

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

1.1. Name of the Institution:

R.G. Baruah College

1.2 Address Line 1:

Fatasil, Ambari

Address Line 2:

A.K. Dev Road

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:

Rupam Hazarika

Mobile:

IQAC e-mail Address:

1.2 NAAC Track ID:

1.3 NAAC Executive Committee No. & Date:

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

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

1.4 Website address:

Web-link of the AQAR:

1.5 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				

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

1.7 AQAR for the year

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

i. AQAR _____NIL_____ (DD/MM/YYYY)

1.9 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

1.10 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	<input type="text"/>		
University with Potential for Excellence	<input type="text"/>	UGC-CPE	<input type="text"/>
DST Star Scheme	<input type="text"/>	UGC-CE	<input type="text"/>
UGC-Special Assistance Programme	<input type="text"/>	DST-FIST	<input type="text"/>
UGC-Innovative PG Programmes	<input type="text"/>	Any Other	<input type="text"/>
UGC-COP Programmes	<input type="text"/>		

2. IQAC Composition and Activities

2.1 No. of Teachers	<input type="text" value="10"/>
2.2 No. of Administrative/Technical staff	<input type="text" value="2"/>
2.3 No. of Students	<input type="text" value="0"/>
2.4 No. of Management representatives	<input type="text" value="1"/>
2.5 No. of Alumni	<input type="text" value="0"/>
2.6 No. of any other stakeholder and Community representatives	<input type="text" value="2"/>
2.7 No. of Employers/Industrialist	<input type="text" value="1"/>
2.8 No. of other External Expert	<input type="text" value="1"/>

2.9 Total No. of members

2.10 No. of IQAC meetings held

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

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

If yes, mention the amount

2.13 Seminars and Conferences (only quality related)

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

Total Nos. International National

State Institution Level

(ii) Themes

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
To start the construction of open air Stage	Construction started
To organised health awareness program	A heart disease awareness program in collaboration with Heart –Care Society of Assam, Guwahati chapter

	was organised on 22 nd Feb, 2018
To erect a memorial of Dr. Bhupen Hazarika – a cultural legend of Assam	A Bronze bust is donated from the Local MLA fund under the imitative of the Alumni Association of the College
To organised various programs for the benefit of the Students	<ul style="list-style-type: none"> • A program on smart job Skills and Career options was organised by ICGC on 5th Feb, 2018-12-19 • A three day workshop on quantitative aptitude and reasoning was organised by ICGC from 19th Feb- 21st Feb,2018
To undertake Educational field trip for the Students	All the Department conducted field trip for the students during March-April, 2018 with the sponsorship from the govt. of Assam

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				
Total	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)

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

Revision/update of regulation or syllabi is carried out only by affiliating university, in this case Gauhati University. The collage has limited role in this regard.

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

NIL

Criterion-II

2. Teaching, Learning and Evaluation

2.1 Total No. of

Permanent faculty

Total	Asst. Professor	Associate Professors	Professors	Others
36	18	18	-	-

2.2 No. of permanent faculty with Ph. D

15

2.3 No. of faculty positions

Recruited (R) and Vacant (V)

During the year

Asst. Professor		Associate Professors		Professors		Others		Total	
R	V	R	V	R	V	R	V	R	V
-	-	-	-	-	-	-	-	-	-

2.4 No. of Guest and visiting faculty and Temporary faculty

0

0

10

2.5 Faculty participation in conference and symposia:

No. of Faculty	International level	National level	State level
Attended	0	0	0
Presented	3	6	0
Resource Persons	0	2	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 during this academic year

214

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

N/A

2.9 No. of faculty members involved in curriculum Restructuring/revision/syllabus development as member of Board of Study/Faculty/Curriculum Development workshop

1 0 0

77.9

2.10 Average percentage of attendance of students

2.11 Course/Programme wise

Distribution of pass percentage:

Title of the Programme	Total no. Of students appeared	Division				
		Distinction %	I%	II%	III%	Pass%
B.A	129	-	16	53	11	62%
B.Com	95	-	6	31	38	79%

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	
Faculty exchange programme	
Staff training conducted by the University	
Staff training conducted by other institutions	
Summer/Winter schools, Workshops, etc.	2
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	11	1	NIL	NIL
Technical Staff	NIL	NIL	NIL	1

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
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Number	NIL	NIL	NIL	NIL
Outlay in Rs. Lakhs				

3.3 Details regarding minor projects

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

3.4 Details on research publications

	International	National	Others
Peer Review journals	NIL	7	0
Non-peer Review journals	NIL	4	0
e-journals	NIL	0	0
Conference proceedings	NIL	0	0

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	-	-	-	-
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	N/A	CAS	N/A	DST-FIST	N/A
DPE	N/A			DBT Scheme/funds	N/A

3.9 For colleges

Autonomy	NIL	CPE	NIL	DBT Star Scheme	NIL
INSPIRE	NIL	CE	NIL	Any Other (specify)	NIL

3.10 Revenue generated through consultancy

NIL

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

NIL

NIL

NIL

3.13 No. of collaborations

International

National

Any other

3.14 No. of linkages created during this year

NIL

3.15 Total budget for research for current year in lakhs:

From funding agency

NIL

From Management of University/College

NIL

Total

0

3.16 No. of patents received this year

Type of Patent		Number
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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	NIL	NIL	NIL	NIL	NIL

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

1

1

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

0

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

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

As part of Institutional Social Responsibility the College is extending help under the Extension Education Cell to the Government Children Home situated in Fatasil Ambari from the year 2014 onwards. In pursuance of the policy, the college is providing regular counselling, remedial classes and assistance like exemption of tuition & exam fees, if any, of the incumbents takes admission in the college. In 2017-18, the cell has conducted the following activities:

- The Department of Economics conducted an extempore speech program and a meditation program for the inmates.
- The Department of English conducted an interaction programme under which word formation, common words and their meanings, translation of English words into Assamese and vice –versa were taught to the inmates.

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	3.31 Acre	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	865	26	Students Fee	891
Value of the equipment purchased during the year (Rs. In lakhs)	12.19	0.34	-	12.53
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	1577	167430	53	15900	1630	183330
Reference Books	10707	2683838	633	209605	11370	2893443
e-Books						
Journals	9	19700	-	-	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	64	28	25	-	-	11	15	10
Added	-	-	-	-	-	-	-	-
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

0.62

II) Campus Infrastructure and facilities

6.70

III) Equipments

1.69

IV) Others

3.28

Total:

12.29

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 Number of Students

UG	PG	Ph.D.	Other
1403	-	-	-

(b) No. of students outside the state

4

(c) No. of international students

NIL

Men

No	%
657	46.8

Women

No	%
746	53.2

Last Year						This Year					
General	SC	ST	OBC	Physically Challenged	Total	General	SC	ST	OBC	Physically Challenged	Total
600	212	83	304	NIL	1199	799	199	88	316	NIL	1403

Demand ratio

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

1. A grooming session on smart job skills and career options was organized by the Information and Career Guidance Cell (ICGC) of the collage on 5th February 2018. The session was conducted by the noted education counsellor Mr. Basanta Gogoi. Students of B.Com 6th semester attended the programme. Around 100 students were benefited by the programme.
2. A three-day workshop on "QUANTITATIVES APTITUDE AND REASONING" was organized by Information and Career Guidance Cell form 19 /02/2018 to 21/02/2018. The workshop was conducted by the School of Banking. Students of 6th and 4th semesters of both Arts and Commerce attended the programme.
3. A awareness programme on career options was organized by the ICGC on 22/02/2018. The session was conducted by The Institute of Computer Accountants. Students of B.Com 6th semester attended the programme.

No. of students benefitted

5.7 Details of campus placement

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

5.8 No. of gender sensitization programmes

- International Women’s Day was celebrated in R G Baruah College under the aegis of Women’s Studies Cell of the College on 8.3.2018. The Wall Magazine “APORA” was inaugurated by Dr. Babita Choudhury, the Principal of the College. A meeting on the occasion was also held which was presided over by Dr. Shanti Thapa, President of the Cell. Ms. Bonti Senchow, Associate Professor, Department of English, elaborated on the significance of Women’s Day and the observance of the same. A quiz competition based on issues concerning women was organised among the students of the College. A brief cultural programme marked the final phase of the event which included vocal performances by a student of the College, Trinayan Das, and Pranita Kalita, Assistant Professor, Department of English .

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	38	
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

- Relief materials were provided to the flood -affected victims of the nearby Morigaon district by the Students Union in August 2017
- An amount of Rs. Twenty five thousand was also donated to the Chief Minister's Relief Fund.

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 environment in conformity with the principle upon which the institution is erected.

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 health 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.

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

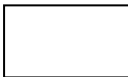
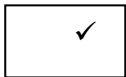
- Preparation of merit list well in advance
- Transparency maintained in the admission process
- Uploading all the necessary information in the College website
- Spot interview at the time of Admission.
- Counselling provided to students at the time of students

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

482455



6.6 Whether annual financial audit has been done Yes

No

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

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

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

For UG Programmes Yes No

For PG Programmes Yes No

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

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

6.11 Activities and support from the Alumni Association

6.12 Activities and support from the Parent – Teacher Association

6.13 Develop

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 heart disease awareness program in collaboration with Heart –Care Society of Assam, Guwahati chapter was organised on 22nd Feb, 2018
- A Bronze bust is donated from the Local MLA fund under the imitative of the Alumni Association of the College
- A program on smart job Skills and Career options was organised by ICGC on 5th Feb, 2018-12-19
- A three day workshop on quantitative aptitude and reasoning was organised by ICGC from 19th Feb- 21st Feb,2018
- All the Department conducted field trip for the students during March-April, 2018 with the sponsorship from the Govt. of Assam

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 .

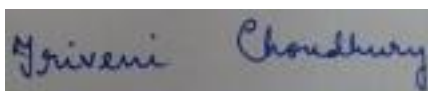
7.5 Whether environmental audit was conducted? Yes No

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

8. Plans of institution for next year

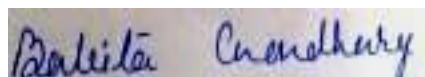
1. To organise National/ International level Seminars, Workshops, Conferences etc.
2. To start new Job oriented/ Professional courses.
3. To undertake activities under Institutional Social Responsibility (ISR).
4. To introduce technology in the classrooms.

Name: Ms. Triveni Choudhury



Signature of Coordinator,IQAC

Name Dr.(Mrs.) Babita Choudhury



Signature of the Chairperson, IQAC

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
R.G. Baruah college
Fatasil, Ambari
Guwahati-781025
Tele: 0361-2474424
e-mail: drbabitachoudhury@gmail.com
Website: www.rgbcollge.com

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
Fatasil, Ambari
Guwahati-781025
Tele: 0361-2474424
e-mail: drbabitachoudhury@gmail.com
Website: www.rgbcollge.com

