in an open space of the college campus and that is why it is called open library for student. The college authority arranges sitting provision for students and students use their spare time between two classes. During this off time the students usually gossips themselves and spend their valuable time without any work. So, in order to make this time worthier, the IQAC has decided to set up an Open Library where only motivational and

inspirational books will be kept and a sticking green board will also be placed and requesting them to paste their creative writing. The books have been selected very carefully and only those books have been selected which are motivational and inspirational. The selected books have been kept for fifteen days and then new books are provided by replacing earlier. The student's attendance is recorded in a record book. The interested students come and read the books as per their own choice. The students also get open option to select the book read as such. Moreover, a pasting board has been placed along with books where students are asked to write poems, short story and academic related article.

Evidence of success:

Importance of this open library is not visibly seen but number of students who visited and read the books is remarkable. The students are enthusiastically waiting to see the new books in every fifteen days. A feedback has been taken from the students who regularly used this Library and come to know that they are benefited and get encouragement. Thus, it seems that students are attracted and encourage so much and this initiative of IQAC has been successful.

Problem encountered and resource required:

The primary problem encountered is that numbers of books which are purely motivational or inspirational are not available. Therefore, it is difficult to replace the book in every fifteen days. Further, most of books are written in English, hence, students from Assamese medium get trouble to catch the content of the book. Moreover, there is no extra employee to keep the system up-date. Therefore, it is difficult to continue the system in a fruitful manner.

So far as resources is concerned, there are very less resource is required to run this endeavour. But still, there are no separate funds to purchase books and other requirements.

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2. Opening a 'Writer's Club' (WC) among the student:

Goals: The goals of this practice are:

1. A platform is created for young and upcoming writers.
2. Create an environment of writing among the students.
3. Utilization of leisure time properly by the students.
4. Creating motivation and inspirations among the students.
5. Crop up the study habit among the students.
6. The writing skill of the students.

The practice:

A Writer's Club (WC) has been set up by the IQAC of Gargaon College among the students headed by two Co-ordinators who is normally from the senior teachers of the college. The chairman of this Writer's Club is the Principal who will preside over the meetings of the club. Membership is open for all the students who voluntarily come forward to join. This WC is constituted to search the talent of the students as well as creating a writing habit. In this Club the students are asked to write poems, short stories, novels, essays, articles, research papers etc. within a stipulated time and deposit the same to the co-ordinators for scrutiny. Out of the writings best three in each section is selected and preserved for publication in the forthcoming "GARGAYAN" which is an annual journal of the students of the college. Sometimes, an open session is held to narrate short stories or to recite poems among the students. Sometimes, learned person of repute is called to deliver lecture on how to write the creative literature on the specified field. Sometimes open session is held among the members and students to understand the difficulties faced by the students while writing. Sometimes, heart-to-heart talk with eminent writers has been organized to encourage the students. All these enlightening programmes have been organized to boost all round qualities of the students of the college.

Evidence of success:

Last year an open literary competition was organized by the Writers Club where at least fifteen to twenty students in each category had participated and best three writings are rewarded accordingly. This initiative has encouraged the students and therefore, the number of students who seek to become membership in WC is increased and this obviously reflects the success of WC as a whole. The number of student's participation is also tremendously increased so far. Thus, it seems that students are attracted and encourage so much and this initiative of IQAC has been successful.

Problem encountered and resource required:

The primary problem encountered is that there is no separate fund or sponsoring agency to sponsor the programmes regularly. The students are enthusiastic but the teachers who have engaged are overloaded due to their regular classes, examination works, seminars and home assignments etc. If there is a regular for this extracurricular works than it would be more convenient to run the programmes without any interval. Therefore, running the system in a fruitful manner is a difficulty.

So far as resources is concerned, there are certain amount of resources is required to run this endeavour. A well equipped room for placing the office of WC. For publishing the collected writings of the students require money which is lacking in the college.

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ANNEXURE – V

Strength, Weakness, Opportunity and Threats (SWOT) analysis

Strength:

Since inception the Gargaon College has been striving to maintain high standards in teaching in order to achieve excellence. Years of concerted efforts of the college have clearly shown the sigh of qualitative as well as quantitative progress. The college has been organizing various programmes in order to generate, disseminate and upgrade knowledge on various key issues. Since 1959 the college has made its endeavour to prove its academic excellence, social commitment through extension services and cultural interest with a clear vision for its future growth.

Thus College has a mission to expand the minds of the students by emphasizing upon traditional as well as recent values of life through education. The College is optimistic to march ahead with positive thinking and to develop a sense of moral, social and aesthetic values in them.

The College aim to inculcate honesty, integrity and civilized behavior among the students so that they can step into society as shining examples.

Although the College is situated in the catchment areas but still a sufficient numbers of students are enrolled and most of them are from backward classes. This is an encouraging strength of our College. The number of students is increasing in recent years because the teachers are well trained and equipped with modern techniques of teaching. Due to this strength, number of students from the neighbouring districts comes to take admission in our College. The College is situated in a place where the communication facilities like road, railway and air are easily accessible. So far as academic environment is concerned, the College maintains a good academic atmosphere in teaching, learning and evaluation.

Apart from the above the College has:

- Career Guidance and Counseling Cell.
- UGC Cell.
- Internal Quality Assurance Cell (IQAC)
- Remedial Teaching Centre for weak and needy students.
- Library
- IGNOU study centre
- Centres for Distance Education (under KKHSOU and Dibrugarh University)
- Gandhian Studies Centre under UGC
- Buddhist Studies Centre under UGC
- Equal Opportunity Centre under UGC
- NSS
- Grievances Redressal Cell
- Research Forum
- Women Cell
- Writers Club
- Sapling plantation firm and flower garden
- Vermi compost production unit
- Gargaon College Alumni Association.
- Departmental libraries.
- Open learning study centre

- Sports Centre, Gargaon College

Weakness:

So far as weakness is concern, the Collage lack basic infrastructure required for smooth functioning. There acute shortage of large class rooms due to which B. A. 1st Semester classes remain overcrowded. Further, there is lack of spacious reading rooms (both for faculty and students), recreation room, sports equipments, laboratory equipments digital classroom and finally digital library. It hampers not only teaching and co-curricular activities but also smooth conduction of examination. Moreover, due to shortage of teaching faculty in different department big classes would not be divided into sections. In some subjects the teacher-student ration is vey high (1:100).

Opportunity:

In spite of the weakness mentioned above, the result of the student is quite satisfactory. The students get the opportunity to engage in co-curricular activities and doing well in comparison to other Colleges of Assam. After passing the final examination, most of the students are absorbed in central and state government services. Many students are also selected for private section services. A good number of students who completed their undergraduate course engaged in business sector. Some students are involved in social and community development works.

Although the Higher Education sector facing many challenges in twenty-first century but still the Gargaon College has maintained the mission of quality education and its reflection has been observed in the quality of its students. The students of Gargaon College are highly motivated in the social, economic, cultural, moral and spiritual issues of the society and humanity as a whole. In this age of globalization, the institute has played multiple roles – creating new knowledge, acquiring new capabilities, producing an intelligent human resource. The Gargaon College is situated nearby the industrial establishments like ONGCL, OIL GAIL and Tea Industry. The students get the opportunity to engage these industries.

Threats:

Social unrest in our region creates problem in conducting normal classes in the college. In addition insurgency problem in the region also creates a major threat not only to our institution but also entire Assam. Being located at a rural area the economic condition of the local people are not sound to provide higher education to their children. Due to their inability to

pay their fees, many students leave the college without completing their respective courses. Another threat of the institution is that majority of students having strong economic condition migrating to other states for pursuing their higher education. The insufficient modern equipments in science section due to limited fund, it is very difficult to run the practical classes smoothly. The above problem is also for the teachers who want to engage in research activities. Another major threat of the Higher Educational institutions is that the job insecurity after completing the courses discouraged the talented students to concentrate in their education.

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