

# The Annual Quality Assurance Report (AQAR) of the IQAC

All NAAC accredited institutions will submit an annual self-reviewed progress report to NAAC, through its IQAC. The report is to detail the tangible results achieved in key areas, specifically identified by the institutional IQAC at the beginning of the academic year. The AQAR will detail results of the perspective plan worked out by the IQAC. (Note: The AQAR period would be the Academic Year. For example, July1, 2012 to June 30, 2013)

## Part-A

### I. Detail of the Institution

Name of the Institution:	R.G. Baruah College
Address Line 1:	A.K. Dev Road
Address Line 2:	Fatasil, Ambari
City/Town:	Guwahati
State:	Assam
Pin Code:	781025
Institution e-mail address:	rgbaruahcollege1978@gmail.com
Contact no:	09435305374
Name of the Head of the Institution:	Dr. (Mrs) BABITA CHOUDHURY
Tel.No. with STD code:	0361-2479921
Mobile:	09435305374
Name of the IQAC Co-ordinator:	Dr. Arup Bora

Mobile:

9954747954

IQAC e-mail Address:

iqacrgbaruahcollege@gmail.com

1.3 NAAC Track ID:

ASCOGN11994

1.4 NAAC Executive Committee No. & Date:

EC/SC/16/A&A/3.2

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

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

1.5 Website address:

www.rgbaruahcollege.org

Web-link of the AQAR:

www.rgbaruahcollege.org/pdf/AQAR%202015-16.pdf

1.6 Accreditation Details

Sl No.	Cycle	Grade	CGPA	Year of Accreditation	Validity Period
1	1st Cycle	B	-	2004	5 years
2	2nd Cycle	B	2.68	2016	10 July 2021
3	3rd Cycle				
4	4th Cycle				

1.7 Date of Establishment of IQAC:

DD/MM/YYYY

20/4/2005

1.8 AQAR for the year

2015-16

1.9 Details of the previous year's AQAR submitted to NAAC after the latest Assessment and Accreditation by NAAC.

i. AQAR \_\_\_\_\_NIL\_\_\_\_\_ (DD/MM/YYYY)

1.10 Institutional Status

University State  Central  Deemed  Private

Affiliated College Yes  No

Constituent College Yes  No

Autonomous College Yes  No

Regulatory Agency approved Institution Yes  No

Type of Institution Co-education  Men  Women

Urban  Rural  Tribal

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

Grant-in-aid +Self financing  totally self- financing

1.11 Type of Faculty /Programme

Arts  Science  Commerce  Law  PEI (Phy Edu)

TEI (Edu)  Engineering  Health Science  Management

Others (Specify)

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

Gauhati University

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

Autonomy by State/Central Govt. / University

University with Potential for Excellence

UGC-CPE

DST Star Scheme

UGC-CE

UGC-Special Assistance Programme

DST-FIST

UGC-Innovative PG Programmes

Any Other

UGC-COP Programmes

## 1. IQAC Composition and Activities

2.1 No. of Teachers

10

2.2 No. of Administrative/Technical staff

2

2.3 No. of Students

0

2.4 No. of Management representatives

1

2.5 No. of Alumni

0

2.6 No. of any other stakeholder and

Community representatives

2

2.7 No. of Employers/Industrialist

1

2.8 No. of other External Expert

1

2.9 Total No. of members

17

2.10 No. of IQAC meetings held

2

2.11 No. of meeting with various stakeholders:

No. 2

Faculty

1

Non-Teaching Staff

1

Students

Alumni

Others

2.12 Has IQAC received any funding from UGC during the year?

Yes

No

If yes, mention the amount

2.13 Seminars and Conferences (only quality related)

(I) No. of Seminars/Conferences/Workshops/Symposia organised by the IQAC

Total No.

0

International

National

State

Institution Level

(II) Themes

N/A

2.14 Significant of Action by IQAC/Outcome

Plan of Action by IQAC/Outcome

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

Plan of Action	Achievement
1. To aware students about various entrepreneurship possibilities	1. A 3 day entrepreneurship program was organised by the Institute from 28 <sup>th</sup> March-30 <sup>th</sup> March, 2016
2. To Arrange health awareness programs	2. (I) A one day Cancer Sensitisation program was organised by the WSC on 12 <sup>th</sup> Feb,2016 for the benefit of Women Teachers and girl Students ( ii)A Talk on stress management through Yoga and Meditation was organised on 30 <sup>th</sup> Dec, 2015
3. To Construct and open- air Stage/ Auditorium	3. Not yet achieved
4. To fulfil institution's social responsibility	4. Extension Education Cell has organised various extension activates

2.15 Whether the AQAR was placed in statutory body    Yes     No

Management     Syndicate     any other body

Provide the detail of the action taken

The Management is satisfied with AQAR prepared and approves it for uploading in institution's websites and submission to NAAC

# Part-B

## Criterion-I

### I. Curricular Aspect

#### 1.1 Details about Academic Programmes

Level of the Programme	Number of existing Programmes	Number of Programme added during the year	Number of self-financing programme	Number of value added/Career oriented programmes
Ph D				
PG				
UG	2			
PG Diploma				
Advance Diploma				
Diploma				
Certificate				
Others				
<b>Total</b>	2			
Interdisciplinary				
Innovative				

#### 1.2 (I) Flexibility of the curriculum: CBCS/Core/Elective option/ Open option:

##### **Core and Elective option**

#### (II) Pattern of programmes:

Pattern	Number of programmes
Semester	02
Trimester	
Annual	

#### 1.3 Feedback from stakeholders:

Alumni  Parents  Employers  Students

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





2.4 No. of Guest and visiting faculty and Temporary faculty 

0	0	10
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2.5 Faculty participation in conference and symposia:

No. of Faculty	International level	National level	State level
Attended	0	0	0
Presented	0	11	0
Resource Persons	0	1	0

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

A number of innovative processes have been adopted by the institution in the domain of teaching and learning, for instance, Dept. of Education makes use of educational cards in classrooms. The language and literature departments used the method of role playing to teach theatre, etc.

2.7 Total No. of actual teaching days 

207
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During this academic year

2.8 Examination/Evaluation Reforms initiated by 

N/A
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The Institution (for example: Open Book Examination, bar coding, Double Valuation, photocopy, Online Multiple Choice Questions)

2.9 No. of faculty members involved in curriculum 

1	0	0
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Restructuring/revision/syllabus development  
As member of Board of Study/Faculty/Curriculum Development workshop

2.10 Average percentage of attendance of students 

77.5
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## 2.11 Course/Programme wise

Distribution of pass percentage:

Title of the Programme	Total no. Of students appeared	Division				
		Distinction %	1%	II%	III%	Pass%
B.A	194	-	15.46	25.77	44.84	86
B.Com	217	-	10.5	14.7	47	72.35

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

- IQAC has developed a mechanism for collecting feedback from students on the quality of teaching. The feedback helps in the improvement of teaching.
- IQAC encourages teachers to adopt innovative teaching methods to make the learning process a fruitful one.
- Result analysis and academic audit carried out under the initiative of the IQAC also helps in this regard.

## 2.13 Initiatives undertaken towards faculty development

<i>Faculty/ Staff Development Programmes</i>	<i>Number of faculty benefited</i>
Refresher courses	2
UGC-Faculty Improvement Programme	
HRD- Programmes	
Orientation programmes	0
Faculty exchange programme	
Staff training conducted by the University	
Staff training conducted by other institutions	
Summer/Winter schools, Workshops, etc.	1
Others	

## 2.14 Details of Administrative and Technical staff

Category	Number of Permanent Employees	Number of Vacant Positions	Number of permanent position filled during the year	Number of positions filled temporarily
Administrative Staff	12	NIL	NIL	NIL
Technical Staff	NIL	NIL	NIL	NIL

## Criterion-III

### 3. Research, Consultancy and Extension.

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

The IQAC has entrusted the Research Committee to offer maximum support to the faculty in pursuance of their research work. The committee provides information regarding various funding agencies for research. The Research Committee meets as and when needed to discuss various plans to promote research and motivate the faculty for their academic advancement.

#### 3.2 Details regarding major projects

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

#### 3.3 Details regarding minor projects

	Completed	Ongoing	Sanctioned	Submitted
Number	NIL	2	NIL	NIL
Outlay in Rs. Lakhs				

#### 3.4 Details on research publications

	International	National	Others
Peer Review journals	NIL	3	NIL
Non-peer Review journals	NIL	4	NIL
e-journals	NIL	NIL	NIL
Conference proceedings	NIL	NIL	NIL

#### 3.5 Details on Impact factor of publications:

Range  Average  h-index  Nos. in SCOPUS

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

Nature of the Project	Duration Year	Name of the funding Agency	Total grant sanctioned	Received
Major projects	-	-	-	-
Minor projects	2015-17	UGC	5.65 Lac	
Interdisciplinary Projects	-	-	-	-
Industry sponsored	-	-	-	-
Projects sponsored by the University/College	-	-	-	-
Students research projects <i>(other than compulsory by the University)</i>	-	-	-	-
Any other (Specify)	-	-	-	-
Total	-	-	-	-

3.7 No. Of books published I) With ISBN No.  Chapters in Edited Books   
 II) Without ISBN No.

3.8 No. Of University Departments receiving funds from

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

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

3.10 Revenue generated through consultancy

3.11 No. of conferences organized by the Institution

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

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

3.13 No. of collaborations International  National  Any other

3.14 No. of linkages created during this year

3.15 Total budget for research for current year in lakhs:

From funding agency  From Management of University/College

Total

3.16 No. of patents received this year

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

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

Total	International	National	State	University	Dist	College
NIL	NIL	NUL	NIL	NIL	NIL	NIL

3.18 No. of faculty from the Institution

Who are Ph.D. Guide

And students registered under them

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

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

JRF  SRF  Project Fellows  Any other

3.21 No. of students Participated in NSS events:

University level  State level

National level  International level

3.22 No. of students participated in NCC events:

University level  State level

National level  International level

3.23 No. of Awards won in NSS:

University level  State level

National level  International level

3.24 No. of Awards won in NCC:

University level  State level

National level  International level

3.25 No. of Extension activities organized

University forum  College forum

NCC  NSS  Any other

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

- Classes for destitute/under-privileged Children are regular conducted by the Extension Cell of the College in Govt Children Home.

## Criterion –IV

### 4. Infrastructure and Learning Resources

#### 4.1 Details of increase in infrastructure facilities:

Facilities	Existing	Newly created	Source of Fund	Total
Campus area	3.31Acre	NIL	-	3.31 Acre
Class rooms	26	NIL	-	26
Laboratories	02	NIL	-	02
Seminar Halls	02	NIL	-	02
No. of important equipments purchased during the current year	694	125	Fee Collection	819
Value of the equipment purchased during the year (Rs. In lakhs)	2.11 Lac	6.16 Lac		8.27 Lac
Others				

#### 4.2 Computerization of administration and library

- Library computerised
- College office/principal office computerised
- Regular updation /upgrade of computers carried out

#### 4.3 Library services:

	Existing		Newly added		Total	
	No.	Value	No.	Value	No.	Value
Text Books	1438	143800	139	23630	1577	167430
Reference Books	9350	2290750	1328	385108	10678	2675858
e-Books						
Journals	9	19700				
e-journals						
Digital Database						
CD & Video						
Others (specify)						

#### 4.4 Technology up gradation (overall)

	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Departments	Others
Existing	56	20	25	-	-	11	15	10
Added	8	8	-	-	-	-	-	-
Total	64	28	25	-	-	11	15	10

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

- Basic computer training provided to students by the Department of computer Science
- Internet access available for teachers and students in college library
- Wi-Fi installed in library, IQAC, etc for teachers and students.

#### 4.6 Amount spent on maintenance in lakhs:

I) ICT

9.30

II) Campus Infrastructure and facilities

94.95

III) Equipments

12.24

IV) Others

4.00

**Total:**

120.49



## Criterion –V

### 5. Student Support and Progression

#### 5.1 Contribution of IQAC in enhancing awareness about Student Support Services

The IQAC enhances awareness about Student Support Services in discussion with the Information and Career Guidance Cell of the college which, in turn, conducts various programmes in this regard and also conveys all the information to Students

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

- Result analysis and academic audit undertaken by the college helps in keeping track of students academic progress
- The Alumni Association maintains a database of students passing out of college.
- The students' progression in the field of entrepreneurial activity is monitored regularly by ICGC

#### 5.3 (A) Total Numbers of Students

UG	PG	Ph.D.	Other
1095	-	-	-

#### (B) No. of students outside the state

5

#### (C) No. of international students

NIL

Men	No	%	Women	No	%
	464	42.4		631	57.6

Last Year						This Year					
General	SC	ST	OBC	Physically Challenged	Total	General	SC	ST	OBC	Physically Challenged	Total
927	150	75	195	NIL	1347	550	193	80	272	NIL	1095

Demand ratio 1:1

Dropout%

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

Information and Career Guidance Cell (ICGC) regularly organises awareness programmes for various competitive examinations.

No. of students beneficiaries

5.5 No. of students qualified in these examinations

NET  SET/SLET  GATE  CAT

IAS/IPS etc  State PSC  UPSC  Others

5.6 Details of student counselling and career guidance

(I) A three- day Entrepreneurship Awareness camp was organized by the Information and Career Guidance Cell (ICGC) of the college from 28<sup>th</sup> March, to 30<sup>th</sup> March 2016. The camp was conducted by the Indian Institute of Entrepreneurship, Guwahati. Student of 6<sup>th</sup> and 4<sup>th</sup> Semesters of both Arts and Commerce streams attended the camp.

No. of students benefitted

5.7 Details of campus placement

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

## 5.8 No. of gender sensitization programmes

- The International Women’s Day was observed on 8<sup>th</sup> March, 2016 by Women Studies Cell (WSC) of the College. The Wall Magazine of the Cell” APORA” was also released on the occasion by Dr. Shanti Thapa, Associate Professor, Dept. of Hindi. The girl students of the College also formed a human chain to raise issues concerning women empowerment. A sensitization programme was also held on the same day and many faculty and students of the College expressed their views. An alumna of the College, Ranu Kalita shared her experience as a woman entrepreneur.

## 5.9 Students Activities

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

State/University level  National level  International level

No. of students participated in cultural events

State/University level  National level  International level

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

Sports: State/University level  National level  International level

Cultural: State/ University level  National level  International level

## 5.10 Scholarships and Financial Support

	Number of students	Amount
Financial support from institution	-	-
Financial support from government	152	712770
Financial support from other sources		
Number of students who received International/National recognitions	-	-

### 5.11 Student organised / initiatives

Fairs : State/ University level  National level  International level

Exhibition: State/University level  National level  International level

### 5.12 No. of Social initiatives undertaken by the students

### 5.13 Major grievance of students (if any) redressed:

## Criterion – VI

### 6. Governance, Leadership and Management

#### 6.1 State the Vision and Mission of the institution

##### Vision

Our vision is to disseminate quality education to our students including those who are underprivileged, so that they may realise their potential and become responsible human beings in society.

##### Mission

- To establish a congenial environment among the stakeholders of our institution to set a new benchmark in higher education.
- To provide better infrastructure and learning resources to the students for quality education.
- To use modern methods through modern technology to gain momentum in teaching and learning within the College campus.
- To extend relevant and effective awareness towards the local community in terms of education, health and

#### 6.2 Does the Institution has a management Information System

No

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

#### 6.3.1 Curriculum Development

An affiliating College does not have the liberty to develop Curriculum. It is the responsibility of the affiliating University

#### 6.3.2 Teaching and Learning

- Seminars/group discussions/ assignments are regularly conducted in the departments to improve the quality of teaching and learning.
- Tutorial Classes are held to help slow learners

#### 6.3.3 Examination and Evaluation

- In case of external examinations, the college strictly adheres to the rules and regulations laid down by the affiliating University.
- The college constantly monitors the performance of the students through internal assessment, unit tests etc.
- Evaluated answer-scripts of internal assessments are shown to students to let them know about their mistakes and correct them.
- The departments have also started the process of computerisation of examinations record

#### 6.3.4 Research and Development

The institution has formed a Research Committee for offering maximum support and guidance to the faculty in pursuance of their research work. The committee provides information regarding various funding agencies for research. The Research Committee meets as and when needed to discuss various plans to promote research and motivate the faculty for their academic advancement. Two minor research projects have been sanctioned and ongoing in the Departments of English and Political Science.

#### 6.3.5 Library, ICT and physical infrastructure / instrumentation

- The college has formed a library to look after the facilities in the library and suggest ways of improvement.
- The Department of Computer Science looks after the ICT facilities and informs the Principal about the requirement as and when required.
- The construction and purchase committees regularly meet to fulfil the physical infrastructure needs of the College and suggest steps of improvement. These committees also monitor the expenditure related issues

### 6.3.6 Human Resource Management

- The institution always encourages its faculty to regularly attend Refresher courses, Orientation programmes and other short term course for regular updation of knowledge
- Students are benefitted by the various programmes on entrepreneurship and soft skills development.

### 6.3.7 Faculty and Staff recruitment

The Institution follows the rules laid down by the state government and UGC in matters of staff recruitment. However, contractual teachers are recruited on the basis of merit to fulfil any shortfall in this regard so that classes are not affected adversely

### 6.3.8 Industry Interaction / Collaboration

No such steps have been taken in this regard yet.

### 6.3.9 Admission of Students

- Preparation of merit list well in advance
- Transparency maintained in the admission process
- Uploading all the necessary information in the College website
- Spot interview at the time of Admission.
- Counselling provided to students at the time of students

## 6.4 Welfare schemes for

Teaching	NIL
Non teaching	Emergency medical expenditure provided if needed
Students	Emergency medical expenditure provided if needed LIC group insurance premium paid for every students

6.5 Total corpus fund generated

427505

6.6 Whether annual financial audit has been done Yes

√

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

Audit Type	External		Internal	
	Yes/No	Agency	Yes/No	Authority
Academic	NO		YES	Committee
Administrative	NO		NO	

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

For UG Programmes

Yes

N/A

No

N/A

For PG Programmes

Yes

N/A

No

N/A

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

N/A

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

Constituent /College?

N/A

6.11 Activities and support from the Alumni Association

NIL

#### 6.12 Activities and support from the Parent – Teacher Association

A Parent-Teacher meeting was held on 19<sup>th</sup> September, 2015 to discuss issues related to welfare of students

#### 6.13 Development programmes for support staff

NIL

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

- Regular plantation of trees in the campus.
- Campus made plastic-free.
- CFL/ LED lights used to save energy.
- Proper garbage disposal system in place.

### Criterion-VII

#### 7. Innovations and Best Practices

7.1 Innovation introduced during this academic year which have created a positive impact on the Functioning of the in institution. Give details.

NIL



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

Beginning of the year

- A 3 day entrepreneurship program was organised by the Institute from 28<sup>th</sup> March-30<sup>th</sup> March, 2016
- A one day Cancer Sensitisation program was organised by the WSC on 12<sup>th</sup> Feb,2016 for the benefit of Women Teachers and girl Students
- A Talk on stress management Through Yoga and Meditation was organised on 30<sup>th</sup> Dec, 2015
- Extension Education Cell has organised various extension activates

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

- Annual publication of College Newsletter
- Computer Training to non teaching staff



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

7.4 Contribution to environmental awareness / portion

The College regularly celebrates the World Environment Day & Swatcha Bharat Abhiyan to create environmental awareness among students and teachers

7.5 Whether environmental audit was conducted? Yes

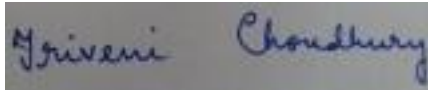
No

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

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

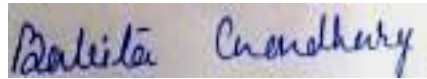
1. To organise National/ International level Seminars, Workshops, Conferences etc.
2. To start new Job oriented/ Professional courses.
3. To undertake activities under Institutional Social Responsibility (ISR).
4. To introduce technology in the classrooms.

Name: Ms. Triveni Choudhury

A rectangular box containing a handwritten signature in blue ink that reads "Triveni Choudhury".

Signature of Coordinator, IQAC

Name Dr.(Mrs.) Babita Choudhury

A rectangular box containing a handwritten signature in blue ink that reads "Babita Choudhury".

Signature of the Chairperson, IQAC

## **Annexure -I**

### **Title of the Practice: Annual publication of College Newsletter**

#### **Goal**

The goal is to publish the news letter as the mirror of the Institution. And the aim is to document the academic as well as non academic activities and excellence of the institution in a systematic way.

#### **Context**

The newsletter also reflects the target and achievement of the head of the institution, hope and aspiration. The newsletter is a perennial source of inspiration for the teachers as well as the students. The favourable responses continuously encourage the publication of it and the endeavour for future excellence.

#### **Practice**

Publication of the newsletter lends to regular and methodical documents of the endeavour of the teaching and non teaching staff. It also reflects the students involvement in the all round development of the institution.

#### **Evidence of Success**

The publication of the newsletter is one of the steadfast adherences towards constructive practice. It is a source of inspiration and encouragement as well.

#### **Problems, encounter and resources required**

The publication of the newsletter is one of the innovative exercise engineered by the college with minimal amount of finance. Hence, no serious problems cropped up while implementing this practice.

The continuous publication of the newsletter encourages and motivates the faculty members for their constant up gradation in their pursuit for excellence.

Contact details: the Principal  
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## Annexure -II

### Computer training programme for non-teaching staff

#### **Goal**

The aim of the practice is to expertise the non-teaching staff in ICP and upgrade the office for automations .

#### **Context**

The Training initiative by IQAC , Computer Dept. and the college authority .

#### **Practice**

The motive of the Institution to utilize the resources in the optimum level and develop a self device system of providing informations about the activities of the NAAC in post accreditation scenario. The programme includes Basic computer training in both Hardware & Software. The members of the office staff had been trained up in two years. Training is also being imparted for the operations of the Xerox machines.

The priority was given for computerisation and networking of the following branches .

\*Pay Cell   \*Examination Branch   \*College Admission Branch   \*Library   \* Central Office for Maintaining

Admission process in the college is an important activity of the college administration which is prepared effectively by the non-teaching staff with the support of teaching staff.

#### **Evidence of Success**

The non teaching staff of the College was highly motivated by NAAC visit and their motivation considerably were improved . The College admission process , Central offices are now computerised. The administrative staff is provided with computer and there is also provision of LAN connections. So records can now be easily accessed.

#### **Problems, Encounter and Resources required**

The Challenges faced during the up gradation of the Office were the shyness of the staff to undergo the training. However principal and her commitment has motivated the staff to undergo the training .The computer department has undertaken this activity. The available financial and infrastructure resources are utilised.

Contact details: the Principal  
R.G. Baruah college  
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Guwahati-781025  
Tele: 0361-2474424  
e-mail: [drbabitachoudhury@gmail.com](mailto:drbabitachoudhury@gmail.com)  
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