

SELF STUDY REPORT OF SARAIGHAT COLLEGE 2014



PREPARED FOR

**NATIONAL ASSESSMENT AND ACCREDITATION COUNCIL,
BANGALORE**

PREPARED BY

**INTERNAL QUALITY ASSURANCE CELL, SARAIGHAT COLLEGE,
CHANGSARI, KAMRUP, ASSAM**

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Preface

Till 1981, for the inhabitants of the greater Changsari and adjoining area dreaming a dream of higher education was merely a great impossible task. However, setting aside all the obstacles, with initiative of few pioneer personalities that dream come to true on 21st July, 1981 through the establishment of Saraighat College (Arts stream). This college is ideally situated in heart of greater Changsari area. N.H. No. 31 which is in front of the college provides a good communication network with the rest of the region.

Under the dynamic leadership of Mr. Hareswar Nath, the Founder Principal of Saraighat College and its dedicated teaching staff and non-teaching staff this institution has so far disseminated higher education both vertically and horizontally among the students those belong to every section of the society. After long period of time the college has accorded deficit grants-in-aid status in 1998. Presently there are a total of 11 (Eleven) Departments of which 8 (Eight) Deptts offer Major and general Courses. There are 1515 students in this college including the + 2 and U.G. levels. There are 26 (Twenty six) permanent and 12 (Twelve) are appointed on contractual basis. The non-teaching and library staff include 13 permanent and 1 (one) temporary members.

The college campus consists of the Arts Section under Gauhati University and Krishna Kanta Handique State Open University, the two storied (RCC) building of Library, Seminars Hall and Language Lab, Womens' Hostel and an Indoor Stadium which is under construction.

Since its inception, the College has been working with a missionary zeal to promote higher education in the region and achieved its goal to a considerable extend.

To identify its strengths and weaknesses the college has got itself accredited by the NAAC in the year 2004. During the first visit, the NAAC peer team pointed out the advantages and failings of the college and objectively offered their recommendation. Following these suggestions and recommendations the college has strived to fulfill them and remove those shortcomings in the subsequent period of time.

As per our perception we have prepared an account of our strengths and weaknesses which has been compiled according to the specific criteria prescribed by the NAAC.


Principal, Saraighat College, Changsari
Principal
Saraighat College

Executive Summary

Established in 1981, Saraighat College is the only institution of higher education in the greater Changsari area. During the course of about twenty years of journey the college has been striving untiringly to spread the ray of education among the rural populace, overcoming various hazards and challenges.

From its inception, the college has been working with a missionary zeal to promote higher education among the womenfolk and socially backwards.

The college was inaugurated on 21st July, 1981. The classes started with 116 students and a staff of 8 teachers and 2 officials. Initially, only the intermediate (Arts) classes were held but with the passage of time the college develop into a full-fledged Degree (Arts) college. The college was brought under deficit grant-in-aid system and Govt. provincialization system w.e.f. 25th March,1998 and 1st Jan,2005 respectively.

The chairs of the principal was adorned by the following persons since 1981.

1. Mr. Hareswar Nath (1981- 2001, Nov.)
2. Mrs. Ambalika Devi (i/c) (2001 Nov. – 2003 April)
3. Mr. Dwijen Kumar Saikia (from 28 th April,2003 onwards)

CRITERION –I: CURRICULAR ASPECT

- Being an affiliated college, the college does not have the flexibility of developing curriculum. However, every effort is taken by the college for effective delivery of the curriculum.
- Student centric learning mechanism, debates, quiz etc. are put in place.

CRITERION II: TEACHING, LEARNING AND EVALUATION

- A number of measures have been introduced for improvement in the quality of teaching learning.
- Student feedback is collected manually.

- Digital Seminar Hall and Digital Classrooms are constructed to enhance teaching methodology.

CRITERION III: RESEARCH, CONSULTANCY AND EXTENSION

UGC Network Resource Centre

- A Network Research cell has been set up to encourage faculties for research and take care of any logistics requirements.
- Number of PH.D. and M.Phil. faculties has increased over last 10 years. The number of research publications and minor research projects has also increased.
- Although there is no formal consultancy provided by the college, many faculty members are engaged in providing consultancy at individual levels to other entities.
- The College established Extension Education Cell, Red Ribbon Club etc for community extension activities.

CRITERION IV: INFRASTRUCTURE AND LEARNING RESOURCES

- The college has introduced a number of facilities such as ICT-equipped advanced Digital Seminar hall and Digital classrooms. Computer lab, Internet access for students and faculties, subscription to INFLIBNET and other journals etc.
- New construction were erect to provide sufficient infrastructure for enhance learning process.

CRITERION V: STUDENT SUPPORT AND PROGRESSION

- Health support facilities are made available to the students.
- The college has active Grievance Redressal Cell, Anti-Ragging Cell, Remedial Coaching Cell, Career Counselling Cell, NCC &NSS and other committees for student support.
- Remedial coaching is provided.

CRITERION VI: GOVERNANCE, LEADERSHIP AND MANAGEMENT

- The College practices the principle of quality enhancement and quality assurance. In addition, leadership is groomed through responsibility and accountability. Accordingly, the Principal, along with the IQAC, has created a quality monitoring strategy for teaching and learning.
- Performance appraisals of all faculties are conducted by taking feedback from Students, manually.
- Teachers are given responsibility as coordinators of various committees and made accountable for task delivery as a part of grooming leadership at various levels.

CRITERIA VII: INNOVATIONS AND BEST PRACTICES

- The college has a vermin-compost plant where biological wastes are decomposing for the formation of vermin-compost manure, which are used for plantation and gardening.
- College also has provisions for rain water harvesting
- A number of innovations have been introduced across teaching learning and governance to improve the overall quality.
- In addition, to meet with the demand for ICT resources, advanced lab has been introduced that is shared across departments.

Profile of the Affiliated*1. Name and Address of the College:*

Name: Sraighat College		
Address: Changsari, Kamrup, Assam		
City: Kamrup	Pin: 781101	State: ASSAM
Website: saraighatcollege.org		

2. for Communication:

Designation	Name	Telephone With STD code	Mobile & Fax	Email
Principal	Dwijen Saikia	0361-2680041	09435045369	principalsaraighatcollege@gmail.com
IQAC Coordinator	Prasanna Medhi	0361-2680041	9957215909	principalsaraighatcollege@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) For Co-Education	✓

b. By Shift

i) Regular	
ii) Day	✓
iii) Evening	

5. It is a recognized minority institution?

Yes	
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No

✓

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

6. Source of Funding:

Governing	✓
Grant-in-aid	✓
Self-financing	✓
Any other	

7. a. Date of establishment of the college: 1981

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

Gauhati University

c. Details of UGC recognition:

Under Section	Date, Month & Year (dd-mm-yyyy)	Remarks (If any)
2(f)	24 Oct 2008	
12(B)	24 Oct 2008 13th April/2009	

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

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

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

(Enclose the recognition/approval letter)

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

Yes ☐ No ☒

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

Yes ☐ No ☒

9. Is the college recognized?

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

Yes ☐ No ☒

If yes, date of recognition :.....(dd/mm/yyyy)

b. for its performance by any other governmental agency?

Yes ☐ No ☐

If yes, Name of the agency.....and

Date of recognition :.....(dd/mm/yyyy)

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

Location*	Rural
Campus area in sq.mts.	22662 sq mt
Built up area in sq.mts.	929.03 sq 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: **The College has a Digital Seminar Hall.**

- Sports facilities

* Play ground: **Yes**

* Swimming pool: **No**

* Gymnasium: No

• Hostel

*Boys' hostel: **NIL**

- i. Number of hostels: **NIL**
- ii. Number of inmates: **NIL**
- iii. Facilities (mention available facilities): **NIL**

*Girls' hostel: **YES**

- i. Number of hostels : **01**
- ii. Number of inmates : **NIL**
- iii. Facilities (mention available facilities):

*Working women's hostel: **There is no working women's hostel.**

- i. Number of inmates
- ii. Facilities (mention available facilities)
- Residential facilities for teaching and non-teaching staff
(give numbers available—cadre wise)
- Cafeteria
- Health centre: only First Aid

First aid, Inpatient, Outpatient, Emergency care facility, Ambulance.....Health
centre staff—

Qualified doctor	Fulltime ☐	Part-time ☐
Qualified Nurse	Fulltime ☐	Part-time ☐

- Facilities like banking, post office ,book shops :No
- Transport facilities to cater to the needs of students and staff: No
- Animal house: No
- Biological waste disposal: Yes
- Generator or other facility for management/ regulation of electricity and voltage: Yes
- Solid waste management facility
- Waste water management
- Water harvesting: Yes

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

Sl no	Name of the Programme/ Course	Duration	Entry Qualification	Medium of Instruction	Sanctioned/ approved Student Strength	No of Students Admitted (Including I Yr, II Yr & III Yr)
Programme Level : Under Graduate						
A) B.A. Honours						
1	Assamese	3 yrs	HS pass	Assamese	15	72
2	English	3 yrs	HS pass	English	05	9
3	History	3 yrs	HS pass	Assamese/English	10	6
4	Economics	3 yrs	HS pass	Assamese/English	15	21
5	Education	3 yrs	HS pass	Assamese/English	15	43
6	Philosophy	3 yrs	HS pass	Assamese/English	15	42
7	Political Science	3 yrs	HS pass	Assamese/English	15	30
8	Persian	3 yrs	HS pass	Assamese/English	05	6
B) General Course						
9	B.A.	3 yrs	HS pass	Assamese/English		592
Post-Graduate						
Integrated Programmes PG						
Ph.D.						
M.Phil.						
Ph. D						
UG Diploma						
PG Diploma						
Any Other (specify and provide details)						

13. Does the college offer self-financed Programmes?

Yes ☒No ☐

If yes, how many? : 01- Certificate course in Computer application

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

Yes	✓	No		Number	1
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- Certificate course in Computer application

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	Department	UG		PG	Research
		General	Hons.		
Arts	English	✓	✓		
	History	✓	✓		
	Assamese	✓	✓		
	Economics	✓	✓		
	Education	✓	✓		
	Philosophy	✓	✓		
	Political Science	✓	✓		
	Geography	✓	✓		
	Persian	✓	✓		
	Anthropology	✓			
	Mathematics	✓			
Distance Courses under KKSHOU and IDOL of G.U.	Assamese	✓	✓		
	English	✓			
	Education	✓			
	Economics	✓			
	Political Science	✓	✓		
	Philosophy	✓			
	ASL	✓			
	Sociology	✓	✓		

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

a. Annual system	
b. Semester System	✓
c. Trimester system	

17. Number of Programmes with

a. Choice Based Credit System	☒
b. Inter/Multi disciplinary Approach	☐
c. Any other(specify and provide details)	☐

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

Yes ☐ No ☒

If yes,

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

b. NCTE recognition details (if applicable)

Notification No.:.....Date:

(dd/mm/yyyy)Validity:.....

c. Is the institution opting for assessment and accreditation of Teacher Education
Programme separately? Yes ☐ No ☒

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

Yes ☐ No ☒

If yes,

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

b. NCTE recognition details (if applicable)

Notification No.:.....Date:

.....(dd/mm/yyyy)Validity:.....

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

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 / State Government Recruited			07	09	07(F) 02(M)		12		01	
	1 princi pal									
Yet to recruit										
Sanctioned by the other authorized bodies	PTTs & CWTTs (Govt. Approved)									
	Male			Female						
Sanctioned by the Management	Guest/Contractual Teachers									
	Male			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.							
Ph.D.			3	6	1		10
M.Phil.			2		1	3	6
PG			3	3		3	9
Part-time teachers & CWTTs (Govt. Approved)							
Ph.D.							
M.Phil.							
PG							
Guest/Contractual Teachers							
Ph.D.							
M.Phil.							
PG					4	2	6

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	2009-10		2010-11		2011-12		2012-13	
		Male	Female	Male	Female	Male	Female	Male	Female
SC	1 st	11	5	8	9	15	10	15	9
	2 nd	4	5	4	3	6	8	6	9
	3 rd	2	1	3	3	2	1	2	2
ST	1 st	3	6	14	10	17	11	9	4
	2 nd	3	2	4	6	9	5	4	14
	3 rd	3	2	4	1	1	4	2	2
OBC	1 st	43	53	53	39	65	77	42	57
	2 nd	19	19	29	44	38	51	43	69
	3 rd	14	21	17	14	21	21	17	38
General	1 st	61	99	88	80	116	107	95	98
	2 nd	33	59	31	66	61	97	70	96
	3 rd	19	36	29	53	16	42	49	69

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

Type of students	UG	PG	M.Phil.	Ph.D.	Total
Students from the same State where the college is located	851				
Students from other states of India					
NRI students					
Foreign students					
Total	851				

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

UG— Batch-1 :0%

PG— N.A.

Batch-2 : 0%

*No drop out in the final year exam

26. Unit Cost of Education

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

(a) including the salary component

35,000/ (Approx)

(b) excluding the salary component

1405/-

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

Yes ☒ No ☐

If yes,

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

Yes ☒ No ☐

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

KKHSOU

c) Number of programmes offered

09

*B.A. Major: 9 Departments

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

Yes ☒ No ☐

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

Faculty	Department	Teacher Student ratio	
		Honours	General
Arts	English	3:5	1:55
	History	3:1	1:55
	Assamese	4:3	1:40
	Economics	1:7	1:26
	Education	1:6	1:55
	Philosophy	3:5	1:55
	Political Science	3:5	1:55
	Geography	-	-
	Persian	1:2	-

- Depend on the 1st sem enrollment

29. Is the college applying for

Accreditation: Cycle1 ☐ Cycle2 ☒ Cycle3 ☐
Cycle4 ☐

✓ Re-Assessment: ☒

(Cycle1 refers to first accreditation and Cycle2, Cycle3 and Cycle4 refer store-accreditation)

30. Date of accreditation* (applicable for Cycle2, Cycle3, Cycle4 and re-assessment only)

Cycle1: 25th January, 2005 Accreditation Outcome/Result C+

Cycle2:(dd/mm/yyyy) Accreditation Outcome/Result.....

Cycle3: (dd/mm/yyyy) Accreditation Outcome/Result.....

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

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

282

32. Number of teaching days during the last academic year

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

226

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

20/06/2010

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

i. AQAR	2009-10 submitted to NAAC on	28/11/2014
ii. AQAR	2010-11 submitted to NAAC on	02/12/2014

iii.AQAR	2011-12submitted to NAAC on	05/12/2014
iv.AQAR	2012-13submitted to NAAC on	08/12/2014
v. AQAR	2013-14submitted to NAAC on	14/12/2014

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

Criteria-Wise Inputs:**CRITERION –I: CURRICULAR ASPECT****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.

- **Mission:**

To bring higher education closer to the underprivileged and to open new vista of opportunities for their future generation, thus creating a self-sufficient and responsible human society; bring refinement of thoughts and ideas and germinate the innate creativity and talency; create a sense of affinity with the broad Indian culture and heritage; establish a chain of networks with the rest of the globe to keep pace with the advancement of knowledge and information.

- **Vision:**

Every student enrolled with us is allowed perceptive freedom to excel in his chosen field of interest, which has helped using moulding career of some of the best young men & women of this region. Offering maximum facilities to the students to fulfil their dreams, which will be the hallmark of the college

- **Goals & Objectives of the College:**

- a) To impart higher education (Post Matric) to the students of this institution under the guidance of qualified teachers.
- b) To provide the right kind of leadership in all walks of life; to identify lifted youth and help them develop physical fitness, powers of mind and cultivating in them right interests, attitude moral and intellectual values.
- c) To strive to promote equality and social justice and to reduce social and cultural differences through diffusion of education.
- d) To foster in the teachers and students and through them in society in general, the attitudes and values needed for developing GOOD LIFE in individual and society.
- e) To seek and cultivate new knowledge to engage vigorously and fearlessly in the presence of truth and interpret old knowledge and belief in the light of new needs and discoveries.

The vision and mission of the institution is communicated to the students, teachers and other stakeholders through the college prospectus and college website.

- The goals and objectives are made known to the new entrants through a induction programme conducted at the beginning of every session.
- The Vision Statement, Mission Statement and Goals & Objective Statement are displayed in prominent place on the campus.
- The goals & objectives are also made known to the stakeholders through the meetings with Students, Alumni, Parents and extension activities undertaken by different cells of the college.

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

The college plans and develops action plans for effective implementation of the curriculum. Teachers prepare schedule of work for each subject semester wise. This schedule of work is made available in the department. The curriculum delivery is effectively done through lectures in regular classes which are supplemented by Group Discussions, Seminars and Interactive sessions.

Regular feedback obtained from the stakeholders, with respect to the quality of the enrichment programmes are monitored and evaluated by the IQAC and necessary corrective measures are incorporated in the future if required. The quality of the education imparted to students is monitored and ensured through Internal Quality Assurance Cell.

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

- The University conducts Refresher as well as Orientation/ Short term Courses for the benefit of the faculty members. This helps in the updating and upgrading the subject knowledge.
- The University forms an Academic Calendar that specifies the duration of the semester, the date of commencement of semester, the end of semester examination and the Annual examination. However the college also forms an Academic Calendar for its internal functioning.
- The College provides e-learning facilities through INFLIBNET-N List to the faculty.
- The College sends the faculty to Faculty Enhancement Programs and Quality Improvement Program conducted by the university and other institutions and agencies.
- College level workshops, seminars and discussions are also organized.
- The college encouraged faculty members to publish articles in journals of national and international repute.
- Student feedback is taken to make teaching-learning more effective.

- 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 the details on the process ('Needs Assessment', design, development and planning) and the courses for which the curriculum has been developed.**

The college does not develop curriculum. However, additional need based skill oriented courses such as Communicative English; Computer & Internet skills are offered to the interested students. For these courses, curriculum is developed in consultation with industry experts. Feedback is taken from the students and changes are incorporated accordingly.

- 1.1.8 How does institution analyse/ensure that the stated objectives of curriculum are achieved in the course of implementation.**

The college has established effective communication with all the stakeholders to ensure that the objectives of the curriculum are achieved in the course of implementation. The college ensures the achievement of the stated objectives of the curriculum through the critical analysis of the student's feedback. To assess the outcome the college conducts unit tests, class tests, sessional exams, quizzes, debates and departmental seminars. Periodic meetings between Principal and HoDs are also to assess the success and achievements of the curriculum.

1.2 Academic Flexibility

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

The college is offering skill oriented courses such as Communicative English, computer and internet skills. This course has been designed to improve the personality of students so that when they walk out with a degree they are also ready to face the world.

The college has also identified the need for additional skill based courses for helping students.

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

The college does not offer any dual degree.

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 skill development, academic mobility, progression to higher studies and improved potential for employability.

- Range of Core /Elective options offered by the University and those opted by the college
 - Choice Based Credit System and range of subject options
 - Courses offered in modular form
 - Credit transfer and accumulation facility
 - Lateral and vertical mobility within and across programmes and courses
 - Enrichment courses
-
- The Range of Core/Elective options offered by the Gauhati University. Choice of electives is available for degree courses (Hons and Gen).
 - Choice based Credit System and range of subject options: N.A.
 - Courses offered on modular form: N.A.
 - Credit transfer and accumulation facility: N.A.
 - Lateral and vertical mobility within and across programmes and courses: N.A.
 - Enrichment courses: Career Counselling Centre organizes workshops and seminars.
 - UG Courses: B.A. Honours and General courses under Gauhati University, KKHSOU.
 - PG Courses: Master of Arts under KKSHOU.

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.

No, the institution does not offer self-financed program yet. But the management has a future plan to introduce self-financed certificate course in Computer Application.

- 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 offering skill oriented Certificate Courses on Computer for the interested students. The Career Guidance Cell timely organized Personality Development Programme.

The objective of these programmes is to improve the personality as well as employability of the students after they pass out.

- 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 institute take advantage of such provision for the benefit of students?**

No such provision exists.

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 college aims to inculcate the highest intellectual standards through rigorous academic commitment and discipline. Almost all departments conduct field survey, study tour. They also conduct participative learning mechanisms such as group discussion and debates regularly. The College academic calendar is prepared every session with the active involvement of the College Internal Examination Committee and Heads of the Departments. Regular feedback obtained from the stakeholders, with respect to the quality of the enrichment programmes, are monitored and evaluated by the IQAC and necessary remedial measures are incorporated in the future.

- 1.3.2. What are the efforts made by the institution to modify, enrich and organize the curriculum to explicitly reflect the experience of the students and cater to needs of the dynamic employment market?**

The College, being affiliated to the University, does not have the option of formulating its own curriculum. However, a sincere effort is made to modify and enrich the curriculum and teaching-learning process to suit the academic requirements of students through the involvement of faculty and other stakeholders.

Skill oriented programmes are organised to prepare the students for the dynamic employment market. All the departments in the College conduct seminars, workshops, group discussions and field visits to enrich the curriculum.

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 issues like gender, climate change, environment education, human rights, ICT etc. positively into the curriculum, the college has established Womens' Studies Cell, Environment Cell, Red Ribbon Club, NCC & NSS units and other executive cells and committees. Anti-Ragging Cell and College Disciplinary Committee are also active in the college campus.

World Women Day used to organise to create awareness about Gender issues and promote gender equity.

Environmental studies subject is taught in the university syllabus. Awareness programmes on environmental issues were also organised.

Well equipped computer lab, Digital Seminar hall, Digital Room etc. have also been set up to help the students learn effective use of internet technologies.

1.3.4. What are the various value-add courses/enrichment programmes offered to ensure holistic development of student?

Inculcation of Moral and Ethical values:

- The Students are motivated by way of special lectures so as to inculcate moral and ethical values in them
- Community orientation programmes such as Blood Donation camps, Health Check up Camp, Community Extension activities are organized.

Employable and Life Skills:

- The College organises Communication Skills workshops, Quizzes, Debates, Group Discussions, Power Point Presentations at regular intervals both in regional and English language in the institution.
- Career Counselling workshops are organized to orient the students.
- Students are also allotted different responsibilities in organizing various events and activities such as cultural programmes, competitions, seminars, workshops etc. In this way, they improve their team building and organizational skills.

Community Orientation:

- Institution organizes Blood Donation Camp, AIDS awareness, Drug abuse, Environmental awareness programs, and Global warming with active involvement of NSS & NCC units of the college.

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

The college networks with the stakeholders to collect and document responses on curriculum from the stakeholders. The students express their opinion on curriculum through response sheets/ feedback. Feedback from Parents on teaching methodology is obtained during Parent Teacher Meeting sessions. Responses on curriculum are also collected from Alumni. The IQAC analyses all these feedbacks. The feedback thus obtained is communicated to the University for appropriate action.

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

As such, the institution does not offer additional enrichment program. But it offers some skill oriented programmes.

The feedback on these programmes in the form of interactions, discussions and suggestions as received through response sheets is analyzed by IQAC. The IQAC monitors and evaluates the efficiency and success of these programs.

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?**

Designing and restructuring of courses mainly lies on the Affiliating University. However the existing courses are restructured and updated to meet the requirements by organizing and attending education fairs and seminars/conferences on emerging trends in various sectors. Our faculty keep themselves abreast of the changing national and global trends by attending Refresher Courses and participating in seminars.

The college also invites faculties of national repute and other resource person for guest lecturer and takes feedback on a number of aspects related to curriculum. The relevant recommendations are communicated to the stakeholders.

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 programme.

There is no such formal mechanism for obtaining feedback from the students and also from the stakeholders on the curriculum. An informal level feedback is obtained through discussions with students, parents and alumni.

Such feedback obtained is timely communicated to the university and is also discussed during the curriculum revision, in which our faculty members take part.

1.4.3 How many new programmes/Courses were introduced by the institution during the last 4 years? What was the rationale for introducing new courses/programmes?

No new programe is introduced during last four years.

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

CRITERION- II: TEACHING LEARNING AND EVALUATION**2.1 Student Enrollment and Profile****2.1.1 How does the college ensure publicity and transparency in the admission process?**

The college has a transparent admission process. The dates of admission and all details of admission procedure are displayed on the website, College notice board and banner etc. The college ensures publicity to the admission by printing College Prospectus containing the campus profile, details of Academic Programmes designed to fulfill the needs of students, the vision, mission & objectives of the institution, the facilities and scholarship/award for meritorious students etc.

The admission process is controlled by college and the final list of students is displayed in the college notice board.

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

The only criterion adopted for admission is merit. The final list of selected students is prepared on merit basis after departmental counseling and displayed in the college notice board.

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.

General: For General courses, the minimum percentage of marks for admission at the entry level is as prescribed by the university eligibility. One of the primary aims of the college is to provide the benefit of education to the lesser privileged and marginalized sections.

Honours/Major: For major courses, the minimum criteria are pass in H.S. and 50% marks in the subject.

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?

As of now, there is no such formal mechanism. At the end of the admission process for each year, a student profile report is prepared for the new batch. This student profile is reviewed by the Governing Body and the Principal.

Review of the admission process and the subsequent analysis of the student profile help in providing equal representation from all sections of the society.

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

- * SC/ST
 - * OBC
 - * Women
 - * Differently abled
 - * Economically weaker sections
 - * Minority community
 - * Any other
-
- The institution follows the statutory reservation policy of the Government regarding SC/ST/OBC/Differently abled.
 - The college provides Management and Endowed scholarships for students from economically weaker backgrounds.
 - Students from disadvantaged/less privileged sections of society are given liberal concessions. Full fee concession is given to deserving students
 - Students belonging to economically weaker section are allowed to pay the fees in installments.
 - Extra books are given from the Book Bank.

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

Programmes		Number of applications				Number of students admitted				Demand Ratio			
UG		2010-11	2011-12	2012-13	2013-14	2010-11	2011-12	2012-13	2013-14	2010-11	2011-12	2012-13	2013-14
B.A. (Honours/Major)													
1	Assamese	17	02	7	11	17	02	7	11	1:1	1:1	1:1	1:1
2	English	4	-	3	05	4	-	3	05	1:1	1:1	1:1	1:1
3	Education	27	8	8	18	27	8	8	18	1:1	1:1	1:1	1:1
4	Economics	14	5	4	03	14	5	4	03	1:1	1:1	1:1	1:1
5	History	8	2	1	01	8	2	1	01	1:1	1:1	1:1	1:1
6	Philisophy	46	12	17	16	46	12	17	16	1:1	1:1	1:1	1:1
7	Political Science	24	05	3	16	24	05	3	16	1:1	1:1	1:1	1:1
8	Persian	6	-	1	04	6	-	1	04	1:1	1:1	1:1	1:1
General Course													
	B.A.	527	95	138	92	527	95	138	92	1:1	1:1	1:1	1:1

2.2. Catering to Student Diversity

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

The institution fosters a comprehensive academic environment and caters to the specific needs of the differently abled students keeping in mind the Government regulations. College make special arrangements in terms of physical facilities, arranging separate tutorial classes (if required) etc.

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 initial assessment of the needs of the students is made through objective test after admission process. To further assess the knowledge base and skill needs of the students pertaining to the specific programme, special orientation lectures based on the basics/fundamentals of the programme/subject concerned are organized. Special sessions are organized to bridge the knowledge gap of the incoming students from different backgrounds. Teachers give extra time to the students to help them cope with the programme to which they are enrolled.

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?

Special orientation lectures based on the basics/fundamentals of the programme/subject concerned, special sessions are organized to bridge the knowledge gap of the incoming students from different backgrounds. Teachers give extra time to the students to help them cope with the programme of their choice.

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

The College has an active Women Cell. Accordingly, the Women Cell and NSS organizes workshops/seminars on issues such as gender, environment etc. to sensitize its staff and students.

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 discussions. The college also has provision of class tests and quiz through which faculties can identify advanced learners. Various extension lectures are organized to respond to learning needs of advanced learners. Teachers provide additional guidance to them.

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 students who are at the risk of dropout are identified by analyzing the students' profile. They are also identified from class attendance records, through day-to-day interaction at the classes and from Results of the academic examinations.

The data is analyzed and the following remedial measures are taken:

- Remedial Classes for the disadvantaged sections of society and slow learners are organized.

- Scholarships are given to students from economically weaker sections of society

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

At the beginning of each academic session, an academic calendar for the entire year is prepared. The academic calendar is communicated to the departments. The head of the department, in consultation with the teachers, allocates course to the faculties. Accordingly, timetable is also created.

Principal and IQAC timely reviewed if there is any deviation. If identified then take appropriate measures for correction.

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

IQAC improves the teaching-learning process by

- By making teaching-learning more student-centric.
- By monitors the overall academic plan and progress, and reviews deviation if any.
- Motivating faculty members periodically to attend programs on new and emerging technologies
- Ensuring access to computers, internet and computer-aided packages available within the campus.
- Feedback on Teachers is also obtained to assure the quality of teaching-learning.

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?

Learning is made more student-centric by laying stress on specific learning outcomes for courses and making it more participatory and interactive through group activities like Group discussions, Field survey/Field work which while strengthening the knowledge base contribute to skill formation and managerial skills both at personal and interpersonal level. Various cells, clubs and the departments organize Quizzes, Creative, Debates and Poetry competitions to develop skills like interactive learning, collaborative learning and independent learning among the students.

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 college promotes creativity amongst students by encouraging them to publish materials in the college magazine, wall magazine etc. They are often motivated by the faculties to take part in co-curricular like debate, quiz, group discussions, cultural activities and also many extension activities which will help them to transform themselves into life-long learners and innovator.

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 been focussing on increased use of modern ICT aids in teaching like LCD TV, Projectors, and Computers etc.
- Computer Aided Learning (Internet, Power Point Presentations) is provided for further learning.
- Language Lab
- Provision of the facility of INFLIBNET for online access to e-material for students
- Group Discussions and Seminars for Students.
- Organizing Seminars /extension lecture by experts in their respective fields to share their knowledge with 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.)?

- Organizing Extension lectures by experts in their respective fields to share their knowledge with students.
- The faculties are also asked to attend the FDP programmes, orientation and refresher courses which help them to deliver the curriculum in a better way.
- Interface with renowned writers, social workers.
- Group Discussions and Seminars for Students
- Educational trips are organized to give firsthand knowledge to students.

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

- Career Counselling & Placement cell is established. It provides academic as well as professional counselling to the students.
- Mentoring of students by the faculty members.
- Members of Anti-Ragging Cell, Womens' Studies Cell, and College Disciplinary Committee are always available to heed to the problems of the students. Students are always free to approach the teachers for any kind of guidance-personal, professional and psycho-social. Students come with a burden and special endeavours are made to see that they get relief.

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?

The college encourages the faculty to complement the academic system with practical skills through various teaching methodologies that extend beyond the classrooms. The institution helps and encourages the faculty to update and to keep themselves informed about the current technologies and latest developments in their respective fields or branches, and also to improve these skills. They are also encouraged to use computers and internet facilities to deliver better and effective curriculum.

- ❖ Faculty members are encouraged to make teaching-learning more interactive and interesting by:
 - ICT based teaching methods.
 - Field trips
 - Educational trips
- ❖ Feedback on lectures obtained from students.
- ❖ Students are allotted topics to prepare class seminars.
- ❖ Special classes are held for slow learners and advanced learners.
- ❖ Students are encouraged to maintain wall magazine.
- ❖ The college is also equipped with LCD, Projectors, and Computers with internet connectivity which can be used by faculties to better their delivery of curriculum.
- ❖ The faculty members are also very much encouraged to attend the seminars and conferences.

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

The college has a central library, departmental libraries. The library caters to the needs of teachers and students by providing access to text books, reference books etc. The Central library functions on all days except Sundays and Government Holidays. There is Book

Bank facility to cater exclusively to the needs of the underprivileged students. Extra numbers of books are also issued to the Major students. Books for Competitive Examinations are issued to the students. E-resources are hosted through INFLIBNET services. Book exhibitions on campus are organized from time to time to facilitate faculty members to select the books needed for teaching.

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.

The Institution has a well academic planned system to ensure curriculum completion within time. Hence the faculties do not face any difficulty in finishing the curriculum. If there is any occurrence where the faculties cannot finish the syllabus in prescribed time, the faculty members take extra classes for the completion of courses.

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

Feedbacks on teachers are obtained from students to assure quality in teaching learning. The feedback obtained is analyzed and the concerned teachers counseled to improve academic standards. In-house meetings of IQAC, Teachers council are held to review the teaching methodology and pedagogical tools employed. Workshops are organized to upgrade the teaching skills in view of the technological advancement and the role of IT in enhancing the quality of higher education.

Faculty members identify slow learners and take necessary steps like special classes for such students to improve their studies. Remedial coaching classes are also continued.

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 recruitments are done as per the norms laid down by the University and Govt. of Assam. Assistant Professors/ Associate Professor are selected on the basis of their merit, research experience and their performance in personal interview by an interview panel comprising of competent representatives from the university and state government.

The college has the required number of qualified and competent staff to handle all the courses. However, contractual & visiting/guest faculty members are also appointed when required.

Highest qualification	Professor		Associate Professor		Assistant Professor		Total
	Male	Female	Male	Female	Male	Female	
Permanent teachers							
D.Sc./D.Litt.							
Ph.D.			2	6	1		
M.Phil.			2		1	3	
PG			3	3		3	
Part-time teachers & CWTs (Govt. Approved)							
Ph.D.							
M.Phil.							
PG							
Guest/Contractual Teachers							
Ph.D.							
M.Phil.							
PG					4	2	

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.

Although the faculties are recruited through Govt Rules, the college also appoints several guest and contract faculties to provide quality learning. The college advertises for teaching posts in local news papers and in the college website too. The college also invites experienced people from the industry to interact the students.

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

Sl. No	Academic Staff Development Programmes	Number of Faculty Nominated			
		2010-11	2011-12	2012-13	2013-14
1	Refresher courses	5	1	3	3
2	HRD programmes				
3	Orientation programmes	1		1	1
4	Staff training conducted by the university	1	1		
5	Staff training conducted by other institutions				

6	Summer/ winter schools, workshops, etc.				
7	TOTAL	7	2	4	4

b) Faculty Training programmes organized by the institution to empower and enable the use of various tools and technologies for improved teaching-learning

- * Teaching learning methods/approaches
- * Handling new curriculum
- * Content/knowledge management
- * Selection, development and use of enrichment materials
- * Assessment
- * Cross cutting issues
- * Audio Visual Aids/multimedia
- * OER's
- * Teaching-learning material development, selection and use

The college organizes training which would be useful for the faculties to keep themselves updated on the new technologies. The college has also provided the faculties with access to use the computer and internet facilities available in the campus to help them understand the subject in a more efficient way; this also helps the students to understand the subjects/lectures better. The college also encourages the faculties to take part in various national/international seminars and conferences.

C) Percentage of faculty

- * invited as resource persons in Workshops / Seminars /Conferences organized by external professional agencies: one faculty member.

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

- Encouraging the faculty to attend General Orientation Courses, Refresher Courses, Training Programmes and Workshops
- Encouraging faculty to apply for research grants

- Organizing Guest lectures in various upcoming areas in different disciplines for faculty
- Organizing national /international seminars
- Granting Leave for attending national/ international Seminars and conferences organized by the reputed institutions
- Granting Study leave for pursuing Ph.D

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

Nil

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

Yes, the college has introduced evaluation of teachers by students. A Performa based on NAAC recommendations has been designed to seek feedback and suggestions of students. This Performa is filled up by the students who evaluate their respective teachers on the basis of their teaching style, methodology or academic skills and their interaction level. The feedback is analyzed by the IQAC along with the Head of the Institution and corrective measures taken to enhance teaching-learning.

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?

At the beginning of the academic year the calendar containing details of all the college activities and general rules of evaluation is displayed on the college and departmental notice board. The details of the evaluation system i.e. Weightage of each component of assessment, attendance and aggregate marks are explained to the students by the faculty members and Heads of the department. Orientation/Induction programme are also organized for freshers.

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

The college follows all the rules and regulations of the affiliated university when it comes to conduct university exams. According to University Rule, a U.G. student has to get at least 75% attendance to qualify for the final examination.

In order to improve the performance of the students' remedial classes for the weaker students, special coaching classes for the average students and special guidance for the advance learners are arranged. Unit tests, class test (Objective Type or Descriptive Type) are also conducted by the faculties which help them assess the understanding of the students when it comes to the subject.

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

The examination system of the college inclusive of syllabus designing, setting of question papers, and conduct of examination is according to the pattern of the affiliated university.

However, college has also initiated some reforms.

- Provision of remedial classes for the weaker students.
- Special coaching classes for the average students and special guidance for the advance learners are arranged.
- Quizzes, Debates, Student's Seminar are also organized.
- Unit tests, class test (Objective Type or Descriptive Type) are also conducted by the faculties which help them assess the understanding of the students when it comes to the subject.
- **Award of Merit** for students showing outstanding performance in the final examinations.

2.5.4. Provide details on the formative and summative evaluation 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 programme. Formative evaluation designed to test students is based on tests, assignments, quizzes, debates, seminars, internal examinations etc. It makes the student innovative and also improves the student's performance in the annual examination. The students who scoreless are given the required help through remedial coaching classes which helps them score well.

2.5.5. 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 student 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 the students through continuous evaluation methods. The evaluation system comprises of class test, unit test, assignments and final exam at the end of the session/ semester. Remedial classes are arranged for students from rural background.

2010-11:

Title of the Programme	Total no. of students appeared	Total no. of students Passed	Division				
			Distinction %	I %	II %	III %	Pass %
BA (General)	527	203	-	-	-	-	38.51%
Major in Philosophy	46	44	-	-	-	-	96%
Major in Political Science	24	16	-	-	-	-	66.6%
Major in Education	27	19	-	-	-	-	70%
Major in Economics	14	9	-	-	-	-	64%
Major in English	4	1	-	-	-	-	25%
Major in Assamese	17	14	-	-	-	-	82%
Major in History	8	5	-	-	-	-	62.5%
Major in Persian	6	5	-	-	-	-	83%

2011-12:

Title of the Programme	Total no. of students appeared	Total no. of students Passed	Division				
			Distinction %	I %	II %	III %	Pass %
BA (General)	95	85	-	-	-	-	89%
Major in Philosophy	12	08	-	2	5	1	67%
Major in Political Science	05	05	-	-	5	-	100%
Major in Education	08	06	-	-	5	1	75%
Major in Economics	05	05	-	-	5	-	100%
Major in Assamese	02	01	-	-	01	-	50%
Major in History	2	01	-	-	01	-	50%

2012-13:

Title of the Programme	Total no. of students appeared	Total no. of students Passed	Division				
			Distinction %	I %	II %	III %	Pass %
BA (General)	138	114	-	-	-	-	82.6%
Major in Philosophy	17	14	-	-	-	-	82%
Major in Political Science	3	3	-	-	-	-	100%
Major in Education	8	7	-	-	-	-	87.5%
Major in Economics	4	2	-	-	-	-	50%
Major in Assamese	7	6	-	-	-	-	85.7%
Major in History	1	1	-	-	-	-	100%
Major in Persian	1	1					100%
Major in English	3	1					25%

2013-14: B.A.6th.. Semester Examination'14 (Result-2014) June'14**MAJOR :-**

Sl.No	Subject	Total Appeared	Total Pass	% of Pass
1	English	05	05	100%
2	Assamese	11	11	100%
3	Political Science	16	16	100%
4	Education	18	17	94.4%
5	Economics	03	03	100%
6	Philosophy	16	16	100%
7	History	01	01	100%
8	Persian	04	04	100%
	GRAND TOTAL	74	73	98.6%

GENERAL

Sl.No	Total Appeared	Total Pass	% of Pass
1	92	83	90.2%

RESULT :-

1. **Major with General** :- Total candidates Appeared :-166
Total Candidates Pass :- 156
% of Pass Candidates :- 94%

2. **Only Major** :- Total candidates Appeared :- 74
Total Candidates Pass :- 73
% of Pass Candidates :- 98.6%

2. Only General:- Total candidates Appeared :- 92
Total Candidates Pass :- 83
% of Pass Candidates :- 90.2%

2.5.6. 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 college has taken various measures in the conduct of internal assessment.

Details of internal evaluation process are explained to the students at the beginning of every session to avoid a lack of full disclosure and transparency in the process.

2.5.7. Does the institution and individual teachers use assessment/evaluation 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

The teachers use the assessment and evaluation as an indicator for the evaluating the students' performance, achievement of learning objectives and planning.

The internal assessment is based on their performance in class test, unit test etc. and participation in co-curricular activities and extension activities. Departmental seminars on the various important topics of the subject are also conducted and evaluated.

2.5.8. 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. If the students have any discontentment in the way their internal papers are evaluated they can get back to the respective teacher or the HOD and get it evaluated again. Answer sheets are shown to the students so that they can learn from their mistakes and improve upon their performance in the future examinations.

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 curriculum and the syllabi of the academic programmes offered in this college are transacted in such a way that it clearly stated the leaning outcomes. The college encourages students to develop attitudes of intellectual curiosity and motivation for independent thinking and a commitment to ethical and sustainable practices. Each program is designed and module to ensure that students develop their knowledge as well as understanding. The learning outcomes are communicated to the students right from the beginning of the academic programmes during the departmental orientation session.

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

Along with the sessional examinations for all the students, the teachers focus on class tests, monthly unit tests, assignments, quizzes, debates and seminars. They evaluate the students on the basis of their performance in these events and review the result of each student. The students' profiles are assessed and special classes are designed for them according to the result outcomes. It enhances the confidence of students and prepares them to face the final examinations.

2.6.3 What are the measures/initiatives taken up by the institution to enhance the social and economic relevance (quality jobs, entrepreneurship, innovation and research aptitude) of the courses offered?

The college has taken many initiatives to enhance the social and economic relevance of the courses offered. These include community extension activities, field visit etc. All the information gathered by these studies are analyzed to make the syllabus more effective and valuable.

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

Student's performance in the class test, unit test, sessional examination are analysed and special guidance are given where required. Remedial coaching and special classes are also conducted for weaker students which help the students in the university exams.

2.6.5. How does the institution monitor and ensure the achievement of learning Outcomes?

After each term the respective teacher has a complete report of all the activities of student, i.e. marks in class test, unit test, absentees etc. Teachers analysed those report and special classes are arranged if required. During these classes, the students are provided assignments and seminars keeping in view their present level of their learning. The teacher monitors the academic growth of the students and design further tests, assignments, seminars accordingly.

Monitoring is done by IQAC through feedback mechanism. This is obtained for each course annually. Student centric teaching - learning methods are adopted to ensure the achievements of these learning outcomes.

Personal and psychological mentoring is also provided to the students if required.

2.6.6. What is the graduate attributes specified by the college/affiliating university? How does the college ensure the attainment of these by the students?

The college is affiliated to Gauhati University and the Affiliating University has its own set of rules. However the college has a different way on its own of looking at the attributes of the score by students.

The college ensures the attainment of these attributes by including them in induction programs, course materials, assessment criteria, feedback etc. The students are also encouraged to document their achievement. This kind of approach helps the college in making the students as better persons.

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?**

As of now, there is no Research Centre recognized by the University. However the IQAC has recommended the college management body (Governing Body) to setup a fully functional Network Research cell and Research center which will help to promote and cultivate research climate in the campus.

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.

Currently there is no Research Cell or Committee. But the Internal Quality Assurance Cell of the College actively monitors the issues of research. The committee invites proposals for Minor Projects funded by the University Grants Commission. It facilitates access to research oriented activities like presentations of research papers at national and international conferences and publications of research papers in research journals of national and international repute. It also encourages and ensures enrolment and registration of our faculty members for Ph.D.

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

Initiative under taken to facilitate smooth progress and implementation of research are:

- Extra flexibility in the time table are given to the faculty members who have registered for research to carry out data collection & analysis, library work and other research related works.
- Faculty members are encouraged to pursue Ph.D. programs.
- The college management steadily investing and utilizing sanctioned fund for enhancing the infrastructural facilities and to fulfill other requirements.
- Special study leaves are sanctioned for research work.
- The college Library has a good collection of books and resources coupled with INFLIBNET for supporting research work in the college.

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

- Students are encouraged to participate in seminars and conferences organized by the college and other institutions.
- Departmental seminar are also organized by almost all departs where paper were presented by students.
- Many guest lectures and popular talk shows were also organised to motivate the students in this regards.

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.

College teachers are active in research and guiding Ph. D. and M. Phil students.

SlNo	Name of Faculty	Title	Funding Agency	Present Status
01	Manasjyoti Bordoloi	Ethnic Assertion and the Process of margination in Assam: A Study with emphasis on the Karbi”	UGC	Ongoing
02	Dr Aminul Haque Choudhury	Some aspects: Assam	UGC	Ongoing
03	Dr. Dharitri Das	Dakshin Kamrupar Sahitya	UGC	Ongoing

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 IQAC conducts quarterly review meetings to check the progress of minor research projects and encourages faculties to apply for research.

- The Principal and the Heads of the Departments timely encourage the faculties to apply for major and minor research projects.
- Under the guidance of Principal and HoDs departments organises departmental seminar and talk shows to inculcate research habit among the staff and students where eminent scholars were invited.

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

As such, there are no specific research areas and expertise available with the institution. However, the faculties do take up minor research project on subject related areas.

Considering the socio-economic conditions of the surrounding areas and for improving the status of women of the locality the IQAC and the Women's Studies Cell has recommended the college management to build up research expertise to contribute towards the economic and social development of the locality.

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 has made rigorous efforts to attract researchers of eminence and academicians to visit the campus and interact with teachers and students by organizing college level or departmental level seminars, conferences, talk shows, discussions etc. The College offers full hospitality to visiting scholars.

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?

As of now, no faculty has utilized sabbatical leave for research. However the College provides leave with pay to the faculty members for completion of research.

This facility has contributed in a significant way to the promotion of research culture on the campus by publishing research journals, applying for minor research projects etc.

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)

Through the active involvements of NSS, NCC, Women's Studies Cell, Environment Cell, Red Ribbon Club, Extension Education Cell the institution has conducted a number of research works based on socio-economic survey.

The management newly planned to share the findings of such research works with local authorities.

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.

The College received substantial grant from UGC and other Governmental agencies. The College has a plan to earmark a budget for research from the next academic session.

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?

There is no such provision in the institution to provide seed money to the faculty for research.

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

- Library up-gradation with research journals.
- College has a provision of providing INFLIBNET Services to interested students.
- The College has constructed a Digital Seminar Hall, Digital Class Rooms, Language lab with latest ICT aids.
- College has well equipped computer lab with internet facilities.

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.

Various Cell & Committees, Departments and IQAC collective with each other to

conducts inter-disciplinary research works like seminar, conferences, workshop, field surveys, and special lectures by renowned scholars.

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

Most of the facilities and services like central library, computer lab, Digital Class Rooms, Digital Seminar Hall, Internet Facilities, INFLIBNET services are made common to its staff and students to ensure optimal use. These are used on a shared basis among staff and students.

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.

So far the institution has not received any special grants or finances from industry or any beneficiary agency for developing research facilities.

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

Sl No	Name of Faculty	Funding Agency	Present Status	Sanctioned	Received
01	Manasjyoti Bordoloi	UGC	Ongoing	150000/-	125000/-
02	Dr Aminul Haque Choudhury	UGC	Ongoing	205000/-	160000/-
03	Dr. Dharitri Das	UGC	Ongoing	210000/-	165000/-

3.3 Research Facilities

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

The following major facilities are available in the college to facilitate research

- Computers with internet connectivity.
- Printers, Scanner and Photocopier Machines.

- Well equipped central library.
- Provision of the facility of INFLIBNET.
- Subscription to N-List and easy access
- Digital Seminar Hall and class rooms.

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 Committee for proper planning aiming at overall development of the College. Recommendations are sought from the Departments on requirements for infrastructure for research through interaction with Heads of Departments and faculty members. These help for planning, upgrading and creating infrastructural facilities to meet the needs of researchers.

Following facilities and services are available for researchers:

- The college has a central library and INFLIBNET services to cater to the needs of researchers.
- Uninterrupted power supplied to all departments.
- Computers with internet connectivity.

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?

As of now there are no such arrangements.

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

- The college has a well equipped central library and INFLIBNET services to cater to the needs of researchers.

- The central library is well-stocked with 11364 books, out of which 5256 text books and 6108 reference books.
- The library also has a good collection of journals and periodicals.

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.

- The college has a well-equipped library.
- Computer lab with latest hardware and software.
- Internet facilities for students and faculties.
- Reprography facilities for students as well as for teachers.
- E-resource subscription (INFLIBNET: N-List)

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):** NA
- * **Original research contributing to product improvement:** NA
- * **Research studies or surveys benefiting the community or improving the services:**
Many researchers have published research journals. Many research surveys and field surveys are also carried out.
- * **Research inputs contributing to new initiatives and social development:** Nil

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

No.

3.4.3 Give details of publications by the faculty and students:

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

- * Number of publications listed in International Database (for Eg: Web of Science, Scopus, Humanities International Complete, Dare Database - International Social Sciences Directory, EBSCO host, etc.)
- * Monographs
- * Chapter in Books
- * Books Edited
- * Books with ISBN/ISSN numbers with details of publishers
- * Citation Index
- * SNIP
- * SJR
- * Impact factor
- * h-index

Total numbers or Publication:

Books with ISBN/ISSN: 13

Chapter in Books: 20

E-journal: 02

3.4.4 Provide details (if any) of

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

3.5 Consultancy

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

IQAC as well as the Career Counselling & Placement Cell of the college trying to establish institute-industry interface to enhance student's employability skill.

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

The Principal and Management encourages and supports the faculty to utilize their expertise and facilities for consultancy services. The faculties are always available for any kind of consultation, whether it is academic or career.

The college publicizes the expertise available for consultancy service

- Through IQAC, Women's Studies Cell, Red Ribbon Club, NSS & NCC, Alumni Committee etc.
- Through information on the Notice Board.

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

The college encourage the staff to utilize their expertise and available facilities for consultancy services by networking with institutions, organizations and other agencies.

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

No revenue generated during last four years as the faculties provide free of cost consultancy service at a personal level.

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?

Yet no revenue generated by the college through consultancy.

3.6 Extension Activities and Institutional Social Responsibility (ISR)

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

- The activities conducted by the Red Ribbon Club, NSS wing, NCC, Environment Cell, Women's Studies Cell of the college provides the students an opportunity to develop their leadership qualities, Social Service and a good moral and ethical side of a student to be a good and responsible citizen of India.
- Awareness drive to protect environment are also organised.
- Blood Donation Camp are organised where students voluntarily donate blood.
- Talk shows and discussions are also organised on sensitive issues of the society

to create awareness among the students.

- Many extension activities are carried out to promote institute-neighborhood-community network.

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

The College encourages its students to enroll into NSS and NCC. The NSS & NCC units, Red Ribbon Club, Women's Studies Cell, Extension Education Cell of the college involves the student in various social activities and thus helps to build up to understand the values and means of National Integrity which promote citizenship roles.

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

- IQAC actively monitor and took initiatives to enhance overall quality of the institution.
- Periodically meetings of IQAC, Teachers unit along with Principal and Governing body are conducted to discuss matters regarding performance of students, teaching qualities and infrastructure developments.

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.

- NSS & NCC units, Red Ribbon Club and other cell / committees of the college organize various awareness drives on important social issues.
- The College Management in collaboration with Red Ribbon Club and NSS organize Blood Donation Camp and Health Check Up Camps for local communities as well as for the students.
- Almost all departments conduct field survey on related issues.

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 students are motivated to actively participate in NSS, NCC and other NGO related activities.
- Workshops were organized to communicate the benefit of the programs to the students at an informal level.
- College also recognizes the efforts of the students and faculty members through awards and recognitions.

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?

Some of the initiatives towards social surveys and extension work:

- Women's Studies Cell often creates awareness about gender equity.
- NSS and Red Ribbon Club organize awareness drives on AIDS, Drug Abuse etc. to literate people in this regards.
- Departments also conducts field survey.

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 experience extension activities enhance students' social commitment together with academic learning.

By working together with other individuals, students learn to negotiate, communicate, manage conflict, and lead others. Taking part in these out-of-the- classroom activities helps students to understand the importance of critical thinking skills, time management, and academic and intellectual competence. Involvement in these activities helps students mature socially by providing a setting for student interaction, relationship formation, and discussion. Working outside of the classroom with diverse groups of individuals allows for students to gain more self-confidence and autonomy. Due to which each student passing out of the college becomes a responsible citizen contributing towards the development of the society.

Various extension activities are conducted by the college which brings about a social responsibility among the students. For instance, the Blood donation Camps, Awareness Camps, the Campus cleaning drive, Plantation Drive, the various community based survey etc., help the students to become responsible citizens.

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

The institution organizes Awareness programmes, Health Check-Up Camps, Environment Protection initiatives to ensure the involvement of the community in its reach out activities and contribute to the community development.

- Health Check-up camps for the local under privileged community by the college.
- Blood Donation Camp organised by the Red Ribbon Club.
- Awareness camp

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

Nil

3.6.10 Give details of awards received by the institution for extension activities and/contributions to the social/community development during the last four years. Please provide details – certificates/recognitions from panchayat etc.

Nil

3.7 Collaboration

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

As such there is no collaboration with other institution or industries.

- 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.**

There are no formal MoUs signed so far.

- 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.**

No such arrangement available as of now.

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

The college has the privilege of organizing one National Seminar during last four years. The seminar was organized by the Education and English departments of the college.

Eminent Scholars who participated in the National seminar:

- Prof. Ashok Bora, Gauhati University.
- Prof. Abani Bhagabati, Gauhati University.
- Prof. Hari Prasad Sarma, Gauhati University.
- Prof. Dulumoni Goswami, Gauhati University.
- Prof. L.R.Saikia, Gauhati University.

List of eminent academicians and scientists/visitors to the department:

History:

- Dr. Ravi Khagnai, Asso. Prof., Nagpur University, 2009
- Dr. Lincon Reang, Asst Prof, Tripura University, 2010
- Uttam Bathari, Regional Director, ICHR; Guwahati, 2011
- Dr. Paromita Das, Asso. Prof. , History, GU, 2012

Education:

- D. Biraj Das, Department of Education, Damdama College
- Mrs. Bharati Saikia, Department of Education, Pub-Kamrup College
- Dr. Birendra Deka, Academician
- D. Alaka Das, Deptt. of Education Goreswar College
- Dr. Prativa Patowary, Deptt. of Education, Goreswar College
- Mrs. Babita Das, Deptt. of Education, Pub-Kamrup College

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

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

No formal MoUs or agreement has been signed with any other institution so far.

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

The college making concerted efforts to establish linkages with International/National institutes, industries and Research Centres for creating an academic environment for enhancement of quality.

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

Criterion IV: Infrastructure and Learning Resources

4.1 Physical Facilities

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

The college has a well-defined policy of augmenting infrastructural facilities for ensuring academic excellence and enhances teaching-learning process. New infrastructure is created and existing upgraded to enhance academic standards and increase efficiency. Constant and proper monitoring of infrastructure has helped the optimal usage of the existing facilities.

The some of the initiative taken up to meet the growing needs of the college are:

- Digital seminar hall, digital class rooms were constructed.
- Numbers of general classrooms are also increased.
- Technological up-gradation like sufficient numbers of computer sets with internet connectivity, Projectors, LCD etc. were newly installed.

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.**

Class Room: Our College has sufficient numbers of spacious classrooms with proper lighting facility and proper ventilation.

Seminar Hall: The College has one digital seminar hall used for conducting seminars, workshops, conferences and other discussions.

Tutorial Spaces: Any classroom can be use for tutorial classes after regular classes over.

Laboratories: The College has one well equipped computer lab and one language lab for carrying out research works.

Facilities for Research: The College has a well equipped central library which is stoke of good numbers of text and reference. It also provides all INFLIBNET services to staff and students.

- 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.**

Sports & Games: The College has a spacious playgrounds and sufficient physical facilities for sports and games.

NSS: The College has NSS wings which actively participated in community extension services.

NCC: The College has NCC unit too.

Cultural Activities: The College has an active Arts & Cultural committee. The committee timely organised various cultural events during the observation of college week, Fresher's Social etc.

Public Speaking: College organises programmes like discussions, Guest lectures, debates etc.

Health: College organises health check-up camps for the local community as well as for the students and staff.

- 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 augmented the infrastructure with academic advancement and growth. Apart from constructing new structure it has upgraded existing facilities and

infrastructure. The institution ensures the optimal utilization of the available infrastructure effective planning.

The College steadily investing on campus infrastructures and other learning facilities. Under the active supervision of the Planning Committees and the IQAC, the College recently completed the construction of Library Building. The building also comprises spaces for Principal Office, Class rooms, Practical Laboratories for Anthropology and Geography departments.

Some of the initiatives in this regard:

- All facilities of the central library can be avail by all stakeholders.
- Seminar Hall is used for organizing multiple activities.
- The IQAC ensures optimal use of resources available.
- The Planning Committee collects advice, suggestions and recommendation from departments and various cells about resource requirements.

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

The institute is committed to make the stay of differently-abled students comfortable. The needs of the physically challenged are further taken care of by the supporting staff. During the examinations extra attention is paid to them by providing them seats on the ground floor and any other assistance, if needed. The institution is also prepared to provide special facilities for differently-abled students as and when such requirements arise.

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

- Hostel Facility – Accommodation available for Girls students.

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?

Arrangements for first-aid and medical care are fully available for the staff as well as the students inside the campus. In case of serious medical emergency, help is provided by shifting the ward to a nearby hospital.

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.

- IQAC: A dedicated office with computing and internet facility
- Special Facilities like Women's Studies Cell, Career Counselling & Placement cell etc. are available for the students.
- Separate Girls' Common Room and Boys' Common Rooms are available for leisure period.
- Separate departmental spaces are available for staffs.
- Safe drinking water is made available to all the students and faculties.

S. No.	Unit	Teacher-in Charge
1	IQAC	Mr Prasanna Medhi, Coordinator
2	Planning Committee	Mr D.K.Saikia, Principal
3	Women's Studies Cell	Farida Sultana Haque
4	Career Counselling & Placement Cell	Jayanta Sarma

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?

The College has a Library Committee for smooth functioning of the library. The Committee is constituted annually. The main objective of the Library committee to decide & adopt the policies to govern the management & various programme of the library, to prepare the annual budget, rules & regulation of the library.

The Committee consists as follows:

Chairman: Principal of the College.

Member Secretary: Librarian

Members: HoDs of each and every departments of the college.

Some of the significant initiatives under taken by the committee:

- Computerization of Libraries
- Computer with Internet Facility
- INFLIBNET services
- Installation of Photocopier
- Extension of Library Building
- Online Public Access Catalogue facility to the users.
- Book Bank facility for SC/ST/OBC and economically weaker section of students.

4.2.2 Provide details of the following:

- Total area of the library
- Total seating capacity
- Working hours (on working days, on holidays, before examination days, during examination days, during vacation)
- Layout of the library (individual reading carrels, lounge area for browsing and relaxed reading, IT zone for accessing e-resources)

- Total area of the library :1840 sq ft
- Total seating capacity: 80
- Working hours (on working days, on holidays, before examination days, during examination days, during vacation):
 - Working days : 09:30 AM to 4:30 PM
 - Holiday : Closed
 - Before Exam days : 09:30 AM to 4:30 PM
 - During Exam days : 09:30 AM to 4:30 PM
 - During Vacation : 09:30 AM to 4:30 PM

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

- Spacious reading room with 80 nos. of seating capacity.
- Computers with internet facility.
- INFLIBNET services.
- Reprography facilities.
- Good collections of Text & Reference books, periodical & journals, Newspapers etc.

- 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.

Each faculty member suggests the titles of book and journals needed for study and teaching. This is forwarded to Library Committee.

	2010-11		2011-12		2012-13		2013-14	
	No.	value	No.	Value	no	value	no	value
Text Books & Reference Books	8759	1404094/-	9164	15,41,094/-	9557	16,46,094/-	11364	342962/-
e-Books	-	-	-	-	-	-	-	-
Journals & Periodicals	-	4,700/-	-	4,700/-	-	4,700/-	-	13340/-
e-Journals	-	-	-	-	-	-	-	-
Digital Database	-	-	-	-	-	-	-	-
CD & Video	-	-	-	-	-	-	-	-
Others (specify): Magazines	-	1,240/-	-	1,240/-	-	1,240/-	-	1,240/-
Newspaper	-	950/-	-	950/-	-	950/-	-	950/-

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

- * OPAC : Facility is being provided to the users
- * Electronic Resource Management package for e-journals : Yes, subscribe for N-List.
- * Library Website-No
- * In-house/remote access to e-publications: N.A.
- * Library automation -Yes
- * Total number of computers for public access : 2computers
- * Total numbers of printers for public access- 1
- * Internet band width/ speed ☐ 2mbps ☐ 10 mbps ☐ 1 gb (GB) : 2mbps
- * Institutional Repository: No
- * Content management system for e-learning-Yes
- * Participation in Resource sharing networks/consortia (like Inflibnet): INFLIBNET facility is activated and the users are free to access the database and collect information.

4.2.5 Provide details on the following items:

- * Average number of walk-ins: 80/day
- * Average number of books issued/returned : 30/day
- * Ratio of library books to students enrolled:14:1
- * Average number of books added during last three years: 2605
- * Average number of login to e-resources: 2/day
- * Average number of e-resources downloaded/printed: 5/day
- * Number of information literacy trainings organized: Special Library orientation session are organised for freshers.
- * Details of "weeding out" of books and other materials: 2000 books till date

4.2.6 Give details of the specialized services provided by the library

- Manuscripts : NO
- Reference: Library presides reference service
- Reprography –Yes
- ILL (Inter Library Loan Service) –No
- Information deployment and notification - Yes
- Download – Yes
- Printing – Yes
- Reading list/ Bibliography compilation – yes
- In-house/remote access to e-resources – Yes
- User Orientation and awareness – Yes
- Assistance in searching Databases – Yes, Library staff provide assistance to staff and students in searching books.
- INFLIBNET/IUC facilities –Yes

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

Though the central library has the provision of open searching of books by the students as well as by the teachers, the librarian and the supporting staffs are always accessible and ready to assist students and staff in finding books.

The central library has created a book bank for economically backwards section of students.

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

- Library staff assist the physically challenged person in searching and obtaining books and other documents.
- They are also given top priority while issuing books and easier borrowing facilities.
- If required, special care provided in the reading room.

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

Yes, a feedback on library services is obtained from its users.

To collect feedback from users, library has suggestion box. Apart from that a feedback register is also kept in the library.

The valuable suggestions provided in the process is analyzed by the library committee and corrective measures taken to upgrade the library services.

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)

Name of College Section	No of Computers	RAM	HDD
Principal's Office	1	2GB	500
Office	2	2GB	500
Central Library	3	2GB	500
IQAC office	1	2GB	500
Lnaguage lab	5	2GB	500
UGC Network and Research Cell	3	2GB	500
Computer Lab	5	2GB	500

- LAN facility: LAN connectivity exist with all computer
- Office automation software is installed in the office section
- Wifi facility: The college has a plan to make the campus wi-fi enabled in the recent future.
- Licensed software: All software installed in the computers are licensed software.
- Number of nodes/ computers with Internet facility: All computer within the campus have interent connectivity
- Any other

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

Sufficient numbers of computers with internet connectivity has been installed inside the college campus. The students and faculties are given free access to the internet facility in the college.

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

The institute upgrade its IT infrastructure and associated facilities by purchasing of new hardware as well as software for different sections of the college. The college has a future plan for Management Information System.

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)

The college allocates funds for procurement, upgradation, deployment and maintenance of the computers and their accessories.

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?

- Departments organises seminars/conference/meeting inthe ICT enabled Digital seminar hall.
- College has three digital class room to enhance teaching learning process.

- The College has a well equipped central library that provide INFLIBNET services to students and staff.
- The college also has Research cell, Computer Lab, Language Lab with sufficient numbers of Computer Sets with interent connectivity.

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.

- The College encourages faculty members to undergo training on the computer-aided teaching skills and also provide orientational session from time to time.
- The college has been conducting workshops for the faculty on the use of computer and internet.
- The College has a well-equipped Central Library as learning resource.
- Well equipped Computer Labs, Language Lab, Digital class rooms are available to facilitate ICT enabled teaching.

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 institution does not avail the National Knowledge Network connectivity directly or through the affiliating university. But the College has INFLIBNET (N-List) accessibility.

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 budget allocated for the maintenance and upkeep of the college facilities through regular supersions and holding meetings of College Governing Body, Planning Committee, Construction & Purchasing Committee and IQAC.

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

Upkeep of the infrastructure, facilities and equipment are done by the College through Planning Committee and other different executive committees.

- The Construction and Purchasing Committee of the college supervise the work of the construction and purchase of various required equipments and accessories.
- Maintenance of ICT aids and others equipments is done periodically with various agencies.

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

Generally supervision, annual maintenance and repair of the equipments are taken care of by the college with the help of hired technician. However College also supervise frequently of its own to resist major damages.

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

- Voltage Stabilizers have been installed for the safety of sensitive equipment.
- Maintenance of equipment is done through skilled hired technician. However some maintenance is done through Annual Maintenance Contract.

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 college publishes its updated Prospectus annually. The College Prospectus carries details about the College, College Mission, Vision and Goals & Objectives, College campus and courses or programmes offered, Library, Facilities, Admission Criteria, Fees, availability of different cell & committees along with other informations. A detailed academic calendar is also prepared and attached along with the prospectus.

- 5.1.2 Specify the type, number and amount of institutional scholarships / free ships given to the students during the last four years and whether the financial aid was available and disbursed on time.**

Other than Government Scholarship schemes, the college also provide financial assistance to the economically challenge but meritorious students. A good numbers of needy students were financially assisted by the college during last four years.

The College also provides **AWARD OF MERIT** to the students showing outstanding performance in their final examinations. Accordingly cash prize of Rs 5001/- is awarded to the Rank holders in H.S. & T.D.C. examination. Another cash prize of Rs 501/- awarded to the students securing the highest marks in H.S. & T.D.C. final examinations. However the students must secure 60% or more marks in the examination to get the above mentioned prizes.

The College also ensures disbursement of these financial aids on time.

Year	College Free ships	
	No.	Amount
2010-2011	19	Rs 33,820/-
2011-2012	60	Rs 1,16,040/-
2012-2013	45	Rs 90,000/-
2013-2014	16	Rs 28000/-

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

Year	Government Scholarship	
	No.	Amount
2010-2011	157	Rs 4,86,505/-
2011-2012		
2012-2013	300	Rs 7,35,107/-
2013-2014	71	Rs 255292/-

5.1.4 What are the specific support services/facilities available for

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

- Govt. Scholarship is available for SC, ST and OBC students.
- College provides special financial assistances to the economically weaker but meritorious students.
- Separate book bank is maintain in the central library for the SC,ST, OBC and economically weaker sections.

✓ **Students with physical disabilities**

- Students with physical disabilities are provided with priority services in the library or in the office.
- Library staff provides special assistance in searching books and other documents.College also takes special care of them in various aspects.

✓ **Overseas students**

There is no overseas student in the college.

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

- Students are encouraged to participate in Sports & games and other Co-curricular activities, at State Level and National Level.

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

- College has a first aid box for medical emergency. If any major problems arose then they were shifted to the nearby hospital.
- The IQAC has a plan to introduce Health Insurance Scheme for the students.

✓ **Organizing coaching classes for competitive exams**

- The Career Counselling Cell conducts workshops periodically in this regards. The college has a plan to introduce coaching classes for competitive exams like Bank P.O. & Clerical, TET etc.

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

- The college has introduced certificate and diploma courses in Computer Application.

✓ **Support for “slow learners”**

- Each department of our institution takes initiative to provide remedial coaching classes for slow learners. These are conducted by the concerned departments after regular/scheduled working hours.

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

- Students are encouraged to attend and participate in the programmes conducted by other institutions to enrich their knowledge.

✓ **Publication of student magazines**

- The college publishes a college magazine in every academic year. This annual publication provides opportunity to the students to express their creativity and ideas.
- Different departments also maintain wall magazines.

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

Certificate courses and Diploma courses are introduced by the college to develop computer skills among the students. The College is also planning to introduce some other skill oriental courses in the near future.

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

- Flexibility in examinations is according to the affiliated University rules. However additional classes were arranged for those students.
- Sports materials are supplied to the students to develop their performance in different sports events.
- College has its own infrastructure such as playground etc.
- Quizzes, Debates and other co-curricular activities are organized by the College at college level or departmental level.

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 management and the IQAC is planning to introduce specialised coaching classes for Bank P.O. & Clerical Examination, Assam State TET and MAT. However, the Career Counselling Cell of the college taking initiatives to guide the students in this regards.

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

- Career counselling is provided by Career counselling cell of the college.
- Academic and Personal counselling is given by the Departments and the IQAC.

- 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).

As of now there is no such mechanism for placements. However the Career Counselling cell and the IQAC provides career related guidance to its students. Student enrichment training programmes are also conducted.

- 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 very active and functional student grievance redressal cell. Other than that College also has a effective College Disciplinary Committee who take active part in this regards.

No major grievance has been addressed by the studentrs during last four years.

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

No, there is no separate cell for taking action against sexual harassment of women students. The Grievance Redressal Cell, College Disciplinary Committee and Women Studies Cell are available for help. Occasion for such cell, however, never arose in the campus.

- 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?

The College has an active Anti-Ragging Cell. However such instances are rear in the campus.

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

- Free ship for the economically weaker section of 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 Committee which gives valuable suggestions for students' welfare and development of the college.

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.

No special mechanism has been introduced yet to track such records. However some of the faculty members informally collect information from alumni or ex-students.

5.2.2 Provide details of the program wise pass percentage and completion rate for the last four years (cohort wise/batch wise as stipulated by the university)? Furnish program-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.

*refer Q. No 2.5.5

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

Carrier Counselling Cell provides detail information regarding higher level of education and acts as a centre for identifying job opportunities.

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

The college makes an effort to minimize the dropout rate by:

- Holding additional remedial classes for weak students.

- Giving liberal concessions/free ships to the economically backward students.
- Issuing books from the Book Bank to the meritorious and needy students.
- Timely communicating class attendance records to those students who are at risk.

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.

- College has a playground where students can practice their outdoor games.
- College has Kabaddi and Badminton Court.
- The College has a Art and Cultural Committee who organizes different cultural competitions, Painting etc for the students.
- The Extension Education Cell, NSS and NCC also organizes some extracurricular activities.

Year	Level of Competition	Event	Name of participation
2010-11	National	Ball-Badminton	Manab Nath, Manas Pratim Nath,
2012	National	Ball-Badminton	Manab Nath, Manas Pratim Nath,
2013-14	National	Ball-Badminton	Manab Nath, Manas Pratim Nath, Arup Lahkar

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.

No such record exist.

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

The institute obtains the feedback from the students to improve the performance and quality of the institutional provisions. The Internal Quality Assurance Cell collects

feedback from the graduates regarding learning processes. The inputs obtained from the students are further used to improve the overall performance and quality of the institutional provisions.

- 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.**

Students are always involved and encouraged to explore and enrich their creativity.

The college annually publishes a magazine which provides the students with an opportunity to explore their creativity and ideas. Some of the departments also maintained wall magazines.

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

The college has a Students' Union Body, the members are elected democratically in the parliamentary method. Elections are conducted as per the specified guidelines. Elected representatives constitute the students' union consisting of General Secretary, Secretaries of different student bodies and the Principal acting as Chairman of the Union Body.

Major activities:

- Organization of Annual Sports Meet and Annual Cultural programme
- Publication of College Magazine
- Facilitating the various programmes undertaken by the college

The College bear the expenses of the Students' Union Body.

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

List of bodies having student's representatives:

- IQAC Cell
- Anti-Ragging Cell.
- Grievance Redressal Cell.
- Games and Sports Committee.
- Art and Culture Committee etc.
- College Disciplinary Committee

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

The institution has an Alumni Committee. The college conducts periodical meetings of the Alumni Committee. The retired faculties are also invited in the meetings. This adds to the experience of the committee. They are also invited for various functions and cultural programmes.

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

College is steadily investing and taking active initiatives to improve the student support system.

CRITERION VI: GOVERNANCE, LEADERSHIP AND ANAGEMENT

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.?

• **Mission:**

To bring higher education closer to the underprivileged and to open new visits of opportunities for their future generation, thus creating a self-sufficient and responsible human society; bring refinement of thoughts and ideas and germinate the innate creativity and talent; create a sense of affinity with the broad Indian culture and heritage; established a chain of networks with the rest of the globe to keep pace with the advancement of knowledge and information.

• **Vision:**

Every student enrolled with us is allowed perceptive freedom to excel in his chosen field of interest, which has helped using moulding career of some of the best young men & women of this region. Offering maximum facilities to the students to fulfil their dreams, which will be the hallmark of the college.

• **Goals & Objectives of the College:**

- a) To impart higher education (Post Matric) to the students of this institution under the guidance of qualified teachers.
- b) To provide the right kind of leadership in all walks of life; to identify lifted youth and help them develop physical fitness, powers of mind and cultivating in them right interests, attitude moral and intellectual values.
- c) To strive to promote equality and social justice and to reduce social and cultural differences through diffusion of education.
- d) To foster in the teachers and students and through them in society in general, the attitudes and values needed for developing GOOD LIFE in individual and society.
- e) To seek and cultivate new knowledge to engage vigorously and fearlessly in the presence of truth and interpret old knowledge and belief in the light of new needs and discoveries.

The mission statements are in keeping with the needs of the region. Most of the students seeking higher education of this college are from rural areas. They are from economical weaker section of the society. Thus the college has made higher education accessible to the underprivileged section of the society.

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

Governing Body of the College is formed as per rule. Important decisions regarding administration affairs and policy matters are taken in the regular meetings of the college Governing Body. In addition, the implementation is reviewed by the Governing body and the IQAC for making necessary changes. The faculty participates actively in policy making and application by presenting suggestions and recommendations to the Head of the institution as well as to the college's Governing Body.

6.1.3. What is the role of the leadership in ensuring?

- **the policy statements and action plans for fulfillment of the stated mission:** The Principal and the Governing Body are actively engaged in the formation & implementation of the institutional plans and policies in line with the stated mission.
- **formulation of action plans for all operations and incorporation of the same into the institutional strategic plan:** The leadership formulate plans for all operations of the institution and incorporate the same into the institutional strategic plan. The IQAC and other committees of the college reviews and monitors the implementation.
- **Interaction with stakeholders:** The College makes conscious efforts to build a healthy relationship with its stake holders namely-Students, parents, alumni.
- **Proper support for policy and planning through need analysis, research inputs and consultations with the stakeholders:** Leadership hold meetings with the stakeholders and seek suggestions for formulating policies and plans for overall improvement of the institution.
- **Reinforcing the culture of excellence:** Participatory Leadership is ensured at every level to promote the culture of excellence. Quality related seminars/workshops/conferences are organized to promote and reinforce the culture of excellence.
- **Champion organizational change:** A list of infrastructure requirements is set by the Departments and the cell & Centers and present before the Principal, who after careful scrutiny includes it in the annual budget for implementation. The Principal also invites proposals for new programmes.

- 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 college has a well-defined system to monitor and evaluate the effectiveness and effective implementation of the policies and plans of the institution. The college ensures that the desired objectives are being achieved through the active involvement of Cell, Committees and IQAC. These cells submit its recommendation to the planning committee which in turns creates a plan to implement changes, if required.

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

The President of the Governing Body at the highest level is in constant touch with the head of the institution and gives enlightened leadership to the Principal for the smooth functioning of the college. The Principal, promoting leadership at multiple levels, decentralised this authority to the members of various cell & committees as well as to the faculty members for proper implementation and execution.

The faculties can often take independent decisions on the session planning, mode of internal examination, incorporation of ICT technologies etc.

- 6.1.6. How does the college groom leadership at various levels?

Though the faculties work under the broad structure of academic calendar, but the management give enlightened leadership to them. They can often take independent decisions on the session planning, mode of internal examination, incorporation of ICT technologies etc.

In various occasions, management also seek active participation of the student community so as to groom leadership among them.

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

The College administration is decentralized to a large extent. Various committees have been formed to plan and monitor the functioning of different departments/ section of the college. Departments have full freedom in dealing with various affairs of teaching, such as making lesson plans, conducting class tests etc.

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

The college is governed by a participative management which is actively involved in the administrative, academic and co-academic activities of the institution. The President of the Governing Body, the Principal along with other members of committee interacts with the staff and inspires them to achieve excellence in their respective fields.

The perspective institutional plan is developed through consultations of the Management with Principal and faculty. The Managing Committee constitutes committees for the various developmental initiatives undertake.

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 is designed keeping the stakeholders' requirements in mind. They are reviewed in the meetings of Governing Body and Planning Committee. The Principal and the Management monitors the deployment of the plans by holding formal and informal interactions with the staff, from time to time.

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

The perspective plan is drawn as short-term and long term goals in the different aspects of the functioning of the college such as teaching and learning, Research and Development, Extension & Consultancy, Human Resource Planning, and Infrastructure. To implement these plans in a meaningful manner, adequate measures are taken to mobilize resources.

Some of the aspects considered for inclusion in the perspective plan for development are as follows:-

- To introduce more subjects at the U.G. level.
- To introduce new skill oriented courses

6.2.3. Describe the internal organizational structure and decision making processes.

Usually plans for the development of the college are discussed in the governing body meetings and planning committee meetings. The IQAC of the college also gives its valuable suggestions and recommendation to the higher authority. Advices are also sought from various cell and committees of the college.

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

- Teaching & Learning
- Research & Development
- Community engagement
- Human resource management
- Industry interaction

Teaching & Learning

The Management ensures effective and efficient transaction of the teaching-learning process by:

- Qualified and dedicated faculty members.
- Promoting professional development of faculty by providing support to undergo refresher and orientation courses, to equip themselves in modern pedagogical tools to pursue doctoral programmes, to attend National and International Seminars.

Research & Development:

The College has established Network and Research to promote research aptitude among faculty and students.

- Seminars and conferences are organized to promote research.
- The College through the facility of INFLIBNET has been subscribing to online journals to promote research environment.
- Three teachers of different departments are working on Major Projects.

- The Principal has been motivating the faculty to write research projects & apply to UGC etc. for research schemes

Community Engagement:

The college has NSS & NCC units. The college encourages students to take part in NCC, NSS and other extension activities. The college has also established Extension Education Cell, Women's' Studies Cell, Environment Cell, Red Ribbon Club etc. They organize various outreach programmes to enable the students to respond to the larger issues of society. Some of their activities are:

- Blood Donation Camp organized.
- AIDS awareness camp
- Tree Plantation Drive
- Health Check-up camp

Human Resource Management:

The institute has a very effective internal strategies and planning for assessing adequate human resource required, staff recruitment, monitoring and planning professional development programmes for faculty development and obtaining feedback on teachers.

Industry interaction:

The Career Counselling Cell and IQAC are taking initiatives in this regards.

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

- By holding periodical meetings to review the overall progress of the institution.
- Through personal interactions with students at both formal and informal level.
- Through personal interaction of the Principal with the faculty and nonteaching staff
- Through interaction of the Principal with the guardians
- Through information available in Student feedback forms

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

The management encourages and supports involvement of the staff for improvement of the effectiveness and efficiency of the institutional processes:

- By having staff representatives in the college's Governing Body.
- By constituting cells and committees with teacher representatives.

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

The college management adopted quite a few resolutions for developing infrastructure and increasing academic opportunities. Work is in progress for materializing the plans.

- 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, the affiliating university does not make provision for granting the status of autonomy to the institution.

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

The institute has well-defined grievance redressal mechanism to address and redress the grievances of all the members. A Grievance Redressal Cell has been established to address the problems of the students and staff and promote a healthy atmosphere in the college. Prompt and effective disposal of grievances of various stakeholders is being done by the Grievances Redressal Cell. Complain boxes are put in place for the redressal of grievances. These complain then analysed and action is taken if the complains turn out to be reasonable.

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

No, there is no court case filed by or against the institute.

- 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, there is a mechanism for the evaluation of the teacher's performance by the students. The process is conducted manually. Special Performa has been designed according to the prescribed format given by NAAC.

These feedbacks are analysed and necessary actions are taken. Feedback report are also communicated to the faculty members for improvement.

6.3. Faculty Empowerment Strategies

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

The institution ensures the professional development of the teaching and non-teaching staff by:

- Encouraging them to undergo orientational and refresher courses.
- Giving leave and financial assistance as per rule for attending seminars and workshops related to their particular area of interest.
- Encouraging non-teaching staff to undergo training programmes conducted by the college as well as University.

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

The college has perceived the need for enabling its faculty to use ICT tools to improve teaching learning and curriculum delivery. The college organizes Computer Literacy Programme for its staff.

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 achievements of faculty members are monitored and maintained through Performance appraisal system as per the guidelines from UGC. Student Feedback form on Teachers based on NAAC recommendations also indicates the teacher quality. The Principal and IQAC analyze these feedbacks shares it individually with the staff to help them judge their performance and to improve their professional capabilities.

- 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 performance appraisal report duly filled is assessed by the Principal and management. The management keeps a vigil on the professional behavior and attitude of the members of the teaching as well as the non-teaching faculty.

The management takes effective decisions and the decisions taken are incorporated in the meetings with the staff members.

- 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?

Group Insurance scheme is available for teaching and non-teaching staff.

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

The college has no autonomy in selecting and retaining faculty. However, in case of part time faculties, selection process is controlled centrally by the Principal and the Governing Body.

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?

In order to monitor effective and efficient use of available financial resources, the financial regulation and policies are centralised to the Principal as well as Governing Body, whose job is to allocate funds and monitor its use proper utilization.

- 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.

All the accounts of the college are regularly audited. There are no major objections in the last audit report.

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

The college's major sources of funding are as follows:

- Various grants received from UGC, State Govt. DHE.
- Total fee collected from the students.

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

No such special efforts made by the institution.

6.5. Internal Quality Assurance System (IQAS)

6.5.1. Internal Quality Assurance Cell (IQAC)

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

Yes, the institution is having its Internal Quality Assurance Cell. The IQAC is responsible for the overall improvement of the institution in all aspects.

IQAC cell periodically reviews the academic plan for all faculties and checks the progress. In case of any deviation from the schedule additional classes are arranged. The cell also encourages faculty members to apply for minor research projects.

- b. How many decisions of the IQAC have been approved by the management/ authorities for implementation and how many of them were actually implemented?

Almost all recommendations have been approved and implemented by the Governing body as well as the principal. Recently all AQARs prepared by the cell were approved by the management.

- 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 the Alumni Association of the college and external experts. Their comments and suggestions are communicated to the management for further consideration.

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

The IQAC has representatives from students and alumni. They attended almost all meetings of the cell and provide valuable and constructive suggestions. Hence provide active participation in effective functioning of the cell.

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

The departments forward their recommendations to IQAC for review and approval. The IQAC also collects recommendations from the various committees and forwards it to the principal and governing body as appropriate. IQAC involves the staff from different departments in the quality improvement initiatives.

- 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 institution has an integrated framework for Quality assurance of the academic and administrative activities. The IQAC-, collects feedbacks and suggestions from the stakeholders, based on which it proposes comprehensive perspective plan to the governing body for approval and implementation

- 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.

The College always encourages its staff to attain efficiency improvement trainings organised by University and other external agencies. Periodically College also arrange computer literacy training programmes for its staff.

- 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?**

As of now the institution did not undertake Academic Audit and other external review of the academic provisions of the college.

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

In the case of the institution the external regulatory authority is the Affiliating University and UGC and we have the internal quality assurance mechanism as per their needs and requirements.

- 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?**

Student's feedbacks on teachers are collected to review the teaching learning process. The Principal of the College along with the Co-ordinate, IQAC and members of academic committee jointly supervise the progress of the different departmental works related to teaching learning process.

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

Information regarding quality assurance policies are communicated to the internal stakeholders through circulars and other measures. The alumni, parents and other stakeholders are informed through the college magazine and also through meetings held with them.

CRITERIA VII: INNOVATIONS AND BEST PRACTICES

7.1. Environment Consciousness

7.1.1. Does the Institute conduct a Green Audit of its campus and facilities?

The College does not conduct Green Audit, in spite of that it has an internal system in to maintain a clean and Green Campus. The college has been declared Polythene free zone. Students are not allowed to bring polythene to the college. Instead they are motivated to use bags made up of jute, cloth and other organic materials.

7.1.2. What are the initiatives taken by the college to make the campus ecofriendly?

- Every year Tree Plantation drives are carried out to make the campus green and ecofriendly.
- A vermin compose unit has been set up to manage the biodegradable waste productively. Leaf litter from the college is used for vermin composting and the organic manure/compost obtained is used for gardening and plantation.
- Rain water harvesting project has also been implemented in the college. The water thus harvested is being used for watering the plants and gardens.
- The college is taking initiatives to install solar in the campus for power generation

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.

- Introduction of ICT in teaching learning. The College has a well equipped digital seminar hall along with three digital classrooms.
- Well equipped Central library with INFLIBNET services.
- Computer lab with internet facility.
- Language lab and Network Research Cell.
- Harvesting and Bio-degradable Waste Management system

Best Practices

- 7.3.1. Elaborate on any two best practices as per the annexed format 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

Practice – 1

Title- Award of Merit

Goal - The key objectives are to:

- acknowledge and promote student academic excellence.
- provide formal recognition of student achievements which can be included in their curriculum vitae
- increase visibility of student excellence within the academic community thereby upgrading standards of excellence and achievement.

The Context – The Award of Merit is devoted to and seeks to recognize students showing outstanding performance in academic. This is to acknowledge and promote student academic excellence. Therefore, students are motivated to do well in their examinations.

The Practice – A cash prize of Rs. 5001/- is awarded to the Rank Holders students in H.S. & T.D.C. Examination. Another cash prize of Rs. 501/- awarded to the students securing the highest marks in H.S. & T.D.C Final Examination. However, the students must secure 60% or more marks in the examination to get the above mentioned prizes.

Evidence of Success – As a result of such activity, it has been observed that the overall quality of the result has been improved and also gear up the pass percentage.

Problem Encoutered and Resource Required – The Award cash amount is required, which is arranged from college fund.

Contact:
Name of the Principal: Mr Dwijen Kumar Saikia
Name of the Institution: Saraighat College
City: Changsari, Kamrup
Pin: 781101
Work Phone: 0361-2680041
Mobile: +91 9435045369
E-Mail: principalsaraighatcollege@gmail.com
Website: www.saraighatcollegeghy.org

Practice – 2

Title- Departmental Seminar for Student

Goal- To inculcate seminar culture among the students so as to compete with other students when they finally pass out from the college.

The Context – The faculty of the college helps the students in preparing the seminar papers from their prescribed courses.

The Practice – The students are asked to present their papers and acquire information about the topic by asking the questions related to the topic and reading text books and reference books.

Evidence of Success – As a result of such activity, it has been observed that our students make a mark even outside the college whenever they get a chance.

Problem Encountered and Resource Required – No big financial investment is required.

Contact:
Name of the Principal: Mr Dwijen Kumar Saikia
Name of the Institution: Saraighat College
City: Changsari, Kamrup
Pin: 781101
Work Phone: 0361-2680041
Mobile: +91 9435045369
E-Mail: principalsaraighatcollege@gmail.com
Website: www.saraighatcollegeghy.org

Evaluative Report of the Departments:Department of Assamese:

1. Name of the department : ASSAMESE
2. Year of Establishment: B.A. General Course: 1981; B.A. Major Course: 1986
3. Names of Programmes/Courses offered (UG, PG, M.Phil., Ph.D., Integrated Masters; Integrated Ph.D., etc.) : UG (Major & General Course)
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: Nil
7. Courses in collaboration with other universities, industries, foreign institutions, etc: UG & PG course under KKHSOU, Assam.
8. Details of courses/programmes discontinued (if any) reasons: Nil
9. Number of Teaching posts

	Sanctioned	Filled
Professors	-	-
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 Year of Experience	No of Ph. D. students guided for the last 4 years
Dr. Dharitri Das	M.A.(Double), Ph.D.	Associate Professor	Language & Literature	27 yrs	Nil
Dr. Sabita Baishya Baruah	M.A., M.Phil, Ph.D.	Associate Professor	Language	17 yrs	Nil

Dr. Kanika Medhi	M.A., Ph.D.	Associate Professor	Literature	22 yrs	Nil
Aparna Rajkonwar	MA, M Phil	Asst. Professor	Language	26 yrs	Nil

11. List of senior visiting faculty: Nil

12. Percent age of lectures delivered and practical classes handled (programme wise) by temporary faculty: Nil

13. Student-Teacher Ratio (programme wise):

Major Course: 18:1
General Course: 150:1
Elective Assamese: 2:1

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.

Name of the teaching faculty	PG	M.Phil	Ph.D
Dr. Dharitri Das	✓	✓	✓
Aparna Rajkonwar	✓	✓	-
Dr. Sabita Baishya Baruah	✓	✓	✓
Dr. Kanika Medhi	✓	-	✓

16. Number of faculty with ongoing projects from a)National b)International funding agencies and grants received:

Nature of Project	Number	Duration or Year	Name of the funding agency	Total sanctioned	Received
Minor Research Project	01	2 yrs	UGC	2,10,000/-	1,65,000/-

17. Departmental projects funded by DST-FIST; UGC, DBT, ICSSR, etc. and total grants received : Nil

18. Research Centre/ facility recognized by the University: NA

19. Publications: Nil

Name of the Faculty	Books with ISBN/ISSN	Conference proceedings
1. Dharitri Das	Nil	Literature, culture and philosophy of Sankardeva, organised by Dept. of Assamese, JN College, BOKO
2. Aparna Rajkonwar	Nil	Literature, culture and philosophy of Sankardeva, organised by Dept. of Assamese, JN College, BOKO & Environmental Education for sustainable development on UGC sponsored national seminar, Saraighat College.
3. Sabita baishya Baruah	Manasa: The Indian Serpent Goddess, LAP, Lambert Academic Publishing, Saarbrücken, Germany 2010; ISBN: 978-3-8433-6903-9	-
4. Kanika Medhi	Nil	Prospect of Professional Education in Assam, Dispur College. Ethic Heritage of Assam.

20. Areas of consultancy and income generated: Nil

21. Faculty as members in a) National committees b) International Committees c) Editorial Boards..... Nil

22. Student projects:

- a) Percentage of students who have done in-house projects including interdepartmental/programme: All B.A. 4th semester students prepare projects

report on Assamese Language, Literature and Culture.

- b) **Percentage of students placed for projects in organizations outside the institution i.e. in Research laboratories/Industry/ other agencies:** All students for their projects have to work outside the college.

Awards/Recognitions received by faculty and students: Nil

List of eminent academicians and scientists/visitors to the department: The department has a plans to invite one academician in the month of Dec, 2014.

Seminars/Conferences/Workshops organized & the source of funding:

	International	National	State	University	College
Number					1
Source of fund					Saraighat College.

26. Student profile programme/course wise:

Name of the Course/ programme	Applications received	Selected	Enrolled			Pass %
			*M	*F	Total	
1 st Sem Major	31	27	7	20	27	100%
3 rd Sem Major	18	18	4	14	18	100%
5 th Sem Major	22	22	2	20	22	100%
1 st Sem General	360	318				100%
1 st Sem General (Elective Assamese)	20	08				100%
3 rd Sem General	343	343				100%

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. Major	100%	-	-
B.A. General	100%	-	-

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	100%
PG to M.Phil.	N.A.
PG to Ph.D.	N.A.
Ph.D. to Post-Doctoral	N.A.
Employed	
•Campus selection	Nil
•Other than campus recruitment	—
Entrepreneurship/Self-employment	Nil

30. Details of Infrastructural facilities

a) Library: yes

b) Internet facilities for Staff & Students: No

c) Class rooms with ICT facility: Three digital classrooms are available in the college which can be used by all departments, whenever required.

d) Laboratories: No

31. Number of students receiving financial assistance from college, university, government or other agencies: Scholarship schemes record are central maintain by the college.

32. Details on student enrichment programmes (special lectures/workshops/seminar) with external experts:

Departmental workshops and seminars are arranged at regular interval.

33. Teaching methods adopted to improve student learning:

Assignment writing, library projects, group discussion, class tests and class room seminars.

34. Participation in Institutional Social Responsibility (ISR) and Extension activities:

All teachers of the department take active initiatives in this regards.

35. SWOC analysis of the department and Future plans:

Strength:

- Qualified and dedicated faculty members.
- Good relationship between students and teachers.

Weakness:

- The department has not yet been able to provide internet facilities to the students

Opportunities:

- All students of BA Major Course can go for preparing of dissertations strictly based on field survey. It is expected that this will help them to do researches in field study based researches.

Challenges:

- Socio economic condition of major section of students is poor. Hence they need to supplement family income.

Future Plans:

- We have a plan to start a departmental cultural exhibition in every year.
- We would like to organize workshops/seminars at least once in a year by inviting prominent teachers from other institutions.

Department of Economics:

1. Name of the department : ECONOMICS

2. Year of Establishment: B.A. General Course: 1981; B.A. Major Course: 1996

3. Names of Programmes/Courses offered (UG, PG, M.Phil., Ph.D., Integrated Masters; Integrated Ph.D., etc.) : UG (Major & General Course)

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: Nil

7. Courses in collaboration with other universities, industries, foreign institutions, etc:
UG course under KKHSOU, Assam.

8. Details of courses/programmes discontinued (if any) reasons: Nil

9. Number of Teaching posts

	Sanctioned	Filled
Professors	-	-
Associate Professors	3	3
Asst. Professors	-	-

10. Faculty profile with name, qualification, designation, specialization, (D.Sc. /D.Litt. /Ph.D./M.Phil. etc.,)

Name	Qualification	Designation	Specialization	No of Year of Experience	No of Ph. D. students guided for the last 4 years
Mr. Prasanna Medhi	M.A.	Associate Professor	Demography	22	-
Ram Narayan Goswami	M.A.	Associate Professor	Demography	26	-
Dr. Anamika Deka	Ph.D.	Associate Professor	Econometrics	21	Nil

11. List of senior visiting faculty:

- Mr. Aswini Choudhury, SBMS
- Mr. Parag Chandra Kalita, Puthimari College

12. Percent age of lectures delivered and practical classes handled (programme wise) by temporary faculty: 20% (approx)

13. Student-Teacher Ratio (programme wise):

Major Course: 7:1
General Course: 3:1

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.

Name of the teaching faculty	PG	M.Phil	Ph.D
Mr. Prasanna Medhi	✓		
Ram Narayan Goswami	✓		
Dr. Anamika Deka			✓

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: Nil

Name of the Faculty	Peer Review Journals		
	International	National	Others
-	-	-	-

Name of the Faculty	Publication listed in International Database	Chapter in Books	Books Edited	Books with ISBN/ ISSN	Non-Peer Review Journals	e-Journals	Conference proceedings
-	-	-	-	-	-	-	-

20. Areas of consultancy and income generated: Nil

21. Faculty as members in

Name of the Faculty	National committee	International Committee	Editorial Boards
Mr. Prasanna Medhi	All India Federation of University and College Teachers Organisation	--	--
Ram Narayan Goswami	Do	--	--
Dr. Anamika Deka	Do	--	--

22. Student projects

- a) **Percentage of students who have done in-house projects including interdepartmental/programme:** Initiatives taken up by the department to involve 4th, 5th and 6th semesters students.
- 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: Nil

26. Student profile programme/course wise: Major Course

Name of the Course/ programme (refer question no. 4)	Applications received	Selected	Enrolled			Pass %
			*M	*F	Total	
Major in Economics (1st Sem)	11	11	7	4	11	80%
Major in Economics (3rd Sem)	4	4	4	-	4	100%
Major in Economics (5th Sem)	6	6	2	4	6	100%

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. Major	100%	-	-
B.A. General	100%	-	-

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	100%
PG to M.Phil.	N.A.
PG to Ph.D.	N.A.
Ph.D. to Post-Doctoral	N.A.
Employed •Campus selection •Other than campus recruitment	Nil —
Entrepreneurship/Self-employment	Nil

30. Details of Infrastructural facilities

- a) Library: Yes. Around 235 reference books are there in the departmental library.
- b) Internet facilities for Staff & Students: No
- e) Class rooms with ICT facility: Three digital classrooms are available in the college which can be used by all departments, whenever required.
- f) d) Laboratories: No

31. Number of students receiving financial assistance from college, university, government or other agencies: 18 nos. of students received financial assistance from the college. However students record of Govt. scholarship schemes are central maintain by the college.

32. Details on student enrichment programmes (special lectures/workshops/seminar) with external experts:
The department of Economics organized two students enrichment programmes where

Mr. Aswini Choudhury of SBMS and Mr. Parag Ch. Kalita of Puthimari College were the external experts.

33. Teaching methods adopted to improve student learning:

- Departmental Seminars
- Field survey
- Departmental Wall Magazine

34. Participation in Institutional Social Responsibility (ISR) and Extension activities :

Awareness drive on "Importance of Small Savings".

35. SWOC analysis of the department and Future plans:

Strength:

- Qualified and dedicated faculty members.
- Good relationship between students and teachers.
- Satisfying students teachers ratio

Weakness:

- Adequate no of faculties.

Opportunities:

- To introduce skill oriented courses.

Challenges:

- Socio economic condition of major section of students is poor. Hence they need to supplement family income.

Future Plans:

- To introduce integrated course like Tourism Development, Micro- Finance etc.

Department of Philosophy:

1. Name of the department: PHILOSOPHY
2. Year of Establishment: B.A. General Course: 1981; B.A. Major Course: 1990
3. Names of Programmes/Courses offered (UG, PG, M.Phil., Ph.D., Integrated Masters; Integrated Ph.D., etc.) : UG (Major & General Course)
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: Nil
7. Courses in collaboration with other universities, industries, foreign institutions, etc:
UG course under KKHSOU, Assam.
8. Details of courses/programmes discontinued (if any) reasons: Nil
9. Number of Teaching posts

	Sanctioned	Filled
Professors	-	-
Associate Professors	3	3
Asst. Professors	-	-

10. Faculty profile with name, qualification, designation, specialization, (D.Sc. /D.Litt. /Ph.D./M.Phil. etc.,)

Name	Qualification	Designation	Specialization	No of Year of Experience	No of Ph. D. students guided for the last 4 years
Minakhy Devi	M.A.	Associate Professor	Logic	24	-
Debananda Baruah	M.A., M.Phil, LLB	Associate Professor	Logic	27	-
Dr. Balendra Patgiri	MA, M.Phil, Ph.D.	Associate Professor	Logic	19	7

11. List of senior visiting faculty:

- c) Prof. Sibnath Sarma, Gauhati University
- d) Prof. Girish Sharma, Gauhati University
- e) Dr. Sumitra Choudhury, HOD, Dispur College Ghy
- f) Dr. Maina Sharma, HOD, B.Baruah College
- g) Prof. Jiban Sarma, HOD, Pub-Kamrup College
- h) Prof. Banajit Baishya, HOD, SBMS College, Sualkuchi

12. Percent age of lectures delivered and practical classes handled (programme wise) by temporary faculty: 20% (approx)

13. Student-Teacher Ratio (programme wise):

Major Course: 30:1

General Course: 16:1

14. Number of academic support staff (technical) and administrative staff; sanctioned and filled: Nil

15. Qualifications of teaching faculty with DSc /D.Litt/ Ph.D/ MPhil/ PG.

Name of the teaching faculty	PG	M.Phil	Ph.D
Minakhy Devi	✓		
Debananda Baruah	✓	✓	
Dr. Balendra Patgiri	✓	✓	✓

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: Nil

Name of the Faculty	Peer Review Journals		
	International	National	Others
Minakhy Devi	-	01	-

Name of the Faculty	Publication listed in International Database	Chapter in Books	Books Edited	Books with ISBN/ISSN	Non-Peer Review Journals	e-Journals	Conference proceedings
Dr. Balendra Patgiri	-	-	02	-	-	-	-

20. Areas of consultancy and income generated: Nil

21. Faculty as members in

Name of the Faculty	National committee	International Committee	Editorial Boards
Minakhy Devi	IPC and All India Federation of University and College Teachers Organisation	--	--
Debananda Baruah	IPC and All India Federation of University and College Teachers Organisation	--	--
Dr. Balendra Patgiri	IPC/ICPR, All India Federation of University and College Teachers Organisation	--	--

22. Student projects: Nil

a) Percentage of students who have done in-house projects including interdepartmental/programme:

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:

	International	National	State	University	College
Number					1
Source of fund					Saraighat College.

26. Student profile programme/course wise:

Name of the Course/ programme (refer question no. 4)	Applications received	Selected	Enrolled			Pass %
			*M	*F	Total	
1 st Sem Major	152	152	58	94	152	76.2%
1 st Sem General	16	16	3	13	16	-
3 rd Sem Major	130	130	62	68	130	100%
3 rd Sem General	18	18	1	17	18	-
5 th Sem Major	70	70	29	41	70	100%
5 th Sem General	15	15	5	10	15	-

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. Major	100%	-	-
B.A. General	100%	-	-

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	100%
PG to M.Phil.	N.A.
PG to Ph.D.	N.A.
Ph.D. to Post-Doctoral	N.A.
Employed •Campus selection •Other than campus recruitment	Nil —
Entrepreneurship/Self-employment	Nil

30. Details of Infrastructural facilities

a) Library:

b) Internet facilities for Staff & Students: No

g) Class rooms with ICT facility: Three digital classrooms are available in the college which can be used by all departments, whenever required.

h) d) Laboratories: No

31. Number of students receiving financial assistance from college, university, government or other agencies: Record scholarship schemes are central maintain by the college.

32. Details on student enrichment programmes (special lectures/workshops/seminar) with external experts:

Some of the external expert:

- Prof. Sibnath Sarma, Gauhati University
- Prof. Girish Sharma, Gauhati University
- Dr. Sumitra Choudhury, HOD, Dispur College Ghly
- Dr. Maina Sharma, HOD, B.Baruah College
- Prof. Jiban Sarma, HOD, Pub-Kamrup College
- Prof. Banajit Baishya, HOD, SBMS College, Sualkuchi

33. Teaching methods adopted to improve student learning:

- Departmental Seminars

34. Participation in Institutional Social Responsibility (ISR) and Extension activities :

35. SWOC analysis of the department and Future plans:

Strength:

- Qualified and dedicated faculty members.
- Good relationship between students and teachers.
- Satisfying students teachers ratio

Weakness:

- Inadequate no of faculties.

Opportunities:

- To introduce skill oriented courses.

Challenges:

- Socio economic condition of major section of students is poor. Hence they need to supplement family income.

Future Plans:

- To introduce integrated course.

Department of Education:

1. Name of the department : EDUCATION
2. Year of Establishment: 1981
3. Names of Programmes/Courses offered (UG, PG, M.Phil., Ph.D., Integrated Masters; Integrated Ph.D., etc.) : UG (Major & General Course)
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: Nil
7. Courses in collaboration with other universities, industries, foreign institutions, etc: UG course under KKHSOU, Assam.
8. Details of courses/programmes discontinued (if any) reasons: Nil
9. Number of Teaching posts

	Sanctioned	Filled
Professors	-	-
Associate Professors	2	2
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 Year of Experience	No of Ph. D. students guided for the last 4 years
Dr Latika Deka	M.A, Bed, Ph.D	Associate Professor	Mental Hygiene	21 yrs	Nil
Trishna Choudhury	M.A, B.Ed	Associate Professor	Mental Hygiene	24 yrs	Nil
Sangita Barman	M.A, B.Ed, M.Phil	Asst. Professor	Developmental Psychology	3 yrs	Nil

11. List of senior visiting faculty: Nil
12. Percent age of lectures delivered and practical classes handled (programme wise) by temporary faculty: 10% (Only 4 months in each academic session)
13. Student-Teacher Ratio (programme wise): 160:1
14. Number of academic support staff (technical) and administrative staff; sanctioned and filled: 1 technical staff (Sanctioned)
15. Qualifications of teaching faculty with DSc /D.Litt/ Ph.D/ MPhil/ PG.

Name of the teaching faculty	PG	M.Phil	Ph.D
Dr. Latika Deka	✓	-	✓
Trishna Choudhury	✓	-	-
Sangita Barman	✓	✓	-

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:

Name of the Faculty	Peer Review Journals		
	International	National	Others
Dr Latika Deka	1	1	-

Name of the Faculty	Chapter in Books	Books Edited	Books with ISBN/ISSN	Non-Peer Review Journals	e-Journals
Trishna Choudhury	10	04	03	-	-
Dr Latika Deka	10	4	03	-	02
Sangita Barman	16	05	04	-	-

20. Areas of consultancy and income generated: Nil

21. Faculty as members in a) National committees b) International Committees c) Editorial Boards:

Name of the Faculty	Editorial Boards
Dr Latika Deka	Proceedings of National Seminar on Education for Sustainable Development 21 st and 22 nd May 2013
Trishna Choudhury	Do
Sangita Barman	Do

22. Student projects:

- Percentage of students who have done in-house projects including interdepartmental/programme: Compulsory project paper for major course students of 6th semester.
- 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: Ph.D. award received by Dr. Latika Deka, Asso. Professor and Head of the department of Education.

24. List of eminent academicians and scientists/visitors to the department:

Sl. No	Name of the Senior Visiting Faculty	Date	Topic
1	D. Biraj Das, Department of Education, Damdama College	18 th Sept, 2009	Value Education
2	Mrs. Bharati Saikia, Department of Education, Pub-Kamrup College	24 th Sept, 2010	Environmental Degradation and Environmental Education
3	Dr. Birendra Deka, Academician	30 th Aug, 2011	Role of Education in Women Empowerment
4	D. Alaka Das, Deptt. of Education Goreswar College	4 th Sept, 2012	Environment, Society and Education
5	Dr. Prativa Patowary, Deptt. of Education, Goreswar College	22 nd Aug, 2013	Examination Reform

6	Mrs. Babita Das, Deptt. of Education, Pub-Kamrup College	11 th Sept.2014	Impact of Globalization on Education
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25. Seminars/Conferences/Workshops organized & the source of funding:

	International	National	State	University	College
Number		1			10
Source of fund		UGC			Department of Education

26. Student profile programme/course wise: Major Course

Name of the Course/ programme	Applications received	Selected	Enrolled			Pass %
			*M	*F	Total	
1 st Sem Major	15	15	-	-	15	100%
3 rd Sem Major	18	18	-	-	18	94%
5 th Sem Major	19	19	-	-	19	95%

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. Major	100%	-	-
B.A. General	100%	-	-

28. How many students have cleared national and state competitive examinations such as NET, SLET, GATE, Civil services, Defense services, etc.?: Data are not available

29. Student progression

Student progression	Against %enrolled
UG to PG	95%
PG to M.Phil.	N.A.
PG to Ph.D.	N.A.
Ph.D. to Post-Doctoral	N.A.
Employed	
•Campus selection	Nil
•Other than campus recruitment	—
Entrepreneurship/Self-employment	Nil

30. Details of Infrastructural facilities

a) Library: yes

b) Internet facilities for Staff & Students: No

i) Class rooms with ICT facility: Three digital classrooms are available in the college which can be used by all departments, whenever required.

j) d) Laboratories: yes

31. Number of students receiving financial assistance from college, university, government or other agencies: Scholarship schemes record are central maintain by the college.

32. Details on student enrichment programmes (special lectures/workshops/seminar) with external experts:

Departmental workshops and seminars are arranged at regular interval.

33. Teaching methods adopted to improve student learning:

Teaching method adopted:

- Lecture method
- Question answer method

- Demonstration method
- Problem solving method
- Brain storing
- Team teaching
- Survey method

34. **Participation in Institutional Social Responsibility (ISR) and Extension activities:**

Nil.

35. **SWOC analysis of the department and Future plans:**

Strength:

- Qualified and dedicated faculty members.
- Quality library with large no of text and reference books
- Publication of departmental magazine to develop students inner capacities

Weakness:

- Lack of support and properly arranged laboratory.
- Lack of computer facility

Opportunities:

- Separate well equipped departmental library.

Challenges:

- W have to remove student indiscipline and to provide value education
- To remove illiteracy and superstition from the people of the society by quality education.

Future Plans:

- To help the financially weak students by providing sufficient books from our own departmental library
- To organize national workshop, Seminar and International seminar.

Department of Anthropology:

1. Name of the department : ANTHROPOLOGY
2. Year of Establishment: B.A. General Course: 2000
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): Semester
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/programmes discontinued (if any) reasons: Nil
9. Number of Teaching posts

	Sanctioned	Filled
Professors	-	-
Associate Professors	-	-
Asst. Professors	Nil	02(Non-Sanctioned)

10. Faculty profile with name, qualification, designation, specialization, (D.Sc. /D.Litt. /Ph.D./M.Phil. etc.,)

Name	Qualification	Designation	Specialization	No of Year of Experience	No of Ph. D. students guided for the last 4 years
Kakali Bora	M.A.	Asst. Professor	Adv. Social Anthropology	14 yrs	-
Bikash Ranjan Tahbaldar	M.A., M.Phil, L.L.B	Asst. Professor	Adv. Social Anthropology	11 yrs	-

11. List of senior visiting faculty: Nil
12. Percent age of lectures delivered and practical classes handled (programme wise) by temporary faculty: Nil

13. Student-Teacher Ratio (programme wise):

TDC- 1st Yr: 30:1

TDC- 2nd Yr: 32:1

TDC- 3rd Yr: 18:1

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.

Name of the teaching faculty	PG	M.Phil	Ph.D
Kakali Bora	✓	-	-
Bikash Ranjan Tahbildar	✓	✓	-

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: Nil

20. Areas of consultancy and income generated: Nil

21. Faculty as members in
a)National Committee
b)International Committee
c)Editorial Boards

Nil

22. Student projects: Nil

- 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: Nil

25. Seminars/Conferences/Workshops organized & the source of funding:

Nil

26. Student profile programme/course wise:

Name of the Course/ programme (refer question no. 4)	Applications received	Selected	Enrolled			Pass %
			*M	*F	Total	
TDC 1 st Yr(2 nd Sem)	71	71	15	56	71	-
TDC 2nd Yr(4 th Sem)	80	80	29	51	80	-
TDC 3rd Yr(6 th Sem)	20	20	7	13	20	100%

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.	100%	-	-

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	100%
PG to M.Phil.	N.A.
PG to Ph.D.	N.A.
Ph.D. to Post-Doctoral	N.A.
Employed •Campus selection •Other than campus recruitment	Nil —
Entrepreneurship/Self-employment	Nil

30. Details of Infrastructural facilities

a) Library: No

b) Internet facilities for Staff & Students: No

k) Class rooms with ICT facility: Three digital classrooms are available in the college which can be used by all departments, whenever required.

l) d) Laboratories: Nil

31. Number of students receiving financial assistance from college, university, government or other agencies: Record scholarship schemes are central maintain by the college.

32. Details on student enrichment programmes (special lectures/workshops/seminar) with external experts:
The department organizes departmental level seminars as a part of students enrichment programmes.

33. Teaching methods adopted to improve student learning:

- Departmental Seminars

34. Participation in Institutional Social Responsibility (ISR) and Extension activities :
Nil

35. SWOC analysis of the department and Future plans:

Strength:

- Anthropology is the “Miroor for Man” as changsari area is boutique of different ethics groups, the anthropology department convey knowledge to make aware the different ethics groups of their anthropological importance.

Weakness:

- Lack of sufficient laboratory, Museum, Permanent Bearer and teaching staff.

Opportunities:

- Anthropology being a holistic study of human being, it provides a numbers of job opportunities in different sections of institutions for the students. Besides , it also develop a good personality and tolarent behavior among the different castes and tribes.

Challenges:

- Socio economic condition of major section of students is poor. Hence they need to supplement family income.

Future Plans:

- To constitute an ethic museum
- To open major course in the department.

Department of Geography:

1. Name of the department : GEOGRAPHY
2. Year of Establishment: 1991
3. Names of Programmes/Courses offered (UG, PG, M.Phil., Ph.D., Integrated Masters; Integrated Ph.D., etc.) : UG (Major & General Course)
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:
Environmental Studies
7. Courses in collaboration with other universities, industries, foreign institutions, etc:
Nil
8. Details of courses/programmes discontinued (if any) reasons: Nil
9. Number of teaching posts

	Sanctioned	Filled
Professors	-	-
Associate Professors	-	
Asst. Professors	3	3

10. Faculty profile with name, qualification, designation, specialization, (D.Sc. /D.Litt. /Ph.D./M.Phil. etc.)

Name	Qualification	Designation	Specialization	No of Year of Experience	No of Ph. D. students guided for the last 4 years
Dr. Bhanu Hazarika	M.A., M.Phil, Ph.D.	Asst. Professor	Regional Planning	21 yrs	-
Smt. Jyotirmoyee Devi	M.A.(Double), M.Phil, M.Ed, Prabin(Hindi)	Asst. Professor	Population Geography	20 yrs	-
Smt. Shashwati Nath	M.Sc, M.Phil, B.Ed, Prabin(Hindi), B. Muse	Asst. Professor	Fluvial Geography	14 yrs	-

11. List of senior visiting faculty: Nil
12. Percent age of lectures delivered and practical classes handled (programme wise) by temporary faculty: Nil
13. Student-Teacher Ratio (programme wise): 30:1(UG course)
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.

Name of the teaching faculty	PG	M.Phil	Ph.D
✓ Dr. Bhanu Hazarika	✓	✓	✓
✓ Smt. Jyotirmoyee Devi	✓	✓	-
✓ Smt. Shashwati Nath	✓	✓	-

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: Nil

Name of the Faculty	Peer Review Journals		
	International	National	Others
Dr. Bhanu Hazarika	01	04	03
Smt. Jyotirmoyee Devi	01	05	08
Smt. Shashwati Nath	01	04	03

Book Publication: Nil

20. Areas of consultancy and income generated: Nil

21. Faculty as members in

Name of the Faculty	National committee	International Committee	Editorial Boards
Dr. Bhanu Hazarika	04	-	-
Smt. Jyotirmoyee Devi	03	-	-
Smt. Shashwati Nath	03	-	-

22. Student projects:

- a) Percentage of students who have done in-house projects including interdepartmental/programme: B.A. 4th and 6th semester students (Both Geography and Environmental Studies)

- b) Percentage of students placed for projects in organizations outside the institution i.e. in Research laboratories/Industry/ other agencies: 70% (Brick and cement industry at Changsari)

23. Awards/Recognitions received by faculty and students:

- Faculty: 01 (Ph.D -2014)
- Student: 01 (Star of India) – Sub Junior National Badminton Championship, 2009, Haryana

24. List of eminent academicians and scientists/visitors to the department: Nil

25. Seminars/Conferences/Workshops organized & the source of funding:

Nil

26. Student profile programme/course wise:

Name of the Course/ programme (refer question no. 4)	Applications received	Selected	Enrolled			Pass %
			*M	*F	Total	
1 st Batch	14	14	06	08	14	86%
1 st Batch	06	06	03	03	06	100%
2nd Batch	16	16	11	05	16	81%
2nd Batch	13	13	11	02	13	100%
3rd Batch	60	60	28	32	60	85%

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. Major	100%	-	-
B.A. General	100%	-	-

28. How many students have cleared national and state competitive examinations such as NET, SLET, GATE, Civil services, Defense services, etc.?: 01: SLET

29. Student progression

Student progression	Against %enrolled
UG to PG	-
PG to M.Phil.	N.A.
PG to Ph.D.	N.A.
Ph.D. to Post-Doctoral	N.A.
Employed	
•Campus selection	
•Other than campus recruitment	Nil
	-
Entrepreneurship/Self-employment	60%

30. Details of Infrastructural facilities

a) Library: 250 BOOKS and JOURNALS

b) Internet facilities for Staff & Students: No

m) Class rooms with ICT facility: Three digital classrooms are available in the college which can be used by all departments, whenever required.

n) d) Laboratories: No

31. Number of students receiving financial assistance from college, university, government or other agencies: Record scholarship schemes are central maintain by the college.

32. Details on student enrichment programmes (special lectures/workshops/seminar) with external experts:

Year	Lectures	Workshops	Seminars
2009-10	01	-	01
2010-11	-	01	01
2011-12	01	-	01
2012-13	-	01	01
2013-14	01	-	01
Total	03	02	05

33. **Teaching methods adopted to improve student learning:**

- Lecture method
- Project Method
- Discussion Method

34. **Participation in Institutional Social Responsibility (ISR) and Extension activities :**

Environmental Awareness Campaign

35. **SWOC analysis of the department and Future plans:**

Strength:

- Qualified and dedicated faculty members.
- Good relationship between students and teachers.

Weakness:

- Deficiency of laboratory, GIS software Programme, Remote Sensing facility and technical stuffs.

Opportunities:

- Laboratory facilities and instrumental facilities

Challenges:

- Improvement of students' result.

Future Plans:

- Major course and vocational courses.

Department of Political Science:

1. Name of the department : POLITICAL SCIENCE
2. Year of Establishment: B.A. :1981
3. Names of Programmes/Courses offered (UG, PG, M.Phil., Ph.D., Integrated Masters; Integrated Ph.D., etc.) : UG (Major & General Course)
4. Names of Interdisciplinary courses and the departments/units involved: Students need to study Environmental Studies as inter-disciplinary but compulsory subject.
5. Annual/semester/choice based credit system (programme wise): Semester
6. Participation of the department in the courses offered by other departments: Nil
7. Courses in collaboration with other universities, industries, foreign institutions, etc: UG course under KKHSOU, Assam.
8. Details of courses/programmes discontinued (if any) reasons: Nil
9. Number of Teaching posts

	Sanctioned	Filled
Professors	-	-
Associate Professors	3	3
Asst. Professors	-	-
Contractual	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 Year of Experience	No of Ph. D. students guided for the last 4 years
Dr Usha Talukder	MA, Ph.D	Associate Professor	Pub Admin	23yrs	02
Dr. Tapanjit Sarma	MA, Ph.D	Associate Professor	Pub Admin	23 yrs	Nil
Parag Kr Sarma.	MA	Associate Professor	Pub Admin	18 yrs	Nil
Shekh Abdul Hafiz	MA	Contractual	Pub Admin	03 yrs	Nil

11. List of senior visiting faculty:

- i) Prof. Ner ru Haz ika, Retd, Head of the department of Political Science, Gauhati University
- j) Dr Praneswar Nath, Asso. Prof. Department of Pol.Sc. JN College, Boko, Kamrup
- k) Dr. Abha Devi, Retd. Asso. Prof. Pub Kamrup College
- l) Dr. Aparna Goswami, Asso. Prof. Deptt. of Political Science, Chaygaon College

12. Percent age of lectures delivered and practical classes handled (programme wise) by temporary faculty: 20% (approx)**13. Student-Teacher Ratio (programme wise):**

Major Course: 92:1

General Course: 10:1

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.**

Name of the teaching faculty	PG	M.Phil	Ph.D
Dr Usha Talukder	✓	-	✓
Dr. Tapanjit Sarma	✓	-	✓
Parag Kr Sarma	✓	-	-
Shekh Abdul Hafiz	✓	-	-

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:

Name of the Faculty	Chapter in Books	Books Edited	Books with ISBN/ISSN
Dr Usha Talukder	2	2	-
Dr. Tapanjit Sarma	2	2	-
Parag Kr Sarma	-	-	1

20. Areas of consultancy and income generated: Nil

21. Faculty as members in

Name of the Faculty	National committee	International Committee	Editorial Boards
Dr Usha Talukder	NEPSA	-	Departmental Journal
Dr. Tapanjit Sarma	NEPSA, Life member of Assam Science Society	-	Departmental Journal
Parag Kr Sarma	NEPSA	-	Departmental Journal

22. Student projects: Nil

- 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: Nil

25. Seminars/Conferences/Workshops organized & the source of funding:

Departmental Seminar/Conferences/Workshops were organized every year.

26. Student profile programme/course wise:

Name of the Course/ programme (refer question no. 4)	Applications received	Selected	Enrolled			Pass %
			*M	*F	Total	
B.A.	19	19	-	-	19	100%

* Out of 19, 16 appeared and 3 drop out

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. Major	100%	-	-
B.A. General	100%	-	-

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.	N.A.
PG to Ph.D.	N.A.
Ph.D. to Post-Doctoral	N.A.
Employed	
• Campus selection	Nil
• Other than campus recruitment	-
Entrepreneurship/Self-employment	Nil

30. Details of Infrastructural facilities

a) Library: No

b) Internet facilities for Staff & Students: No

c) Class rooms with ICT facility: Three digital classrooms are available in the college which can be used by all departments, whenever required.

p) d) Laboratories: No

31. Number of students receiving financial assistance from college, university, government or other agencies: Record scholarship schemes are central maintain by the college.

32. Details on student enrichment programmes (special lectures/workshops/seminar) with external experts:

Department holds periodic seminars, workshops, special lectures on various subject/issues where experts from other deptts and sometimes outside, are invited as resource persons.

33. Teaching methods adopted to improve student learning:

- Departmental Seminars
- Quizzes

34. Participation in Institutional Social Responsibility (ISR) and Extension activities :

The Department of Political Science always aware of the inculcate social and community development so that the students grow up to be compassionate, responsible and patriotic citizen. So faculty members of the department participate in activities outside the college as part of programme in institutional social responsibility and other extension activities.

35. SWOC analysis of the department and Future plans:

Strength:

- Sincerity, devotion, punctuality and regularity of the teachers are the strengths of the departments. Faculty members with their diverse educational and personal background bring to the department a rich variety of knowledge and experience that contributes to global awareness and a better understanding of education. Teachers are determined and

dedicated. As a result average percentage of the students are above the percentage of University.

Weakness:

- Lack of adequate members of permanent faculty.
- ICT enabled modern system are not available in the department.
- There is no infrastructure for departmental library.

Opportunities:

- To introduce vocational courses.

Challenges:

- Socio economic condition of major section of students is poor. Hence they need to supplement family income.

Future Plans:

- To open up a inter-disciplinary UGC sponsored course. For example, Human Right Education.
- Providing administrative knowledge to the students to face the different competitive examinations conducting by UPSC, APSC and SSC.
- To develop the infrastructure of the departmental library.

Department of Mathematics:

1. Name of the department: MATHEMATICS
2. Year of Establishment: 1987
3. Names of Programmes/Courses offered (UG, PG, M.Phil., Ph.D., Integrated Masters; Integrated Ph.D., etc.) : UG (General Course)
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: Mathematical Economics
7. Courses in collaboration with other universities, industries, foreign institutions, etc: Nil
8. Details of courses/programmes discontinued (if any) reasons: Nil
9. Number of Teaching posts

	Sanctioned	Filled
Professors	-	-
Associate Professors	-	-
Asst. Professors	-	3 (non-sanctioned)

10. Faculty profile with name, qualification, designation, specialization, (D.Sc. /D.Litt. /Ph.D./M.Phil. etc.,)

Name	Qualification	Designation	Specialization	No of Year of Experience	No of Ph. D. students guided for the last 4 years
Mrs. Maushumi Mahanta (HOD)	M,Sc, M.Phil, PGDCA	HOD, Non-Sanctioned	Pure Maths		
Md. Derajuddin Ahmed	M,Sc, M.Phil,	Non-Sanctioned	Applied		

Sree Hemen Chandra Kalita	M.A.	Non-Sanctioned	Applied		
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11. List of senior visiting faculty: Nil
12. Percent age of lectures delivered and practical classes handled (programme wise) by temporary faculty:
13. Student-Teacher Ratio (programme wise):
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.

Name of the teaching faculty	PG	M.Phil	Ph.D
Mrs. Maushumi Mahanta	✓	✓	-
Md. Derajuddin Ahmed	✓	✓	-
Sree Hemen Chandra Kalita	✓	-	-

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: Nil
20. Areas of consultancy and income generated: Nil
21. Faculty as members in National committee, International Committee, Editorial Boards
Nil

22. Student projects: Nil

- 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: Nil

25. Seminars/Conferences/Workshops organized & the source of funding:

Workshop organized by the department in the topic "Examination Reform Activities"

on 4th Sept, 2012

26. Student profile programme/course wise:

Name of the Course/ programme (refer question no. 4)	Applications received	Selected	Enrolled			Pass %
			*M	*F	Total	
Semester III	3	3	-	-	3	-
Semester V	3	3	-	-	3	-

27. Diversity of Students

Name of the Course	% of students from the same state	% of students from other States	% of students from abroad
B.A. General	100%	-	-

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.	N.A.
PG to Ph.D.	N.A.
Ph.D. to Post-Doctoral	N.A.
Employed •Campus selection •Other than campus recruitment	Nil 03 (1 in Police dept., 1 in Postal and 1 in School as teacher)
Entrepreneurship/Self-employment	Nil

30. Details of Infrastructural facilities

a) Library:

b) Internet facilities for Staff & Students: No

q) Class rooms with ICT facility: Three digital classrooms are available in the college which can be used by all departments, whenever required.

r) d) Laboratories: No

31. Number of students receiving financial assistance from college, university, government or other agencies: Record scholarship schemes are central maintain by the college.

32. Details on student enrichment programmes (special lectures/workshops/seminar) with external experts:

- Study tour by the department with the students
- Workshop organized by the department in the topic "Examination Reform Activities" on 4th Sept, 2012

33. **Teaching methods adopted to improve student learning:**

- Departmental workshops
- Practice session

34. **Participation in Institutional Social Responsibility (ISR) and Extension activities :**

Actively participate in all extension activities conducted by other departments and cells of the college.

35. **SWOC analysis of the department and Future plans:**

Strength:

- Qualified and dedicated faculty members.
- Good relationship between students and teachers.
- Satisfying students teachers ratio

Weakness:

- Poor educational quality of students at entry level

Opportunities:

- To introduce modern teaching methods and technologies

Challenges:

- Socio economic condition of major section of students is poor. Hence they need to supplement family income.

Future Plans:

- To introduce integrated course.

Department of English:

1. Name of the department : ENGLISH
2. Year of Establishment: B.A. General Course: 1989; B.A. Major Course: 1996
3. Names of Programmes/Courses offered (UG, PG, M.Phil., Ph.D., Integrated Masters; Integrated Ph.D., etc.) : UG (Major & General Course)
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: Nil
7. Courses in collaboration with other universities, industries, foreign institutions, etc: UG course under KKHSOU, Assam.
8. Details of courses/programmes discontinued (if any) reasons: Nil
9. Number of Teaching posts

	Sanctioned	Filled
Professors	-	-
Associate Professors	1	1
Asst. Professors	2	2
Contractual	-	1

10. Faculty profile with name, qualification, designation, specialization, (D.Sc. /D.Litt. /Ph.D./M.Phil. etc.,)

Name	Qualification	Designation	Specialization	No of Year of Experience	No of Ph. D. students guided for the last 4 years
Nayanjyoti Patowary	M.A.	Associate Professor	Language and Vict. Novel	23	
Debananda Das	M.A., M.Phil, LLB	Asst. Professor	Language and Vict. Novel	18	

Farida S. Haque	M.A.	Asst. Professor	American Literature	18	
Rousline Akhtar	M.A.	Contractual	Linguistics	3	

11. List of senior visiting faculty:

- m) Dr. Asha Kothari, Associate Prof. , Dept. of English(G.U)
 n) Dr. Ali Akbar Hussain, Asso. Professor , Dept. of English, Suren Das College

12. Percent age of lectures delivered and practical classes handled (programme wise) by temporary faculty: 20% (approx)

13. Student-Teacher Ratio (programme wise):

Major Course: 3:1
 General Course: 90:1

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.

Name of the teaching faculty	PG	M.Phil	Ph.D
Nayanjyoti Patowary	✓	-	
Debananda Das	✓	✓	-
Farida S. Haque	✓	-	-
Rousline Akhtar	✓	-	-

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: Nil

20. Areas of consultancy and income generated: Nil

21. Faculty as members in

Name of the Faculty	National committee	International Committee	Editorial Boards
Nayanjyoti Patowary			In-charge, College Magazine
Debananda Das			College Magazine
Farida S. Haque			

22. Student projects: Nil

- 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: Nil

25. Seminars/Conferences/Workshops organized & the source of funding:

	International	National	State	University	College
Number		1			1
Source of fund		UGC			Saraighat College.

26. Student profile programme/course wise:

Name of the Course/ programme (refer question no. 4)	Applications received	Selected	Enrolled			Pass %
			*M	*F	Total	
1 st Sem Major	16	16	-	-	16	-
3 rd Sem Mjor	09	09	-	-	09	-
5 th Sem Major	09	09	-	-	09	-

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. Major	100%	-	-
B.A. General	100%	-	-

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	94.5%
PG to M.Phil.	N.A.
PG to Ph.D.	N.A.
Ph.D. to Post-Doctoral	N.A.
Employed	
•Campus selection	Nil
•Other than campus recruitment	-
Entrepreneurship/Self-employment	Nil

30. Details of Infrastructural facilities

a) Library:

b) Internet facilities for Staff & Students: No

s) Class rooms with ICT facility: Three digital classrooms are available in the college which can be used by all departments, whenever required.

t) d) Laboratories: No

31. Number of students receiving financial assistance from college, university, government or other agencies: Record scholarship schemes are central maintain by the

college.

32. **Details on student enrichment programmes (special lectures/workshops/seminar) with external experts:**

- Departmental seminar where paper presented by Major Students

33. **Teaching methods adopted to improve student learning:**

- Departmental Seminars

34. **Participation in Institutional Social Responsibility (ISR) and Extension activities :**

Take active participation in all extension activities organized by the college.

35. **SWOC analysis of the department and Future plans:**

Strength:

- Qualified and dedicated faculty members.
- Good relationship between students and teachers.

Weakness:

- Poor educational quality of the entry level students

Opportunities:

- To introduce skill oriented courses.

Challenges:

- Socio economic condition of major section of students is poor. Hence they need to supplement family income.

Future Plans:

- To vocational courses.

Department of History:

1. Name of the department: HISTORY
2. Year of Establishment: B.A. 1989
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): Semester
6. Participation of the department in the courses offered by other departments: Nil
7. Courses in collaboration with other universities, industries, foreign institutions, etc: UG course under KKHSOU, Assam.
8. Details of courses/programmes discontinued (if any) reasons: Nil
9. Number of Teaching posts

	Sanctioned	Filled
Professors	-	-
Associate Professors	2	2
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 Year of Experience	No of Ph. D. students guided for the last 4 years
Pratima Mahanta	M.A.	Associate Professor	Medieval Indian History	20 yrs	-
Jayanta Kumar Sarmah	M.A., M.Phil, LLB	HOD, Associate Professor	Modern Indian History	18 yrs	-
Manas Jyoti Bordoloi	MA, M.Phil, Ph.D.	Associate Professor	Modern Indian History	09 yrs	-

11. List of senior visiting faculty: Nil
12. Percent age of lectures delivered and practical classes handled (programme wise) by temporary faculty: Nil
13. Student-Teacher Ratio (programme wise):
Major: 1:2
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.

Name of the teaching faculty	PG	M.Phil	Ph.D
Pratima Mahanta	✓		
Jayanta Kumar Sarmah	✓	✓	
Manas Jyoti Bordoloi	✓		

16. Number of faculty with ongoing projects from a)National b)International funding agencies and grants received:

Name of Faculty	Project	Funding Agency	Sanction	Received	Duration
Manasjyoti Bordoloi	Minor Research Project	UGC	Rs 150000/-	Rs 125000/-	18 th Months

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:

Name of the Faculty	Peer Review Journals		
	International	National	Others
Manasjyoti Bordoloi	-	02	-

No. of publication listed in international database: 01-by M.J.Bordoloi

20. Areas of consultancy and income generated: Nil

21. Faculty as members in

Name of the Faculty	National committee	International Committee	Editorial Boards
Pratima Mahanta	AIFUCTO		

22. Student projects:

- Percentage of students who have done in-house projects including interdepartmental/programme: Inter-departmental projects
- 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. Ravi Khagnai, Asso. Prof., Nagpur University, 2009
- Dr. Lincon Reang, Asst Prof, Tripura University, 2010
- Uttam Bathari, Regional Director, ICHR; Guwahati, 2011
- Dr. Paromita Das, Asso. Prof. , History, GU, 2012

25. Seminars/Conferences/Workshops organized & the source of funding:

26. Student profile programme/course wise:

Name of the Course/ programme (refer question no. 4)	Applications received	Selected	Enrolled			Pass %
			*M	*F	Total	
1 st Sem Major	3	3	-	-	-	-
1 st Sem General	3	3	-	-	-	-
3 rd Sem Major	1	1	-	-	-	-
3 rd Sem General	18	18	-	-	-	-
5 th Sem Major	0	0	-	-	-	-
5 th Sem General	2	2	-	-	-	-

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. Major	100%	-	-
B.A. General	100%	-	-

28. How many students have cleared national and state competitive examinations such as NET, SLET, GATE, Civil services, Defense services, etc.?: 05-TET, Assam

29. Student progression

Student progression	Against %enrolled
UG to PG	100%
PG to M.Phil.	N.A.
PG to Ph.D.	N.A.
Ph.D. to Post-Doctoral	N.A.

Employed • Campus selection • Other than campus recruitment	Nil –
Entrepreneurship/Self-employment	Nil

30. Details of Infrastructural facilities

a) Library: yes

b) Internet facilities for Staff & Students: No

u) Class rooms with ICT facility: Three digital classrooms are available in the college which can be used by all departments, whenever required.

v) d) Laboratories: No

31. Number of students receiving financial assistance from college, university, government or other agencies:

- college: 11
- University: Nil
- Govt.: 30
- Other Agency: 15

Record scholarship schemes are central maintain by the college.

32. Details on student enrichment programmes (special lectures/workshops/seminar) with external experts:

- Student & Faculty visited different important historical sites of local importance
- One survey conducted with the students
- Essay writing completion among the students

33. Teaching methods adopted to improve student learning:

- Black board, Computer and Projector, field visits are periodically organized to boost up understanding of the students about ecology, society, and the history.

34. Participation in Institutional Social Responsibility (ISR) and Extension activities:

- Pratima Mahanta is acting program officer of Red Ribbon Club of the college that arranges Blood Donation Camp and educates the students about AIDS. M. J. Bordoloi

and J.K. Sarmah works as members of this program.

- All the faculty members of the department has involvement in Environmental Study Cell
- All the three members of the department have active involvement in the process of counseling during admission. J.K.Sarmah is the in-charge of the Career Counselling Cell.
- Members are also involves in administrative and other activities of the college time to time when required.

35. **SWOC analysis of the department and Future plans:**

Strength:

- Qualified and dedicated faculty members. Though we get to deal poor and mediocre students, we are able to achieve a good output from them.
- Good relationship between students and teachers.

Weakness:

- It is a big weakness of our department that we get a less number of students and student's enrollment is very poor.
- The decreasing aptitude of the students towards this subject is a great challenge foe the present social situation.

Opportunities:

- It is good sign for us that the state govt. has made the subject compulsory in the school level from the current year. So we can hope to get a good number of students in the near future.

Challenges:

- In spite of our die hard effort, enrollment in this subject is still very low in our college.

Future Plans:

- To organize UGC sponsored National Seminar.

Department of Persian:

1. Name of the department : PERSIAN
2. Year of Establishment: B.A. General Course: 1994; B.A. Major Course: 2007
3. Names of Programmes/Courses offered (UG, PG, M.Phil., Ph.D., Integrated Masters; Integrated Ph.D., etc.) : UG (Major & General Course)
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: Nil
7. Courses in collaboration with other universities, industries, foreign institutions, etc: Nil
8. Details of courses/programmes discontinued (if any) reasons: Nil
9. Number of Teaching posts

	Sanctioned	Filled
Professors	-	-
Associate Professors	-	-
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 Year of Experience	No of Ph. D. students guided for the last 4 years
Dr Aminul Haque Choudhury	Ph.D	Asst Prof.	-	-	4
Jitul Ali	-	Non-Sanctioned	-	-	-

11. List of senior visiting faculty:

Prof. Rekibuddin Ahmed, and Dr Baharul Ali, GU

12. Percent age of lectures delivered and practical classes handled (programme wise) by temporary faculty: 20% (approx)

13. Student-Teacher Ratio (programme wise): 37:1

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.

Name of the teaching faculty	PG	M.Phil	Ph.D
Dr Aminul Haque Choudhury	✓		✓
Jitul Ali	✓		

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: Nil

20. Areas of consultancy and income generated: Nil

21. Faculty as members in

Name of the Faculty	National committee	International Committee	Editorial Boards
Dr Aminul Haque Choudhury	All India Persian Teachers Association	--	--

22. Student projects: Nil

- a) Percentage of students who have done in-house projects including interdepartmental/programme:
- 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:
- Dr Aminul Haque Choudhury: Ph.D in 2011
24. List of eminent academicians and scientists/visitors to the department: Nil
25. Seminars/Conferences/Workshops organized & the source of funding:
- Nil
26. Student profile programme/course wise:

Name of the Course/ programme (refer question no. 4)	Applications received	Selected	Enrolled			Pass %
			*M	*F	Total	
1 st Sem Major	7	7	-	-	7	-
1 st Sem General	16	16	-	-	16	-
3 rd Sem Major	3	3	-	-	3	-
3 rd Sem General	29	29	-	-	29	-
5 th Sem Major	3	3	-	-	3	-
5 th Sem General	17	17	-	-	17	-

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. Major	100%	-	-
B.A. General	100%	-	-

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	100%
PG to M.Phil.	N.A.
PG to Ph.D.	N.A.
Ph.D. to Post-Doctoral	N.A.
Employed • Campus selection • Other than campus recruitment	Nil —
Entrepreneurship/Self-employment	Nil

30. Details of Infrastructural facilities

a) Library:

b) Internet facilities for Staff & Students: No

w) Class rooms with ICT facility: Three digital classrooms are available in the college which can be used by all departments, whenever required.

x) d) Laboratories: No

31. Number of students receiving financial assistance from college, university, government or other agencies: Record scholarship schemes are central maintain by the college.

32. Details on student enrichment programmes (special lectures/workshops/seminar) with external experts:

Departmental Seminars, Debates and discussions

33. **Teaching methods adopted to improve student learning:**

- Departmental Seminars
- Debates
- discussions

34. **Participation in Institutional Social Responsibility (ISR) and Extension activities :**

Actively participate in all extension activities of the college.

35. **SWOC analysis of the department and Future plans:**

Strength:

- **Qualified and dedicated faculty members.**
- **Good relationship between students and teachers.**

Weakness:

- **Poor enrollment**

Opportunities:

- **Introduce integrated courses.**

Challenges:

- **Socio economic condition of major section of students is poor. Hence they need to supplement family income.**

Future Plans:

- **To introduce integrated course.**

Post-accreditation Initiatives:

I. Curricular Aspects

- Introduction of Computer Certificate Courses

II. Teaching Learning and Evaluation

- Feedback on is obtained from students.
- Identification of slow and advanced learners and special accompaniment activities
- Good numbers of Departmental Seminars, Quizzes, Debates were organized
- ICT enable digital classrooms were constructed to make teaching-learning process for effective.

III. Research, Publication and Extension

- National seminar and other seminars were organized.
- Extension activities were organized by Extension education Cell, Red Ribbon Cell and other cell for local community as well as for the students
- Awareness camp were organized
- Good nos. of books and journals were published by the faculty members.

IV. Infrastructure and Learning Resources

- Renovate Library services and infrastructure.
- Digital classroom.
- Participating in resource sharing network of INFLIBNET
- Server computer in the library hall.
- Internet –wired and wireless (Wi-Fi), connectivity
- LCDs in the digital class room
- Office automation software.
- Digital seminar hall

V. Student Support and Progression

- Career Counselling cell
- Alumni Committee.

VI. Leadership, Administration and Management

- Office Automation Software is installed
- Revised Vision, Mission, Objectives of the institution
- Revision and re-launch of the website
- Creation of new Institutional email ID

VII. Innovation

- Rain Water Harvesting and Bio-degradable waste management system (Vermin compose).
- Gardening
- Plastic free campus

Annexure: I Accreditation Certificate of the 1st Cycle



राष्ट्रीय मूल्यांकन एवं प्रत्यायन परिषद
विश्वविद्यालय अनुदान आयोग का स्वायत्त संस्थान
NATIONAL ASSESSMENT AND ACCREDITATION COUNCIL
An Autonomous Institution of the University Grants Commission

Certificate of Accreditation

*The Executive Committee of the
National Assessment and Accreditation Council
on the recommendation of the duly appointed
Peer Team is pleased to declare the*

Saraighat College

Changsari, Dist. Kamrup, affiliated to Gauhati University, Assam as

Accredited

at the C level.*

Date: February 25, 2005



M. K. Das
Director

- This certification is valid for a period of Five years with effect from February 25, 2005
- An institutional score (%) in the range of 55-60 denotes C grade, 60-65 C* grade, 65-70 C** grade, 70-75 B grade, 75-80 B* grade, 80-85 B** grade, 85-90 A grade, 90-95 A* grade, 95-100 A** grade (upper limits exclusive)

Tested by



Annexure: II

Peer Team Report of Cycle I

REPORT OF THE PEER TEAM
ONInstitutional Accreditation of
Saraighat College, Changsari,
Kamrup, Assam

SECTION 1 : PREFACE

The Saraighat College, Changsari, Kamrup, Assam, volunteered to be assessed by the National Assessment and Accreditation Council (NAAC). The self-study report was submitted to NAAC by the Institution in 2004. A Peer Team was constituted by the Council to visit the Institution and validate the self-study report. The peer team consisting of Prof. G. D. Sharma, Vice Chancellor, Nagaland University as Chairperson, Dr. P. K. Dan, Principal, Vivekananda Mahavidyalaya, Sripally, Burdwan (WB) as Member and Dr. S. K. Mishra, Professor, Dept. of Economics, North Eastern Hill University, Shillong as Member-Coordinator visited the Institution for two days from 13th to 14th December 2004.

SECTION 2 : PROFILE OF THE INSTITUTION

Name of the Institution	:	Saraighat College, Changsari, Kamrup, Assam
Name of the Principal	:	Sri D. K. Saikia
University to which affiliated	:	Gauhati University
Type of Institution	:	Affiliated
Financial Category	:	Grant-in-aid
Year of Establishment	:	1981
Under 2f	:	—
Under 12B	:	--
Location of the College	:	Rural
Area of the Campus	:	5.6 acres (8B+12B=20B and 9B – playground)
Programmes in the College	:	UG – 1, PG – nil Diploma – nil Certificate – nil Self Financing Courses - 4

	2	
Departments in the College :	11	
		Faculty of Arts (11) – Anthropology, Assamese, Economics, English, Education, Geography, History, Mathematics, Persian, Philosophy and Political Science
Number of Teachers at present :	32	
Permanent :	21	
Temporary :	11	
Qualification of the Teachers :		
Permanent :		
Ph.D. :	02	
M.Phil :	05	
PG :	15	
Temporary :		
Ph.D. :	Nil	
M.Phil :	03	
PG :	08	
Number of Non-teaching Staff :		
Administrative/Supporting :	13 – Male : 10 Female : 03	
Technical :	nil – Male : nil Female : nil	
Student Enrolment in		
UG :	450	Male : 225 Female : 225
PG :	nil	Male : nil Female : nil
Diploma/Certificate :	nil	Male : nil Female : nil
Self-financing :	20	Male : 12 Female : 08
Student Progression		
	Batch – I	Batch – II
	UG PG	UG PG
Success Rate	41% NA	36% NA
Dropout Rate	20% NA	31% NA
Other Relevant Information :		
Unit Cost of Education :		
With Salary Component :	----	
Without Salary Component :	Rs. 938/-	
Temporal Plan :	Annual System	

3

Support Services	:	Central Library, Computer Centre, Canteen, Grievance Redressal Cell, Internet, Play ground, NSS, Women's Studies Cell.	
Working days	:	274 (2000-2002)	230 (2002-2003)
Working days of the Library	:	315 (2001-2002)	315 (2002-2003)
Teaching Days	:	183	
Books in Library	:	5626	
Computers	:	PC(P-IV) – 2 Nos with one printer.	
On going Research Projects	:	nil	
Teachers attended -			
International Seminars	:	05	
National Seminars	:	12	
Refresher Course	:	22	
Orientation Course	:	21	
Other Courses	:	--	
Procedure of Admission	:	Academic Records - Marks obtained in the Qualifying examination.	
Syllabus	:	Unitized	
Publications	:	05 - Departmental Journals 01 - College Journal (Annually)	
Management	:	Through Governing Body	
Audit of Account	:	Through Internal Auditor appointed by GB	
Feed Back	:	Received from the Students and Alumni	

The Peer Team carefully perused and analyzed the self-study report submitted by the Institution. During institutional visit, the team went through all the relevant documents, visited the departments, the facilities, support services, administrative units, examination section and interacted with the various constituents of the institution including students, faculty, non-teaching staff, alumni and parents. Based on the above

exercise and keeping in mind the criteria identified by NAAC, the peer team has taken the value judgment. The assessment of the institution under various criteria, the commendable features of the institution, the issues of concern and some recommendations to facilitate rapid growth and development for future are given in the following pages.

CRITERION I : CURRICULAR ASPECTS

Saraighat College, a Grant-in-aid college affiliated to the Gauhati University, Assam, is located at Changsari, a rural area about 40 kms away from Gauhati City. It is spread over an area of 5.6 acre. The college was established in 1981 with a mission to promote higher education among the womenfolk as well as the youth belonging to the economically underprivileged section of the people in the greater Changsari area. It is managed by a well balanced team of the Governing Body constituted as per the university and government guidelines.

The college offers education in the faculty of Arts only at UG (B.A.) level in as many as 11 subjects – Anthropology, Assamese, Economics, English, Education, Geography, History, Mathematics, Persian, Philosophy and Political Science, with Major courses in 7 subjects namely, Assamese, English, Economics, Education, History, Philosophy and Political Science. Additionally, the college also offers 4 self-financing courses : (a) Certificate in Computer Fundamentals, (b) Advance Diploma in Computer Programming, (c) Diploma in Multilingual Web Technology, and (d) Swabalamban Rojgar. The College follows curriculum designed and updated at regular intervals by the Gauhati University.

The mission and goals of the institution have been clearly spelt out in the Foundation Document of the college and has also been stated in the prospectus of the college, which is published every year and made available to the students at the time of admission.

The college has been able to buildup reasonable academic and administrative infrastructure to support its activities. The college Governing Body on the approval of the Government has been able to appoint 21 permanent and 11 temporary teachers of whom 2 holds Ph.D. and 8 hold M. Phil. degrees. The teacher student ratio is 1 : 14. The ratio of the full time teachers to part time teachers is 1.9 : 1 and the ratio of teaching staff to non-teaching staff is 2.38 : 1 in the last academic year. The number of working and teaching days was 271 and 183 respectively during the year of reference. The average workload of a teacher is about 6 hours per day.

Since, it is rural based college especially aiming at providing educational facilities to the students belonging to the greater Changsari area, students enrolled hail from the same State. The institution has currently 450 students on roll in UG and 20 in different

self-financing courses. The drop out rate of the students appears to be high. Out of 248 students admitted in the UG courses in the year 1999, forty-nine students (19.76%) dropped out within four months and of those who continued their studies only 115 (57.8%) appeared in the final examination. Similarly, of 287 students admitted in the year 2000, as many as 89 (31.01%) students dropped out within 4 months and of the rest only 110 (55.6%) appeared in the final examination.

The library has a modest stock of 5626 books and it subscribes only 5 National Journals/Periodicals.

The college follows, regulations related to all academic activities including holding of examination, approved by the Gauhati University.

Presently the college offers education in a few self-financing Certificate/Diploma courses with strong job potentialities. It is required that the College should obtain recognition of the UGC under 2f and 12B. Consequently, it may avail itself of the UGC funding for 5 years for running Career oriented programmes such as Hospitality Management, Tourism Management, Disaster Management and other Frontline courses in Computer Science/Information Technology..

CRITERION II : TEACHING - LEARNING AND EVALUATION

The college follows a transparent admission policy. Admission in various courses is done strictly on the basis of merit, i.e. the marks obtained in the qualifying examination. To select major courses, the students have to appear at a selection test (written or oral) through which they are assessed as to their knowledge and skill. The Reservation rules of the State Government are implemented in letter and spirit.

The process of teaching and learning has been designed carefully with necessary planning of pedagogy and delivery methods.

The College follows the syllabus prepared by the University. The syllabi are unitized according to a teaching scheduled through the academic year. The head of the department together his/her departmental colleagues prepares subject wise work schedule and discuss allotment of the syllabus contents among themselves for teaching and learning.

Teaching plan is prepared at the beginning of each academic session considering in various parameters specially the course contents, number of teaching days, unit tests, test examinations, annual and final examinations.

The college monitors the overall performance of students at the beginning of the year by means of regular maintenance of students' attendance register, class tests and unit tests, maintenance of discipline and performance in non-scholastic activities as well as co-curricular activities.

The unsuccessful candidates in the degree final examinations are given fresh chances of taking admission and attending regular classes in the college. This provision works as remedial course for educationally disadvantaged students. On the other hand advanced learners are given more assignments and also encouraged to read extra reference books obtainable from library and faculty members. Teachers maintain personal contacts and help such students by offering reference books and textbooks from personal libraries.

The college supplements the lecture method of teaching by encouraging the students to participate in interaction, group discussion, debate, seminar, field visits and excursions and Arts Competition.

In the regular posts the teachers are recruited through the process of advertisement and selection through an Interview Board. The Board consists of the Principal, one GB member, one government nominee and two subject experts from a recognized university. The Board makes the panel of deserving candidates. Then the GB selects the candidate to be appointed from among the candidates in the panel. Finally, the recruitment of the candidate has to be approved by the Director of Higher Education, Govt. of Assam. However, the college has a freedom to appoint teachers purely on temporary basis with consolidated pay financed from the college fund.

The teachers update their knowledge by attending orientation and refresher courses organized in different Universities and also by participating in the seminars and workshops of National and International levels. So far 22 (14+8) teachers have benefited by attending refresher courses and 21(5+16) by orientation courses. Twelve teachers have participated in the national level seminars/conferences/workshops, while 4 participated in the seminars/conference/workshop held at the international level.

The college teaching and working days are 188 and 274 respectively which stand at reasonable level.

The college follows the self appraisal method to evaluate the performance of the faculty members. The teachers are encouraged for good performance as the feedback from the self-appraisal is used as a basis for promotion, facilitation to undergo refresher courses, orientation programmes and seminar participation. Faculty members are also evaluated on their actual work load, punctuality and regularity and review of results of the papers taught by them. The college has also begun the practice of student evaluation. The feedback from the students evaluation was placed in the GB meeting for necessary action.

CRITERION III : RESEARCH, CONSULTANCY AND EXTENSION

Research is not a significant activity of the college. Among the teachers, only two holds a Ph.D. degree and eight have done their M.Phil. Nevertheless, teachers are encouraged to conduct research through grant of study leave and adjustment in the teaching schedule. Five teachers have registered for Ph.D. The college has not taken up any research project or consultancy job. Seventeen teachers have attended national/international seminars/workshops in the last three years. Five departments (English, Assamese, Pol. Sc., Education and Economics) organized seminars.

Five Departments have started publication of Departmental journals.

The college conducts extension and awareness programmes such as Community Development, Health and Hygiene Awareness, AIDS Awareness, Medical Camp and Environmental Awareness and other social works in the neighboring villages. Additionally, the college conducts soft-toy making and flower making workshops. It conducts a programme on idle time management for rural students. It has also started Child Development Programme in collaboration with Dr. Ambedkar Mission, Assam.

One of the faculty members has been given additional charge to organize extension activities. programmes. The college motivates the teachers to pursue some relevant and purposeful extension activities by encouraging the students of the college and thus inculcating in them a sense of service, team spirit and concern for each other. The college also works and plans the extension activities with some local NGO's

CRITERION IV : INFRASTRUCTURE AND LEARNING

The Saraighat College is located in the rural area. The college campus is spread over an area of 5.6 acres including a playground. At present, the college runs in the Assam-type buildings with the Office-cum-Principal's room, a library, 9 class rooms, Boys' and Girls' and teachers' common rooms, laboratories for education, anthropology and geography students, an auditorium that can accommodate about 700 persons and a few other rooms used for store, union activities and computer facilities. The college has proposed RCC building/structures.

The construction committee of the college looks into the maintenance of its infrastructure. All maintenance and repairing costs are met from the college development fund. The college has ensured optimum utilization of the infrastructure facilities. The class rooms are always in use since the rotation system of classes is followed in the college routine. It also allows some social agencies to use its physical infrastructure on holidays and vacations. The College GB has constituted a Beautification Committee

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comprising a group of teachers and students. Under its initiation some flower and trees have been planted in the campus to make it beautiful and pollution-free.

The college library has over 5.6 thousand books (2275 titles) in the stock and subscribes 5 national journals/periodicals. Computerization of the library has begun, but not yet completed. The working period of the library is from 10 AM to 4 PM. The library management is poor.

In collaboration with C-DAC (Maligaon Centre), the computer center of the college offers various self-financing courses such as Advanced Diploma in Computer Programming (ADCP), PG Diploma in Computer Application (PGDCA), Diploma in Multilingual Web Technology and Certificate in Computer Fundamentals. The college has provided accommodation to C-DAC which has installed its own computers. The computer center is normally accessible on all working days between 10 AM to 4 PM.

Although the college has not been able to build a permanent sports and physical education center, it provides the students with facilities for cricket, football, volleyball, badminton, and athletics and required playing grounds. There is a teacher in-charge who supervises all the activities related with games and sports.

During the annual college week various games & sports competitions are organized and the winners are awarded prizes and trophies. Some of them are selected to participate in inter-college sports meets. Recently, the students of the college have participated in the regional level sports and University sports.

The college has no regular health service. However, it provides health services to the students and members of teaching and non-teaching staff through a physician of the local PHC, who visits the college every month. The first aid facilities are available in the college.

CRITERION V : STUDENT SUPPORT AND PROGRESSION

The college admitted a total of 535 (UG) students during the two years (1999 and 2000) under report. Of these, a total of 138 (25.79%) dropped out within 4 months of admission. Finally, after completing the necessary requirements only 225 (52.06% of the admitted) appeared at the examination and only 153 (28.6% of the admitted students and 54% of those who finally appeared in the examination) passed out.

The college has not been able to keep a systematic record of pass outs qualifying for various UGC examinations, joining further studies (UG to PG to Ph.D.) or joining jobs. However, the college alumni are holding prominent positions as schoolteachers, lecturers, advocates, journalists and self-employed entrepreneurs.

The prospectus, published and updated annually, contains details of the goals and objectives, rules of admission, courses offered, admission procedure, fees structure,

examination pattern, curricular and co-curricular aspects, facilities available, scholarships & financial aids, academic calendar, etc.

Scholarships for SC, ST and OBC students are available from the State Government. During 2001-02 a total amount of Rs. 7,67,784 was granted as the financial aid to SC/ST/OBC students. During 2002-03 this amount was Rs. 66,813, which is a notable decline. Recently, student's welfare committee has selected 10 poor students for a scholarship of Rs. 400.00 each.

The college has a provision for exemption of admission fees of students showing good results.

The college provides modest recreational and leisure time facilities to the students. Among these facilities indoor games, outdoor games, debate club, cultural programmes and students' magazine are important.

The college does not have any Employment Cell or the Career Counseling Cell. However, the teachers informally participate in academic and personal counseling. Besides, a committee for Career Counseling and Guidance & NSS unit has been constituted and this committee advises the students on the related matters.

The college has a recently formed alumni association. The alumni donated for their first get-together and cultural show and organized a quiz competition. They also offered suggestions for the all round development of the college.

The college extends recreational & leisure facilities to its students. Students are encouraged to participate cultural activities & to write articles in the college magazine.

CRITERION VI : ORGANISATION AND MANAGEMENT

Saraighat College is affiliated to Gauhati University as a deficit-grants-in-aid college. It is managed by a Governing Body. The Governing Body and the Principal in coordination of the heads of various departments monitor the overall functioning of the college. The representatives of teachers and the non-teaching staff put up their opinion and their views are taken into account by the Governing Body. There is a Steering Committee to look into the overall development of the college. This committee comprises members from among the teachers, the office staff, the GB and the Principal. Under this committee there are thirteen subcommittees : the Academic Committee, the Admission Committee, the Examination Committee, the Disciplinary Committee, the Construction Committee, the Planning Budgeting & Funds Generating Committee, the College Beautification Committee, etc. These committees look after their respective concern. To improve the organization and management of the college these internal committees have given a number of suggestions which help the Governing Body to make administration, management, maintenance and the academic programmes work better.

The Grievance Redressal Cell looks after the grievances of the teachers and employees. Whenever any grievance or complaint comes to the notice of the Cell, it tries to dispose it off at the earliest and give relief to the aggrieved party or parties concerned.

The Purchase Committee is empowered to take decisions regarding the purchase of all major items. Complete transparency is maintained in financial matters. College account is audited by internal auditors appointed by the GB.

Various kinds of loan facility are available to the members of teaching and non-teaching staff. The Mutual Aid Fund provides general and emergency loan at a minimum rate of interest to all the members (belonging to the teaching and the non-teaching staff). Further, all the employees on sanctioned posts may avail loans covering various schemes from the nationalized banks according to the latter's terms and conditions. The employees of the college may also obtain loans from the Contributory Provident Fund.

At present there is no in-built mechanism to check the work efficiency of the non-teaching staff. However, the college has organized a training programme for the professional development of the non-teaching staff. The Principal looks after the overall work efficiency of the college employees.

CRITERION VII : HEALTHY PRACTICES

Although the college has not so far devised a formal mechanism for internal quality checks, it takes feedback from students, alumni, and teachers. The feedback is analyzed and reviewed by the Principal and the Governing Body with the help of a group of experienced teachers and suitable action is taken. The institution has also developed various practices to imbibe values in its constituencies. Some of the notable practices are

- Balanced and sensitive Governing Body consisting of the men of importance in the area.
- Transparent admission system based on marks obtained by the candidate in the qualifying examination and through entrance tests for admission in major subjects.
- Unitized syllabus with system of internal assessment through unit tests, annual tests and final tests.
- Encouraging teachers for attending refresher and orientation courses, seminars and work shops for updating their knowledge and skill.

- Providing facilities to the faculty members for carrying out research work, by way of allowing study leave and adjustment in classes.
- Organizing seminars, quiz, debates, group discussions, field visits & excursions for the students to supplement the classroom teaching.
- The college has introduced dress-code.
- NSS has been introduced.
- One annual newsletter has been published recently.
- Encouraging students to participate in social work such as Community Development, Social Work, Medical Camp, AIDS Awareness, Environment Awareness, etc.
- Continuous effort to sensitise the students to human and moral values through literary and cultural programs and for a and inculcate among them the civic responsibilities and community orientation through social services and awareness programmes.
- Preparation of teaching plan by the departments and its proper implementation
- Strictness in student attendance.
- Transparency in financial matters, regular maintenance of account and its audit by internal auditors appointed by GB.
- Appointment of teachers through advertisement, interviews and final approval of the Government.
- Imparting education in IT-based self-financing short-term certificate and diploma courses having high job potentialities and also in Swabalamban Rojgar course preparing the youth for self-employment.
- Grievance Redressal Cell to look into the grievances of teachers and non-teaching staff.

OVERALL ANALYSIS

The PEER Team after perusing the self-study report and assessing the various academic and infrastructure facilities of Saraighat College appreciates the vision and goals of the institution in the cause of promoting higher education in the surrounding area mainly inhabited by the people of low-income group. The college has made significant progress in enlarging its academic activities by offering courses in B.A. General and

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Major. It is also preparing the students for self-employment through a formal course on Swabalamban Rojgar. It has a balanced team of young and energetic teachers, which shoulder the responsibilities by adopting appropriate teaching-learning methods. The unitized system of syllabus is very much appreciable as it goes long way in proper evaluation of the knowledge and skill of the students. Though, the college is located in rural area with limited facility for research the faculty members are encouraged to carry on research work as far as practicable. The college is running under a determined and active leadership of the committed and sensitive Governing Body. The college has adequate infrastructure facilities for teaching up to Degree standard, but, the Laboratories in Anthropology, Education and Geography departments' and Library need further augmentation and modernization in view of the future growth of the college. The number of books (and titles) in the Central Library of the college is rather inadequate in view of the number of students (including the HS students who use the library books). The number of journals/periodicals subscribed by the college is rather inadequate. Although the college has been running three computer-based courses, the college office and the central library remains to be computerized. Reprographic facilities in the library is an urgently necessity. The college has already proposed for the new (RCC) building which once materialized would provide adequate space for various activities of the college.

COMMENDATIONS

The Peer Team would like to commend the institution for the following –

- Dedication and Commitment of the teaching and the non-teaching staff of the college.
- Effective leadership, participative management and good human relationship resulting in efficient team work.
- Strict discipline and work culture.
- Unitized syllabus, which enable regular evaluation of the students.
- Grievance Redressal Cell for speedy disposal of complaints from the teachers/non-teachers.
- IT-based short term courses.
- Swabalamban Rojgar course to prepare the students for self-employment.

RECOMMENDATIONS

The Peer Team like to suggest the following measures to the institution to consider in the interest of providing quality education –

- 1) More student support services like Placement Cell/Career counseling Cell, better sports facilities and personality development programmes. ✓ NCC unit should be started.
- 2) Possibility of introducing more self-employment courses such as physical education, mushroom cultivation, disaster management etc.
- 3) Augmentation of Library facilities especially the number of books in the library and to subscribe more journals and periodicals.
- 4) ✓ Laboratory infrastructure of Anthropology, Education and Geography departments needs immediate augmentation for quality education. ✓
- 5) ✓ Language Lab may be setup in the Deptt. of English. A course in conversational English should be started.
- 6) ✓ Department of Music, Art and Culture may be established.
- 7) ✓ Construction of more buildings for expansion of departments, library, athletics facilities.
- 8) There is an urgent need of periodical health check up, toilet facilities and drinking water facilities for students.

The college is fortunate to have committed management, Principal and staff for its ~~continued~~ advancement. The college should continue to strive hard to sustain reputation through the collective efforts of the management, Principal, faculty and non-teaching staff.

The PEER Team is of the opinion that this exercise will be useful to the institution to initiate quality enhancement strategies towards further growth and development.

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The PEER Team wishes all the best to this promising institution to reach new academic heights in the years ahead.

Name and the Signature of the PEER Team :

- 1) Prof. G. D. Sharma
Vice Chancellor, Nagaland University
: Chairperson
G. D. Sharma
14/12/04
- 2) Dr. P. K. Dan
Principal, Vivekananda Mahavidyalaya
Sripally, Burdwan
: Member
P. K. Dan
14/12/04
- 3) Dr S. K. Mishra
Professor, Deptt. of Economics
North Eastern Hill University, Shillong
: Member-Coordinator
S. K. Mishra
14/12/04

I agree with the report.

(Signature)
(Shri Dwijen Kr. Saikia) 14.12.2004
Principal
Saraighat College, Changsari,
Kamrup, Assam



Office of the Principal

SARAIGHAT COLLEGE

P.O. - CHANGSARI :: KAMRUP (ASSAM)
PIN - 781101

DECLARATION BY THE HEAD OF THE INSTITUTION

I certify that 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.


109/01/2015
Principal, Saraighat College, Changsari
Principal
Saraighat College