

SELF STUDY REPORT

OF

**RADHA GOVINDA BARUAH COLLEGE
GUWAHATI – 781025
ASSAM**

FOR

RE-ACCREDITATION



JUNE 2015

**Submitted to
National Assessment and Accreditation Council
Bangalore – 560072**

Declaration by the Head of the Institution

I certify that the data included in this Self-study Report (SSR) are true to the best of my knowledge.

This SSR is prepared by the institution after internal discussions, and no part thereof has been outsourced.

I am aware that Peer team will validate the information provided in this SSR during the Peer team visit.

Signature of the Head of the Institution

With seal:

Place:

Date:

Preface

The NAAC visit in 2004 provided us with an opportunity to reflect on our contribution towards the growth of the institution in terms of academic achievement and social responsibility. The assessment also pointed out the areas of concern and flaws in our system. The college should have gone for the second cycle of accreditation in 2009 but it is a matter of regret that due to some unavoidable reasons, the same could not be undertaken in due time. Our progress into the future will now depend on our efforts to address these issues.

The Self Study Report (SSR) prepared by the institution in anticipation of the NAAC visit charts and reflects the steps taken towards the fulfillment of its objectives and in keeping with the mission and vision statement. The seven criteria laid down by the NAAC are seven benchmarks that the institution must strive for ensuring quality improvement. The SSR also includes the post-accreditation initiatives undertaken by the college despite the constraints it is faced with.

As the head of the institution, it is my privilege to place the SSR to NAAC for the second accreditation cycle. The SSR is prepared by the Steering Committee in line with the instructions laid down by the NAAC. We are now eagerly awaiting the visit of the NAAC peer team and the validation of our claims.

Principal
R.G. Baruah College
Guwahati, Assam
781025

Contents

Sl. No.	Particulars	Page No
1.	Post Accreditation Initiatives	5
2.	Executive Summary	7
3.	Profile of the Institution	14
4.	Criterion-wise Inputs	
a.	Criterion I: Curricular Aspects	26
b.	Criterion II: Teaching-Learning and Evaluation	37
c.	Criterion III: Research, Consultancy and Extension	57
d.	Criterion IV: Infrastructure and Learning Resources	84
e.	Criterion V: Student Support and Progression	98
f.	Criterion VI: Governance, Leadership and Management	111
g.	Criterion VII: Innovation and Best Practices	143
5	Evaluative Report of the Departments	148

Post-Accreditation Initiatives

R.G.Baruah College had applied for assessment and accreditation in an endeavour to bring about improvement in its quality mechanism. The NAAC peer team visited the College in 2004 and accredited the institution with Grade B. The peer team also suggested a number of measures for the overall improvement of the College. The institution has strived to fulfill these measures in all sincerity. A brief account of the post-accreditation initiatives is as follows:

SUGGESTIONS	IMPLEMENTATION
1. Introduction of Career Oriented certificate and diploma courses	A few courses were introduced in 2006 but had to be discontinued due to poor response from students.
2. Encouraging students to take B.A. Major Subjects	Number of students enrolled in Major Subjects has improved considerably.
3. To adopt modern innovative teaching methods	Modern teaching aids have been introduced. Teachers are adopting new teaching methods in classrooms.
4. To analyse the results and determine the cause for low performance	Results are annually analyzed. Some of the causes identified are: low merit of newly admitted students, additional burden of HS classes, insufficient number of classrooms (however, the situation has improved of late).
5. To adopt strategies to enhance the pass percentage and to secure first classes	Some strategies have been adopted to enhance the pass percentage. These are: holding tutorial classes for slow learners and special classes for advanced learners at departmental level. Results have shown marked improvement and the number of students securing 1 st Class has increased.
6. To encourage students to appear for competitive examinations	One month training in 'Entry in Services' was conducted recently. Besides, the ICGC regularly disseminates information on competitive examinations.
7. To activate NCC and NSS programmes	NCC wing is quite active under the supervision of a lady teacher of the college. NSS wing regularly conducts as well as participates in various programmes.
8. To add more books to library and subscribe for more journals and to computerize the library	The college library purchases books annually. More journals have also been subscribed by the library. The

	computerization of library is in process.
9. To develop adequate outdoor sports facility	The college playground is being developed in a phased manner and outdoor sports goods are regularly purchased.
10. To develop the campus area suitable for academic environment	More trees have been planted in the campus to give it a green cover. Other eco-friendly measures have also been adopted to create academically suitable environment.
11. To provide more number of class rooms and common rooms	More than 10 new classrooms have been added since the last NAAC visit. Separate boys' and girls' common rooms have also been provided.
12. To formalize and institutionalize the teacher guardianship	Process has been started
13. To initiate steps for enhancement of students enrolment	Students' enrolment has increased due to efforts like wider publicity, introduction of Major in all subjects and improved HS results.
14. Establishment of full-fledged computer centre and office automation	A computer laboratory has been set up recently. Office automation has already been completed.
15. Organizing regular programme in spoken and written English	Spoken English for final semester students has been started recently.
16. To take up remedial coaching classes on a regular basis	Tutorial classes are arranged for slow learners.
17. To work out on 5 year perspective plan and the vision statement	A 5-year perspective plan has been worked out.
18. To start Journalism and Mass Media Courses	The institution has not been able to start journalism and mass media courses till now due to lack of proper infrastructure in the campus.
19. To start courses on performing arts, folk arts, folk music and dance	The college has recently been allowed to start Performing Arts (Sattriya Dance) as an elective subject in B.A. course.

Principal
R.G. Baruah College
Guwahati, Assam

Executive Summary

Radha Govinda Baruah left his footprints for posterity with his unparalleled contribution to the social and cultural life of Assam. It is essentially with his ideals in mind that the foundation of R.G. Baruah College was laid in 1978. Initially the classes were held at the Natun Fatasil Town High School and the college shifted to its permanent campus in 1986. The College received recognition from UGC under section 2(f) and 12(B) in 1996. The journey has seen many ups and downs since, but the college has always stood tall and carried on with its mission and vision. The main objective of the institution was to empower the students of the locality which it primarily serves to face the challenges that lay ahead. The task was monumental but the faith, courage and dedication of the teachers, both past and present, made it a satisfying one.

Now in its 36th year, the college currently has more than 1500 students on its rolls. There are at present 37 teachers working against sanctioned posts to cater to these students, with part time teachers appointed as and when the need arises. The college offers undergraduate programmes in B.A. and B.Com. with the choice of Major in almost all the subjects. Additionally, the college also admits students for the Higher Secondary classes. Computer Application as a Vocational subject has also been introduced recently and a few more career oriented subjects are on the anvil.

NAAC has introduced seven criteria to scrutinise on institution's weaknesses and strengths. The **first** is the **Curricular Aspects**. The vision, mission and objectives of the college are prominently displayed at the entrance. The college prospectus also carries these features. These have been uploaded on the college website. The college has not introduced any certificate/ diploma/ skill development course till date. It only offers Degree courses of the Gauhati University. However, the process is on to introduce some career oriented courses along with the regular courses of the institution. The college has also opened a study center of the K.K. Handique State Open University from the session 2015-16 for B.A. and B.P.P. courses. The institution has made a number of efforts to supplement the university's curriculum to ensure the integration of the academic programmes with institution's goals and objectives. To integrate cross cutting issues such as Gender, Climate Change, Environmental Education, Human Rights, ICT etc, the college has established various cells like Women's Studies Cell, Committee against Sexual harassment, Red Ribbon Club. The college has a

formal mechanism to obtain feedback on curriculum from students and other stakeholders. The data obtained are analysed and the corrective measures are undertaken wherever necessary.

The **second** criterion is on **Teaching, Learning and Evaluation**. The college authority advertises the admission notice in local dailies and local TV channels for wide publicity and information of the admission process. The college also uploads the admission notice and the prospectus in its own website. Banners are also put up at strategic points in the locality. Merit list of candidates seeking admission in the various programmes offered by the college is prepared before the admission and the list is put up in the notice board. The record of the selected candidates is maintained in the office automation software.

Students for the programmes offered by the college are selected strictly on merit depending upon the number of seats available. The Principal and the Admission Committee review the admission process to find out the faults therein, if any.

Various strategies are adopted to help the students from weaker sections. Firstly, there is reservation of seats for SC/ ST/ OBC students. Secondly, there is provision for Government Scholarships to those students. Thirdly, there is reservation for differently-abled students and also for the students with extra-curricular activities.

To assess the students' needs a counseling programme is conducted for the students on the day of admission. Eligibility criterion for taking Major in various disciplines are decided by the concerned departments. Weaker students/ slow learners are identified and extra/ remedial/ tutorial classes are arranged to bridge their knowledge gap.

The college sensitizes its staff and students on issues such as gender, inclusion and environment. The Women's Studies Cell of the college regularly conducts awareness programmes on issues related to women. Environmental awareness is created among students by the initiative of the Nodal Officer for environmental studies. The NSS and NCC wings of the college through their activities create a sense of social commitment and inclusion.

The institution helps students who are at the risk of drop out. They are provided concessions/ free-ships in admission and examination. There is a

ramp for assisting the differently-abled students. Free books are also provided to meritorious students by the department concerned.

The college plans and organises the teaching, learning and evaluation schedule. Gauhati University provides the Academic Calendar for its affiliating colleges. On the basis of the Academic Calendar, the college organises its own teaching, learning and evaluation schedule. Depending on the syllabus recommended by the university, each department chalks out the teaching plan for the academic session. Evaluation blueprint includes internal assessment, sessional examinations, oral and written class tests. Evaluated answer scripts of sessional examinations are shown to students and regular class seminars are also held.

IQAC contributes to the improvement of the teaching learning process by preparing the class routine according to the papers credits as far as possible, framing the Academic Calendar and implementing feedback mechanism on various parameters like teacher quality, library resources, infrastructure etc. IQAC facilitates faculty development and research activity. It also encourages departments to organise seminars and workshops. Learning is made more student centric by holding student seminars, group discussions and also using audio-visual aids etc.

The institution nurtures critical thinking/ creativity and scientific temper in the following ways. Students get opportunity to nurture creativity by contributing to the annual college magazine RGBIAN. The departments and cells have their own wall magazines to express their creativity. The college library is well stocked with books, news-papers, journals and magazines which help students to nurture critical thinking. Events like College Annual Festival and Freshmen Social give the student a platform to showcase their creative abilities.

Students and faculty are exposed to advanced level of knowledge and skills by lectures and awareness programmes on topics like Women Legal Rights, Breast Cancer, and harmful effects of Tobacco etc. The resources available in the library also help in updating knowledge. Internet is used on a regular basis to keep updates of latest development in various fields.

Academic support is provided to students by pre-admission counseling which is held to help students regarding the choice of subjects and combinations. Guidance services are provided to students in the field of

entrepreneurship by the members of Information and Career Guidance Cell (ICGC).

In the field of innovative teaching, the Department of Education practised the concept of Team Teaching with two or more teachers at a time in the classroom. Illustrating through examples and experiments are practised in subjects like Economics. In literature classes, innovative methods like role-play are introduced. Besides, classic films on literary topics are occasionally shown to students.

The college library has subscribed to various journals and e-learning resources through INFLIBNET. Books and Magazines are regularly purchased for knowledge up-gradation. Internet facility and old question papers of university examinations are made available to students. A suggestion box is also provided at the library.

The institution faces challenges in completing curriculum because of the introduction of semester system where course content is also large. To meet this challenge extra classes are taken and reading materials are distributed among students. The institution evaluates and monitors the quality of teaching learning by monitoring the classroom attendance of students, introducing feedback mechanism, conducting class tests and oral tests. Teacher quality is ensured by adhering to latest UGC norms, even for non-sanctioned posts. To enhance teacher quality the teachers are sent to attend Refresher Courses, Orientation Courses, Workshops and Seminars etc.

The Research Committee constituted in the college supports the faculty by providing them with various inputs related to research activities. There is also provision for availing UGC-FDP facility for Ph.D. aspirants.

It is through prospectus, Academic Calendar and notices that the stakeholders of our institution are communicated about the evaluation process. The college authority release the faculty from their regular duties if they are allotted duties like Supervisor, Head Examiner, Scrutiniser etc of university evaluation system. The college follows formative and summative assessment process through conduction of sessional and end semester final examinations respectively. The answer scripts of internal examinations are shown to the students to ensure transparency in the evaluation. The university level grievances are redressed by the Principal through forwarding applications to University.

The various graduate attributes specified by the college are quality learning, discipline, leadership and social commitment, entrepreneurial aptitude and research aptitude.

In order to enhance social and economic relevance of the courses the institutional initiatives are implemented through the activities of ICGC and project works given to students.

The slow and advanced learners are categorised and accordingly separate support provisions are designed for them. The overall achievements of learning outcomes is monitored and ensured by the continuous evaluation of students as per university guidelines.

The **third** criterion of NAAC centres around **Research, Consultancy and Extension**. The Research Committee was formed in the institution in 2014 with the Principal, Dr.(Mrs) Babita Choudhury as Chairperson. The committee has determined to apply for different research proposals to funding agencies like UGC, CSIR, DST etc, and also to apply for ongoing Seminars, Workshops and Conferences. The research facilities like internet, reference books, INFLIBNET etc, are available to the students and research scholars.

The **fourth** criterion provided by the NAAC is **Infrastructure and Learning Resources**. Facilities available for curricular activities are Xerox machine, Computer Laboratory, LCD Projectors, Internet facility, Psychological Laboratory, Central and Departmental Library, Seminar hall, Canteen, classrooms with lapel provisions and Departmental Common Rooms. Facilities available for extra-curricular activities are Playground, Yoga room, Table Tennis room, Sports equipments store room, Boys' Common Room and Girls' Common Room. Cool drinking water facility and sitting benches for students during their leisure time are also available in the college campus.

The college hostel has the recreational facilities like Carom, Chess, Volleyball, Newspaper, Magazine etc. Moreover, the facilities like pure drinking water, dining hall and security are also available at the hostel. The various cells like IQAC, Women's Studies Cell, ICGC, Grievance Redressal Cell etc, are given their office spaces to work effectively. NSS unit and NCC wing are also provided with their required office spaces.

There is a library committee of the college which takes decision for procurement of books and journals, furniture for stocking of books and other requisite items.

The **fifth** criterion of NAAC assessment is **Student Support and Progression**. The institution publishes the revised and updated prospectus for students in every academic year, at the time of new admission. The institution tries to ensure its commitment and accountability by fulfilling its mission and vision. Different types of scholarship schemes introduced by Government are made available to the students by the institution. There is continuous evaluation of the students and evaluation of teachers by students. The R.G. Baruah College Students' Union along with NSS and NCC is active and

involve in various social and academic activities. Students are assisted to participate in the cultural and sports competitions.

Students from our institution are given opportunity to attend and participate in the programmes conducted by government and other agencies. During medical emergencies a doctor attends the college on call. If required, medical assistance is provided to the student by taking him/her to a nearby hospital.

The **sixth** criterion of NAAC focuses on **Governance, Leadership and Management**. The top management of the college is the Governing Body. The Governing Body broadly discusses the policies and plans submitted by the Principal and gives final approval to the same. The head of the institution ensures that adequate information is communicated to the top management. The Principal arranges Staff Council meetings for smooth and efficient functioning of the college. The college strictly follows the instructions of regulatory bodies like Directorate of Higher Education, Government of Assam, Gauhati University, UGC and Governing Body.

The college has cells/ committees for quality enhancement. Some of them are Research Committee, Academic Council, Discipline Committee, Anti Ragging Committee, Committee against Sexual Harassment, Grievance Redressal Cell etc. The matters relating to admission, examination, and purchase require the decision of respective committees and to get its final approval from the Governing Body.

The committees like Construction Committee, Purchase Committee, UGC Fund Monitoring Committee are constituted to monitor effective and efficient use of funds. The college appoints an internal auditor for examining the utilisation of funds available in various accounts of the college. External audit is done by the Directorate of Local Audit, Government of Assam.

The institution has established an Internal Quality Assurance Cell (IQAC) way back in 2004. The noble objective of IQAC is to ensure the framing of institutional policy, particularly in regard to its quality policy. The IQAC took decision to send Annual Quality Assurance Reports (AQAR) and request NAAC to visit our institution.

The **seventh** criterion of NAAC is **Innovative and Best Practices**. Innovative practices introduced during the last four years are office automation, pre admission counseling, library automation and book exhibition on admission days. Some environment protection measures practised in our campus are maintaining a garbage disposal pit, making the adjacent road a 'No Horn Zone', making the campus plastic free, planting of trees in the campus etc. Moreover, energy conservation techniques are also used in the form of using CFL/ LED bulbs, installation of power saving electronic appliances, etc.

The Best Practices adapted by our institution are the publication of College Newsletter and Computer Training for non-teaching staff respectively.

The college is committed to achieve its stated objectives. The realisation of its Mission and Vision is the dream that drives us on. The Seven Criteria which forms the bulk of this Self Study Report is an opportunity to judge and improve our quality as an institution of higher learning. Re-accreditation of National Assessment and Accreditation Council (NAAC) is a significant milestone in our onward journey.

Section B: Preparation of Self-Study Report

1. Profile of the Affiliated/ Constituent College

1. Name and Address of the College:

Name:	Radha Govinda Baruah College	
Address:	Fatasil Ambari	
City: Guwahati	Pin: 781025	State: Assam
Website:	www.rgbaruahcollege.org	

2. For communication:

Designation	Name	Telephone with STD code	Mobile	Email
Principal	Dr.(Mrs.) Babita Choudhury	O: (0361)2474424 R: (0361)2660872	09435305374	drbabitachoudhury@gmail.com
Vice Principal	Dr. Jnanjyoti Sarmah	O: R:	09435104722	jsarma_2001@yahoo.com
Steering Committee Co-ordinator	Dr.Arup Kumar Borah	O: R:(0361)2360084	09954747954	borah.arup@yahoo.com

3. Status of the Institution:

- Affiliated College
 Constituent College
 Any other (specify)

ü

4. Type of Institution:

a) By Gender

- i. For Men
 ii. For women
 iii. Co-education

ü

b) By Shift

i. Regular	<input type="checkbox"/>
ii. Day	<input type="checkbox"/>
iii. Evening	<input type="checkbox"/>

5. It is a recognized minority Institution?

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

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

6. Sources of funding:

Government	<input checked="" type="checkbox"/>
Grant-in-aid	<input type="checkbox"/>
Self-financing	<input type="checkbox"/>
Any other	<input type="checkbox"/>

7. a. Date of establishment of the college: 15/07/1978 (dd/mm/yyyy)

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

c. Details of UGC recognition:

Under Section	Date, Month & Year (dd-mm-yyyy)	Remarks(If any)
i. 2 (f)	01/01/1996	
ii. 12 (B)	01/01/1996	

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

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.	N/A			
ii.	N/A			

iii.	N/A			
iv.	N/A			

(Enclose the recognition/ approval letter)

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

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 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 *	Urban
Campus area in sq.mts	13378.40 sq mt
Built up area in sq.mts.	1817.18 sq.mt.

(* Urban Semi-urban, Rural, Tribal, Hilly Area, Any other 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
- Sports facilities
 - Play ground
 - Swimming pool
 - Gymnasium

◦ Hostel

* Boys' hostel

- i. Number of hostel: 1
- ii. Number of inmates: 15
- iii. Facilities (mention available facilities): 3 Seater Rooms, Dining Hall, TV, Newspaper, Purified Drinking Water, Refrigerator, Security, Carrom board, Volley Ball, Chess.

* Girls' hostel

- i. Number of inmates
- ii. Facilities (mention available facilities)

* Working women's hostel

- i. Number of inmates
- ii. Facilities (mention available facilities)

Residential facilities for teaching and non-teaching staff (give number available- cadre wise): Night Chowkider-2

◦ Cafeteria

◦ Health centre

- First aid

Health centre staff-

Qualified doctor Full time Part-time

Qualified Nurse Full time Part-time

Facilities like banking, post office, book shops

Transport facilities to cater to the needs of students and staff-

Animal house

Biological waste disposal

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

ü Solid waste management facility

Waste water management

Water harvesting

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

SL. No	Programme Level	Name of the Programme /Course	Duration	Entry Qualification	Medium of instruction	Sanctioned /approved Student strength	No.of students admitted
1	Under-Graduate	B.A.	3 years	+2 Pass or Equivalent examination	English/ Assamese	250	204
		B.Com	3 years	+2 Pass or Equivalent examination	English/ Assamese	300	236
2	Post-Graduate						
3	Integrated Programmes PG						
4	Ph.D						
5	M.Phil						
6	Ph.D						
7	Certificate course						
8	UG Diploma						
9	Any other (specify and provide details)						

13. Does the college offer self-financed Programmes?

Yes No

If yes, how many?

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

Yes No Number

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 the programmes like English, regional languages etc.)

Faculty	Departments (eg. Physics,Botany, History etc.)	UG	PG	Research
Science				
Arts	Economics,Education,Mathematics,Political Science,History,CSA			
Commerce	Accountancy, Management,Finance			
Any Other (Specify)	Environmental Studies.			

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

NAAC-Self Study Report

- a. Choice Based Credit System
- b. Inter/Multidisciplinary Approach
- c. Any other (specify and provide details)

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

Yes No

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 UGC 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?

Yes No

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

Positions	Teaching Faculty						Non-teaching staff		Technical staff	
	Professor		Associate Professor		Assistant Professor					
	M	F	M	F	M	F	M	F	M	F
Sanctioned by the UGC / University /State Government Recruited			7	11	10	09	11	3		
Yet to recruit										
Sanctioned by the Management / society or other authorized bodies Recruited					3	3	3	1	1	1
Yet to recruit										

21. Qualifications of the teaching staff.

Highest qualification	Professor		Associate Professor		Assistant Professor		Total
	M	F	M	F	M	F	
Permanent teachers							
D.Sc / D.Litt.							
Ph.D.			4	5	1	2	12
M.Phil.			0	0	6	5	11
PG			3	6	3	2	14
Temporary teachers							
Ph.D.						1	1
M.Phil.						1	1
PG					3	2	5
Part –time teachers							
Ph.D.							
M.Phil.							
PG						4	4

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

NIL

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

Categories	2011-12		2012-13		2013-14		2014-15	
	M	F	M	F	M	F	M	F
SC	17	8	19	26	29	32	19	25
ST	14	11	13	17	11	14	8	12
OBC	34	21	46	13	47	37	40	12
General	161	164	148	181	157	138	167	172
Others								

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

Type of students	UG	PG	M.Phill	Ph.D	Total
Students from the same state where the college is	1336				

located					
Students from other states of India	11				
NRI students					
Total	1347				

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

UG PG

26. Unit Cost of Education

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

(a) Including the salary component

(b) Excluding the salary component

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

Yes 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

c) Number of programmes offered

d) Programmes carry the recognition of the Distance Education Council

Yes No

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

BA:1:18

B.Com: 1:44

29. Is the college applying for

Accreditation: Cycle 1 Cycle 2 Cycle 3 Cycle 4

Re-Assessment:

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

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

Cycle 1.04/11/2004 Accreditation Outcome/Result. Grade B

Cycle 2:(dd/mm/yyyy) Accreditation Outcome/Result.....

Cycle 3:(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.

32. Number of teaching days during the last academic year

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

244

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

IQAC 20/04/2004

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

AQAR (i) 28/05/14

AQAR (ii) 28/05/14

AQAR (iii) 28/05/14

AQAR(iv) 29/06/15

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

One Girls' Hostel from UGC grant was constructed in 2014. But certain formalities like the construction of a hostel warden's quarter and boundary walls have not yet been made. The facility is currently being used for academic purpose.

Criterion I: Curricular Aspects

1.1 Curriculum Planning and Implementation

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

Vision of the College:

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 the society.

Mission of the College:

- To establish a congenial environment among the stakeholders of our institution so as 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 so as 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.

Objective of the College:

- To promote academic excellence taking the syllabus and the curriculum into consideration.
- To produce both Arts and Commerce graduates of higher standard to face the demands of a competitive world.
- To draw out the latent talents and abilities of the students and to inculcate in them a passion for achievement.
- To help the students develop skills of communication, self study, self-analysis and help them realize their potential and calibre.
- To render academic and financial assistance to socially, economically and academically disadvantaged students.
- To guide the students to cultivate moral and social values so as to emerge as morally upright individuals thereby preventing erosion of values and virtues in the society.
- To arouse in the students a sense of social commitment by exposing them to real-life situations, particularly in the backward and rural areas and to motivate them to render meaningful community welfare service.

- To encourage the students to participate in a variety of co-curricular activities leading to physical fitness, cultural enhancement and national integration.
- To encourage innovative experiments in methods of teaching and evaluation.
- To inspire and help the faculty of the institution to acquire knowledge through research activities and active participation in seminars leading to career development.
- To promote congenial atmosphere in the college among the students and the staff.

The vision, mission and objectives of the institution are communicated to the students, teachers, staff and other stakeholders by taking the following initiatives:

- The Vision and Mission is prominently displayed at the entrance of the college.
- The college prospectus also carries these features.
- These are also uploaded on the college website.
- The head of the institution also communicates these to all the stakeholders on various occasions like fresher's social, annual college function, etc.

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 develops and deploys action plans for effective implementation of the curriculum to achieve its goals and objectives in the following manner:

- The Principal of the college convenes a committee to prepare the college routine in accordance to rules laid down by UGC and the affiliating University before the commencement of a new academic session.
- The departments then chalk out a teaching strategy by formulating teaching plans and distributing the syllabus among the faculty.
- An academic calendar is prepared reflecting the stated objectives of the institution and also keeping the larger vision and mission of the college in mind.
- A copy of the distributed syllabus is usually pasted on the attendance register of the particular subject/ paper for effective implementation of the curriculum.
- Students are made aware of the curriculum and provided with the list of recommended books.

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

For effectively translating curriculum and improving teaching practices the following measures are undertaken:

- Teachers are provided consistent support in terms of funds for procurement of books and journals.
- The institution also provides encouragement to the faculty to attend seminars and workshops on curriculum and syllabus.
- Refresher and Orientation courses conducted by the affiliating University as well as other Universities give opportunity to teachers to acquaint themselves with the context of the curriculum and translate the same to students.
- The University also seeks suggestions from the teachers of institutions on syllabus designing and modification, and a number of teachers from this institution have also offered the same.
- The institution has also provided various teaching-aids like LCD projectors to improve teaching practice. Teachers are also encouraged to adopt innovative methods to improve the teaching practice.

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

The college being an affiliated college follows the curriculum designed by Gauhati University. For the effective curriculum delivery and transaction on the curriculum, the following initiatives have been taken:

- The teachers are oriented to plan and handle the curriculum effectively.
- Teachers are trained to use ICT technology such as LCD Projector etc.
- Students are properly guided and encouraged to visit the library for their knowledge upgradation.
- The students and teachers can also avail help from the computer laboratory as and when required.

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

The college has not yet been able to establish any network or interaction with industry or research bodies on an institutional level.

An affiliated college does not have the scope to bring any wholesome changes in the operationalisation of the curriculum. However, a few teachers have established network with research bodies on individual level. Despite the lack of such network and interaction, teachers put in their best effort to show their commitment in effective operationalisation of the curriculum.

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

The staff members of the institution have made valuable contribution to the development of the curriculum by the University:

- Four (04) members of the faculty, Dr. Jnanjyoti Sarmah, Dr. Mallika Kandali and Dr. Dipankar Talukdar, Ms. Nibedita Bhattacharjee are members in Committee for Courses of Studies (CCS) of Gauhati University and Dibrugarh University.

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

All the courses offered in our college are under Gauhati University. The institution has not offered any other course than those under the purview of the affiliating University.

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

The college has a dedicated faculty committed to achieve the objectives of the curriculum. The increasing number of Major students in various departments clearly underlines the academic environment within the campus. Besides, the dedication of teachers, commitment of the supporting staff and the effective vigilance of the Governing Body have also ensured fulfillment of the stated objectives. We cannot turn a deaf ear to the ever-increasing demand for higher education. To impart our best to the students is an obligation we need to fulfill all the time. On completing their course, all of them do not reflect the same academic proficiency, but most of them learn to face the challenges of the new age with grit and determination.

1.2 Academic Flexibility

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

The college has not introduced any certificate/ diploma/ skill development course till date. It only offers degree courses of Gauhati University. However, a few career oriented courses are in the offing.

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

The institution does not offer any programme that facilitate twinning/ dual degree at present.

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

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

Subjects offered by Gauhati University:

Arts:

- General English
- Education
- Political Science
- History
- Statistics
- MIL (Assamese, Bengali, Bodo, Hindi, Manipuri, Nepali)/ Alternative English
- Philosophy
- Economics
- Home Science
- Psychology
- Human Rights Education
- Mathematics
- Geography
- Anthropology
- Geology
- Computer Application
- Tourism and Travel Management
- Information Technology

- Mass Communication
- Arabic
- Persian
- Sanskrit

Commerce:

- Business Mathematics
- Fundamentals of Insurance
- Financial Accounting
- Business Organization and Entrepreneurship Development
- Indian Financial System
- Business Environment
- Marketing Management
- Financial Management
- Regulatory Framework of Business
- Communicative and Functional English
- Functional MIL
- Corporate Accounting
- Direct Taxes
- Corporate Law
- Environmental Studies

Many of the subjects in three years Degree course in Semester System have been opted by our college.

Subjects offered in Semester Course Arts:

- General English
- MIL (Assamese/ Bengali/ Hindi/ Alternative English)
- Elective Assamese, Elective Bengali, Elective English, Elective Hindi
- Political Science, Mathematics, Economics, Education, History, Computer Application, Performing Arts (Sattriya Dance)

Subjects offered in Semester Course Commerce:

- Business Mathematics/ Fundamentals of Insurance
- Financial Accounting
- Business Organization & Entrepreneurship Development
- Indian Financial System
- Specialized paper:
 - Cost Accounting/ Human Resource Management/ Rural & Micro Finance/ Introduction to E-Commerce
- **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**

Functioning under the straitjacket of an affiliating university, the college does not have the flexibility to undertake the above mentioned courses/ facility.

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 any self-financed programme at present.

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.

No additional skill oriented programmes have been introduced in the college as of now.

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

Yes, Gauhati University provides different conventional courses as well as courses in the distance mode. However, there is no provision of combining the two modes in the courses offered by Gauhati University.

1.3 Curriculum Enrichment

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

The institution has made a number of efforts to supplement the University’s curriculum to ensure the integration of the academic programmes and institution’s goals and objectives:

- Awareness programmes on various issues of contemporary relevance are regularly held to develop social, economic and moral values.

- Career oriented programmes are undertaken from time to time to supplement the University's curriculum and provide students information on better career prospects and skill development courses.
- The college has always strived towards the overall development of the students and as a part of it they are provided opportunities to develop their co-curricular and extra-curricular potentialities.
- The college organizes various programmes related to various issues like environment, entrepreneurship, gender sensitization, health and hygiene, importance of values in life and so on. In addition to their academic pursuits, these efforts provide exposure to students on the needs of the hour.

1.3.2 What are the efforts made by the institution to enrich and organize the curriculum to explicitly reflect the experiences of the students and cater to needs of the dynamic employment market?

Being an affiliated college, the institution does not have any role in modifying and organizing the curriculum. However, a sincere effort has been made to supplement the curriculum to suit the intellectual needs of the students. It prepares them to face the challenges that lie ahead in the dynamic employment market through the involvement of the faculty and other stakeholders.

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?

A number of measures are taken by the college to enlighten the stakeholders about the various cross cutting issues pertinent to their lives. The college has always focussed on the crucial issues of our society like Gender, Climate Change, Environmental Education, Human Rights, ICT, etc. To achieve this goal, the college has established various cells like Women's Studies Cell, Committee Against Sexual Harassment, Red Ribbon Club, etc;

- Gender has been a crucial issue that the college focuses on. There is a Women's Studies Cell in the college that organises various programmes on Gender Awareness and Women Empowerment. Gender sensitization programmes such as talk on women's safety, health care, changing perspective on the role of women are being held from time to time. A talk on 'Menopause' was held on 19th June, 2012 with Dr. Monomita Chakraborty as the resource person. Dr. Ruma Bordoloi talked on the occasion of International Women's Day on 8th March, 2014. A talk on 'Women Protection and Legal Aid' was held in November, 2013 with Ms. Ajanta Dhar as the resource person.

- The college has a Computer laboratory for providing computer training to students. Students are given intensive coaching both theoretically and practically in all aspects pertaining to communication technology.
- Stress is also laid on the value of environmental education. Apart from the subject of Environmental Studies introduced by the University, the college has also undertaken plantation drives in the college, particularly by celebrating occasions like World Environment Day under the initiative of the Nodal Teacher of Environmental Studies, Ms. Bonti Senchowa.

1.3.4 What are the various value-added courses/ enrichment programmes offered to-

- ✓ **Ensure holistic development of students.**
- ✓ **Moral and ethical values.**
- ✓ **Employable and life skills.**
- ✓ **Better career options.**
- ✓ **Community orientation.**

The teachers always help the students with their advice and counseling as and when required. To develop and enhance the students at the physical and mental level, yoga and meditation workshops cum awareness camps are held which are conducted by the Women's Studies Cell and NSS wing of the college respectively.

There is also an Information and Career Guidance Cell in the College which has taken initiatives in conducting many life skill development and career oriented programmes.

For community orientation, the Extension Education Cell of the college has taken initiatives to reach out to the underprivileged students of a lower primary school located nearby 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 has recently developed a mechanism to take feedback from its students on curriculum. The teachers from the departments discuss about the curriculum and express their views regarding the curriculum in the Academic Council through the respective Heads of the Departments. The college intends to forward these findings to the University authorities.

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

- IQAC is responsible for monitoring and evaluating the quality of its programmes.
- The feedback taken from students also helps in keeping a tab on the progress of its programmes.
- The Grievance Redressal Cell attempts to look into and address any shortcoming on this front as and when the need arises.
- The various cells also monitor the quality of the programmes conducted by them.

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?

Being an affiliated college, the institution is not directly engaged in either designing or developing the curriculum prepared by the university. However,

- The faculty of the institution have been members of CCS over the years who have contributed and offered suggestions to the University as and when asked for.
- The University conducts meeting with the Principals of affiliated colleges on curriculum improvement and modifications as and when required and the information is percolated down to the faculty.

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

Yes, the college has a mechanism to obtain feedback on curriculum from the students, especially from the Major students of each department. So far the college has not developed a mechanism to forward the findings to its affiliating university. However, in various platforms where representatives from the university and other colleges are present, the faculty of the college put forward their views.

Project works, group discussions and home assignments have been introduced to supplement the syllabus and also to make teaching more learner-centric.

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

No new programmes or courses have been introduced during the last four years. However, considering the ever-growing demand of skill-oriented courses, particularly amongst the educationally and economically backward community, a few career oriented courses are in the pipeline to make students self reliant.

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

Criterion II: Teaching – Learning and Evaluation

2.1 Students Enrolment and Profile

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

Publicity in the admission process:

- After the declaration of HSLC and HS results, college authority issues advertisements of admission in local dailies and local TV channels for wide publicity and information.
- The college uploads the admission notice and the prospectus on its own website.
- Banners are also put up at strategic points in the locality to attract attention of prospective students.
- The college prospectus containing all relevant information like admission procedure, infrastructure, fees, rules and regulations, etc. are made available to students.
- Teams of teachers visit neighbouring locality to publicise the admission process.

Transparency in the admission process:

- Merit list of candidates seeking admission in the various programmes offered by the college is prepared before the admission and the list is also put up in the notice board.
- The records of the selected candidates are maintained in the office automation software. These records are accessible to everyone.
- The reservation policy is adhered to as per Government rules.
- A pre-admission interview and counselling is also conducted.

2.1.2 Explains in detail the criteria adopted and process of admission (ex. 1. Merit 2 common admission test is conducted by state agencies and national agencies 3. Combination of merit and entrance test and interview 4. Any other) to various programmes of the institution.

The following criteria for admission are adopted:

- Students for the various programmes offered by the college are selected strictly on merit and the number of seats available.
- Students are acquainted about the availability of subjects and combinations available in the pre-admission interview and counselling held during the admission.
- No common admission test is conducted.

2.1.3 Give the minimum and maximum percentage of marks for admission at entry for each of the programmes offered by the College and provide a comparison with other Colleges of the affiliating university within the city/district.

Programme	Year	Minimum	Maximum
B.A.	2013-14	35%	68%
B.Com		40%	72%
B.A.	2014-15	33%	76%
B.Com		35%	78%
B.A.	2015-16	33%	74%
B.Com		33%	77%

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?

Yes, there is a mechanism in the institution to review the admission process. The Principal and the admission committee review the admission process to find out the faults therein, if any.

The outcome of such a process is a greater transparency and systematization of the admission process. It also ensures greater effectiveness in the efforts to improve the process.

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.

Following strategies are adopted:

- **SC/ST:** Reservation for SC/ST students is maintained. There is a Government of Assam scheme for scholarship to SC/ST students.
- **OBC:** Reservation for OBC students is maintained. There is a Government of Assam scheme for scholarship to OBC students
- **Women:** Steps are taken for awareness programmes conducted to bring about a sense of women empowerment.

- **Differently able:** Reservation for differently-abled students is maintained. Provision for ramp available, classes re-arranged, if necessary.
- **Economically weaker sections:** Meritorious students from economically weaker sections are given freeship in admission. They are assisted with free books by their respective departments.
- **Any other:** Relaxation of norms is given to the students who excel in extra-curricular activities like sports, culture, NCC etc.

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			
	2011-12	2012-13	2013-14	2014-15	2011-12	2012-13	2013-14	2014-15	2011-12	2012-13	2013-14	2014-15
UG(Arts)	290	281	249	234	243	216	206	205				
UG(Commerce)	310	330	309	281	220	237	250	250				
PG	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
M.Phil.	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Ph.D.	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Integrated PG Ph.D.	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Value added	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Certificate	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A

Diploma	N/A											
PG Diploma	N/A											
Total	615	600	611	558	431	463	453	456				

*N/A= Not Applicable

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 college is concerned about the needs of differently-abled students. However, the number of such students is limited. These students are taken special care of so that they do not encounter any difficulty in pursuance of their academic dreams. Moreover, the Government Policy relating to differently-abled students is adhered to in entirety by the institution.

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 college takes the following measures to assess the students' needs in terms of knowledge and skills before the commencement of the programme:

- A counselling programme is conducted for the students on the day of admission.
- Eligibility criterion for taking Major in various subjects is decided by the concerned departments.
- The students are made well acquainted and oriented with the particular subject in which they wish to take Major or as elective subjects.

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

The strategies adopted by the institution to bridge the knowledge gap of the enrolled students to enable them to cope with the programme of their choice are as follows:

- Weaker students/slow learners are identified by means of class tests and classrooms interactions.
- Extra Remedial/ Tutorial classes are arranged for slow learners by the departments concerned to bridge the knowledge gap.
- Home assignments are set for such students.
- Reference books for Major students are provided for their help.

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

The college always shows its commitment towards issues such as gender, inclusion, environment, etc. The following steps have been initiated to sensitize its staff and students on these issues:

- Teachers often initiate discussions on issues related to gender, inclusion and environment in the classrooms.
- Moreover, the Women's Studies Cell of the college regularly conducts awareness programmes on issues related to women.
- Environmental awareness is created among students by undertaking green drives in the campus. Moreover, students of Economics Major have to study a special paper on Environmental Economics.
- The NSS and NCC wings of the college through their activities create a sense of social commitment and inclusion.

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

The advanced learners are identified in the classrooms through their academic performance as well as through their participation in various classroom discussions and interactions, assignments, etc. Following these steps are undertaken by the institution to address the special educational/ learning needs of advanced learners. These are as follows:

- The advanced learners are given sustained support and guidance by the teachers for their academic enhancement.
- The college library is also alive to the needs of advanced learners. They are given all help in terms of information, reference books etc.

2.2.6 How does the institute collect, analyze and use the data and information on the academic performance (through the programme duration) of the students at risk of drop out (students from the disadvantaged sections of society, physically challenged, slow learners, economically weaker sections etc. who may discontinue their studies if some sort of support is not provided)?

The college collects data and information on the academic performance of the students at risk of drop out from internal assessment tests and semester examinations. The following corrective measures are then adopted:

- Disadvantaged sections of society are provided concessions/ freeships in admission and examination.
- The institution also facilitates the provision of Govt. of Assam scholarships for SC/ ST students.
- Students with physical disability are taken care of by the institution. If and when intimated about their needs, the faculty and the staff extends all possible help to them.
- Free books are provided for meritorious students belonging to the economically weaker sections of the society.
- Tutorials/ remedial/ extra classes are arranged for slow learners.

2.3 Teaching –Learning Process

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

Since the introduction of semester system in 2011, Gauhati University has started providing the academic calendar for its affiliated colleges. On the basis of this academic calendar, the college organises its teaching, learning and evaluation schedules. These plans are then made available for students as well as the faculty at the beginning of the academic session. While framing the academic calendar, care is taken to ensure the fulfilment of all the necessary parameters.

Teaching Plan: Depending on the syllabus recommended by the university, each department chalks out the teaching plan for the academic session. Each teacher is allotted classes on the basis of their expertise. For easy reference, these teaching plans for each paper are pasted on the respective attendance register. These plans are periodically reviewed. Teachers also arrange extra/ tutorial classes if and when need arises.

Evaluation blueprint:

- Internal assessment tests/ sessional examinations are scheduled regularly.
- At the end of each chapter/ unit, oral and written class tests are conducted.
- Examined answer scripts are shown to students and their shortcomings are pointed out and discussed.

- Regular class seminars also help in evaluating students' performance.

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

IQAC contributes to improve the teaching-learning process by:

- Guiding the Routine Committee in preparing the class routine according to the needs of students and curriculum obligation.
- Framing the academic calendar to organize its teaching and evaluation schedules.
- Ensuring enhancement of academic environment by means of a feedback mechanism on various parameters like teacher quality, library resources and infrastructure development.
- Initiating discussion with the Principal and offering suggestion at the beginning of the academic session for overall improvement of teaching learning process.
- Facilitating support for interdisciplinary programmes, faculty development and research activities.
- Observing the trend and development in society, the IQAC facilitates support and encourages the departments to organize seminars and workshops.

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?

Students form the focus of the institution. Their interests are always kept in mind and teachers design their teaching plan accordingly. The student-teacher camaraderie that is conspicuous in the institution extends beyond the confines of the classroom. Students feel encouraged to approach teachers whenever any topic proves difficult to them. Besides the regular teaching methods, new and interactive teaching strategies are adopted to make learning an exciting experience for them. Students seminars, group discussions, use of audio-visual aids, etc. support and supplement the learning process. Such methods also facilitate independent learning among 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 institution is committed to transform students into life-long learners and innovators. The following activities ensure the fulfillment of this commitment:

- Students get the opportunity to nurture creativity by contributing to the annual college magazine RGBIAN.
- The institution inculcates healthy habits like discipline, leadership and cleanliness among its students.
- The departments also have their own wall magazines as an avenue to let the students express their creative emotions.
- The college library is well stocked with books, newspapers, journals and magazines which help students to nurture critical thinking.
- Events like College Annual Festival and Freshmen Social give the students a platform to showcase their creative abilities.

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 faculty uses the free-membership facility of UGC-INFLIBNET N-List programme for accessing open educational resources for effective teaching.
- Besides, internet facility is available for faculty in the computer laboratory for accessing educational resources.

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

In order to expose the students and faculty to advanced level of knowledge and skills, the college has taken the following measures.

- Besides regular lecture methods, seminars and workshops are organized by the college as well as by the departments.
- The resources available in the library in form of books, journals, magazines, etc. also help in knowledge updation.
- Newspapers and internet facility are used on regular basis to keep abreast of latest developments in various fields.
- Lectures and awareness programmes are regularly organised on various topics like women legal rights, health issues, entrepreneurship, etc.

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

The details on the academic, personal and guidance services are listed below:

- Academic support is provided to students by pre-admission counselling which is held to help students regarding the choice of subjects and combinations. Besides, teachers are always ready to help students in academic matters by offering suggestions about necessary and helpful books and resources. They also point out to students the areas they need to work on to improve their academic performance.
- Regular programmes are organised by the college under the aegis of Information and Career Guidance Cell to provide information and create awareness on emerging career avenues and help them make informed career choice. Particular emphasis has been laid on entrepreneurship development skill.

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 following innovative teaching approaches/ methods have been adopted by the faculty during the last four years:

- The Department of Education has started practicing the concept of team teaching with two or more teachers at a time in the classroom.
- Illustrating through examples and experiments in subjects like Economics.
- In literature classes, innovative methods like role-play are introduced. Besides classic films on literary topics are occasionally shown to students to complement their learning.
- Students are divided into groups to assess their abilities in group projects, discussions and presentation skills.

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

The library resources are used to augment the teaching learning process in the manner given below:

- The college library has subscribed to various journals and e-learning resources like INFLIBNET-N-List.
- Books and magazines are regularly purchased for knowledge upgradation.

- Internet facility is available in the library to help students and faculty to keep abreast of latest developments in different fields.
- Old question papers of university examinations are made available to students.
- A suggestion box is also provided at the library for students to offer their suggestions for improvement of the library.

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

Yes, the institution does face challenge in completing the curriculum within the stipulated time frame. The pressure of the recently introduced semester system with its over emphasis on examinations creates hurdle in the way of completing the curriculum. Besides, the additional burden of Higher Secondary classes adds to the hurdle. Moreover, during the even-semester session the problem is more acute as the higher secondary final year examinations are held in the month of March-April. For a college with limited infrastructure, most of the class rooms remain occupied for examination purpose, thus hampering the regular routine. Teachers also get engaged in invigilation duty creating another hurdle in completion of curriculum.

To overcome the aforesaid challenges, the departments arrange extra classes and circulate reading materials to students.

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

The institution evaluates and monitors the quality of teaching-learning in the following ways:

- Classroom attendance of students is closely monitored.
- Provision of feed-back mechanism ensures quality in teaching-learning process.
- Oral-tests and class-tests are regularly held.
- The Grievance Redressal Cell also looks into the problems faced by students regarding teaching learning and attempts to resolve them.

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.

Highest qualification	Professor		Associate Professor		Assistant Professor		Total
	Male	Female	Male	Female	Male	Female	
Permanent teachers							
D.Sc./ D.Litt.							
Ph.D.			4	5	1	2	12
M.Phil.					6	5	11
PG			3	6	3	2	14
Temporary teachers							
Ph.D.							
M.Phil.							
PG					3	3	6
Part-time teachers							
Ph.D.						1	1
M.Phil.							
PG					3	4	7

The regular posts of teachers are filled up as per latest UGC norms. The college also ensures that the teachers working against sanctioned posts receive the UGC pay-scale. Even all ad-hoc and temporary teachers are appointed subject to fulfillment of norms. These appointments are approved by the Governing Body. They are suitably paid for their services.

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.

Being an Arts and Commerce college, there is little scope for introducing new programmes such as Biotechnology and Bioinformatics. However, in order to meet the demand of teachers in the recently introduced subject of Computer Application, the college has appointed one teacher for the subject. The college pays salary to such teachers from its own fund. Students who have opted for this subject have performed considerably well in the university examinations.

2.4.3 Providing details of 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

Year	Refresher courses	Orientation courses	HRD programmes	Staff training conducted by the university	Staff training conducted by other institutions	Summer / winter schools, workshops, etc.
2011-2012	01					06
2012-2013	01					06
2013-2014	03	02				03
2014-2015	01	09				05

b) Faculty Training programmes organized by the institution to empower and enable the use of various tools & technology 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.**
- **OERs.**
- **Teaching learning materials development, selection and use.**

No formal faculty training programmes have been organized by the institution till now in areas such as teaching learning methods/ approaches, handling new curriculum and development of enrichment materials. But interactions and discussions held in the department staff meetings go a long way in achieving the purpose of acquainting teachers to improve teaching and learning amongst students. A training programme on the use of Open Educational Resources (INFLIBNET) was conducted by the college recently for the benefit of teachers.

c) Percentage of Faculty

- **Invited as resource persons in Workshops/ Seminars/ Conferences organized by external professional agencies.**
15% (approx).

- **Participated in external Workshops/ Seminars/ Conferences recognized by national/ international professional bodies.**
70%(approx).
- **Presented papers in Workshops/ Seminars/ Conferences conducted or recognized by professional agencies.**
25%(approx).

Strategies adopted by the institution in enhancing the teacher quality:

- The college organises workshops/ seminars for enhancing teacher quality.
- The college allows teachers to attend national/ international seminars/ workshops/ conferences/ programmes by granting them duty leave, whenever needed.
- The college also encourages teachers to participate in Orientation and Refresher Courses to acquaint themselves with new developments in their fields.
- Information regarding Refresher courses/ Orientation courses/ Seminars/ Workshops is provided to teachers.
- The faculty is also encouraged to make presentations in the college after successful completion of refresher course/ orientation course.

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

The policies/ systems which are in place to recharge teachers are as follows-

- Teachers are released from duties to attend Refresher Courses/ Orientation Programmes/ Seminars/ Workshops etc.
- The Research Committee provides support in terms of providing information to faculty and forwarding research proposals for Ph.D., Minor and Major Research Projects.
- The college encourages research as per UGC-FDP rules for Ph.D. programmes.

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.

No faculty from the institution has received awards/ recognition at the state, national and international level for excellence in teaching during the last four years.

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?

A system of feedback on teachers' performance is in place:

- The college takes feedback on teachers by students based on various parameters.
- The feedback thus collected is analysed by the Principal, and corrective measures are undertaken whenever needed. Total secrecy is maintained in the entire exercise.

However, the college does not have a mechanism for direct evaluation of teachers by external peers.

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 process?

To ensure that the stakeholders of the institution especially students and faculty are aware of the evaluation process, the institution takes the following measures:

- The evaluation methods are communicated to the stakeholders through the Prospectus, Academic calendar and the college notice board.
- Students are also made aware of the evaluation process by the teachers in the classrooms, particularly at the beginning of the session.
- The evaluated answer scripts of internal sessional examinations are shown to the students.
- The Principal frequently informs the faculty about the evaluation process by holding meetings with the Heads of the Departments and also by office notices.
- All information on university evaluation process are also available on the Gauhati University website.

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?

Evaluation reforms of the university adopted by the institution:

- Gauhati University (GU) has introduced semester system from 2011 onwards which has replaced the year-end evaluation system.
- Instead of awarding actual marks to candidates, GU has introduced the system of CGPA.
- The marks secured in the sessional/ internal examinations are taken into account in the final university evaluation as per GU weightage.
- The answer scripts of sessional/ internal examinations are shown to students for their evaluation.

As an affiliated college of GU, the institution follows the rules and regulations adopted by the University for Evaluation.

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?

To ensure effective implementation of the evaluation reforms of the university, the institution has undertaken the following steps:

- The college constitutes an examination committee to conduct the various semester examinations according to the rules laid down by the university.
- Teachers who are allotted duties as Supervisors, Head Examiners, Scrutinizers and Examiners are released from their regular duties to facilitate the effective implementation of evaluation reforms initiated by the university.
- A semester examination zone has been opened in the college to ensure smooth evaluation.
- There is an Examination Centre Committee to supervise the examination process.

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

The following formative and summative evaluation approaches are adopted to measure student achievement:

Formative Evaluation:

- One sessional examination is conducted in each semester.
- Project work for Major students.
- Home assignments, practical assignments, seminars, group discussions are allotted to students.

Summative Evaluation:

- Semester-end final examinations conducted by the Gauhati University are held according to schedule.
- The institution supports University authority by extending services like Zonal Officer, Assistant Zonal Officers, Examiners, Supervisors, Scrutinisers and others if and when called for.

Impact:

- The implementation of semester system has resulted in continuous evaluation making the students academically alive throughout the year.
- Project works develop an attitude of learning by doing and critical thinking amongst students.

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

The following measures are undertaken to ensure rigor and transparency in the internal assessment:

- The evaluated answer scripts of internal/ sessional examinations are shown to students to ensure transparency in the evaluation. If and when any discrepancy is noticed, necessary corrective steps are immediately taken.
- Strict invigilation is also ensured during the internal examinations to prevent students from adopting unfair means. The Principal and the Vice-Principal supervise the overall conduct of the internal/ sessional examinations.

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

The graduate attributes specified by the college are listed below:

Quality Learner:

The college ensures that the students enrolled in its different programmes develop the ability to achieve excellence in education. Even those students who belong to the underprivileged sections should have the ability and dream to realise their potential.

Discipline:

The value of discipline is inculcated in students through the efforts of the discipline committee.

Leadership and Social Commitment:

The spirit of leadership and social responsibility is developed in students through the activities of the NSS and NCC wings of the college. The college Students' Union Body which is formed in a democratic way is also a step towards that direction.

Entrepreneurial Aptitude:

The Information and Career Guidance Cell (ICGC) of the college regularly organises programmes on entrepreneurship skills and awareness among students.

Research aptitude:

Research aptitude is inculcated in the students by encouraging them to undertake class projects in different subjects.

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

Any grievance of students related to evaluation at the university level is taken compassionately by the institution. These grievances are forwarded by the Principal to the University for Redressal.

In case of internal evaluation, the evaluated answer-scripts are shown to the students. If any discrepancy is noticed, these are attempted to be resolved immediately.

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?

Yes, the college has clearly stated learning outcomes. These are conveyed to students through the mission and vision statement of the college, college prospectus and website. Moreover, the staff also keeps themselves abreast about these through regular departmental and Staff Council meetings.

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

The institution monitors the progress and performance of students through the course duration by means of class tests and internal assessment/ sessional examinations conducted at regular intervals.

The progress of the students is regularly communicated to parents and students. Teachers inform the students in the classrooms while the departments occasionally inform the parents about their wards' progress.

Analysis of Students' Results

Year	Stream	Appeared	Male	Female	Pass	Failed	I Division/ Class	II Division/ Class	Simple Class	Pass Percentage (%)
201 1-12	BA	109	22	87	64	45	2	39	23	59
	B.Co m.	102	60	42	83	19	1	61	21	81
201 2-13	BA	70	14	56	33	37	1	27	5	47
	B.Co m.	140	103	37	117	23	1	87	29	83
201 3-14	BA	66	17	49	61	5				92
	B.Co m.	131	80	51	113	18				86
201 4-15	B.A.	208	70	138	145	63				70
	B.Co m	201	130	71	139	62				69

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

The teaching, learning and assessment strategies of the institution are structured to facilitate the achievement of the intended learning outcomes through:

- Conducive academic environment.

- Well-equipped library and laboratories.
- Audio-visual equipments.
- Regular class tests, sessional examinations, home assignments, etc.
- Awareness programmes on social issues.

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

The college takes up the following measures/ initiatives to enhance the social and economic relevance of the courses:

- Students are assigned project works through which research aptitude is developed amongst them.
- The Information and Career Guidance Cell (ICGC) of the college regularly organises awareness and training programmes on entrepreneurship skills.
- The college magazine and departmental wall magazines provide students with a platform for their creative outpourings.

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

The Academic Council collects the data on student learning outcomes from the college office and analyse it for planning and strategy. The college uses this data:

- To find out the slow and advanced learners.
- To take corrective measures to overcome barriers of learning.

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

The institution monitors and ensures the achievements of learning outcome by:

- Continuous evaluation as per university guidelines.
- Class seminars, discussions, etc.
- Extra classes/ tutorials.
- Feedback from stakeholders.

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

Yes, the institution uses assessment/ evaluation outcomes as an indicator for evaluating student performance:

- Remedial and tutorial classes are arranged for the subjects with unsatisfactory results.
- Departments also make arrangements for extra classes for the paper/papers in which students' performance are poor.
- Slow learners are specially taken care of by providing them with free comprehensive reading materials and books.

Any other relevant information regarding Teaching-Learning and Evaluation which the college would like to include.

- Bonti Senchowa, Associate Professor, Department of English, is widely regarded as a trendsetter in Assamese short story writing. She has to her credit 4 collection of short stories and 1 novel. She is termed as one of the first rated short fiction writers of Assam. She was invited as a Speaker and represented Assam at the First Language Festival, 2011, organised by India Habitat Centre in collaboration with Sahitya Akademi and Delhi Press Club.
- Dr. Shanti Thapa, Associate Professor, Department of Hindi, is a Sahitya Akademi awardee for translation work. She has translated in Hindi, Nepali and Assamese, besides her creative writings. Recently she got international recognition for her contribution to Nepali literature in India.
- Mr. Sanjay Kr. Saikia, Assistant Professor, Department of Economics, is a renowned Hindustani Classical vocalist in North Eastern Region. He is awarded with the title "Sangeet Prabha" by NEFSED, Assam. Besides rendering his vocal concert through All India Radio and Doordarshan, he is a Resource Person at various National level events and has also performed in National conferences.
- The Department of English has recently submitted a proposal to Sahitya Akademi and the National Book Trust for a project on translation of Assamese stories into English. Plans are also afoot to form a cine club in the college to supplement students' learning besides initiating intellectual discussions on film studies. The Department of English is taking initiatives in this matter.

Criterion III: Research, Consultancy and Extension

3.1 Promotion of Research

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

The college does not have a recognized research centre of the affiliating university or any other agency.

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.

A Research Committee has been formed in the institution to monitor and address the issues of research.

The composition of the Research Committee is as follows:

1. Dr.(Mrs.) Babita Choudhury, Principal, Chairperson
2. Dr. Dipankar Talukdar, Convenor
3. Dr. Arup Kr Borah, Member
4. Dr. Dipak Pathak, Member
5. Dr. Lipika Talukdar, Member

The Research Committee meets as and when needed to discuss various plans to promote research and motivate the faculty for their academic advancement. The Research Committee along with the Principal of the institution keeps track of the schemes of UGC and other bodies like CSIR, DST etc. Prior to the formation of the Research Committee, all such research proposals were routed through the Principal of the institution.

A few recommendations made by the Committee for implementation and their impact:

Sl. No	Recommendations	Impact of recommendation
1	To apply for different research proposals to funding agencies like UGC, CSIR, DST etc.	<ul style="list-style-type: none"> • Received funds from UGC in 2010, from CSIR in 2013 for Major Research Projects to Dr. A.K. Borah, which was utilized for adding research facilities. • Seven Minor Research Projects were also granted during the last

		four (4) years.
2	To apply for grant to organize seminars, workshops and conferences.	One UGC-sponsored National Workshop on performing Arts was held in 2012. One UGC-sponsored National Seminar on Examination system was held in 2013.

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

Autonomy to the Principal investigator	Yes, autonomy is provided to the Principal Investigator
Timely release or availability of resources	Yes, there is timely release and availability of resources
Adequate infrastructure and human resources	Yes, adequate infrastructure and human resources are provided
Time-off, reducing teaching load, special leave etc. to teachers	Yes, there are adjustments in the time table for those teachers engaged in research and they are also allowed exemptions from some duties.
Facilitate timely auditing and submission of utilization certificate to the funding authorities	Timely auditing and submission of utilization certificate to the funding authorities facilitated.
Any other	--

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

Being an undergraduate college with little scope for developing research culture and aptitude among students, the institution is constrained in this aspect. Despite such shortcomings the college has undertaken some measures as mentioned below:

- By organizing seminars and workshops where students get opportunities to interact with scholars and resource persons.
- By providing books, journals, magazines of research importance in library and modern equipments in laboratories.

- By organizing field trips for students, particularly in terms of their syllabus requirement.

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.)

Details of faculty involved in active research are as follows:

- Dr. Jnanjyoti Sarmah, Associate Professor, Department of Mathematics & Vice Principal, is involved in guiding research for Ph.D.

Name of scholar	Topic	University
Mr. Apul Narayan Dev	Studies on Solitary Wave and cooperative Phenomena in multicomponent plasma	Gauhati University
Mr. Ranjit Kr. Kalita	Theoretical Studies on Solitary Wave and Coherent structure In dusty Plasma	Gauhati University

Faculty involved in leading Research Projects: (Major and Minor Research Projects)

- Dr. Arup Kumar Borah, Department of Mathematics has undertaken Major Research Projects on:
 - § “A Study of the computational Multifluid (CMFD) Dynamics”.
 - § “A study of Non-linear structures of Fluid Dynamics with special reference to computational fluid dynamics”.
- Dr. Babita Choudhury, Rrincipal, completed a research project on “Slums of Guwahati, the Socio-economic and Educational Status of Slum women workers in Greater Guwahati area”.
- Mr. Bhabananda Bayan, Associate Professor, Department of Economics, completed a Minor Research Project on “Use of Modern Implements in the Agricultural Sector of Assam: A Case Study of Barpeta District”.
- Ms. Triveni Choudhury, Associate Professor, Department of Economics, completed a Minor Research Project on “Impact of Micro

Finance in Empowering Women Operated Self Help Group: A Case study of Barpeta District”.

- Dr. Dipankar Talukdar, Head & Assistant Professor, Department of Education, completed a Minor Research Project, “A study on Job Satisfaction of college teachers of Assam”.
- Ms. Bidisha Bora, Assistant Professor, Department of Political Science, has undertaken a Minor Research Project on, “Protection of women and the Indian Constitution: A study of the Domestic Violence Cases in Kamrup District of Assam”.
- Mr. Rupam Hazarika, Assistant Professor, Department of English, has undertaken a Minor Research Project on “Emergence and development of Graphic novels in Indian Writing in English”.
- Mr. Deepan Das, Assistant Professor, Department of Political Science, has undertaken a Minor Research Project on “Empowerment Scheduled Casts Women with special reference to rongdoi Kaibottra gaon and Bhiloin Kokila Kaibartra gaon at jorhat District, Assam”

Faculty involved in individual research activity: leading to Ph.D. degree

Name of Faculty	Topic	University	Status
Sanjay Kr. Saikia	Socio-economic consequences of floods: a case study of Assam	Gauhati University	Final registration completed
Bhabananda Bayan	Fish culture as a means of the generation of income and employment in Assam: A case study of Barpeta district	Bodoland University, Assam	Provisional registration done
Bidisha Bora	Justice delivery system- a study of domestic violence cases in Kamrup district of Assam (2005-2010)	Gauhati University	Provisional registration done
Deepan Das	Politics of mobilization among the scheduled castes in Assam	Dibrugarh University	Final registration completed
Karabi Kakati	Administrative behavior of principals and its relation to the college climate: a study in the colleges affiliated to Gauhati University	Gauhati University	Provisional registration done

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 imbining research culture among the staff and students.

No such programmes on capacity building in terms of research and imbining research culture have been conducted in the last four years.

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

Prioritized research area of faculty involved in active research are as follows:

Name of the faculty	Prioritized area of research
Dr. Jnanjyoti Sarmah	Theoretical Plasma Physics
Dr. Arup Kumar Borah	Computational fluid dynamics mechanics
Dr. Mallika Kandali	Satriya Culture and Philosophy
Dr. Dipankar Talukdar	Administration of Higher Education
Dr. Lipika Talukdar	Comparative Literature
Bhabananda Bayan	Agriculture
Sanjay Kr. Saikia	Environmental Economics
Bidisha Bora	Women's Rights
Karabi Kakati	College Administration
Deepan Das	Politics of marginalized groups of Assam

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

The institution regularly organizes conferences, seminars, workshops in order to rope in researchers to visit the campus and interact with teachers and students. Following is the list of distinguished visitors:

- Prof. Birendra Nath Datta :Eminent researcher of Folk culture
- Prof. Dulal Goswami :Environmentalist
- Prof. Dilip Borah :Eminent scholar of Assamese literature
- Prof. Arup Kumar Misra :Environmentalist
- Dr. Amarjyoti Choudhury :Pro Vice-Chancellor
- Mr. K.K. Gopalakrishnan :Writer, Art Critic, Director, Kuriyattam Kendra, SNA, Trivandrum

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?

There is no provision for providing sabbatical leave under State Government Rules.

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)

No such initiatives have been taken by the institution till date.

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 institution has no budgetary provision for research.

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 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?

Although no financial aid is given to students, there are certain other facilities which are made available to support student research projects. These are:

- Internet facility
- Issue of reference books/ monographs.

3.2.4 How do 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.

No interdisciplinary research has been undertaken in the institute till date.

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

The institution encourages its faculty to make optimal use of facilities like UGC-INFLIBNET-NList. Teachers engaged in research can access online journals within the campus as well as outside with the help of the passwords provided to them.

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

No, the institution has not received any special grants or finances from the industry or other beneficiary agency for developing research facility.

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

The Research Committee is committed to offer maximum support to the faculty in pursuance of their research work. The committee provides information regarding various funding agencies for research. It also scrutinizes the research proposals of the faculty according to the latest UGC guidelines and recommends them to funding agencies like UGC, CSIR, etc.

Details of ongoing and completed projects and grants received during the last four years:

Nature of the project	Name	Duration from – to	Title of the project	Name of the funding agency	Total grant		Total grant received till date
					Sanctioned	Received	
Major research project	Dr. A.K. Borah	2010-2013	A study of Non-Linear structures of Fluid dynamics with special reference to computational fluid dynamics	CSIR	7,45,000	7,45,000	Completed Rs. 7,45,000

	Dr. A.K. Borah	2011-2014	A study of the computational Multifluid (CMFD) dynamics	UGC	9,15,000	9,15,000	Rs. 9,15,000
Minor research Project	Dr. Babita Choudhury	2011-2013	Socio-economic and Educational Status of Slum women workers in Greater Guwahati area: A Study	UGC	75,000	75,000	75,000
	Ms. Triveni Choudhury		Impact of Micro Finance in Empowering Women Operated Self Help Group: A Case study of Barpeta District	UGC	89000	55000	55000
	Mr. Bhabanan da Bayan,	2012-2014	Use of Modern Implements in the Agricultural Sector of Assam: A Case Study of Barpeta District	UGC	130000	97000	97000
	Dr. Dipankar Talukdar	2012-2014	A study on Job Satisfaction of College Teachers of Assam	UGC	130000	97000	97000
	Bidisha Bora	2014-on going	Protection of women in the Indian constitution with special reference to domestic violence cases in Kamrup District of Assam	UGC	200000	145000	145000
	Mr. Rupam Hazarika	2015-ongoing	Emergence and development of Graphic novels in Indian Writing in English	UGC	275000	232500	232500

	Mr. Deepan Das	2015-ongoing	Empowerment Scheduled Casts Women with special reference to rongdoi Kaibottra gaon and Bhiloin Kokila Kaibarttra gaon at jorhat District, Assam	UGC	285000	207000	20700
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3.3 Research Facilities

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

The following research facilities are available to the students within the campus:

- Internet facility in the Computer Laboratory.
- Reference books
- Facility of INFLIBNET-NList.

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 Research Committee to chalk out institutional strategies for planning, upgrading and creating infrastructural facilities to meet the needs of researchers. Some of these are:

- The cell keeps track of the schemes of UGC and other funding agencies like DST, CSIR etc.
- The teachers are updated regarding various research projects and facilitated in applying for the same.

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, the institution has not received any special grants from the industry or other beneficiary agency for developing research facilities.

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

Research scholars pursuing research under the guidance of the faculty of the college are encouraged to visit the libraries of research institutes like IASST, IIT, etc. besides the Gauhati University library. For Students research projects, the college facilitates their visit to University Library.

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

Following facilities are available specifically for researchers:

- Internet Facility in Computer Laboratory.
- Reprographic Facilities.
- UGC-INFLIBNET N-List facility

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 collaborative research facilities like computers, printers, scanners, internet, books etc are developed and created out of funds sanctioned to collaborative researchers by agencies like CSIR, DST, UGC etc.

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 products)
 - Original research contributing to product improvement
 - Research studies or surveys benefiting the community or improving the services
 - Research inputs contributing to new initiatives and social development
- N/A

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

The institution has not published any research journal till date.

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**

Publication per faculty:

Department of Accountancy

Hari Prasad Kalita

Books

1. *Hishap Bidya*(Accountancy) Part-I, Book Land, Guwahati, 2006, ISBN: 81-89872-06-0
2. *Hishap Bidya*(Accountancy) Part-II, Book Land, Guwahati, 2011, ISBN: 81-89872-05-2

Dipak Chakrabarty

Books

1. *Financial Accounting – I*, B L J, Guwahati, 2011, ISBN: 81-921960-1-1
2. *Financial Accounting – I*, Manimanik Prakash, Guwahati, 2013, ISBN: 978-81-85917-11-6
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Department of Assamese

Dr.Dipak Pathak

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Dr. Lipika Talukdar

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Anjali Sengupta

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Tapati Dutta

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Kabita Bhuyan

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Dr.Dipankar Talukdar

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Bonti Senchowra

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Santosh Sarma

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Department of Hindi

Dr. Shanti Thapa

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Department of Management

Khanindra Das

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Dr. Jnanjyoti Sarma

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16. Attended International Conference
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 - b) Session Chair ICCFD, Germany, Berlin, WASET 2015 held on 21-22 May, 2015.

Dr. Sikha Saikia

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Department of Political Science

Dr. Mallika Kandali

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Bidisha Bora

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Deepan Das

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17. *Mahila Adhyanan Parichaya*, Unika Prakashan, Jorhat, 2014, ISBN: 978-93-82030-72-0

3.4.4 Provide details (if any) of

- * research awards received by the faculty**
 - * recognition received by the faculty from reputed professional bodies and agencies, nationally and internationally**
 - * incentives given to faculty for receiving state, national and international recognitions for research contributions.**
- N/A

3.5 Consultancy

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

Institute-industry interface has been established in the following manner:

- The Information & Career Guidance Cell (ICGC) of the college organized a series of events to establish institute-industry interface. In 2012 experts from organizations like Khadi & Village Industries Commission and Khadi & Village Industries Board, Assam visited the college to acquaint students about various career and entrepreneurial opportunities. Students were also taken on a tour to study the bee-keeping industry in rural Assam.
- The Women's Studies Cell organized a field trip for girl students to study the traditional silk weaving industry.

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

Till date the institution does not have a stated policy to promote consultancy. However, the institution constantly encourages the faculty to offer their expertise for the benefit of the community as and when called for.

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

The institution encourages the staff to utilize their expertise and available facilities for consultancy services by offering incentives like duty leave.

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

Teachers of the institution offer the following broad consultancy services:

- Teachers of the institution offer their services as member of the Syllabus Committee.
- Teachers also offer services in various examination related works.
- They have also been subject experts in Departmental Promotion Committee in different colleges.

Revenue generated for consultancy services during the last four years:

NIL.

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?

The institution has not yet adopted any policy for revenue sharing.

3.6 Extension Activities and Institutional Social Responsibility (ISR)

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

The institution promotes institution-neighbourhood-community network and student engagement in various ways:

- The Extension Education cell visited the nearby Children Home, under the Social Welfare Dept, Government of Assam. The members of the cell were accompanied by the students. Various necessary stationery items and food items were distributed among the inmates.
- Regular support is also being provided to a neighbouring Primary School for the uplift of the underprivileged.
- The college authority encourages the student and faculty to offer donations to people affected by natural calamities like floods.

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

There are the following institutional mechanisms to track students involvement in various social movements/ activities which promote citizenship roles:

- NCC
- NSS
- Students' Union

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

The institution solicits stakeholder perception on the overall performance and quality of the institution through the measures listed below:

- The college solicits students' perception through their feedback.
- Parents' perception is sought through regular interaction with them.
- Governing Body members' perception is sought through regular interactions with them.
- The college also solicits alumni's perception by holding alumni meets.

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

The institution plans and organizes its extension and outreach programmes through the NSS & NCC Units of the college:

NSS Unit:

- NSS volunteers participate in events like:
 - 1) AIDS rally
 - 2) Anti-Tobacco Day rally, blood donation camps etc.
- A three-day long NSS Orientation Camp was organized on 6-8 January, 2014
- Dr. Dipankar Talukdar, led the NSS Unit of the college along with two volunteers in NSS orientation programme under held at Guwahati College in September, 2013.

NCC Unit:

NCC cadets participate in various government as well as non-government organised programmes regularly.

Extension Education Cell:

- The Extension Education cell visited the nearby Children Home, under the Social Welfare Dept, Government of Assam. The members of the cell were accompanied by the students. Various necessary stationery items and food items were distributed among the inmates.
- Regular support is also being provided to a neighbouring Primary School for the uplift of the underprivileged.
- The college authority encourages the student and faculty to offer donations to people affected by natural calamities like floods.

Budgetary Details:

- The grants received for NSS Unit of the college for the session 2012-13 for organizing orientation programmes and camps amounted to Rs. 44,000/-. The grant for carrying out NCC activities is received from Ist Assam Battalion, which is utilized for refreshment and uniform of cadets.

Impact:

- Experience gained through extension and outreach programmes helps students make better decisions, adopt to change, improve their self esteem and better prepare for their career, among other benefits.

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 college promotes the participation of students and faculty in various schemes of Central and State Governments.

- The programme officer of NSS and Teacher-in-charge of NCC motivate students to arouse their interests in these wings.
- Faculty of the institution are sent to attend various NCC and NSS programmes.

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?

No social surveys or research has been undertaken by the college till date to ensure social justice and empower students from under-privileged and vulnerable sections of society. Although some extension work have been undertaken by the Extension Education Cell.

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.

Extension activities complementing students' academic learning experience:

- The Information and Career Guidance Cell (ICGC) organized a field trip for students of the college to Duni in Mangaldoi, Assam to study the bee-keeping industry in rural Assam. The programme was organized in collaboration with the Khadi and Village Industries Board, Assam.

- The Women's Studies cell of the college organized a study tour for girl students to Sualkuchi, Assam to study traditional Muga industry.
- NSS wing of the college participated in a Cancer Awareness rally organized by B. Barooah Cancer Institute in collaboration with Deepsikha Foundation (NGO).
- The Red Ribbon Club of the college participated in the AIDS awareness programmes organized by AIDS Control Society of Assam.
- The students also visited the flood affected areas of Assam in September, 2014 and distributed relief materials among the victims.

Values and skills inculcated:

- Extension and outreach programmes instil the value of philanthropy in the students.
- Such programmes develop an understanding of society's needs and requirements.
- These programmes also develop confidence in students to become successful in every aspect of their life.

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 has not been able to reach out to the community in its extension activities till date.

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

The institution has forged relationship with neighbouring institution viz, Mahatma Gandhi Harijan Prathamik Vidyalaya and the Government Children's Home.

- Teachers from the institution offer counselling services in the nearby primary school for the benefit of underprivileged students.
- Teachers from the adopted school are also provided training.
- Counselling services are also offered for the inmates of Children's Home.
- Students also visit these institutions of the locality.

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

Dr. Dipak Pathak was awarded the Dr. Ambedkar Fellowship National Award 2011 by Bharatiya Dalit Sahitya Akademi in recognition of the commendable literary, social and cultural services rendered by him for the uplift of downtrodden, oppressed and depressed people of the country.

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.

Being primarily an undergraduate college catering to Arts and Commerce streams, the scope of undertaking research with other institutes is rather limited. However, on an individual level, Dr. Arup Kr. Borah, has collaborated with the faculty of Allahabad University for research activity.

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.

No MoUs or collaborative arrangement with other institutions of national importance has been made till now.

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.

There have been no industry-institution-community interactions leading to the establishment and creation of academic facilities. Dr. Arup Kr. Borah, had completed two Major Research Projects till now (2010 and 2013). This has contributed to upgradation of academic facilities through procurement of his learning resources and IT equipments.

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

Names of Scientists/ participants who contributed to the events like national conferences organised by the college during the last four(4) years are as follows:

In the UGC Sponsored National Seminar on “Examination and Evaluation system in Higher Education” held on 27-28 September’ 2013.

Participants:

- (a) Prof. Dipak Kr. Chakraborty-Professor Emeritus, IIT Bombay.
- (b) Prof. Dinesh Ch Barooa- eminent educationist and former Register, G.U.
- (c) Prof. L. R. Saikia- Professor, Department of Education, G.U.
- (d) Prof. Gayatree Goswami- Professor, Department of Education, G.U.
- (e) Prof. Saundarjya Borbora, Professor, Social Science, IIT, Guwahati.

In the UGC Sponsored National Workshop on “Art Appreciation with reference to Performing Arts” held on 10-11 February, 2012

Participants:

- (a) Dulal Roy, SNA Awardee and eminent theatre activist.
- (b) Baharul Islam, Noted Cine and Theatre artist.
- (c) Debojit Roy, eminent vocalist of Hindustani Classical music.
- (d) Loknath Goswami, writer and litterateur, Singer, folk expert.
- (e) Svetlana Serekova, Kathak Dancer from Russia.
- (f) Dr. Jogganath Mahanta, eminent Sattriya exponent.

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

N/A

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

The college is yet to take any initiatives of the linkages/ collaborations in the field of research, publication, placement and extension.

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

- Dr. Arup Kr. Bora, Associate Professor, Department of Mathematics, whose research area is Computational Fluid Dynamics, has visited a number of countries like France, Thailand, UK, Australia, USA and Germany in the last few years. He has also the distinction of attending various international conferences as Sessions Chair as well as speaker.
- Dr. Mallika Kandali, Associate Professor, Department of Political Science, is also a renowned Sattriya exponent of Assam. She was sponsored by Indian Council for Cultural Relation (ICCR) to visit the United States in 2013 for a dance programme cum lecture tour.

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 interests of students are given top priority while deciding upon the policy for creation and enhancement of infrastructure. The policy of the institution for creation and enhancement of infrastructure to facilitate effective teaching and learning is chalked out by the Principal, in consultation with Construction Committee, Purchase Committee and Academic Council of the institution. The final approval for all such policies is given by the Governing Body.

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.

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.

a) Facilities available for Curricular Activities are as follows :

- a) Spacious and well-ventilated classrooms
- b) Classrooms with LCD Projectors
- c) Computer Laboratory
- d) Internet Facility
- e) Psychological Laboratory
- f) Well equipped Central Library
- g) Departmental Libraries
- h) Seminar hall
- i) Photocopier

b) Facilities available for Extra-curricular Activities

- a) Playground for Volleyball and Cricket
- b) Indoor Games
- c) Yoga cum Meditation room
- d) Recreation room for students and Teachers.
- e) First-aid-facility
- f) Separate rooms for NSS and NCC.

g) Musical Instruments

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 campus of the institution caters to the growing needs of the students and faculty. The available infrastructure of the institution is optimally utilized in the following ways:

- The classrooms are occupied for teaching purpose from morning to evening.
- The laboratories are used for conducting practical classes throughout the day.
- The college library ensures the optimum use of books and journals. The reading room of the library is occupied with students using the facilities available.
- Seminars and presentations are held in the seminar hall.
- College playground is used for various sports activities by the students.
- The classrooms are also rented out on Sundays to different organizations conducting competitive examinations, social awareness programmes, etc.
- In the evening after classes are over, the playground is used for karate training.
- The available spaces for two-wheeler parking and students' leisure facility optimally used.

Specific examples of the infrastructural facilities developed/ augmented and the amount spent during the last four years.

Year	Facilities Developed	Amount
2011-12	Building Block 'A'	74,506/-
	Cycle stand	98,070/-
	Water Filter	97,247/-
	Girls' Common Room	2,67,500/-
	Digital Camera	29,800/-
	Computer	2,00,000/-
	Building Block 'C'	26,22,300/-
	Electrical Goods	98,645/-
	Equipment	1,89,185/-
	Refrigerator	51,000/-

2012-13	Building Block 'A' Generator (underground wiring) Water Filter Electrical Goods Equipment Building Block 'B' Building repair	10,00,482/- 98,650/- 58,000/- 33,398/- 2,68,000/- 9,35,000/- 67,460/-
2013-14	Computer Electrical Goods Play Ground Development Projector CC Camera Laboratory Equipment Staircase Piling Car Parking Building Overall	36,950/- 1,12,440/- 84,300/- 1,05,030/- 1,20,000/- 49,830/- 2,37,360/- 2,37,000/- 15,88,690/-
2014-15	Generator (Repairing) Biometric Device Computer Electrical Goods	43,217/- 48,160/- 1,14,150/- 41,574/-

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

Until now no such situation has arisen. The college authority is always ready to meet and cater to the needs of the differently-abled students. However, there is a ramp for the ground floor.

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

- **Hostel Facility – Accommodation available.**
- **Recreational facilities, gymnasium, yoga centre, etc.**
- **Computer facility including access to internet in hostel**
- **Facilities for medical emergencies**
- **Library facility in the hostels**
- **Internet and Wi-Fi facility**
- **Available residential facility for only some of non-teaching staff and occupancy**
- **Constant supply of safe drinking water**
- **Security**

Details of the residential facility and various provisions available within them are as follows:

- Hostel facility— Accommodation is available for 15 inmates.
- Recreational facilities available are TV and indoor games like Carom and Chess.
- Computer facility/ internet is not available in the Hostel.
- A first-aid box is available for medical emergencies.
- News papers and Magazines available.
- Internet and Wi-Fi facilities are not available.
- Residential facility is provided to two night chowkidars.
- A 24 hours supply of safe drinking water is ensured with the iron removal filter provision.
- There is provision for security guards in the college campus.

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?

On the campus, first-aid facility is available for students. The institution is in proximity to many nursing homes and hospitals with facilitates students' medical needs off the campus. Moreover, The College can also avail the government of Assam '108' emergency service. Besides, the college can also seek help of a doctor who is available on call.

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, Counseling and Career Guidance, Placement Unit, Health Center, Canteen, Recreational spaces for staff and students, safe drinking water facility, auditorium, etc.

Details of the Common Facilities available on the campus-spaces available for special units are as follows:

- **IQAC:** - The IQAC office is in the ground floor of the main college building. It has a computer with internet facility and printer for effective functioning, ample sitting space, copier, book shelves and racks.
- **Women's Cell:-** It is housed in the first floor of the main building with necessary office furniture.
- **Counselling and Career Guidance:-** The Information and Career Guidance Cell (ICGC) of the college is operating from a facility in the first floor of the main college building.
- **Canteen:** - The college canteen is located in the north-east corner equipped with kitchen and serving area. The Canteen Committee monitors the functioning of the canteen. It is run on contract basis with private party.
- **Grievance Redressal Unit:** - The Grievance Redressal Cell meets in the office of the Vice-Principal. The Grievance Redressal Cell is

available to address the grievances of the students. The grievance box is fixed in the library veranda.

- **Drinking water:-** The facility of cool and safe drinking water is available for students in the college campus near the students' sitting area.
- **Auditorium:-** Since the college has no auditorium at present, seminars, workshops, lectures and other functions are held generally at the seminar hall of the college. The seminar hall can accommodate around 100 participants.
- **Recreational Spaces for staff and students:** The College has two separate and spacious rooms with sitting arrangements for boys and girls. A toilet is attached with the girls' common room. There is a recreation room where both students and teachers can play Table Tennis and Carom Board.

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?

Library has a pivotal role in higher education and as such the College authority has given due impetus to the library for providing recent and up to date information to the readers.

Instead of an advisory committee there is the Library Committee in the College as per State Govt. direction with the following composition

1. Principal, Chairperson
2. Librarian, Convenor
3. Dr. Jnanjyoti Sarmah, Teacher Member
4. S. K. Sarma, Teacher Member

Initiatives implemented by the committee:

- Procurement of library books and journals, furniture for stocking of books and other requisite items for smooth functioning of the library service
- Xerox facility for students
- Extra books issued for poor and meritorious students
- Internet facility in the library
- Stocking of old question papers of university exams
- Student friendly staff

4.2.2 Provide details of the following:

Total areas of the Library (in Sq. Mts.)	200 sq.mts
Total seating capacity	60 students and 12 teachers
Working hours(on working days, on holidays, before examination days, during vacations)	On working days: From 9.00 AM to 5.00 PM on weekdays On Holidays: Library is closed Before Examination days: Normal Timing
During vacations (summer and winter)	Normal Timing
Lay out of the Library (individual reading circle, lounge area for browsing and related reading, IT zone for accessing e- resources)	The College has no individual library building yet but it is rendering services from a hall at the extreme end position of a class room building, (Block A) in the ground floor. The room measuring 200 sq. mts. is divided in to three parts. One part is used for reading room for students wherein 8(eight) reading tables are arranged to accommodate 60 students , the middle part has teacher-reading room along with librarian’s chamber, circulation counter and the remaining part is used for stocking the library holdings. There is an open space in front of the circulation desk. A pigeon hole journal display board, a rack and a catalogue cabinet stand in the middle portion of the room. Computer terminals have been connected from the server through LAN to render automation services to its readers. Two separate OPAC terminals are set for students and teachers. Another terminal is used for circulation purpose.

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.

Procurement of Books (Text and reference) is done by the College Library regularly after following the book selection procedure. Books are generally selected by the faculty members, consulting the publisher's catalogue and place the order to the supplier/vendor. Journals are procured from the publishers directly.

After the purchase of books, some processing/technical works are done like accession, labeling, classification, cataloguing. Thereafter the book is placed in the stack and ready for use by readers.

Library holdings	2011-12		2012-13		2013-14		2014-15	
	Number	Total cost						
Text Book	35	4550	39	5555	68	10530	22	3759
Reference Books	216	50670	206	46040	2968	1102616	957	505343
Journals/ Periodicals	8	8756	10	11332	12	11876	12	11876
e-resources	Nil	Nil	Nil	Nil	Nil	Nil	Nil	Nil
Any others (specify)							-	

Besides the total number of books available in the central library, each department has their own departmental libraries with a collective figure of around 2000 books.

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

OPAC	SOUL 2.0
Electronic Resource Management package for e-journals	No
Federated searching tools to search articles in multiple databases	No
Library website	No separate website for library but a webpage is set apart for the library
In house /remote access to e-publication	Yes, there is in house /remote access to e-publication
Library automation	Yes, (SOUL 2.0) provides library automation
Total number of computers for public access	03

Total number of Printers for public access	Nil
Internet band width/speed * 2mbps * 10mbps *1 gb	2mbps
Institutional Repository	Yes
Content management system for e-learning	No
Participation in Resource sharing networks/consortia(like INFLIBNET)	There is participation in INFLIBNET

4.2.5 Provide details on the following items:

Average number of walk-ins	123 per day
Average Number of Books issued/returned	42 per day
Ratio of library books to students enrolled	1:11
Average number of books added during last three years	1130
Average number of login to OPAC	
Average no of login to e-resource	Nil
Average no of e-resource download/printed	04
Number of information literacy trainings organized	02
Details of “weeding out” of Books	Practice of weeding out of Books is not done

4.2.6 Give details of the specialized services provided by the library

Manuscripts	No
Reference	Yes
Reprography	Yes
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(in house)
User orientation and awareness	Yes
Annual orientation for fresher's	Yes
Assistance in searching databases	Yes
INFLIBNET/IUC facilities	Yes (for teachers only)

4.2.7 Enumerate on the support provided by the library staff to the students and teachers of the College

The support provided by the library staff to the students and teachers of the college is as follows:

- Reprography
- Suggestion box
- Display of new arrivals
- Question paper
- Newspapers and Magazines
- Internet service

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

Generally such category of students is relatively low in the College. However, special services are rendered by the staff to the visually/physically challenged persons as and when necessary.

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, the feedback on Library facility has been initiated from 2014. The feedback from its users was taken through the questionnaire method. The analysis has been done on resources (books) and logistics. Following are the findings of the analysis:

- Students need more facilities for internet and Xeroxing.
- They also need more sitting arrangement in the reading room.
- Students need facility for borrowing more than one book at a time.
- There is also demand for latest journals and books.

The suggestions offered by the students have been forwarded to the authority for necessary action.

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)**
- **Computer-student ratio**
- **Stand alone facility**
- **LAN facility**
- **Wi-Fi facility**
- **Licensed software**
- **Number of nodes/ computers with Internet facility**
- **Any other**

Details on the computing facility available:

Department	No of computers	Configuration
Assamese	1	Windows 7 Ultimate64-bit OS, 2.00 GB RAM, Intel(R) Core(TM)i5-2400 CPU @ 3.10GHz processor, 466 HDD
Bengali	1	Windows 7 Ultimate64-bit OS, 2.00 GB RAM, Intel(R) Core(TM)i5-2400 CPU @ 3.10GHz processor, 466 HDD
Hindi	1	Windows 7 Ultimate64-bit OS, 2.00 GB RAM, Intel(R) Core(TM)i5-2400 CPU @ 3.10GHz processor, 466 HDD
English	1	Windows 7 Ultimate64-bit OS, 2.00 GB RAM, Intel(R) Core(TM)i5-2400 CPU @ 3.10GHz processor, 466 HDD
Education	1	Windows 7 Ultimate64-bit OS, 2.00 GB RAM, Intel(R) Core(TM)i5-2400 CPU @ 3.10GHz processor, 466 HDD
Economics	1	Windows 7 Ultimate64-bit OS, 2.00 GB RAM, Intel(R) Core(TM)i5-2400 CPU @ 3.10GHz processor, 466 HDD
History	1	Windows 7 Ultimate64-bit OS, 2.00 GB RAM, Intel(R) Core(TM)i5-2400 CPU @ 3.10GHz processor, 466 HDD
Mathematics	3	Windows 7 Ultimate64-bit OS, 2.00 GB RAM, Intel(R) Core(TM)i5-2400 CPU @ 3.10GHz processor, 466 HDD

Political science	1	Windows 7 Ultimate64-bit OS, 2.00 GB RAM, Intel(R) Core(TM)i5-2400 CPU @ 3.10GHz processor, 466 HDD
Accountancy	1	Windows 7 Ultimate64-bit OS, 2.00 GB RAM, Intel(R) Core(TM)i5-2400 CPU @ 3.10GHz processor, 466 HDD
Banking	1	Windows 7 Ultimate64-bit OS, 2.00 GB RAM, Intel(R) Core(TM)i5-2400 CPU @ 3.10GHz processor, 466 HDD
Management	1	Windows 7 Ultimate64-bit OS, 2.00 GB RAM, Intel(R) Core(TM)i5-2400 CPU @ 3.10GHz processor, 466 HDD
Computer Application	1	Windows 7 Ultimate64-bit OS, 2.00 GB RAM, Intel(R) Core(TM)i5-2400 CPU @ 3.10GHz processor, 466 HDD
Office	11	Windows 7 Ultimate64-bit OS, 2.00 GB RAM, Intel(R) Core(TM)i5-2400 CPU @ 3.10GHz processor, 466 HDD
IQAC	1	Windows 7 Ultimate64-bit OS, 2.00 GB RAM, Intel(R) Core(TM)i5-2400 CPU @ 3.10GHz processor, 466 HDD
Library	7	Windows 7 Ultimate64-bit OS, 2.00 GB RAM, Intel(R) Core(TM)i5-2400 CPU @ 3.10GHz processor, 466 HDD
Computer Laboratory	28	Windows 8 Ultimate64-bit OS, 4.00 GB RAM, Intel Xeon i5- 2400 CPU @ 3.20GHz processor, 1TB HDD

- Computer student ratio is as follows
1:31
- Stand alone facility- yes
- LAN facility- No
- Number of nodes/ computers with internet facility: 25
- License Software:

Sl No	Items	Software type	Quantity
1	Windows Server 2008 R2-Academic	License	1
2	Microsoft Office Standard 2007 (2007)	License	43
3	Windows professional	License	43
4	Quick Heal Antivirus	License	4
5	My SQL Server	Open source	10
6	Tally 7.2 Multi user edition	License	20

7	Soul 2.0	License	4
8	OPAC	License	3
9	Turbo C	Open source	10

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

Computer and internet facility is available to the faculty and students only on the campus. Each department has this facility. Besides, internet facility is available in the Computer Laboratory and the Library.

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

The institutional plans and strategies for deploying and upgrading the IT infrastructure and associated facilities are as follows:

- Establishment of one more Computer Laboratory so that students of Arts and Commerce streams can be accommodated in two separate computer labs.
- Make provisions for SMART class rooms.
- To make the campus wi-fi.

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)

Provision made in the annual budget is as follows-

Year	Procurement (in Rs)	Deployment (in Rs)	Upgradation (in Rs)	Maintenance (in Rs)
2011-12	1,25,000/-	40,000/-	45,000/-	40,000/-
2012-13	50,000/-	15,000/-	25,000/-	10,000/-
2013-14	55,000/-	20,000/-	30,000/-	15,000/-
2014-15	5,45,000/-	20,000/----	---	46,000/-

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?

The institution facilitates the use of ICT resources in the following ways:

- Teachers prepare their own study materials using IT resources. Moreover, LCD projector facility is available in some classrooms.

- Free journals and e-books are provided to the faculty members through the free membership facility of UGC INFLIBNET-N-List programme.
- The facility of sound device is provided in a few class rooms.

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 and place the student at the centre of teaching-learning process and render the role of a facilitator for the teacher.

Following are the examples on how the learning activities and technologies deployed by the institution and place the student at the centre of teaching-learning process and render the role of a facilitator for the teacher :

- Study materials are collected by the faculty through access to online teaching learning resources, which are subsequently used by them in the class room as resources.
- Free journals and e-books are available to the faculty members through the free membership facility of UGC-INFLIBNET-N-List programme.

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 of the National Knowledge Network Connectivity directly or through the affiliating university.

4.4 Maintenance of Campus Facilities

4.4.1 How does the institution ensure optimal allocation and utilisation 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?)

Sl. No	Budget Head	2011-2012	2012-2013	2013-2014	2014-2015
1	Building	200000/-	225000/-	250000/-	3028271/-
2	Furniture	25000/-	25000/-	30000/-	1100/-
3	Equipments	10000/-	15000/-	15000/-	206190/-
4	Computers	15000/-	20000/-	20000/-	114150/-
5	Vehicle	Nil	Nil	Nil	Nil
6	Any other	20000/-	130000/-	30000/-	262014/-

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

The institutional mechanisms for maintenance and upkeep of the infrastructure, facilities and equipment of the College are as follows:

- A stock register is maintained to keep record of the facilities and equipments of the college.
- In order to upkeep the equipment and the infrastructure of the College a general mechanism has been developed by asking the parties to carry out such activities during the vacations or during the days of examinations when the classes remain closed for proper maintenance of the instrument /equipment/ infrastructure.
- The college has regular contact with various professional workers like plumber, electrician, etc for the upkeep of infrastructure.

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

N/A.

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

The major steps taken for location, upkeep and maintenance of sensitive equipment:

- All sensitive equipments are placed at proper and safe places.
- An electrician is deployed for location, upkeep, maintenance of sensitive equipments.

Any other relevant information regarding Infrastructure and Learning Resources which the college would like to include.

Criterion V: Student Support and Progression

5.1 Student Mentoring and Support

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

Yes, the institution publishes its updated Prospectus annually. The prospectus provides information regarding-

- A brief note about the institution
- Vision of the institution
- Mission of the institution
- Goals and objectives of the institution
- Emblem of the institution
- Motto of the institution
- Admission procedure
- Fees structure
- Provision for Scholarship
- Awards provided to student
- Admissibility for poor fund
- Subject combinations offered in different streams
- NCC and NSS
- Faculty and Staff
- General Information regarding rules and regulations of the institution
- Academic Calendar of the institution in conformity with the Gauhati University Academic Calendar

Instead of a handbook, the institution publishes a newsletter annually. The newsletter imparts the following information:

- Extension activities done by the Extension Education Cell of the institution
- Activities of Information and Career Guidance Cell of the institution
- Academic Achievements of the faculty, staff and students of the institution
- Activities of different departments of the institution
- Achievements of NCC, NSS and Red Ribbon Club
- Various events of the institution
- Principal's message to the students

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

The college provides post-matric scholarship to its SC, ST and OBC students under the financial assistance of state government of Assam.

The details of Scholarship given to the SC, ST and OBC students during the last four years are given as below:

Year	Number of students benefited	Amount in Rupees
2011-2012	75	2,38,925/-
2012-2013	20	31,860/-
2013-2014	62	386910/-
2014-2015	31	186500/-

Financial support from institution

Year	Financial support from institution	Number of students benefited	Amount in Rupees
2011-2012	Free Admission	27	67,770/-
2012-2013			
2013-2014			
2014-2015	Free Admission	1	5290

- Yes, financial aid was disbursed on time.

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

No financial assistance has been received by students of our institutions from state government, central government and other.

5.1.4 What are the specific support services/ facilities available for

- ü Students from SC/ ST, OBC and economically weaker sections
- ü Students with physical disabilities
- ü Overseas students
- ü Students to participate in various competitions/ National and International
- ü Medical assistance to students: health center, health insurance etc.
- ü Organizing coaching classes for competitive exams
- ü Skill development (spoken English, computer literacy, etc.)
- ü Support for “slow learners”
- ü Exposures of students to other institution of higher learning/ corporate/ business house etc.

Ü Publication of student magazines

a) Students from SC/ST, OBC and economically weaker sections:

- Facilitating Government Scholarship
- Seats in admission are kept aside as per Government reservation
- Remedial classes are arranged
- Concessions in admission fees and Exam Form fill-up fees are provided to meritorious students from economically weaker sections

b) Students with Physical disabilities:

- Classes of students with physical disabilities are generally allotted in the ground floor
- Provision of ramp is available for students with physical disabilities

c) Overseas students:

Till date no overseas students have been admitted in the College.

d) Students to participate in various competitions/National and International

- Students with potential to participate in various national and international competitions are selected on the basis of performance in college events.
- Exemptions in class attendance allowed for students participating in various competitions.
- Dates of sessional examinations are also rearranged, if necessary, for such students.

e) Medical assistance to students: health centre, health insurance

- First-aid facility is available for students in case of emergency.
- If case of any emergency medical treatment ,students are taken to the nearby hospital for further treatment
- Phone numbers of different ambulance services, specialist doctors are kept ready for emergency. A Doctor is available on call as and when necessary.

f) Organizing coaching classes for competitive Examination:

- An “Entry in Service” coaching class under the financial assistance of UGC for students was conducted from 16th August to 14th September, 2013. The program was attended by 34 students.

- The institution provides books and journals for various competitive examinations.

g) Skill development (Spoken English, Computer literacy, etc.)

- The ICGC provides regular support to students to develop entrepreneurial skills.
- In order to improve the communication skill of students importance is given to spoken English.
- Computer literacy program to disseminate the fundamentals about the Computer is being conducted among the students of the College.

h) Support for “Slow learners”

- Remedial/tutorial coaching classes are conducted for slow learners.
- Homework has been assigned for the slow learners and are checked regularly to minimize their faults.
- Learning material are made available for them.
- Special tests/class tests are also being conducted for them.

i) Exposure of students to other institution of higher learning/corporate/business houses etc.

- Teachers of different departments have taken the Major students to the Gauhati University and its library to build their confidence in learning and knowledge.
- Trade Fairs, Book Fairs are also visited by the students regularly with their teacher guide.
- Industrial visits are conducted to expose students about corporate and business houses.

j) Publication of student magazines

- ‘RGBIAN’, the student magazine of the institution, is published every year to inculcate creativity and writing skills of the students.
- All the departments of the College have their own 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.

- Various efforts have been made by the institution under the aegis of ICGC of the College and the College authority to facilitate entrepreneurial skills among the students of the college by taking various programmes as follows:

1. Field trip to study Bee Keeping as an entrepreneurial activity was conducted under the guidance Khadi and Village Industries Board, Assam in Sept. 2012. Forty-five students participated in the field trip and were benefited by the exposure.
2. A three-day awareness programme on “Entrepreneurship Awareness” was conducted for instilling the value of entrepreneurship among students. The sessions were conducted by the faculty of Indian Institute of Entrepreneurship. Forty-five students actively participated in the programme.
3. A ‘People Education Programme’ was organised by the ICGC in collaboration with SPEED, an NGO working for promotion of entrepreneurship, in February 2013. The programme, sponsored by Khadi and Village Industries Commission, was attended by more than 150 students.

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:
 1. Rescheduling of internal examination is made to facilitate the students who excel in sports and other activities
 2. Extra classes are arranged for students who are compelled to miss classes for participating in extra-curricular and co-curricular activities.
 3. Study materials are also provided to them to make up for lost time.
 4. Relaxation has also been made in class attendance for those students
- Special dietary requirements, sports uniform and materials :
 1. Sports materials are available for games like cricket, football, volleyball, table-tennis, etc.
- Any other
 1. Students are given training by the teachers of the College to participate in the various Inter College tournaments.
 2. During the Annual College Week and Freshmen Social steps are taken to bring out the talent and potential of the students in different fields such as singing, dancing, acting, debating, extempore speech, sports, symposium and literary events etc

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, SLET, GATE/ CAT GRE/ TOFEL/ GMAT/ Central/ State services, Defense, Civil Services, etc.

N/A

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

Some counseling services are made available to the students. Academic counseling is provided to students at the time of admission regarding choice of subjects. The Information and Career Guidance Cell (ICGC) regularly provides guidance to students for career prospects, job opportunities as well as imparting entrepreneurial skills. The institution also facilitates the conduct of career seminars and workshops by different organizations. Personal and psycho-social matters are dealt with compassionately by the teachers as and when need arises.

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 interview and the percentage of students selected during campus interviews by different employers (list the employers and the programmes).

There is a structured mechanism for Career guidance its students in the form of Information and Career Guidance Cell. This cell provides information and organizes programme regularly. However there is no placement cell in the College till date.

Details of ICGC organised programmes are as follows:-

Year	Nature of works	No of students benefited
2011-2012		
24/08/2011	1.Seminar on career prospect in the field of Radio Broadcasting conducted by Academy of Broad casting Media School.	150
03/12/2011	2.Interactive programme on “Soft skill for better career prospect” conducted by Dr. Sikha Saikia, Associate Professor, Dept. of Mathematics.	20

2012-2013 07/09/2012	1. Field trip to study Bee Keeping farm conducted under the guidance KVIC Assam.	45
11/12/2013	2. An awareness programme on “Entrepreneurship Awareness” conducted by the faculty of IIE.	45
27/12/2013	3. People Education Programme sponsored by KVIC.	150
2013-2014	1. Grooming session on “Professional communication skill development and job readiness” conducted by Mr. Basanta Gogoi, SBI, Guwahati.	119
2014-2015	1. Awareness Programme on Career Opportunities conducted by ICGC of the college.	30
25/06/2015	2. Orientation Programme for students conducted by ICGC of the college	30

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.

Yes, the institution has a Students’ Grievance Redressal Cell. Any grievance reported by the students is attempted to be redressed by the Cell. The Grievance Redressal Cell sits at the Vice-Principal’s chamber at regular intervals.

Grievance Reported	Redressed
Lack of proper drinking water.	Cool drinking water facility installed.
Absence of reprographic facilities of students	Xerox facility provided at nominal cost.
Lack of seating space during leisure hours.	Seating place constructed for students.
Slow service leading to queuing in the college office during admission and form-fill-up.	Office automation and computerization has speeded up the process.

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

A Committee against Sexual Harassment has been formed. No such cases have been reported to the committee till date.

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

Yes, there is an anti-ragging committee in the institution. No serious cases of ragging have been reported till now.

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

No specific welfare schemes have been formulated for students till date.

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?

Yes, the College has an Alumni Association since 2003 and it has been registered recently. The association has been newly constituted with the following office bearers:

President: Susanta Dev Choudhury

Working President: Manoj Das

Secretary: Samir Roy

Asstt. Secretary: Pranita Kalita
Mahesh Barman

Publicity Secretary: Madhusmita Choudhury
Jayanta Baishya

Joint Secretary: Dr. Bhaskar Patgiri
Pranjal Talukdar

Executive Member:

Manoj Sribastav
Tridiv Medhi
Ratna Roy
Kakoli Sarma
Madhab Mandal
Anjan Roy
Gouri Sankar Acharjee
Ashok Basak
Indrajit Mahato
Dhraba Kalita
Pooja Shil
Susmita Chakraborty

The Alumni Association has actively associated with the developmental works of the institution in various capacities. Besides, the Alumni Association is planning to organize a few career oriented programs in collaborations with the ICGC of the college. Plans are also in place for the publication of an Alumni News Letter.

5.2 Student Progression

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

Student progression	%
UG to PG	Approx 25%
PG to M.Phil.	-
PG to Ph.D.	-
Employed <ul style="list-style-type: none"> • Campus selection • Other than campus recruitment 	Other than campus recruitment 10% (Approx)

Most of the students who have passed with Major from this institution have taken admission in PG Classes, while some are engaged in various kinds of jobs.

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

Last four years pass percentage of the college is as follows:

Years	B.A.	B. Com
2010-2011	66%	91%
2011-2012	47%	83%
2012-2013	59%	81%
2013-2014	92%	86%

No comparative analysis with other institution has been carried out.

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

The teachers of the college are in close touch with the students and encourage them regarding their successful completion of the course under study and progression to further study. Keeping in view the above objectives, the College authority has taken the following steps –

- Concession is given to meritorious students.
- Remedial/ tutorial/ coaching classes are organized.
- “Entry in services” course has been conducted.
- The ICGC of the College makes the students aware about various career avenues by organizing lectures, workshops.

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

The following are the special support provided by the College to the students who are at risk of failure and drop out:

- It is evident that some students fail to appear in their examination due to financial constraint. The College authority helps such students by providing concession from the poor aid fund of the College. In some special cases, the teachers of the College help such students personally.
- Remedial/ Tutorial classes are also conducted to help the slow learners to minimize the dropout rate in the subsequent examinations.
- Some students have to earn a living to support their family. In such cases relaxation in class attendance are also given so that they can complete their course.

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.

- Students have facilities for sports activities like cricket, football, volleyball and athletics. Facilities are also available for cultural activities like singing and dance.
- Sports and culture activities calendar is prepared for Annual College Week.
- Students of the college (both boys and girls) participate in sports, games, cultural and other extra-curricular activities during the Annual College Week.

Students’ participation:

- Various events like Cricket, Football, Volley-ball, Table Tennis, Athletics, Quiz, Debate, Extempore, singing, Dance competitions are held during the College week
- College cricket team participated in 6th & 7th Louha Purush Pramod Kanta Sarma memorial inter college cricket tournament.
- Students participated in All Assam Inter College Singing Competition.

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.

N/A

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 College has an effective mechanism to seek and use data and feedback from its graduates to improve the performance and quality of the College:

There is a feedback committee to seek feedback data from the graduates by handing over the feedback Performa, prepared purposefully by putting some questions in terms of course content and teacher evaluation, which is easy to understand and answer by the students. The data so collected is processed and organized by the feedback committee and placed before the authority for performance and quality enhancement.

5.3.4 How does the college involve and encourage students to publish materials like catalogues, wall magazines, college magazine, and other material? List the publications/ materials brought out by the students during the previous four academic sessions.

The College involves and encourages students to publish materials like wall magazine, college magazine in the following manner:

- The Magazine Secretary of the Students' Union is entrusted the responsibility to publish the College Magazine under the guidance of a teacher in-charge and an editorial board comprising of teachers and students.
- The students of the different departments of the College publish wall magazine under the supervision and guidance of departmental teachers to inculcate creativity and the writing habit among the students.
- During the College week, competitions on literary events are also organized, wherein on-the-spot writing talent of students is assessed. The best article/poem/story is published in the College Magazine in subsequent year.

Name of the Wall Magazine	Department
Surjyamukhi	Assamese
Nabankur	Bengali
Graffiti	English
Jnanam	Education
Oekonomous	Economics
Mahak	Hindi
The Heritage	History
The Ellipse	Mathematics
Proteeti	Political Science
Apora	Women Studies cell
Terabyte	Computer Science & Application

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. It is an elected body which is headed by the Principal of the College as President.

Selection procedure and Constitution:

The Union body is elected by an indirect representation of Students. The first phase is the election of each Class Representatives. From each class five representatives are elected. Secondly, the election of office bearers for different portfolio is held. The magazine Secretary is not elected by the voting process. A committee is formed by the Principal for the selection of Magazine Secretary. The candidates with requisite qualification for magazine secretary have to face an interview before the committee constituted for the purpose. Finally the secretary is selected by the committee. The entire election process is conducted by an Election Committee comprising teachers of the institution.

The composition of the Students' Union is as follows:

- Vice-President
- General Secretary
- Assistant General Secretary
- Major Games Secretary
- Minor Games Secretary
- Boys' Common Room Secretary
- Girls' Common Room Secretary
- Debating and Symposia Secretary
- Cultural Secretary
- Magazine Secretary
- Social-Service Secretary

Major Activities of the Students' Union:

- To organize meetings to discuss about different issues related to students
- To prevent ragging in the campus.
- To organize Freshmen Social of the College.
- To conduct the Annual College Festival of the college.
- To conduct different functions like Teachers' Day, Saraswati Pooja etc.
- To look after the matters of cleanliness within the campus of the Institution

Funding of this Union:

Student's Union fund is generated through admission fees.

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

The various academic and administrative bodies that have student representatives on them are:

- Editorial Board of College Magazine 'RGBIAN'
- Canteen Committee
- Anti-ragging Committee.

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

The Institution establishes network and collaboration with the alumni through Alumni Association. Former faculties are invited to deliver lectures on different meets as resource persons or chief guests.

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

Criterion VI: Governance, Leadership and Management

6.1 Institutional Vision and Leadership

6.1.1 State the vision and mission of the Institution and enumerate on how the mission statement defines the institution's distinctive characteristics in terms of addressing the needs of the society, the students it seek to serve, institution's traditions and value orientations, vision for the future, etc.?

Vision of the college:

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 the society.

Mission of the college:

- To establish a congenial environment among the stakeholders of our institution so as 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 so as 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.

Institution's Distinctive characteristics:

- The institution strives to empower students by providing quality education in tune with the global and regional demands.
- Socially and economically disadvantaged sections of society are taken care of by the institution by way of applying the principle of inclusiveness.
- The institution also believes in spreading social awareness among the students through its NCC, NSS wings, etc.
- The institution also provides students with a platform to express their creative talents in various events.
- The institution has a distinct vision for the future with academic excellence, social and gender inclusiveness and technological innovative as its core values.

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

- The top management body of the college is the College Governing Body. The Governing Body broadly discusses the policies and plans

submitted by the Principal and gives final approval to the same. The Governing Body also offers suggestions to the Principal for effective implementation of its policy and plans.

- The Principal frames the institution's policies and plans in consultation with the IQAC and the Heads of the Department.
- The faculty through threadbare discussion in the departmental staff meetings gives suggestions on quality policies and plans to the Head of the Department who places them in the Academic Committee and also to the Principal. The teachers are also members of various committees where they put forward their views on the policies and planning.

6.1.3 What is the involvement of the leadership in ensuring?

- **The policy statements and action plans for fulfilment of the stated mission**
- **Formulation of action plans for all operations and incorporation of the same into the institutional strategic plan**
- **Interaction with stakeholders**
- **Proper support for policy and planning through need analysis, research inputs and consultations with the stakeholders**
- **Reinforcing the culture of excellence**
- **Champion organizational change**

The Governing Body is the highest decision making authority of the institution. The Governing body empowers the Principal as the institutional executing head. In turn, the Principal leads from the front in ensuring overall growth of the institution in terms of its stated mission, vision and objectives.

- The Principal of the institution formulates academic plans and programmes on the basis of the discussions held regularly with the teaching staff.
- The formulation of various plans relating to official matters is decided through discussion with the non-teaching staff.
- The decision on strategic actions on student related matters are taken after discussion with Students' Union, teacher in-charges, alumni and parents.
- The constructive suggestions in terms of policy and planning as given by the IQAC are implemented by the Principal.

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 institution constantly monitors and evaluates policies and plans of the institution for effective implementation:

- Policies and plans of the institution are framed after thorough discussions between the Principal, the IQAC and the various committees formed for initiation of institutional plans. In some matters HODs are also consulted.
- The Principal monitors the effective implementation of the policies and plans. She is aided by the members of the committees and also by the Vice-Principal.
- On evaluation of its policies and plans, areas of concern are immediately looked after. Policies and plans are updated or amended from time to time for improvement.

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

The top management of the institution is the Governing Body of the College. The GB always encourages, inspires and motivates the faculty to use innovative methods and technology to make the teaching learning process a more rewarding one. Specific tasks are also assigned to various committees for enhancement of academic ambience.

6.1.6 How does the college groom leadership at various levels?

The Principal is at the forefront of all activities of the institution. The head of the institution believes in dynamic leadership and leads by example. The heads of the department are provided academic leadership to ensure smooth functioning of the departments and envision plans for the future. The faculty is given encouragement to attend various leadership development programmes. Being entrusted with responsibility of heading various committees also help in grooming leadership in its faculty. The librarian is at the helm of affairs in leading the library as a source of learning resource. The non-teaching staff is headed by the Office Head Assistant who is groomed to lead in matters relating to office administration.

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 institution believes in the decentralization of power. The head of the institution works towards that effect by allotting certain important duties to the Vice-Principal like supervising the functioning of classes and conduct of internal examinations. The departments are also provided operational autonomy within the confines of State Government and University rules and regulations.

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

Yes, the college promotes a culture of participative management in the sphere of governance, management and leadership. The Governing Body is the top decision making authority of the college. The institution supports the participation of teachers in the management. The teachers are represented by two members of the faculty in the Governing Body who place the views and opinions of the teachers to the decision-making body. In addition to the teacher members, a member of the non-teaching staff is also present in the Governing Body.

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?

Yes, the institution has a formally stated quality policy which is clearly reflected in its mission and vision statement. These policies are stated in the college prospectus and website besides being prominently displayed in the campus.

The Governing Body, the Principal and the Academic Council are in charge of ensuring the implementation of its quality policy. The policy of the institution is developed to keep pace with the changing times. The programmes offered by the institution are in tune with the needs of its students. The views and opinions of the stakeholders are always sought in the realisation of its mission and vision. Extension programmes undertaken by the institution are in line with its outreach objectives.

The quality policy of the institution is reviewed by the IQAC of the college which ensures the fulfillment of its objectives and incorporate corrective measures whenever needed.

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

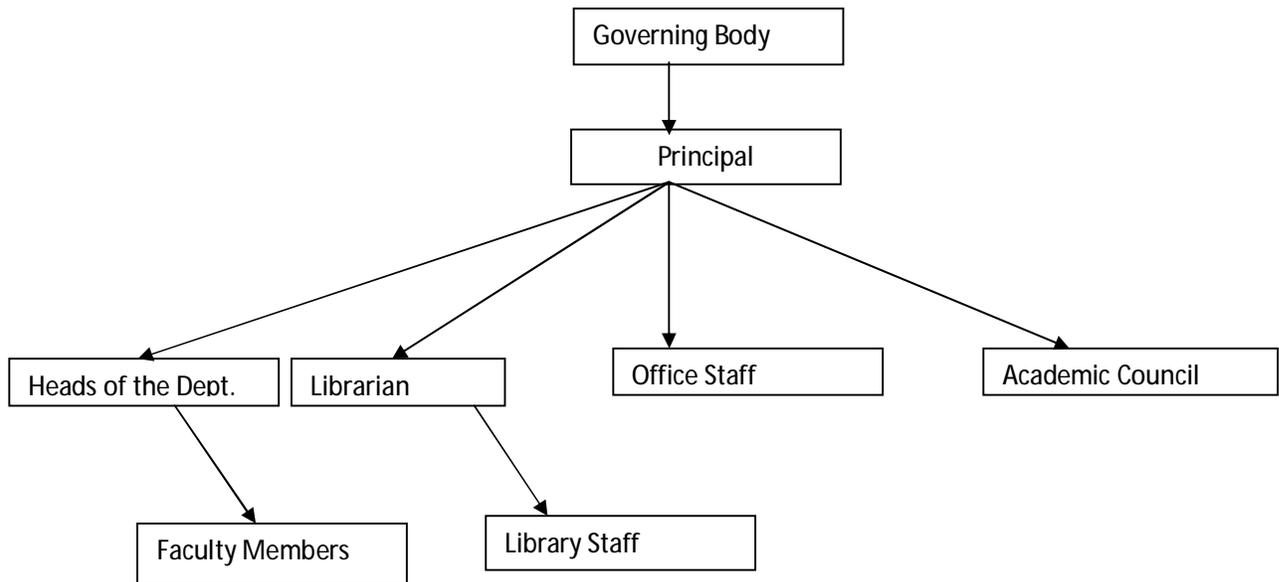
Yes, the Institute has a perspective plan for development. The college makes various plans and strategies for the development of the institution. They are as follows:

- To develop more infrastructure facilities for academic development of the students
- To develop Library infrastructure like purchasing more books, journals, extension of reading room facility, etc
- To introduce more new courses and programmes

- To provide advanced technology for excellence in the pedagogical practices
- To develop research facilities in the college

6.2.3 Describe the internal organizational structure and decision making processes.

The internal Organizational structure is given below:



- The Governing Body of the college is the body which makes plans and policies and takes decisions for the college.
- The Head of the Institution executes the decision of GB.
- There are other matters relating to admission, examination, purchase which requires the decision to be taken by the respective committees and get its final approval from the Governing Body.

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 institution has developed a mechanism for collecting feedback from students on the quality of teaching. The feedback helps in the improvement of teaching.
 - § Encouraging teachers to adopt innovative teaching methods to make the learning process a fruitful one.
- Research & Development:

The college has taken various steps for research & development. They are as follows

 - § The college has a Research Committee to monitor the research oriented activities of the faculty of the college.
 - § Inculcating necessary research work among the students by introducing projects and assignments.
 - § The Research Committee also informs the faculty regarding the various funding agencies for research.
- Community engagement:
 - § The institution also has strategies in place for community engagement through its various cells/ wings like NCC, NSS and the Extension Education Cell.
- Human resource management:
 - § The institution encourages its faculty to participate in quality improvement programmes like Orientation Programmes, Refresher Courses, Seminars, Workshops, etc.
 - § The non-teaching-staff is also provided regular training in Computer Application, Office Management, etc.

6.2.5 How does the Head of the institution ensure that adequate information (from feedback and personal contacts etc.) is available for the top management and the stakeholders, to review the activities of the institution?

Adequate information is available for the top management to review the activities of the institution through

- Regular correspondence from the Principal.

Other stakeholders are informed by:

- Guardians' meet.
- Students' feedback
- College Notice board/ Display Board
- Alumni feedback
- College website

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 entrusts responsibilities to its staff through various committees and for the efficiency of the institutional process their views and opinions are given due consideration.
- The non-teaching-staff is also encouraged to participate effectively in the institutional process.
- Teachers are encouraged to participate in seminars, present papers in seminars and to write articles in different journals.
- The Principal holds Staff Council meetings for smooth and efficient functioning of the college.
- The authority gives the liberty to the Heads of the Department to decide on the courses to be taught, course allocation, number of classes etc.

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

Resolutions and Implementation of the GB meeting dated 17/10/2014

Resolution	Implementation
<p>Resolution no 1: At the very outset the G.B. President welcomed the members. The member paid their tributes and homage to Radha Govinda Baruah in whose memory the college has been established. Today being the birth anniversary of the late R.G. Baruah all the members remembered his contribution.</p>	
<p>Resolution no 2: The Principal narrated the unfortunate incident that took place on 8th September, 2014 in the college premises. The Deputy Director Higher Education Assam, the President of the G.B., the teachers of the College, representatives of College AASU Unit and members of the Students' Union Body met in a meeting to diffuse the situation and ultimately an amicable settlement was reached. The G.B. feels</p>	

<p>that in future if any such unfortunate incident develops the Principal should try to amicably settle it in consultation with the teachers and the non-teaching staff.</p>	
<p>Resolution no 3: A point was raised regarding the eligibility of G.B. membership of Sri Harekrishna Barman since he is still not exonerated fully from the disciplinary proceedings drawn against him in 2011-2012. Resolved that a legal opinion be obtained from the college advocate on the entire issue within a period of seven days and the matter be placed before the next Governing Body.</p>	<p>Action has been done as per legal opinion. A new non-teaching member was nominated in place of Mr. Harekrishna Barman, Senior Assistant for the G.B. of the college.</p>

Resolutions and Implementation of the GB meeting dated 11/11/2014

Resolution	Implementation
<p>Resolution no 1: Before taking up the item in the agenda, the G.B. resolved that henceforth in the meeting of the G.B. with a single item of urgent nature shall be called as a special meeting.</p>	
<p>Resolution 2: When the matter of Sri Harekrishna Barman was taken up in the last meeting held on 17/10/2014 Sri Barman went out of the meeting as per normal procedure.</p>	
<p>Resolution no 3: In the last GB meeting held on 17/10/2014 the item given in the agenda could not be discussed as the membership of Sri Harekrishna Barman was questioned by some members of the G.B.</p>	
<p>Resolution no 4: It is made clear that point No 2(two) and No 3(three) above be deemed to be included in the minutes of the meeting held on 17/10/2014. After the above discussion was over the GB took up the agenda of today's meeting for discussion and</p>	<p>Action has been done as per legal opinion. A new non-teaching member was nominated in place of Mr. Harekrishna Barman, Senior Assistant for the G.B. of the college.</p>

<p>decision.</p> <p>The legal opinion given by the college advocate Sri P.S. Deka wherein he mentioned about a Government memo dated 30/10/2013 issued by DHE Assam under No.G(B) Misc.100/2013/2.</p> <p>From the above it appears that there has not been any specific direction by the said authority as regards implementation of intended amendment of provision in respect of representation of non-teaching staff in G.B.</p> <p>The letter of the DHE Assam together with letter dated 19th September 2013 issued under memo No AHE452/2013/6 by the Deputy Secretary to the Government of Assam reveals a different picture.</p> <p>The GB therefore feels that in absence of necessary amendments of the relevant rule of the Assam Non Government College management rules 2009 for effecting the modification in the formation of GB, there is no mandate of law to held election amongst the members of the non-teaching staff.</p> <p>The GB also persued the letter dated 22/07/2014 from the R.G. Baruah College employee's unit through which the Principal was informed that in a meeting held on 22/07/2014 Sri Harekrishna Barman has been elected as a representative of the non-teaching employees to the college G.B. This action of the employee's unit is without any basis of law.</p> <p>The GB then adopted the following resolution. Resolved that Sri Harekrishna Barman be debarred from attending GB meetings as a "Elected" representative of the non-teaching employees of the college till an amendment is brought</p>	
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<p>about by the Government in the relevance statue.</p> <p>In the light of the above, the Principal is requested to act according to the existing rule and get one non-teaching employee selected as soon as possible.</p> <p>The Principal is also requested to intimate the above resolution to the President of the Non-Teaching Staff Employees Association of the College.</p>	
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Resolutions and Implementation of the GB meeting dated 25/11/2014

Resolution	Implementation
<p>The Governing Body meeting which was scheduled to be held today (i.e. 25/11/2014) could not be held due to want of Quram. A fresh date may be finalise by the Principal with the same agenda.</p>	

Resolutions and Implementation of the GB meeting dated 26/12/2014

Resolution	Implementation
<p>Resolution No 1:</p> <p>A) Teacher should be aware all the happenings of the college.</p> <p>B) Computer Training for non-teaching staff should made compulsory from 1st January, 2015.</p> <p>C) Financial Transaction should be transparent. Principal should submit all expenditure in each GB meeting for necessary approval.</p> <p>D) Internal financial audit should be done every year by May regularly.</p>	<p>A) Implemented.</p> <p>B) To be implemented during summer vacation period, 2015.</p> <p>C) Implemented.</p> <p>D) Process is on.</p>

<p>Resolution No 2: It is resolved that instead of joint signature of President, GB and Secretary/ DDO of the College in all financial transactions (issuing Cheques)the meeting held today decides that the Principal/ Secretary/ DDO of the College will be single signatory henceforth in all Cheques.</p>	<p>Implemented.</p>
<p>Resolution No 3: It is resolved that the remuneration of the Hon'ble GB members be enhanced from Rs. 500.00 (Rupees Five Hundred) only to Rs. 1000/- (Rupees One Thousand) only with immediate effect.</p>	<p>Implemented.</p>
<p>Resolution No 4: In reference to the DHE's Order No: G(B) GB. 5/2014/11, dated Kahilipara, the 8th December, 2014. It is resolved that the member of the non-teaching staff be elected to GB of the College among the non-teaching employees of the College.</p>	<p>Implemented.</p>

Resolutions and Implementation of the GB meeting dated 07/01/2015

Resolution	Implementation
<p>Resolution No 1The proceedings of GB meeting held on 30/12/2013 and also 26/12/2014 were read out and confirmed.</p> <p>In connection with this confirmation of the proceedings the matter raised by some members of the GB for the clearance of the financial matter from 2003-04 to 2007-08, a comprehensive report become necessary. For this purpose a committee with the following members is formed:-</p> <ol style="list-style-type: none"> a) Prof. B.C. Kalita, Member, GU Nominee. b) Dr. Dipak Pathak, Member, Teacher Representative. c) Dr. Dipankar Talukdar, Member, Teacher 	

<p>Representative. The report is to be submitted within 31st January, 2015 covering all aspects.</p>	
<p>Resolution No 2. Considering the application of Dr.(Mrs) Babita Choudhury it is resolved that she be permanently released from her original post i.e., Associate Professor, Department of Education, R.G. Baruah College, Ghy-25 w.e.f. 13/01/2013.</p>	<p>Proposal is sent to DHE for approval.</p>
<p>Resolution No 3.a) It is resolved that the preparation of NAAC visit should be completed as early as possible.</p>	<p>Strong initiatives have been taken for SSR preparation so that NAAC visit is completed by December, 2015.</p>
<p>Resolution No 3.b) It is resolved that the Architect Mr. Bipul Medhi (M/S Build Scape, Guwahati-3) is appointed to prepare the new Master Plan of the College to help in the said preparation. Further, he is also appointed as full fledged Architect of the College w.e.f. 07/01/2015.</p>	<p>As per GB's direction Mr. Bipul Medhi was appointed as full fledged Architect of the College w.e.f. 07/01/2015.</p>
<p>Resolution No 3.c) The Firm is entrusted to prepare the plan and estimate of the following construction works.</p> <ul style="list-style-type: none"> i) Renovation of the existing boys' hostel. ii) Construction/ upgradation of Computer Laboratory and Seminar Hall. 	<p>GB's direction is executed.</p>
<p>Resolution No 3.d) Regarding the purchase of books in the Central and Departmental libraries the Principal is authorised to purchase books in consultation with the newly constituted Purchase Committee.</p>	<p>Books for Central Library have been purchased.</p>
<p>Resolution No 3.e) A new Construction Committee with the following members is constituted for a period of three (3) years.</p> <ul style="list-style-type: none"> i) Dr. Babith Choudhury, Principal, Chairperson. ii) Dr. Jnanjyoti Sarma, Vice- 	<p>Already two meetings of this committee held.</p>

<p>Principal(i/c), Convener. iii) Dr. Dipak Pathak, Member. iv) Dr. Dipankar Talukdar, Member. v) Dr. Shanti Thapa, Member. vi) Ms. Anjali Sengupta, Member. vii) Mr. H.K. Barman, Member. viii) Mr. Bipul Medhi, Architect. The Construction Committee will initiate all the construction works of the college.</p>	
<p>Resolution No 3.f) A new Purchase Committee with the following members is constituted for a period of three (3) years. i) Dr. Babith Choudhury, Principal, Chairperson. ii) Ms. Bonti Senchowa, Convener. iii) Dr. R.P. Pradhan, Member. iv) Mr. Ajit Talukdar, Member. v) Mr. Dipak Chakraborty, Member. vi) Mr. Narrottam Deka, Member.</p>	<p>Already two meetings of this committee held.</p>
<p>Resolution No 4) The Principal is authorised to communicate all the Stakeholders, well wishers, Local Public etc. to furnish suggestions in written for the preparation of College Vision Documents- 2028. All written suggestions from all concerned are requested to submit latest by 15th February, 2015. The Principal is authorised to circulate a notice/ letter in connection with this matter.</p>	<p>All the Stake holders are informed about the matter and their cooperation in this regard have been sought.</p>
<p>Resolution No 5.a) Regarding the submitted audit reports it is resolved that the matter is deferred due to incomplete earlier audit reports since 2003-04. It is proposed to be settled after clearance of pending audit reports.</p>	<p>Internal Auditor is requested to revise the audit reports since 2003-04.</p>

<p>Resolution No 5(b) The GB approved the installation of Office Automation Software's relating to admission and salary.</p>	<p>Softwares are installed accordingly.</p>
<p>Resolution No 6) The item of the agenda is thoroughly discussed and the meeting resolved that the matter related to the irregularities is to be taken up in the next GB meeting on the basis of the reports to be submitted by the Committee in Connection with this matter.</p> <p>The meeting agreed in Principles in other matters mentioned in the minutes signed by the President, Secretary of the Teachers' Unit and the President (outgoing), Secretary of the GB.</p>	<p>Committee has been formed for taking up the matter related to irregularities.</p> <p>Other matters of the minutes are yet to be implemented.</p>
<p>Resolution No 7.a)</p> <p>i) It is resolved that the report of the Departmental Promotion Committee (DPC) held on 03/01/2015 regarding the Placement in the rank of Associate Professor of Mr. Mihir Mazumdar, Assistant Professor, Department of Bengali, R.G. Baruah College is approved.</p> <p>ii) It is resolved that the report of the Departmental Promotion Committee (DPC) held on 03/01/2015 regarding the Placement in the rank of Associate Professor of Mr. Sanjay Kumar Saikia, Assistant Professor, Department of Economics, R.G. Baruah College is approved.</p>	<p>G.B. approved the DPC proposals and proposals are sent to DHE for approval.</p>
<p>Resolution No 7.b) It is resolved that the report of the Screening Committee held on 05/01/2015 regarding the</p>	<p>G.B. approved the ACPS proposals and proposals are sent to DHE for approval. Following DHE's</p>

<p>Financial upgradation under ACPS of Sri Harekrishna Barman(UDA), Sri Phanidhar Das(Grade-IV), Sri Lakshi Kalita(Grade-IV), Sri Umesh Chakraborty(Grade-IV), Sri Ganesh Goswami(Grade-IV) and Sri Hemanta Kalita(Grade-IV) of Non-Teaching staff of the college is approved w.e.f 01/04/2014. This has done vide Govt. Order No. FPC.109/2010/42 dated Dispur, the 25th May, 2011.</p>	<p>approval the said incumbents are enjoying financial benefit except the UDA.</p>
<p>Resolution No 8.a) The headship of Mr. Bharat Bora, Department of English is approved as per govt. rule w.e.f. 18/12/2014.</p>	<p>Headship allotted.</p>
<p>Resolution No 8.b) The headships of Mr. Hari Prasad Kalita, Department of Accountancy, Mr. Santosh Kumar Sarma, Department of Finance and Mr. Khanindra Das, Department of Management is approved as per govt. rule w.e.f. 01-01-2013.</p>	<p>Headship allotted.</p>
<p>Resolution No 9) The meeting discussed the matter and resolved that the Construction Committee be authorised to prepare various developmental projects/ proposals for various funding agencies.</p>	<p>Executed</p>
<p>Resolution No 10) It is resolved that the report of the Screening Committee regarding FDP of Mr. Sanjay Kumar Saikia, Assistant Professor, Department of Economics is approved.</p>	<p>Mr. Saikia is intimated about the matter.</p>
<p>Agenda No 11) To approve the release of Dr. Rekha Kalita, Associate Professor/ Former Principal (i/c) of the college. Resolution No 11) The matter is deferred to the next meeting.</p>	<p>Matter Pending.</p>
<p>Resolution No 12) It is resolved that the Principal be authorised to initiate the Process of advertisement of the above mentioned posts as per rule immediately.</p>	<p>Proposals are sent to DHE for permission. Results awaited.</p>

<p>Agenda No 13) To discuss the report of legal adviser of the college regarding the prayer of Sri Harekrishna Barman, UDA. Resolution No 13) The matter is deferred to the next meeting.</p>	<p>Matter Pending.</p>																		
<p>Resolution No 14) It is resolved that the Earn Leave/ Commuted Leave of the teaching and non-teaching staff be approved.</p>	<p>Leave granted.</p>																		
<p>Resolution No 15.a) The recommendation of Fee Enhancement Committee is approved.</p>	<p>Fees enhanced.</p>																		
<p>Resolution No 15.b) The recommendation of Remuneration Enhancement Committee is approved.</p>	<p>Remuneration enhanced.</p>																		
<p>Resolution No 16) It is resolved that the salary of Teaching and Non-teaching staff be approved in the following way.</p> <table border="1" data-bbox="337 997 824 1791"> <thead> <tr> <th>Sl No</th> <th>Position</th> <th>Remarks</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>Non Sanctioned Regular</td> <td>As per approved structure of salary w.e.f. 1st August, 2014</td> </tr> <tr> <td>2</td> <td>Contractual</td> <td>Rs. 7000/- only per month</td> </tr> <tr> <td>3</td> <td>Part-time (Stop Gap)</td> <td>Rs. 6000/- only per month</td> </tr> <tr> <td>4</td> <td>Computer Operator</td> <td>Rs. 5500/- only per month</td> </tr> <tr> <td>5</td> <td>Grade IV (Non-sanction)</td> <td>As per approved structure of salary w.e.f. 1st August, 2014</td> </tr> </tbody> </table>	Sl No	Position	Remarks	1	Non Sanctioned Regular	As per approved structure of salary w.e.f. 1 st August, 2014	2	Contractual	Rs. 7000/- only per month	3	Part-time (Stop Gap)	Rs. 6000/- only per month	4	Computer Operator	Rs. 5500/- only per month	5	Grade IV (Non-sanction)	As per approved structure of salary w.e.f. 1 st August, 2014	<p>The Teaching and non teaching staff are getting their salaries as approved.</p>
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<p>Resolution No 17) it is resolved that the Principal be authorised to appoint security persons from reputed security agency.</p>	<p>Security agencies are corresponded for the purpose.</p>
<p>Resolution No 18) The proposal of formation of film society involving all the departments of the college is approved. The modalities will be finalised by the Principal in consultation with the English Department.</p>	<p>Yet to be implemented.</p>
<p>Resolution No 19) while discussing the agenda item the G.B. took the irregularity of the matter very seriously and resolved that from 1st January, 2015 the actual period of Casual Leave (12 days) should be strictly observed to both teaching and non-teaching staff of the college. The salary will be cut exceeding the 12 days Casual Leave. Principal be notify the matter accordingly.</p>	<p>Notified.</p>
<p>Resolution No 20) It is resolved that the salary advance to Ms. Dipika Bhuyan amounting of Rs. 10,000/- (Rupees Ten Thousand) only per month be approved. The Principal be authorised to release the amount and take necessary undertaking etc. for refunding the amount.</p>	<p>Implemented.</p>
<p>Resolution No 21) It is resolved that the amount be transferred from Arts(G) account to UGC account. It is also further resolved that all research related matter should be processed through the Research Committee of the College.</p>	<p>Implemented.</p>
<p>Resolution No 22.a) It is resolved that a Documentation Centre be established to preserve all the documents in connection with the development of the college. Principal be authorised to appoint one teacher-in-charge to look</p>	<p>Process is going on.</p>

after the documentation centre.	
Resolution No 22.b) Considering the application No RGBCEU/ Misc/7 dated 22/09/2014 regarding creation of new post(non-teaching) submitted by the Employees Union of the college. It is resolved that the Principal be authorised to submit a fresh proposal related to the matter to the DHE, Assam.	Proposals are sent to DHE.
Resolution No 22.c) Regarding the payment of Mr. H Choudhury, (Engineer) PWD for preparation of plan and estimate should be made as per rule. Principal be authorised to release the amount.	Yet to be implemented.

Resolutions and Implementation of the GB meeting dated 01/04/2015

Resolution	Implementation
Resolution No 1: The proceedings of the G.B. meeting held on 17/10/2014, 11/11/2014, 25/11/2014 and 07/01/2015 are confirmed.	
Resolution No 2: While discussing the audit reports w.e.f. 2008 to 2010 (till 30 th June) many irregularities are pointed out by the C.A., Mr. Binoy Das. For comprehensive report about the irregularities a committee with the following members is formed to report to the G.B. 1. Prof. B.C. Kalita – Member 2. Dr. Dipak Pathak – Member It is resolved that the said report be submitted as early as possible	Implemented.
Resolution No 3(a): The G.B. has gone to the report of the Committee constituted by the G.B. to short out the irregularities during the period of Principal(i/c) Dr. Parul Saikia of R.G. Baruah College. The report is unanimously accepted by the G.B. and a criminal case is to be lodged in the	Correspondence with the Advocate is going on.

<p>court against Dr. Parul Saikia for end of justice. The legal process is to be taken as per direction of the advocate. It is also resolved that the Principal (Dr. Babita Choudhury) be authorised to initiate the case as early as possible. Principal be also authorised to take consent/ to appoint/ to nominate Mr. Arup Kr. Borbora, senior Advocate, Gauhati High Court regarding the case against Dr. Parul Saikia (Principal i/c Rtd.)</p>	
<p>Resolution No 3(b): Further it is resolved that the matter of issuing Non-Liability Certificate to Dr. Parul Saikia is Withdrawn/ Cancelled as it is not processed by the duly constituted G.B. of the college.</p> <p>It is also resolved that the Principal be authorised to communicate the matter to the higher authority in consultation with the college advocate.</p>	<p>Process is going on.</p>
<p>Resolution No 4: It is resolved that the matter of issuing Non-Liability Certificate to Dr. Rekha Kalita is deferred on the following grounds:</p> <ul style="list-style-type: none"> i) The then Principal i/c Dr. Rekha Kalita of R.G. Baruah College was not directed by the G.B. of the college to issue the Non-Liability Certificate to Dr. Parul Saikia. ii) The audit report during her period (From 01/04/2010 to 30/06/2010) is not accepted by the G.B. till date. 	
<p>Resolution No 5: It is resolved that matter of releasing two annual increments and payment of allowances during the period of suspension of Sri Harekrishna Barman, UDA of the college is deferred on the following grounds.</p> <p>The matter in connection with releasing</p>	<p>Pending</p>

<p>two annual increments and allowances to Mr. Harekrishna Barman is referred to DHE vide letter No. RGBC/GB/Meet/28/2012/106 dated 13/12/2012 for comment. But no reply is yet received by the college authority.</p>	
<p>Resolution No 6: It is resolved that the matter is deferred to the next meeting. The Principal is directed to meet up the deficiency pointed out by the C.A. in the audit reports in consultation with the party concerned.</p>	<p>Process is going on</p>
<p>Resolution No 7: It is resolved that the concept of the new Master Plan submitted by the College Engineer and accepted by the Construction Committee is accepted in Principle.</p>	<p>Implemented</p>
<p>Resolution No 8: Principal placed the audit report for the information of the G.B.</p>	<p>Implemented</p>
<p>Resolution No 9: It is resolved that the Principal is advised to come forward with specific heads for diversion of funds from different heads.</p>	<p>Pending</p>
<p>Resolution No 10(a): It is resolved that the report of the Departmental Promotion Committee (DPC) held on 13/03/2015 of Dr. Dipankar Talukdar, Assistant Professor, Department of Education, R.G. Baruah College regarding the placement in the rank of Assistant Professor Stage III is approved. Resolution No 10(b): It is resolved that the report of the DPC held on 13/03/2015 of Ms. Bidisha Bora, Assistant Professor, Department of Political Science, R.G. Baruah College regarding the placement in the rank of Assistant Professor Stage III is approved. Resolution No 10(c): It is resolved that the report of the DPC held on 13/03/2015 of Ms. Jini Rani Boro, Assistant Professor, Department of</p>	<p>G.B. approved the DPC proposals and proposals are sent to DHE for approval.</p>

<p>History, R.G. Baruah College regarding the placement in the rank of Assistant Professor Stage II is approved.</p> <p>Resolution No 10(d): It is resolved that the report of the DPC held on 14/03/2015 of Mr. Rupam Hazarika, Assistant Professor, Department of English, R.G. Baruah College regarding the placement in the rank of Assistant Professor Stage III is approved.</p> <p>Resolution No 10(e): It is resolved that the report of the DPC held on 14/03/2015 of Dr. Lipika Talukdar, Assistant Professor, Department of Assamese, R.G. Baruah College regarding the placement in the rank of Assistant Professor Stage III is approved.</p>	
<p>Resolution No 11(a): It is resolved that the attendance of students is to be according to University rules.</p> <p>Resolution No 11(b): While discussing the matter of class management, it is decided to prepare a format consisting of number of classes held, leaves etc. in every month be submitted by every departments to Vice-Principal. The Vice-Principal it to prepare a comprehensive report to submit it to the Principal.</p>	<p>Implemented Implemented</p>
<p>Resolution No 12: Resolved that a Committee with the following members be constituted to prepare a new salary structure for enhancement of salary of teaching and non-teaching staff working against non-sanctioned post.</p> <ul style="list-style-type: none"> i) Prof. B.C. Kalita (Advisor). ii) Dr. Dipak Pathak (Member). iii) Mr. Dipak Chakraborty (Member). 	<p>Implemented</p>
<p>Resolution No 13: Resolved that the compromise between Sri Harekrishna Barman and Dr. Dipak Pathak is accorded by the G.B. Principal be authorised to</p>	<p>Implemented</p>

communicate the same to the legal authority.	
Resolution No 14: Resolved that separate “Movement Register” be maintained for Teaching and Non-Teaching staff.	Implemented
Resolution No 15: Resolved that Three (03) Security Personnel be appointed from ‘Protection Security Service’, Guwahati for college campus with a monthly salary of Rs. 7000/- (Rupees Seven Thousand only) (each). Principal is authorised to take necessary action in this regard.	Implemented
Resolution No 16: resolved that the Earn Leave/ Commuted Leave of the Teachers be approved.	Granted
Resolution No 17: The Commuted Leaves applied by members of Teaching and Non-Teaching staff be regularised till date (01/04/2015). But henceforth no Commuted Leave should be granted in future as per present rule.	Implemented
Resolution No 18: The G.B. directed the committee constituted for the same (vision Documents 2028) to prepare a draft including all the suggestions of the Stakeholders. The draft be submitted to the Principal by the committee on or before 20/04/2015. Further it is resolved to convene a meeting before 30 th April, 2015 inviting all well-wishers of the college to participate in the discussion on the ‘Vision Documents 2028’.	Process is going on
Resolution No 19: Read and discussed the resolutions taken in the Construction committee meeting dated 04/02/2015. Resolved that the resolutions be approved.	Accepted

<p>Resolution No 20: Read and discussed the resolutions of the UGC monitoring committee meeting held on 04/02/2015 and resolved that the same be approved.</p>	<p>Accepted</p>
<p>Resolution No 21: The Students holding Portfolio of Students' Union Body of the college who have not submitted expenditure voucher of the College Week and other functions should not be allowed to fill up their forms from their respective examinations. Further it is resolved that from now onward the release and expenditure incurred against every Portfolio of the Students' Union Body should be processed through the teacher incharge(appointed) of respective Portfolio.</p>	<p>Implemented</p>
<p>Resolution No 22: Resolved that the CL application of teaching staff be forwarded through the HOD of concerned department and submitted the same to the Vice-Principal. Further it is resolved that the Vice-Principal should submit a comprehensive report along with the CL applications to the Principal on 27th of every month for necessary action, as per rule.</p>	<p>Implemented</p>
<p>Resolution No 23: Resolved that the working hours be maintained as per rule.</p>	<p>Implemented</p>
<p>Resolution No 24: Resolved that the list of Teaching and Non-teaching staff against contractual basis appointed by the Principal be approved.</p>	<p>Implemented</p>
<p>Resolution No 25: Resolved that the proposed publication of Seminar Proceeding Book with ISBN by the Department of Education be approved with the following conditions: i) The book is edited by Dr. Dipankar Talukdar, HOD,</p>	<p>Accepted</p>

<p>Department of Education of this college.</p> <p>ii) The book is published by the Principal of this college.</p> <p>iii) For the first time 500 copies of the book will be printed (400 copies for sale and remaining 100 copies for the Editor and contributors).</p> <p>iv) The Copy Right of the book will be with the publisher.</p> <p>v) The sale proceeds will go to the College Fund.</p> <p>vi) The publication of the proceeding books be continued.</p> <p>vii) Further it is resolved that the Principal be authorised to make necessary payment etc. for the same.</p>	
<p>Resolution No 26: It is resolved that any neighbouring (backward) area be adopted by the college as part of Institutional Social Responsibility.</p>	<p>Process is going on</p>
<p>Resolution No 27(i) a): The list of candidates availing of fee concession from college authority from 2011 to 2014 be approved.</p> <p>Resolution No 27(i) b): It is resolved that the Principal be authorised to grant fee concession to the students in future after discussion with the Admission Committee every academic year.</p>	<p>Implemented</p> <p>Implemented</p>
<p>Resolution No 27(ii): Resolved that an Accountant with Commerce background and Computer Knowledge (Tally) be appointed on contractual basis in the college. Principal be authorised to advertise and other necessary steps to appoint the same.</p>	<p>Pending</p>
<p>Resolution No 27(iii): Resolved that an 'Action Taken Report' be submitted in the next meeting by the Principal</p>	<p>Implemented</p>

regarding the execution of G.B. resolutions adopted by the G.B. in every meeting.	
<p>Resolution No 27(iv): G.B. discussed about the prayer of Mr. Bharat Bora, HOD, Department of English regarding the fill up of the vacant post lying in the department.</p> <p>The Principal reported the matter to the G.B. The G.B. authorised the Principal to take further necessary legal steps in this connection.</p>	Implemented
<p>Resolution No 27(v): To meet up the accommodation to security personnel to be newly appointed, the G.B. decided to direct Principal to vacate the accommodation occupied by Mr. Dulal Medhi, LDA in the college campus within two months from the date of issuing the letter by the Principal.</p>	Implemented
<p>Resolution No 27(vi): It is also resolved that after appointment of new security personnel from Protection Security Agency(Private), Ujanbazar, Guwahati-01, Mr. Rajen Deka (Night Chowkider) be terminated from his service and the service of Mr. Madhab Deka (Night Chowkider) is to be converted to act as Caretaker, Mali and Cleaner for the time being.</p>	Implemented

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?

N/A.

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

Any grievances/ complaints relating to governance are promptly attended to by the Governing Body and all efforts are made to resolve it effectively.

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

During the last four years there have been two instances of Court cases. Their details are as follows:-

Court cases filed by	Against whom cases were filed	Subject in brief	Court	Case No	Verdict
Ms. Beauty Gogoi, D/o Lt. Bhaben Gogoi, Dhakuwakhana Dist-Lakhimpur, Assam	1) The President Governing Body, R.G. Baruah College, Fatasil Ambari, Ghy-25 2) Principal, R.G. Baruah College Fatasil Ambari, Ghy-25 and others	Procedural lapse in appointment	Gauhati High Court	WP(c) 1199/2009	The writ petition is dismissed for non prosecution by the plaintiff.
Kabita Deka Biswas	Principal R.G. Baruah College Fatasil Ambari, Ghy-25 and others	Objection in the Advertisement	Gauhati High Court	W.P.(o) No-6544 2013	Affidavit in opposition has already been submitted in honourable Gauhati High Court.

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?

The Institution does not have a mechanism for analyzing student feedback on institutional performance yet.

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?

- According to U.G.C guidelines, it is mandatory for the faculty to participate in courses for their academic upgradation. The college encourages and grant leave to attend professional development programmes like Refresher Courses, Orientation Courses and Short Term Courses conducted by the Academic Staff Colleges. Besides they are asked to regularly attend seminars and workshops.
- Departments are motivated to conduct Seminars, Workshops etc to enhance knowledge.
- Faculty members of the college are always encouraged to pursue Ph.D. research. They are given relaxation in classes for attending the Ph.D. courses.
- Teachers are also encouraged to undertake Minor and Major research Projects.
- Training programme for non-teaching-staff is conducted regularly.
- The institution facilities the professional development of its NCC/ NSS in-charge by encouraging them to participate in training programmes.

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

- The departments of the college have been provided with computers to motivate them in their departmental activities.
- Partial financial assistance is provided to the departments to publish books, organize seminars, programmes, etc.

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 performance appraisal of the teaching staff is maintained according to the latest UGC regulations. These confidential performance appraisal reports are forwarded by the Principal in sealed covers to the Director of Higher Education, Assam for promotional matters.

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 college has a mechanism to collect, monitor and evaluate the teacher's performance appraisal reports through the Internal Quality Assurance Cell of the college. The IQAC uses the reports for information, review and necessary action. The outcome of the review of the performance appraisal reports is communicated to the faculty by the Principal in a confidential manner and suggestions are offered.

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?

The college has no welfare scheme of its own. It only implements the Government welfare schemes like:

1. Maternity Leave
2. Earned Leave
3. Medical Leave
4. Study Leave
5. GIS – Group Insurance Scheme
6. Provident Fund.
7. Contributory Pensions Scheme

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

- Being a Government College, the UGC pay scale is offered to all teachers appointed in sanctioned post. This serves as an attraction for eminent faculty.
- The institution boasts of a congenial environment which makes the working condition a vibrant one and thus helps in retaining its best faculty.

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?

The college adopts different mechanism to monitor the effective and efficient use of financial resources. Different committees are constituted to monitor effective and efficient use of financial resources which are as follows:

- 1) Construction Committee.
- 2) Purchase Committee.
- 3) U.G.C. Monitoring Committee.

Above all, the Governing Body of the college monitors the effective and efficient use of financial resources.

6.4.2 What are the institutional mechanisms for internal and external audit? When was the last audit done and what are the major audit objections? Provide the details on compliance.

The institutional mechanism for internal and external audit:

- A chartered accountant has been appointed for internal audit.

- External audit is carried out the Directorate of Local Audit, Government of Assam.
- The last external audit was done in the year 2008 till the financial year 2006. The process is still going on.

The internal audit for the financial year 2010-2011 has already been completed which has been placed in the governing body of the college for its approval.

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.

Major sources of institutional funding:

- UGC fund for development and salary.
- State Government for development and salary.
- Fees collected from students.

The question of deficit does not arise as all the expenditures are made as far as the fund permits.

It must be mentioned that the internal audit for the financial years 2011-2012, 2012-2013, 2013-2014 and 2014-2015 are in process and the certificate provided by the CA of the college is enclosed herewith for ready reference.

Reserve/ corpus fund available with institutions: Rs. 3, 27,152/-

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

From the date of establishment of the institution, there have been many instances of funding and donation towards the college. The main office building has been constructed from the MP's fund; the small Assam-type rooms were constructed from donations. The main college gate is also built from donation. At the initial stage, the donor family built the college building. However, in the last four years, there has not been any donation or additional funding.

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?

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

c. Does the IQAC have external members on its committee? If so, mention any significant contribution made by them.

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

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

- a) The IQAC was established in the institution with the noble objective of ensuring the framing of institutional policy, particularly in regard to its quality policy. Since its inception, the IQAC has constantly served to formulate, monitor and evaluate policies leading to the fulfilment of its objectives. The quality assurance process has been institutionalized by the contribution made by the IQAC which, in brief, are as follows:
- The IQAC has played a significant role in the overall growth of the institution giving suggestions to the authority in compliance of its mission.
 - It frames the scheduling of its activities in keeping with its quality policy.
 - The IQAC is also engaged in the documentation of the institution's records.
 - Maintenance of the faculty's performance appraisal, and its role in Career Advancement Scheme for promotion, is another significant contribution of the IQAC.
 - The extension and outreach mission of the institution are also within the purview of the IQAC.
- b) 13 decisions of the IQAC have been approved by the management/ authorities for implementation. Of these 6 decisions have been actually implemented till date while the rest are in different stages of implementations.
- c) The IQAC has 3 external members. They offer suggestions to the IQAC for its smooth and efficient functioning. One of its members Prof. K. G. Bhattacharjee, ex-director of Academic Staff College of Gauhati University, conducted an workshop on higher education and the various aspects of IQAC.
- d) The students share the vision of the IQAC for the growth of the institution. By adhering to the rules and policies framed by the IQAC, they have helped in the functioning of the IQAC. The alumni also offer their support to the endeavour of the IQAC.
- e) Effective functioning of the college is the aim of IQAC. The IQAC coordinates with the various committees of the college in ensuring the fulfilment of its objectives. The activities of these committees are

monitored and reviewed periodically. The different constituents of the institution are motivated to share the IQAC's vision.

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. The various committees formed in the institution operate with the objective of assuring quality of academic and administrative activities. The operationalisation of these committees is in conformity to the following guidelines:

- To strive for overall quality assurance of the institution
- To create an ambience that is learner-centric
- To encourage a spirit of innovation and research
- To address the needs and grievances of students
- To monitor and review the progress of its various developmental plans
- To keep in pace with the broader national educational policy and translate the same into the institutional mechanism

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 institution provides periodic training to its staff for effective implementation of the Quality assurance procedures. These programmes have succeeded in making the desired impact:

- Faculty of the institution have been imparted training for accessing online resources. Teachers have benefitted from this programme and many of them now make use of this faculty for their research activities.
- The non-teaching-staff have been trained in basic computer use. The Staff has now shown greater proficiency in using computers for their activities.

6.5.4 Does the institution undertake Academic Auditor or other external review of the academic provisions? If 'yes', how are the outcomes used to improve the institutional activities?

- The institution has not undertaken a formal Academic Audit till date.
- Result analysis is carried out by the college upon declaration of Examination results.
- External review of results is undertaken during the college inspection by Gauhati University authorities.

However, the process of Academic Audit has been formalized from the current academic session. A Committee comprising teachers of the college has been formed to carry out the process.

6.5.5 How is the internal quality assurance mechanisms aligned with the requirements of the relevant external quality assurance agencies/regulatory authorities?

The external regulatory authorities whose guidelines the college follows are:-

- Directorate of Higher Education, Govt. of Assam
- Gauhati University
- UGC

All the instructions given by the above mentioned regulatory bodies are strictly followed and obeyed by the college authority. All the instructions relating to teaching-learning process, conduct of examination and evaluation are strictly followed. All the welfare schemes offered by them are also availed by the institution.

6.5.6 What institutional mechanisms are in place to continuously review the teaching learning process? Give details of its structure, methodologies of operations and outcome?

The teaching learning process is constantly monitored. The Vice-Principal of the college is in-charge of monitoring the classes and ensures that classes are held regularly.

The Academic Council constantly reviews the outcome of the teaching learning process through result analysis and feedback mechanism. Necessary corrective measures have been taken as and when required.

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

The institution communicates its quality assurance policies, mechanisms and outcomes to the stakeholders through:

- Meetings and interactions.
- Correspondence.
- Website.

Any other relevant information regarding Governance Leadership and Management which the college would like to include.

Criteria VII: Innovations and Best Practices

7.1. Environmental Consciousness

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

Being sensitive to the environment the college has made the following measures to maintain an eco-friendly ambience in the campus:

- A garbage disposal pit has been made to collect the biodegradable waste produced in the campus. Separate garbage bins are placed within the campus for disposing non-biodegradable waste products.
- Efforts have been made to make the campus free of plastic bags.
- Wastage of water is discouraged and purification of drinking water is ensured through iron removal filter.
- The college is situated in a busy commercial locality. But effort is being made to approach the local administration for declaring the adjacent road as a 'No-Horn Zone'.
- Trees have been planted widely in the campus to give it the necessary green cover.
- Classrooms are well-ventilated, airy and receive natural light which reduces dependence on artificial lights.

7.1.2 What are the initiatives taken by the college to make the campus eco-friendly?

- **Energy Conservation:** Due to the energy consuming nature of bulbs and tubes, they are gradually being replaced by CFL/ LED bulbs. New electrical equipments purchased by the college are also of the energy saving type. The habit of switching off the lights and fans when not in use is being inculcated in students.
- **Efforts for Carbon neutrality:** Efforts for Carbon neutrality are made by the college authority through plantation of more trees in the campus. In order to minimise carbon emission, the institution has decided to procure only those equipments which conform to carbon emission standards of the country.
- **Plantation:** The College, under the initiative of the nodal officer of Environmental Studies, has planted trees in the campus and the process is on since 2010. Now there are more than 30 varieties of trees in the campus.
- **Hazardous waste management:** Hazardous waste in the form of chemicals is generally not produced in the campus. However, solid waste generated is disposed in semi-closed containers cleaned at regular intervals.

- **E-waste management:** The old and damaged electronics items are sent back to the dealers and companies for their disposal.

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.

The following innovation has been introduced during the last four years:

- The college office has been made more efficient with the introduction of office automation software.
- Pre-admission counselling to orient newcomers regarding course structure, rules, career options etc. have been recently introduced.
- The installation of software in its system has had a positive impact on the functioning of the library.
- Book exhibition on the day of admission has also helped students.

7.3 Best Practices

7.3.1 Elaborate on any two best practices **in the given format at page no. 98**, which have contributed to the achievement of the Institutional Objectives and/or contributed to the quality improvement of the core activities of the college.

Best Practices-I Newsletter of the College

Goal:

Maximum involvement of all the stakeholders by providing them with complete information about the various aspects of the institution and achievements of the faculty is the main goal of publishing the Newsletter. The basic principle underlying this approach is that if the people involved in any productive activity are well informed, the participation index and involvement grows at a higher pace.

The Context:

The need for dissemination of information about various aspects of the stakeholders is very important. With only the zeal and motivation to work as the desired force available with the institution, the Newsletter as a tool to portray the stakeholders' various qualitative aspects.

The Practice:

The college Newsletter is a small document of only four pages which is prepared by a team under the guidance of Bonti Senchowa, Department of English. The practice of publishing Newsletter started in the year 2004. The team always makes an effort to keep records of the various activities held at

the college and activities performed by students and faculty. The copies of the Newsletter are distributed among all the faculty, office staff, non-teaching employees, office bearers of Alumni Association and some copies are kept in the library room for the use by the students. The copies of the Newsletter are also displayed in the notice board. Newsletter is also presented to some of the selected visitors.

Evidence of Success:

The impact and response of the newsletter has been fruitful and significant in comparison to its cost of production. Newsletter is a very successful endeavor as everyone having a stake in the institution get information about the institution's effort for quality enhancement as well as it is an effort and inspiration for all to work collectively and effectively for the accomplishment of the present activities of the institution. News letter has been successful in contributing towards the quality enhancement of our students.

Problems:

- Being a government-aided college, there are financial constraints.
- Work beyond the duty hours for activities that go beyond teaching by faculty may create an element of resentment.

Best Practices-II
Computer training programme for Non-Teaching staff

Goal:

The aim of the practice is to train the non-teaching staff in ICT and upgrade the office for greater efficiency. The various administrative services related to accounts, admission, examination, scholarship, library, etc are to be computerized for better and faster rendering of these services. Thus, the basic technical skill needed for the purpose is to be provided to the staff through training programmes which is expected to help the staff in building a positive attitude in them regarding the changing work culture. The staff should always be ready to operate in the new automated environment.

Context:

The non-teaching staff of the institution forms a link between Students-Principal, University-College, teaching staff-Principal, Government-Principal and so on. So, there is need to train the non-teaching staff in Information and Communication Technology. This training makes them fit for providing better and faster service. Initially, some members of the staff did not get much interest in the ICT training programmes. But ultimately the Principal was successful to build in them the power of self confidence in learning.

Our institution believes that training and continuous learning is the key for quality attainment and sustenance. Hence attempts are made to empower the non-teaching staff through training.

The Practice:

The non-teaching staff training programme on ICT takes place at regular basis. The areas that need attention are identified and specific programmes are designed. The Computer Science and Application department of the college has undertaken the training of the non-teaching staff of the college and see that the office staff becomes computer literate. Initially a workshop on basic computer application was organized for the office staff. Training was also being imparted for the operations of the Xerox machines. The staff members of the following branches are given priorities for providing computer training.

1. Admission Branch
2. Accounts Branch
3. Examination Branch
4. Library

During the training period personal attention and guidance is provided keeping in view the caliber of the person being trained and the type of official work they are required to carry out in course of their duty. Moreover, they are encouraged to take the help of the staff of the department of Computer Science and Application in case they need.

In the first phase the persons who volunteered to get acquainted with computers were chosen and trained. Once they started using computers, their colleagues started to feel confident about their own abilities to learn.

A training programme for the library staff (excluding the librarian) was also undertaken. The librarian of the college library imparted the training on library automation software to the library staff.

All newly recruited non-teaching-staff are made to acquaint themselves with the office automation practice.

Evidence of Success:

It has been observed that the non-teaching staff has shown considerable interest in understanding the need for staff development and improving the quality of service. They have understood the need for new skills to cope up with the demands of the present day. The various sections of the college office have started using computers although manual records are being kept side by side during the changeover phase. For example, the admission process is the very important activity of the college administration and now with automation admission work is performed effectively by the non teaching staff. The main

library started working on computerization in a phased manner along with the manual system. Subsequently, Accounts Section and Examination Branch are also using computers.

Problems, encountered and resources required:

The challenges faced during the upgradation of the office were the shyness of the staff to undergo the training. The lack of confidence due to their lower educational background created further hurdle. The mindset of some of the non-teaching staff was found to be rigid and stubborn. However, ultimately, the Principal and her commitment have motivated the staff to undergo the training. The Computer Science and Application department of the college has undertaken the task of providing training to the non-teaching staff. The available financial and infrastructure resources are utilized.

Evaluative Report of the Department

1. **Name of the Department:** Accountancy
2. **Year of Establishment:** 1993
3. **Name of programmes/ Courses offered:** B.Com.
4. **Name of Interdisciplinary courses and the departments/ units involved :** N/A
5. **Annual/ semester/ choice based credit system**

Session	System (programme wise)
2011-2012	Semester and Annual system
2012-2013	Semester and Annual system
2013-2014	Semester system
2014-2015	Semester system

6. **Participation of the Department in the courses offered by other departments:**
N/A
7. **Courses in collaboration with other universities, industries, foreign institutions, etc.**

N/A.
8. **Details of courses/ programmes discontinued with reasons**

N/A
9. **Number of teaching posts.**

	Sanctioned	Filled
Professors	-----	-----
Associate professors	1	1
Asst. professors	1	1

10. **Faculty profile with name, qualification, designation, specialization,**

Name	Qualification	Designation	Specialization	No of Years of Experience	No of Ph.D students guided for the last 4 Years
Mr. Hari Prasad Kalita	M.Com.	Associate Professor	Accountancy	26	Nil
Mr. Dipak Chakraborty	M.Com., M.Phill	Assistant Professor	Accountancy	18	Nil

11. List of senior visiting faculty

N/A.

12. Percentage of lectures delivered and practical classes handled by temporary faculty

Session	Lectures (percentage)
2011-2012	33%
2012-2013	33%
2013-2014	33%
2014-2015	33%

13. Student – Teacher Ratio

	2011-12	2012-13	2013-14	2014-2015
Major	48:1	48:1	36:1	10:1
General	125:1	110:1	119:1	82:1

14. Number of academic support staff and administrative; sanctioned and filled: N/A

15. Qualification of teaching faculty

Ph.D	
M.Phill	1
PG	1

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

N/A

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

N/A.

18. Research Centre/ facility recognized by the University

N/A.

19. Publications

* **Publication per faculty**

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

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

* **Monographs**

* **Chapter in Books**

* **Books Edited**

* **Books with ISBN/ ISSN numbers with details of publishers**

* **Citation Index**

* **SNIP**

* **SJR**

* **Impact factor**

* **h-index**

Hari Prasad Kalita

Books

1. Hishap Bidya(Accountancy) Part-I, Book Land, Guwahati, 2006, ISBN: 81-89872-06-0
2. Hishap Bidya(Accountancy) Part-II, Book Land, Guwahati, 2011, ISBN: 81-89872-05-2

Dipak Chakrabarty

Books

1. *Financial Accounting – I*, B L J, Guwahati, 2011, ISBN: 81-921960-1-

2. *Financial Accounting – I*, Manimanik Prakash, Guwahati, 2013, ISBN: 978-81-85917-11-6
3. *Financial Accounting – I*, Manimanik Prakash, Guwahati, 2014, ISBN: 978-81-85917-12-4

20. Areas of consultancy and income generated

N/A.

21. Faculty as member in

a) National Committees b) International Committees c) Editorial Boards....

N/A

22. Students projects

a) Percentage of students who have done in-house projects including inter departmental/ programme.

b) Percentage of students placed for projects in organizations outside the institution i.e. in Research laboratories/ Industry/ other agencies

a) 15% major students have done projects in various topics.

b) N/A

23. Awards/ Recognitions received by faculty and students

N/A.

24. List of eminent academicians and scientists/visitors to the departments: N/A

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

a) National: N/A

b) International: N/A

26. Student Profile programme/ course wise:

Name of the Course/ programme (with session)	Application received	Selected	Enrolled		Pass percentage
			*M	*F	
B. Com(2010-13)	185	170	113	57	82.53%
B. Com (2011-14)	265	249	188	61	73%
B. Com (2012-15)	239	220	147	73	-
B. Com (2013-16)	254	238	137	83	-

*M= Male *F=Female

27. Diversity of Students

Name of the course	% of students from the same state	% of students from other states	% of students from abroad
B.Com	99%	1%	NIL

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

N/A

29. Student Progression

Student Progression	Against % enrolled
UG to PG	42%(Approx)
PG to M.Phil	—
PG to Ph. D	—
Ph.D to Post Doctoral	—
Employed(other than campus recruitment)	70%(Approx)
Entrepreneurship/Self- employment	10%(Approx)

30. Details of infrastructural facilities

- a) Library
- b) Internet facility for Staff & Students
- c) Class rooms with ICT facility
- d) Laboratories

-Library (with 326 Nos. of books)

- Yes only for staff

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

N/A.

32. Details on student enrichment programme (special lecture/ workshops/ seminar) with external experts: N/A

33. Teaching methods adopted to improve student learning

-Home Assignment

-Project work

-Lecture method etc.

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

N/A

35. SWOC Analysis of the department and Future plans

Strength-

-Sincere, dynamic, active, cooperative faculty

-Progressive results of the students of semester system

- Good and co- operative relationship between teacher and students.

Weakness-

-Limited number of faculty members

-Enrolment of relatively low meritorious students

Opportunities-

Commerce students have great opportunities of employment in Banking, Industries, Insurance, and different Commercial Organization, Teaching Profession etc. Also there are prospects for professional courses like CA, ICWA, CS, MBA etc. for a better and bright carrier.

Challenges-

- Poor economic condition of the students and illiteracy of their parents stand as challenge before the students to pursue their UG study.
- A high teacher student ratio in general course and competition from other college also stand as challenge especially in case of students' enrolment.
- Students are basically from vernacular medium. So, students pursuing major courses in English medium generally face some problems in learning.

Future Plan-

- Purchasing more books and journals for improving Depts. library
- Publishing books with ISBN through the Publication Cell of the department
- To organize seminar/ workshop.

Evaluative Report of the Department

1. **Name of the Department:** Assamese
2. **Year of Establishment:** 15th July, 1978
3. **Name of programmes/ Courses offered:** B.A., B.Com
4. **Name of Interdisciplinary courses and the departments/ units involved :** N/A
5. **Annual/ semester/ choice based credit system**

Session	System (programme wise)
2011-2012	Semester and Annual system
2012-2013	Semester and Annual system
2013-2014	Semester system
2014-2015	Semester system

6. **Participation of the Department in the courses offered by other departments:** N/A
7. **Courses in collaboration with other universities, industries, foreign institutions, etc.**

N/A.

8. **Details of courses/ programmes discontinued with reasons**

N/A.

9. **Number of teaching posts.**

	Sanctioned	Filled
Professors	-----	-----
Associate professors	2	2
Asst. professors	3	2

10. Faculty profile with name, qualification, designation, specialization,

Name	Qualification	Designation	Specialization	Experience	No. of Ph.D Students guided for the last 4 Years
Dr. Basanti Talukdar	MA, Ph.D	Associate Professor	Literature	25 Years	Nil
Dr. Dipak Pathak	MA, Ph.D	Associate Professor	Language	19 Years	Nil
Dr. Lipika Talukdar	MA, Ph.D	Asst. Professor	Literature	12 Years	Nil
Dr. Lila Kalita	MA, Ph.D	Asst. Professor	Literature	10 Years	Nil

11. List of senior visiting faculty

N/A

12. Percentage of lectures delivered and practical classes handled by temporary faculty

Session	Lectures (percentage)
2011-2012	30%
2012-2013	30%
2013-2014	30%
2014-2015	30%

13. Student – Teacher Ratio

	2011-12	2012-13	2013-14	2014-2015
Major	10:1	10:1	12:1	16:1
MIL	28:1	30:1	35:1	32:1
El. Assamese	5:1	5:1	7:1	6:1

14. Number of academic support staff and administrative; sanctioned and filled: N/A

15. Qualification of teaching faculty

Ph.D	4
M.phill	
PG	

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

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

N/A

18. Research Centre/ facility recognized by the University

N/A

19. Publications

* **Publication per faculty**

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

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

* **Monographs**

* **Chapter in Books**

* **Books Edited**

* **Books with ISBN/ ISSN numbers with details of publishers**

* **Citation Index**

* **SNIP**

* **SJR**

* **Impact factor**

* **h-index**

Dr.Dipak Pathak

Paper Published

“Asamar Sadhukathat Samajik Tathya” *Bartapakhili*, 2014, ISSN:2249-9865

“Bihugitar Bhasatattwik Baishistya” *Bartapakhili*, 2015, ISSN: 2249-9865

Book Published

Bhaxar Suvas, Narabina Prahashan, 2012, Guwahati, ISBN: 978-81-910815-1-0

Sahityar Suvas, Medhi Enterprise, 2015, Guwahati, ISBN: 978-81-926354-6-0

Dr. Lipika Talukdar

Paper Published

7. “ Lokabidyar Upadan aru Iyar Bichar Bishaleshan Paddhati” *Bhasa Sahitya Sanaskriti Bithaka*, 331-342, 2011, ISBN: 978-93-80454-42-2

8. “ Bharatya Anchalik Upannasar Ruprekha” *Sahitya Sanaskritir Sarnadyuti*, 252-275, 2011, ISBN: 978-81-922432-0-7

9. ‘ Kapali Poria Sadhu Upanasyar Sanjuti Bishar” *Aitihya*, 3 (5), 151-162, 2012, ISSN: 2229-5399

10. “ Ganadavata- Asamaya Anuvad Sahayatloi Gurutapura Avadan” *Satsari*, 4, 122-124, 2013, ISSN: 2319-8893

11. “ Sankardev Krita Adi Dasham-r Alankar Baichitrya” *Sankardeva Taor Jivan aru Kriti*, 210-221, 2013, ISBN: 987-93-5104-159-7

12. “Arun Sarmar ‘Sri Nibaran Bhattacharya’: Ati Manasamikshatmak(Psyco-analysis) Adhayan” Co-author, *Aitihya*, 6(1), 121-129, 2015, ISSN: 2229-5399

Book Edited

1. *Bhirar Majat Tao Akalshariya*, Akhar Prakashan, 2011, Guwahati, ISBN: 978-81-921257-0-1

20. Areas of consultancy and income generated

N/A.

21. Faculty as member in

a) National Committees b) International Committees c) Editorial Boards

N/A

22. Students projects

a) Percentage of students who have done in-house projects including inter departmental/ programme:N/A

b) Percentage of students placed for projects in organizations outside the institution i.e. in Research laboratories/ Industry/ other agencies: N/A

23. Awards/ Recognitions received by faculty and students

Dr. Dipak Pathak: Dr. Ambedkar Fellowship National Award- 2011 by Bharatiya Dalit Sahitya Academi for commendable Literary, Social and Cultural Services.

24. List of eminent academicians and scientists/visitors to the departments: N/A

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

a) National

N/A

b) International

N/A

26. Student Profile programme/ course wise:

Name of the Course/programme (with session)	Application received	Selected	Enrolled		Pass percentage
			*M	*F	
BA (2010-2013)	Major - 6 MIL - 75 Elective - 3	Major - 5 MIL - 75 Elective - 3	M- 1 MIL -20 E-1	M- 4 MI L- 55 E-2	Major – 100% MIL – 97% Elective - 100%
BA(2011-2014)	Major – 8 Mil – 118 Elective - 5	Major – 8 Mil – 118 Elective - 5	M-2 MIL -50 E-1	M- 6 MI L- 68 E-4	Major – 100% MIL – 90% Elective – 95%
BA(2012-2015)	Major – 22	Major – 22	M-4	M-	

	Mil – 60 Elective - 16	Mil – 60 Elective - 16	MIL -24 E-5	18 MI L- 36 E- 11	
BA(2013-2016)	Major – 30 Mil – 145 Elective - 30	Major – 30 Mil – 145 Elective - 30	M-4 MIL -60 E-5	M- 26 MI L- 85 E- 25	

*M= Male *F=Female

27. Diversity of Students

Name of the course	% of students from the same state	% of students from other states	% of students from abroad
TDC/SEM	100%	-	-

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

N/A

29. Student Progression

Student Progression	Against % enrolled
UG to PG	80%
PG to M.Phil	–
PG to Ph. D	–
Ph.D to Post Doctoral	–
Employed(other than campus recruitment)	-
Entrepreneurship/Self- employment	–

30. Details of infrastructural facilities

a) Library

b) Internet facility for Staff & Students

c) Class rooms with ICT facility

d) Laboratories

-Library (with 120 numbers of books)

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

N/A

32. Details on student enrichment programme (special lecture/ workshops/ seminar) with external experts: N/A

33. Teaching methods adopted to improve student learning

-Picture Methods.

-Audio Visual.

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

N/A.

35. SWOC Analysis of the department and Future plans:

Strength of the Department:

1. The Department has dedicated faculty.
2. All the faculty members are Ph.D. Degree holders.
3. Students in the department are dedicated, painstaking and loyal.
4. Result of the department is satisfactory.

Weakness of the Department:

1. Comparatively low meritorious students take admission in the department.
2. Number of permanent faculty members is not sufficient

Opportunity of the Department:

1. Assamese is the mother tongue of the region.
2. Students feel comfortable in learning through Assamese.

3. Employment avenues like Teacher, Translator, Interpreter, Journalist etc are increasing in numbers.

Challenges of the Department:

1. The great challenge for the department is to improve the enrolment ratio.
2. To compete with the nearby private colleges of the area in terms of providing quality education.

Evaluative Report of the Department

1. **Name of the Department:** Bengali
2. **Year of Establishment:** 1978
3. **Name of programmes/ Courses offered:** B.A., B.Com
4. **Name of Interdisciplinary courses and the departments/ units involved :** N/A
5. **Annual/ semester/ choice based credit system**

Session	System (programme wise)
2011-2012	Semester and Annual system
2012-2013	Semester and Annual system
2013-2014	Semester system
2014-2015	Semester system

6. **Participation of the Department in the courses offered by other departments**
N/A
7. **Courses in collaboration with other universities, industries, foreign institutions, etc.**
N/A.
8. **Details of courses/ programmes discontinued with reasons**
N/A.
9. **Number of teaching posts.**

	Sanctioned	Filled
Professors	-----	-----
Associate professors	2	2
Asst. professors	2	2

10. Faculty profile with name, qualification, designation, specialization,

Name	Qualification	Designation	Specialization	Experience	No. of Ph.D Students guided for the last 4 Years
Anjali Sengupta	M.A.	Associate Professor		25	Nil
Nibedita Bhattacharjee	M.A.	Associate Professor		24	Nil
Mihir Mazumder	M.A.	Assistant Professor		19	Nil
Tapati Dutta	M.A., M.Phil	Assistant Professor		4	Nil

11. List of senior visiting faculty

- i) Dr. Mukti Dev Choudhury, Ex-principal, Cotton College(2012)
- ii) Dr. Amalendu Chakraborty, Head, Department of Bengali, Gauhati University (2012)

12. Percentage of lectures delivered and practical classes handled by temporary faculty

Session	Lectures (percentage)
2011-2012	20%
2012-2013	20%
2013-2014	20%
2014-2015	20%

13. Student – Teacher Ratio

	2011-12	2012-13	2013-14	2014-2015
Major(B.A)	6:1	9:1	9:1	10:1
MIL(B.Com)	-	55:1	37:1	38:1
General(B.A.)	19:1	26:1	23:1	23:1

14. Number of academic support staff and administrative; sanctioned and filled

N/A

15. Qualification of teaching faculty

Ph.D	
M.phill	1
PG	3

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

N/A

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

N/A

18. Research Centre/ facility recognized by the University

N/A

19. Publications

* **Publication per faculty**

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

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

* **Monographs**

* **Chapter in Books**

* **Books Edited**

* **Books with ISBN/ ISSN numbers with details of publishers**

* **Citation Index**

* **SNIP**

* **SJR**

* **Impact factor**

*** h-index**

Anjali Sengupta

Paper Published

1. “ Jyotirindra Nathar Natak Swapnomoy” *The Heritage*, 2011, ISSN: 229-539-5399
2. “ Nataraj Shiv O Rabindra”, *Swapna*, 1, 2012, ISSN: 0976-9676

Tapati Dutta

Paper Published

1. “ Bangla Laka- Sahitye Nari”, *Nari: Somaj O Sahitya*, Viki Publishers, 2012, ISBN: 978-93-8225-03-3-3
2. “ Kalkuter Uponyase Ao-Bengali Nagorika Nayikagan”, *Probondho Nibondho*, Swapno Publishers, 2014, ISBN: 978-81-9240-27-3-4

20. Areas of consultancy and income generated

N/A.

21. Faculty as member in

a) National Committees

N/A

b) International Committees

N/A

c) Editorial Boards

Anjali Sengupta, Member of the Editorial board of the multilingual research journal, *The Heritage* (Oitihya) ISSN:

22. Students projects

a) Percentage of students who have done in-house projects including inter departmental/ programme: 3%

b) Percentage of students placed for projects in organizations outside the institution i.e. in Research laboratories/ Industry/ other agencies

N/A

23. Awards/ Recognitions received by faculty and students

NAME OF THE STUDENT	SUBJECT	STATE/NATIONAL
BISHAL ROY CHOUDHURY	TABALA	IIND, STATE
RINKI MAZUMDAR	SERVICE TO DISABLED	STATE
SUPARNA DEBNATH	MUSIC	STATE
BINA SAHA	ART	NORTH-EAST
RISHAV DEV	ART	STATE
RISHAV DEV	ART	NORTH-EAST
DIPANKAR BHATTACHARJEE	DANCE	NORTH-EAST

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

1. Dr. Amalendu Chakraborty, Prof. & Head, Bengali Dept. G.U.
2. Dr. Usharanjan Bhattacharya, Ex-Prof. & Head, Bengali Dept. G.U.
3. Dr. Dipak Sen, Ex-Prof. & Head, Bengali Dept. G.U.
4. Dr. Dipti Phukan Patgiri, Prof. & Head, Assamese Dept. G.U
5. Hiren Bhattacharya, Eminent Poet (Assamese)
6. Yoshodhara Roychoudhury, Eminent Poet (Bengali)
7. Bikash Sarkar, Eminent Poet (Bengali)

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

a) National: N/A

b) International: N/A

26. Student Profile programme/ course wise:

Name of the Course/ program (with session)	Application received	Selected	Enrolled		Pass percentage
			*M	*F	
B.A.(Major)2011-2014	14	10	0	10	100%
B.A.(MIL) 2011-2014	58	53	20	33	73%
B.A.(El. Lang) 2011- 2014	5	3	1	2	50%
B.Com(MIL) 2011- 2014	0	0	0	0	
B.A.(Major)2012-2015	20	16	1	15	
B.A.(MIL) 2012-2015	42	35	8	27	
B.A.(El. Lang) 2012- 2015	18	15	0	15	
B.Com(MIL) 2012- 2015	69	55	35	20	50%

B.A.(Major)2013-2016	19	15	2	13	
B.A.(MIL) 2013-2016	39	33	6	27	
B.A.(El. Lang) 2013-2016	18	13	1	12	
B.Com(MIL) 2013-2016	49	37	17	20	
B.A.(Major)2014-2017	12	10	0	10	
B.A.(MIL) 2014-2017	42	37	4	33	
B.A.(El. Lang) 2014-2017	25	19	1	18	
B.Com(MIL) 2014-2017	65	50	32	18	

*M= Male *F=Female

27. Diversity of Students

Name of the course	% of students from the same state	% of students from other states	% of students from abroad
B.A (MAJOR)	100%		NIL
B.A. (GENERAL)	98%	2%	
B.COM.			

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

N/A

29. Student Progression

Student Progression	Against % enrolled
UG to PG	50%
PG to M.Phil	—
PG to Ph. D	—
Ph.D to Post Doctoral	—
Employed(other than campus recruitment)	-

Entrepreneurship/Self- employment	_
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30. Details of infrastructural facilities

a) Library

b) Internet facility for Staff & Students

c) Class rooms with ICT facility

d) Laboratories

-Library (with 150 numbers of books)

-Internet facility for staff and students.

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

N/A

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

Eminent poets meet held in the year 2011

33. Teaching methods adopted to improve student learning

-Interaction Method.

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

N/A.

35. SWOC Analysis of the department and Future plans:

Strength-

The motivation to the students is ensured by the dedicated faculty members.
Extra class and student communication
Student friendly faculty.
Good interpersonal relationship among faculty members.
Every year we get a few number of sincere students who perform well in University examinations.

Weakness-

The entry level cores of the students are low .
Insufficient books in the departmental library.
Shortage of fulltime faculties.

Opportunity-

A good number of students can be employed as translator, reporter, journalist, teacher, interpreter etc.

Challenge-

Low enrolment ratio due to the establishment of many private institutions in the area.

Poor economic background of the students and illiteracy of the parents of some of the students.

Future plan-

To develop the department as a centre of excellence with academic flexibility so that faculty members can recharge themselves and students get recognition and reward.

To obtain the allotment of an ISBN /ISSN so that the department may issue its own journal through the contributions made by eminent academicians, researchers, and teachers.

Evaluative Report of the Department

1. **Name of the Department** : Computer Science & Application
2. **Year of Establishment** : 2002
3. **Name of programmes/ Courses offered** : B A ., B Com .
4. **Name of Interdisciplinary courses and the departments/ units involved** : N/A
5. **Annual/ semester/ choice based credit system**

Session	System (programme wise)
2011-2012	Semester and Annual system
2012-2013	Semester and Annual system
2013-2014	Semester system
2014-2015	Semester system

6. **Participation of the Department in the courses offered by other departments** : N/A
7. **Courses in collaboration with other universities, industries, foreign institutions, etc .**

N/A .

8. **Details of courses/ programmes discontinued with reasons: Yes, Vocational Computer Science for insufficient students.**

9. **Number of teaching posts .**

	Sanctioned	Filled
Pro fessors	-----	-----
A ssociate pro fessors	1	1
A sst. pro fessors	2	1

10. **Faculty profile with name, qualification, designation, specialization ,**

Name	Qualification	Designation	Specialization	No of Years of Experience	No of PhD students guided for the last 4 Year:
Dr. Jnanjyoti Samah	M Sc., PGDCA , Ph.D .	Associate Professor (incharge)		25	02
Nibedita Das	MCA	Part Time		01	Nil
Jyoti Prakash Samant	B SC ., PGDCA	Instructor (Part Time)		03	Nil

11. List of senior visiting faculty

Nil.

12. Percentage of lectures delivered and practical classes handled by temporary faculty

Session	Lectures (percentage)
2011-2012	60%
2012-2013	60%
2013-2014	60%
2014-2015	60%

13 Student – Teacher Ratio

Session	2011 -12	2012-13	2013-14	2014-2015
General	86:1	79:1	81:1	86:1

14. Number of academic support staff and administrative; sanctioned and filled: One.

15. Qualification of teaching faculty

PhD	1
M Phil	
PG	1

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

N/A

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

N/A .

18. Research Centre/ facility recognized by the University

N/A .

19. Publications

*** Publication per faculty**

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

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

*** Monographs**

*** Chapter in Books**

*** Books Edited**

*** Books with ISBN/ ISSN numbers with details of publishers**

*** Citation Index**

*** SNIP**

*** SJR**

*** Impact factor**

*** h-index**

Dr. Jnanjyoti Sarma

Paper Published

1. Dust acoustic waves in warm dusty plasma, *Indian Journal of Pure and applied Physics* , 52(11),747-754 2014
2. Modified Korteweg-de Vries equation in negative ion reach hot adiabatic dusty plasma with no thermal ion and trapped electron, *physics of plasmas*, 21 2014
3. Kadomtsev- Petviashvili- Burger equation in dusty negative ion plasma: Evaluation of dust ion acoustic Shocks, *Communication to Theoretical physics*, 62(6),875-880, 2014

4. Dust acoustic shock-wave under the influence of non-thermal and vortex like ions in arbitrarily Charged dusty plasma, plasma Science and technology 2014, 4(1)
5. Solitary wave solution of higher order K-P equation for Complex plasma, International Journal of Technology, 4(1), 2014, ISSN -2231-3907
6. Shock-wave phenomena in unmagnetized dusty plasma, International Journal of Mathematical Science, 13 (1-2), 41-51 2014
7. Higher order nonlinear effect in dusty plasma, International Journal of Mathematical Science, 13 (1-2), 29-40 2014.
8. Games Inspiring Mathematics, Proceeding, National Seminar on Mathematics Education, Morigaon College, Assam, 34-41, 2014, ISBN : 978-81-930638-2-8
9. Performance of Geometry among the Secondary School Students of Bhurbandha CD Block of Morigaon, Proceeding, National Seminar on Mathematics Education, Morigaon College, Assam, 42-49, 2014, ISBN : 978-81-930638-2-8
10. A Study About the Level of Conception in Secondary Mathematics at Stage in Nalbari District, Proceeding, National Seminar on Mathematics Education, Morigaon College, Assam, 50-54, 2014, ISBN : 978-81-930638-2-8
11. Mathematics Textbook – A Look, Proceeding, National Seminar on Mathematics Education, Morigaon College, Assam, 91-97, 2014, ISBN : 978-81-930638-2-8
12. The Role of Mathematics and its Importance in Geography, Proceeding, National Seminar on Mathematics Education, Morigaon College, Assam, 140-144, 2014, ISBN : 978-81-930638-2-8

Seminar/ Conference etc .

1. Participated as a Resource Person, Academic Staff College, Gauhati University for Orientation Programme on 20/06/2015.
2. Participated as a Resource Person, in Sarba Shikha Abhijan, Organised by Assam Science Society from 19/02/2015 to 02/03/2015 (06 days)
3. Participated as a Resource Person, in Sarba Shikha Abhijan in Nalbari Hekerpara Block, Nalbari dated 13/03/2015
4. Participated as a Resource Person in Lakhimpur District High School Teachers' Association, Lakhimpur dated 20/01/2015

5. Participated as a Resource Person in Students' awareness programme in the subject of Mathematics organised by the Department of Mathematics, R.G. Baruah College held on 28 March, 2015.

6. Participated as Resource Person at Gauhati College to deliver lecture on Non-Linear Wave Equation in Plasma on 11-03-2015

20. Areas of consultancy and income generated

N/A.

21. Faculty as member in

a) National Committees b) International Committees c) Editorial Boards .

N/A

22. Students projects

a) Percentage of students who have done in-house projects including inter departmental/ programme.

N/A

b) Percentage of students placed for projects in organizations outside the institution i.e. in Research laboratories/ Industry/ other agencies

N/A

23. Awards/ Recognitions received by faculty and students

N/A.

24. List of eminent academicians and scientists/visitors to the departments: N/A

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

a) National: N/A

b) International: N/A

26. Student Profile programme/ course wise :

Name of the Course/ programme (with session)	Application received	Selected	Enrolled		Pass percentage
			*M	*F	
B A .(Vocational)2010- 2013	3	3	0	3	66%
B Com (IT)2010-13	185	170	113	57	82.53%
B A .(Vocational)2011- 2014	4	4	1	3	50%
B Com (IT)2011-14	265	249	188	61	73%
B A .(Vocational)2012- 2015	5	5	2	3	-
B Com (IT)2012-15	235	220	147	73	
B A .(Vocational)2013- 2016	4	4	2	2	-
B Com (IT)2013-2016	254	238	137	81	

*M = Male *F = Female

27. Diversity of Students

Name of the course	% of students from the same state	% of students from other states	% of students from abroad
B A	100%	NIL	NIL
B Com	99%	1%	NIL

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

N/A

29. Student Progression

Student Progression	Against% enrolled
UG to PG	50% (approx)
PG to M Phil	-
PG to Ph.D	-
PhD to Post Doctoral	-
Employed (other than campus recruitment)	45% (approx)
Entrepreneurship/Self-employment	5% (approx)

30. Details of infrastructural facilities

a) Library

b) Internet facility for Staff & Students

c) Class rooms with ICT facility

d) Laboratories

- Library (with 63 Nos. of books)

- Internet facility for staff and students

- Computer Laboratories with 20 computers.

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

N/A.

32. Details on student enrichment programme (special lecture/ workshops/ seminar) with external experts: N/A

33. Teaching methods adopted to improve student learning

- Home Assignment

- Projectwork

- Lecture method etc.

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

N/A

35. SWOC Analysis of the department and Future plans

Strengths:

- i. Department laboratory is equipped with 20 computers.
- ii. A adequate number of students is enrolled in the department.

Weaknesses:

- i. Lack of permanent faculty members in the department.
- ii. No fund from the Government side is available for the development of the infrastructural facilities.

Opportunities:

- i. Employment opportunity is high especially in the IT sector.
- ii. There is scope for higher studies in the field of Computer Application.
- iii. Students have the self employment opportunities.

Challenges:

- i. Due to inadequate number of permanent faculties, the department has to impart computer education mostly by employing temporary faculties.
- ii. Different expenditure requirements of the department are to be met by the college itself as no Government fund is available till date.

Evaluative Report of the Department

1. **Name of the Department** : Economics
2. **Year of Establishment** : 1978
3. **Name of programmes/ Courses offered** : B A ., B Com .
4. **Name of Interdisciplinary courses and the departments/ units involved** : N/A

5. Annual/ semester/ choice based credit system

Session	System (programme wise)
2011-2012	Semester and Annual system
2012-2013	Semester and Annual system
2013-2014	Semester system
2014-2015	Semester system

6. Participation of the Department in the courses offered by other departments :

N/A .

7. Courses in collaboration with other universities, industries, foreign institutions, etc .

N/A .

8. Details of courses/ programmes discontinued with reasons

N/A .

9. Number of teaching posts .

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

10. Faculty profile with name, qualification, designation, specialization ,

Name	Qualification	Designation	Specialization	No of Years of Experience	No of PhD students guided for the last 4 Year
M rs. Trbeni Choudhury	M A .	A ssociate Pro fesso	Dem ography	25	N il
M r. Bhabanda Bayar	M A .	A ssociate Pro fesso	Dem ography	23	N il
M r. Sanjay K r. Saikia	M Sc.	A ssistant Pro fessor	E conom etrics	21	N il
M rs. Kabita Bhuyan	M A .	A ssistant Pro fessor	I nternational Econm ics	18	N il

11. List of senior visiting faculty

N/A .

12. Percentage of lectures delivered and practical classes handled by temporary faculty

Session	Lectures (percentage)
2011-2012	10%
2012-2013	10%
2013-2014	10%
2014-2015	10%

13 Student – Teacher Ratio

	2011-12	2012-13	2013-14	2014-2015
Major		4:4	6:4	6:4
General(B A .)	14:4	15:4	21:4	21:4
General(B Com)	125:1	110:1	119:1	119:1

14. Number of academic support staff and administrative; sanctioned and filled

N/A

15. Qualification of teaching faculty

PhD	-
M .phill	1
PG	3

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

N/A .

18. Research Centre/ facility recognized by the University

N/A .

19. Publications

*** Publication per faculty**

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

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

*** Monographs**

*** Chapter in Books**

*** Books Edited**

*** Books with ISBN/ ISSN numbers with details of publishers**

*** Citation Index**

*** SNIP**

*** SJR**

*** Impact factor**

*** h-index**

Kabita Bhuyan

Article Published

2. "Women: Facing Violence at Home", Prabandha Sankalan, 133-138, 2015, ISBN : 978-81-202-8766-2
3. "LPG : Is a threat to traditional food", Development Strategies of India: Its Socio-Economic and Political Impact, 2015, ISBN : 978-93-5137-799-3

20. Areas of consultancy and income generated

N/A .

21. Faculty as member in

a) National Committees b) International Committees c) Editorial Boards

N/A .

22. Students projects

a) Percentage of students who have done in-house projects including inter departmental/ programme.

N/A

b) Percentage of students placed for projects in organizations outside the institution i.e. in Research laboratories/ Industry/ other agencies

N/A .

23. Awards/ Recognitions received by faculty and students

Mr. Sanjay Kumar Saikia received the prestigious "Sangeet Prabha" award for the year 2010. The award is initiated by NEFSED, Guwahati in the year 2001 for encouraging the young Classical Musicians of the NE region.

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

N/A .

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

a) National: N/A.

b) International: N/A.

26. Student Profile programme/ course wise :

Name of the Course/ programme (with session)	Application received	Selected	Enrolled		Pass percentage
			*M	*F	
2010-13/(Com)	200	170	113	57	92.35%
2010-13(Major Arts)	3	3	3	3	100%
2010-13/(General Arts)	25	25	09	16	75%
2011-14/(Com)	300	249	188	61	88.35%
2011-14(Major Arts)					
2011-14/(General Arts)	19	14	6	8	100%
2012-15/(Com)	300	220	147	73	
2012-15(Major Arts)	1	1	0	1	
2012-15/(General Arts)	25	25	19	16	
2013-16/(Com)	254	238	137	83	
2013-16(Major Arts)	3	3	0	3	
2013-16/(General Arts)	21	21	5	16	
2014-17/(Com)	250	250	172	78	
2014-17(Major Arts)	2	2	0	2	
2014-17/(General Arts)	14	14	8	6	

*M = Male *F = Female

27. Diversity of Students

Name of the course	% of students from the same state	% of students from other states	% of students from abroad
UG (Arts)	99	1	
UG (Com)	99	1	

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

N/A

29. Student Progression

Student Progression	Against% enrolled
UG to PG	80% (Approx)
PG to M.Phil	
PG to Ph.D	
PhD to Post Doctora	
Employed (other than campus recruitment)	40% (Approx)
Entrepreneurship/Self-employment	10% (Approx)

30. Details of infrastructural facilities

a) Library

b) Internet facility for Staff & Students

c) Class rooms with ICT facility

d) Laboratories

-Library (with 200 Nos. of books)

-Internet facilities for staff only.

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

N/A .

32. Details on student enrichment programme (special lecture/ workshops/ seminar) with external experts

N/A .

33. Teaching methods adopted to improve student learning

-Lecture method supported by audio-visual aids.

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

N/A.

35. SWOC Analysis of the department and Future plans

Strength-

1. All the faculties of the Department of Economics are student friendly.
2. We have a well-furnished departmental common room and a departmental class room.
3. One of our faculties Mr. Sanjay Kumar Saikia is a renowned Hindustani Classical vocalist of the region and hence the department is in a position to work in the fields like Cultural Economics, Economics of Music Industry etc.
4. Students admitted with poor academic records pass out with good results in Major, some of whom even got First Class.

Weakness-

1. As economics is a mathematical subject today the students with poor mathematics background hesitate to offer Major in Economics.
2. Economics (Major) is taught in English and not in vernacular medium. This is a reason behind low enrolment in Economics Major.
3. Departmental Library is yet to increase the number of books reasonably.

Opportunities-

1. Students are of average and below average merit, but they are mostly loyal and attentive.
2. Students have got employment opportunities in Banking, Insurance and other commercial organizations. They can search for better and bright career in CA, CS, MBA etc.

Challenges-

1. There is exodus of the meritorious students from outstate to study Economics at UG level.
2. Our college is situated in an area where there is the problem of proper transportation.
3. Both faculty and students are to keep pace with the drastic changes of the subject especially in the post-globalisation era.

Evaluative Report of the Department

1. **Name of the Department** : Education
2. **Year of Establishment** : 1978
3. **Name of programmes/ Courses offered** : B A .
4. **Name of Interdisciplinary courses and the departments/ units involved** : N/A

5. Annual/ semester/ choice based credit system

Session	System (programmewise)
2011-2012	Semester and Annual system
2012-2013	Semester and Annual system
2013-2014	Semester system
2014-2015	Semester system

6. Participation of the Department in the courses offered by other departments :

Students participated in a one-day orientation programme on personality development offered by the department of English.

7. Courses in collaboration with other universities, industries, foreign institutions, etc .

Nil.

8. Details of courses/ programmes discontinued with reasons

Not Applicable.

9. Number of teaching posts .

	Sanctioned	Filled
Professors	-----	-----
Associate professors	-----	-----
Asst. professors	3	2

10. Faculty profile with name, qualification, designation, specialization ,

Name	Qualification	Designation	Specialization	No of Years of Experience	No of PhD students guided for the last 4 Years
Dr.Dipankar Talukdar	M A., M Phill, PhD	Assistant Professor	Abnormal Psychology	10	Nil
M s.Karabi Kakat	M A., B Ec	Assistant Professor	Teacher Educator	4	Nil

11.List of senior visiting faculty

1)Dr.M aram iGoswami, Associated Professor, Department of Education, Guwahati College(2012).

2)Dr.Gayatree Goswamee, Professor, Department of Education, Gauhati University(2013).

12.Percentage of lectures delivered and practical classes handled by temporary faculty

Sessor	Lectures (percentage)
2011-2012	38%
2012-2013	38%
2013-2014	35%
2014-2015	35%

13 Student – Teacher Ratio

	2011-12	2012-13	2013-14	2014-15
Major	12:1	11:1	15:1	21:1
General	120:1	110:1	120:1	130:1

14.Number of academic support staff and administrative; sanctioned and filled

Academic support staff (Laboratory Bearer)	Sanctioned	Filled
	1	1

15. Qualification of teaching faculty

PhD	1
M. phill	
PG	1

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

Number of faculty with ongoing project	Funding agencies	Grants received
1	National (UGC)	Rs. 97,000/-

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

Nil.

18. Research Centre/ facility recognized by the University

Nil.

19. Publications

- * Publication per faculty
- * Number of papers published in peer reviewed journals (national/ international) by faculty and students
- * Number of publications listed in International Database (For Eg: Web of Science, Scopus, Humanities International Complete, Dare Database – International Social Sciences Directory, EBSCO host, etc.)
- * Monographs
- * Chapter in Books
- * Books Edited
- * Books with ISBN/ ISSN numbers with details of publishers
- * Citation Index
- * SNIP
- * SJR
- * Impact factor
- * h-index

Dr.Dipankar Talukdar

Paper Published

1. "Accreditation of Universities and Colleges in India with Special Reference to North East India" Nowgoan College, 2012, ISBN : 978-81-924066-0-2
2. "Contemporary Challenges of Value Education in India" Uttar Kamphith Mahavidyalaya, 2014, ISBN : 978-81-929748-0-4

Book Edited

1. *Examination Reforms in Higher Education*, Department of Education, R G Baruah College, 2014, Guwahati, ISBN :978-81-923931-0-0

Karabi Kakati

Paper Published

1. "Accreditation of Universities and Colleges in India with Special Reference to North East India" Nowgoan College, 2012, ISBN : 978-81-924066-0-2
2. "Semester System in Undergraduate Level: Issues Involved", *Examination Reforms in Higher Education* , Dept. of Education, 2014, Guwahati, ISBN : 978-81-923931-0-0
3. "Awareness of Value Education among College Students: A Study, Uttar Kamphith Mahavidyalaya, 2014, ISBN : 978-81-929798-0-4

20.Areas of consultancy and income generated

Nil.

21.Faculty as member in

a) National Committees b) International Committees c) Editorial Boards

a) National Committee

Dr.Dipankar Talukdar

- Lifemember of Council of Teacher Education
- Lifemember of AIAER (All India Association of Educational Research)

22.Students projects

a) Percentage of students who have done in-house projects including inter departmental/ programme.

25% major students have done projects in various topics.

b) Percentage of students placed for projects in organizations outside the institution i.e. in Research laboratories/ Industry/ other agencies

N IL

23.Awards/ Recognitions received by faculty and students

N il

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

NAME	DESIGNATION	ADDRESS
Dr.D ipak Kumar Chakrabarty	Professor Emeritus	IIT ,Bombay
Prof. Lutfun Rasul Saikia	Professor	Department of Education,GU
Dr.M aram iGoswami	Associate Professor	Department of Education,Guwahati College
Prof.Gayatree Goswamee	Professor	Department of Education,GU

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

a) National

b) International

Department of Education organized a UGC sponsored National Seminar on “ Examination and Evaluation system in Higher Education with special reference to under graduate level” dated 27th and 28th September, 2013

26. Student Profile programme/ course wise :

Name of the Course/ programme (with session)	Application received	Selected	Enrolled		Pass percentage
			*M	*F	
BA (2010-2013)	Major 22 Gen 210	Major 18 Gen-150	Major 2 Gen 68	Major 13 Gen 81	Major 100% Gen 48%
BA (2011-2014)	Major 28	Major 20	Major 2	Major 16	Major 100%

	Gen 215	Gen-160	Gen 75	Gen 80	Gen 54%
BA (2012-2015)	Major 25 Gen 189	Major 25 Gen-150	Major 1 Gen 70	Major 18 Gen 77	
BA (2013-2016)	Major 30 Gen 198	Major 25 Gen-150	Major 2 Gen 58	Major 18 Gen 90	

*M = Male *F=Female

27. Diversity of Students

Name of the course	% of students from the same state	% of students from other states	% of students from abroad
UG	100%	N IL	N IL

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

N/A

29. Student Progression

Student Progression	Against% enrolled
UG to PG	45%
PG to M Phil	—
PG to Ph.D	—
PhD to Post Doctoral	—
Employed (other than campus recruitment)	10%
Entrepreneurship/Self employment	5%

30. Details of infrastructural facilities

- a) Library
- b) Internet facility for Staff & Students
- c) Class rooms with ICT facility
- d) Laboratories

-Library (with 200 Nos. of books)

-Internet facilities for staff and students.

-Laboratories (only for Major Students)

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

N/A .

32. Details on student enrichment programme (special lecture/ workshops/ seminar) with external experts

Session	Topic of the lecture	External Exper
2012-2013	Semester system in the undergraduate level of Gauhati University	Dr.M aram iGoswam i. Associate Professor, Guwahati College.

33. Teaching methods adopted to improve student learning

- Group discussion
- Seminar
- Home Assignment
- Projectwork
- Lecture method etc.

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

Session	Programme	Place
2012-2013	A survey programme conducted by the students of department of education on slum area of Fatashil Ambari with the help of faculty members.	Fatashil Ambari
2013-2014	A survey was done by the students of R G Baruah College on the socio economic condition of the families of Fatashil Ambari area.	Fatashil Ambari

35. SWOC Analysis of the department and Future plans

Strength -

- Sincere, dynamic, active, cooperative faculty

- Progressive results of the students in semester system
- Participation of faculty members on various enrichment programmes
- Good and co-operative relationship between teacher and students.

Weakness -

- Limited number of faculty members
- Low proficiency level of the students.

Opportunities-

- Introducing PG . course in Education
- Organising Counselling Cell
- Through formal education students can contribute to society by creating social awareness amongst themselves.

Challenges-

- Poor economic condition and illiterate parents of the students.
- Teacher student ratio is high in general course
- Students are basically from vernacular medium .Hence, to teach major in English medium is not easy.

Future Plan -

- The department is planning to introduce the D Ed .programme
- Improving laboratory room for practical classes
- Purchasing more books and journals for Departmental library
- Publishing books with ISBN through Departmental publication Cell
- To organize seminar/workshop .

Evaluative Report of the Department

1. **Name of the Department** : English
2. **Year of Establishment** : 1978
3. **Name of programmes/ Courses offered** : B A ., B Ccm
4. **Name of Interdisciplinary courses and the departments/ units involved** :N/A
5. **Annual/ semester/ choice based credit system**

Session	System (programme wise)
2011-2012	Semester and Annual system
2012-2013	Semester and Annual system
2013-2014	Semester system
2014-2015	Semester system

6. **Participation of the Department in the courses offered by other departments** :

- M s.BontiSenchowa is the nodal teacher of Environmental Studies.
- The teachers of the department occasionally take classes in Environmental Studies and also organises field trips for project work in Environmental Studies.

7. **Courses in collaboration with other universities, industries, foreign institutions, etc .**

N/A .

8. **Details of courses/ programmes discontinued with reasons**

NotApplicable.

- 9.**Number of teaching posts .**

	Sanctioned	Filled
Pro fessors	-----	-----
Associate pro fessors	3	3
A sst. pro fessors	3	2

10. Faculty profile with name, qualification, designation, specialization ,

Name	Qualification	Designation	Specialization	No of Years of Experience	No of PhD students guided for the last 4 Year:
Bonti Senchowari	M A .	Associate Professor	Linguistics	25 years	Nil
BharatBora	M A .	Associate Professor	Linguistics	24 years	Nil
Sam istha Das	M A .	Associate Professor	American Literature	19 years	Nil
Rupan Hazarika	M A ., M Phil	Assistant Professor	Indian Writing in English	13 years	Nil
Pranita Kalita	M A ., M Phil	Assistant Professor	American Literature	2 year	Nil

11.List of senior visiting faculty: Nil

12.Percentage of lectures delivered and practical classes handled by temporary faculty

Session	Lectures (percentage)
2011-2012	N/A
2012-2013	10%
2013-2014	10%
2014-2015	10%

13 Student – Teacher Ratio

	2011-12	2012-13	2013-14	2014-2015
Major(BA)	6:1	6:1	6:1	7:1
General(BA)	46:1	46:1	46:1	51:1
General(B Com)	25:1	25:1	25:1	35:1

14.Number of academic support staff and administrative; sanctioned and filled:

N/A

15. Qualification of teaching faculty

PhD	
M .phill	2
PG	3

1. Number of faculty with ongoing projects from

a) National: 1

Rupam Hazarika is pursuing a UGC Minor Research Project in “Emergence and development of Graphic novels in Indian Writing in English” of Rs. 2,75,000/-.

b) International funding agencies and grants received:

NIL

17. Departmental projects funded by DST – FIST; UGC, DBT, ICSSR, etc and total grants received: N/A .

18. Research Centre/ facility recognized by the University: N/A .

19. Publications

*** Publication per faculty**

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

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

*** Monographs**

*** Chapter in Books**

*** Books Edited**

*** Books with ISBN/ ISSN numbers with details of publishers**

*** Citation Index**

*** SNIP**

*** SJR**

*** Impact factor**

*** h-index**

Bonti Senchowa

Book Written

1. *Mou-Xora* ,Bhabani Books,2012,Guwahati, ISBN : 978-93-81139-73-8
2. *Saral aru Sundar*, Akhar Prakash,2011,Guwahati, ISBN : 978-81-921257-5-6
3. *Akonbindhir Xon-porua* ,e-Book,available on www.assamkart.com

Chapter (s) in Books

1. "Assamiya Lekhika: Galpa 2010" Katha Publication, 2011, Guwahati, ISBN : 978-81-89148-04-1
2. "Treasure Trove", PCG JCC and Pandu College, 2011, Guwahati, ISBN : 978-81-922432-1-4
3. "Bolutat Duporia", Puthitirtha Prakashan, 2013, Guwahati, ISBN : 978-81-86334-78-2
4. "Durdinar Dostbej", The Review , 2012, Kolkata, ISBN : 978-81-920398-0-0

Book(s) Edited

1. *Assamiya Lekhika: Galpa 2010* ,Katha Publication,2011,Guwahati, ISBN :978-81-89148-05-1
2. *Manashi Sarma Galpa Samagra* , Katha Reader's Forum , 2014, Guwahati, ISBN :978-81-89148-17-1

Sarmistha Das

Paper Published

1. "LPG : Is a threat to traditional food" Barua College, "Development Strategy of India: Its Social Economic and Political Impact" 2014, ISBN : 978-93-5137-799-3

Rupam Hazarika

Book Edited

1. *Assamese Diaspora- An Outlook* , Dept. of English, RG Baruah College,2011, ISBN : 978-81-921007-0-8

20 Areas of consultancy and income generated

Nil

21 Faculty as member in

a) National Committees b) International Committees c) Editorial Boards

Nil

22. Students projects

a) Percentage of students who have done in-house projects including inter departmental/ programme

Nil

b) Percentage of students placed for projects in organizations outside the institution i.e. in Research laboratories/ Industry/ other agencies

Nil

23. Awards/ Recognitions received by faculty and students

Bonti Senchow a

-Represented Assamese Fiction in “Sam anvay” as speaker, the First Indian Languages Festival, organised by Indian Habitat Centre, New Delhi, 2011 .

-Was invited one of the panelist of Guwahati Literary festival, December 2014 to deliver on World of Short Fiction

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

N/A

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

a) National

Nil

b) International

Nil

26. Student Profile programme/ course wise :

Name of the Course/ programme (with session)	Applications received	Selected	Enrolled		Pass percentage
			M	F	
2011 14					

B A . (GENERAL)		180	45	135	96%
B A . (MAJOR)	15	14	2	12	100%
B COM		141	98	43	73%
2012-15					
B A . (GENERAL)		243	81	162	62.7%
B A . (MAJOR)	20	17	4	13	
B COM		136	95	41	72.68%
2013-16					
B A . (GENERAL)		211	66	145	
B A . (MAJOR)	18	16	12	4	Appeared
B COM		112	70	41	81.52%
2014-17					
B A . (GENERAL)		207	55	152	Appeared
B A . (MAJOR)	20	16	1	15	Appeared
B COM		123			Appeared

*M = Male *F = Female

27. Diversity of Students

Name of the Course	% of students from the same state	% of students from other states	% of students from abroad
2011-12			
B A . (GENERAL)	98%	2%	
B A . (MAJOR)	99%	1%	
B COM	100%	0%	
2012-13			
B A . (GENERAL)	99%	1%	
B A . (MAJOR)	98%	2%	
B COM	100%	0%	

2013-14			
B A . (GENERAL)	99.5%	0.5%	
B A . (MAJOR)	100%	0	
B COM	100%	0%	
2014-15			
B A . (GENERAL)	98%	2%	
B A . (MAJOR)	99%	1%	
B COM	100%	0%	

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

N/A

29. Student Progression

Student Progression	Against% enrolled
UG to PG	60%
PG to M.Phil	—
PG to Ph.D	—
PhD to Post Doctoral	—
Employed (other than campus recruitment)	-
Entrepreneurship/Self-employment	—

30. Details of infrastructural facilities

a) Library

b) Internet facility for Staff & Students

c) Class rooms with ICT facility

d) Laboratories

-Library (with 200 Nos. of books)

-Internet facility for staff only

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

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

33. Teaching methods adopted to improve student learning

- Home Assignment
- Group Discussion, Seminars, Quiz, Class Test, Role Play etc. for Major Students
- Screening of subject related movies

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

The department is actively involved in extension activities by organizing field trips, plantation of trees, projects on environmental studies, etc. thereby creating awareness about environment amongst the students.

35. SWOC Analysis of the department and Future plans

STRENGTH:

- Large number of students opting for Major in the subject and Alternative English.
- Dedicated faculty.
- Regular interactions with parents regarding students' progress.

WEAKNESS:

- Average results
- Inadequate learning resources and infrastructure
- Students of lower merit at entry level, many of them first-generation college goers
- Inadequate research experience among faculty

OPPORTUNITY

- English offers wider range of employment opportunities

- Improves communicative skills
- The subject has inter-disciplinary relevance as in media studies, film studies, cultural studies and Northeast studies and Management studies.

CHALLENGE :

- To achieve academic excellence despite lack of meritorious students
- Faculty development in terms of research and publication
- To undertake joint effort with parents regarding student progress

FUTURE PLANS OF THE DEPARTMENT

- To undertake a minor/major research project
- To setup a language laboratory
- To introduce remedial courses for slow learners
- To improve learning resources, classrooms and enrich departmental library

Evaluative Report of the Department

1. **Name of the Department** : Finance
2. **Year of Establishment** : 1993
3. **Name of programmes/ Courses offered** : B Com .
4. **Name of Interdisciplinary courses and the departments/ units involved** : N/A
5. **Annual/ semester/ choice based credit system**

Session	System (programme wise)
2011-2012	Semester and Annual system
2012-2013	Semester and Annual system
2013-2014	Semester system
2014-2015	Semester system

6. **Participation of the Department in the courses offered by other departments** : N/A
7. **Courses in collaboration with other universities, industries, foreign institutions, etc .**

N/A .

8. **Details of courses/ programmes discontinued with reasons**

N/A

9. **Number of teaching posts .**

	Sanctioned	Filled
Professors	-----	-----
Associate professors	-----	-----
Asst. professors	2	2

10. **Faculty profile with name, qualification, designation, specialization ,**

Name	Qualification	Designation	Specialization	No of Years of Experience	No of PhD students guided for the last 4 Years
M r.Santosh Kr.Samã	M Com., M Phil	Assistant Professor	Finance	20	Nil
M r. Sailendra Nath Deka	M Com., M Phill	Assistant Professor	Finance	18	Nil

11.List of senior visiting faculty

N/A.

12.Percentage of lectures delivered and practical classes handled by temporary faculty

Session	Lectures (percentage)
2011-2012	33%
2012-2013	33%
2013-2014	33%
2014-2015	33%

13 Student – Teacher Ratio

	2011-12	2012-13	2013-14	2014-2015
Major	25:1	23:1	23:1	35:1
General	125:1	110:1	119:1	82:1

14.Number of academic support staff and administrative; sanctioned and filled

N/A

15.Qualification of teaching faculty

PhD	
M Phil	2
PG	

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

N/A

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

N/A .

18.Research Centre/ facility recognized by the University

N/A .

19.Publications

*** Publication per faculty**

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

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

*** Monographs**

*** Chapter in Books**

*** Books Edited**

*** Books with ISBN/ ISSN numbers with details of publishers**

*** Citation Index**

*** SNIP**

*** SJR**

*** Impact factor**

*** h-index**

Santosh Sarma

Books

2. *Banking* ,Bookland,Guwahati,2011 , ISBN 81-89872-07-09

Sailendranath Deka

Books

2. *Banking* ,Bookland,Guwahati,2011 , ISBN 81-89872-07-09

20. Areas of consultancy and income generated

N/A .

21. Faculty as member in

a) National Committees b) International Committees c) Editorial Boards

N/A

22. Students projects

a) Percentage of students who have done in-house projects including inter departmental/ programme.

b) Percentage of students placed for projects in organizations outside the institution i.e. in Research laboratories/ Industry/ other agencies

a) 5% major students have done projects in various topics.

b) N/A

23. Awards/ Recognitions received by faculty and students

N/A .

24. List of eminent academicians and scientists/visitors to the departments: N/A

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

a) National: Nil

b) International: Nil

26. Student Profile programme/ course wise :

Name of the Course/ programme (refer question no .4)	Application received	Selected	Enrolled		Pass percentage
			*M	*F	
2010-13	185	170	113	57	82.53%
2011-14	265	249	188	61	73%
2012-15	239	220	147	73	-
2015-16	254	238	137	83	

*M = Male *F=Female

27. Diversity of Students

Name of the course	% of students from the same state	% of students from other states	% of students from abroad
B Com	99%	1%	NIL

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

N/A

29. Student Progression

Student Progression	Against% enrolled
UG to PG	42% (Approx)
PG to M Phi	-
PG to Ph.D	-
PhD to Post Doctora	-
Employed (other than campus recruitment)	-
Entrepreneurship/Self-employment	-

30. Details of infrastructural facilities

a) Library

b) Internet facility for Staff & Students

c) Class rooms with ICT facility

d) Laboratories

- Library (with 152 Nos. of books)

- Internet facility for staff only

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

N/A .

32. Details on student enrichment programme (special lecture/ workshops/ seminar) with external experts: N/A

33. Teaching methods adopted to improve student learning

Home Assignment

-Projectwork

-Lecturemethod etc.

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

N/A

35. SWOC Analysis of the department and Future plans

Strength-

-Sincere, dynamic, active, cooperative faculty

-Progressive results of the students of semester system

-Good and co-operative relationship between teacher and students.

Weakness-

-Limited number of faculty members

-Enrolment of relatively low meritorious students

Opportunities-

Commerce students have great opportunities of employment in Banking, Industries, Insurance, and different Commercial Organization, Teaching Profession etc. Also there are prospects for professional courses like CA, ICWA, CS, MBA etc. for a better and bright carrier.

Challenges-

-Poor economic condition of the students and illiteracy of their parents stand as challenge before the students to pursue their UG study.

-A high teacher student ratio in general course and competition from other college also stand as challenge especially in case of students' enrolment.

-Students are basically from vernacular medium. So, students pursuing major courses in English medium generally face some problems in learning.

Future Plan-

-Purchasing more books and journals for improving Depts. library

- Publishing books with ISBN through the Publication Cell of the department
- To organize seminar/workshop.

Evaluative Report of the Department

1. **Name of the Department** : Hindi
2. **Year of Establishment** : 1978
3. **Name of programmes/ Courses offered** : B A ., B Cm
4. **Name of Interdisciplinary courses and the departments/ units involved** : N/A
5. **Annual/ semester/ choice based credit system**

Session	System (programme wise)
2011-2012	Semester and Annual system
2012-2013	Semester and Annual system
2013-2014	Semester system
2014-2015	Semester system

6. **Participation of the Department in the courses offered by other departments** : N/A
7. **Courses in collaboration with other universities, industries, foreign institutions, etc .**

N/A .

8. **Details of courses/ programmes discontinued with reasons**

N/A .

9. **Number of teaching posts .**

	Sanctioned	Filled
Pro fessors	-----	-----
A ssociate pro fessors	3	3
A sst. pro fessors	1	1

10. **Faculty profile with name, qualification, designation, specialization ,**

Name	Qualification	Designation	Specialization	Experience	No. of PhD Students guided for the last 4 Years
Dr.R.P. Pradhan	M A ., M Phill, PhD	Associate Professor	Criticism	30	Nil
Dr.Shanti Thapa	M A .,PhD .	Associate Professor	Novel	30	Nil
Dr.M alabika Sama	M A .,PhD .	Associate Professor	Modern poetry	21	Nil
M s.Kashira Jahan	M A ., M Phill	Assistant Professor	Poetry	7	Nil

11.List of senior visiting faculty

N/A

12.Percentage of lectures delivered and practical classes handled by temporary faculty

Sessior	Lectures (percentage)
2011-2012	
2012-2013	10%
2013-2014	10%
2014-2015	10%

13 Student – Teacher Ratio

	2011-12	2012-13	2013-14	2014-2015
M ajp	3:1	4:1	6:1	12:1
M IL (Arts+ Commerce)	9:1	6:1	9:1	13:1

14. Number of academic support staff and administrative; sanctioned and filled: N/A

15. Qualification of teaching faculty

PhD	3
M. phill	1
PG	

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

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

N/A

18. Research Centre/ facility recognized by the University

N/A

19. Publications

* **Publication per faculty**

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

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

* **Monographs**

* **Chapter in Books**

* **Books Edited**

* **Books with ISBN/ ISSN numbers with details of publishers**

* **Citation Index**

* **SNIP**

* **SJR**

* **Impact factor**

* **h-index**

Dr. Shanti Thapa

Article Published

1. "Purvorattar K i Nepali Kahani –Parampara, Pravritti aru V ikas", Smarika(ed.),Dept.ofNepali,BHU , 163-170,2011, ISBN :81 -85305-40-4

Dr. Malabika Sarma

Book Edited

1. *Bhirar Majat Tao Akalshariya*, Akhar Prakashan, 2011, Guwahati, ISBN :978-81-921257-0-1

20.Areas of consultancy and income generated

N/A .

21.Faculty as member in

a) National Committees b) International Committees c) Editorial Boards .

N/A

22.Students projects

a) Percentage of students who have done in-house projects including inter departmental/ programme: N/A

b) Percentage of students placed for projects in organizations outside the institution i.e. in Research laboratories/ Industry/ other agencies: N/A

23.Awards/ Recognitions received by faculty and students

Dr.Shanti Thapa received :

- i) D iya b Puraskar by Nepali Sahitya Sammelen in 2012, Darjeeling.
- ii) M adan Smarak Samm an in 2014 by M adan Guthi (Kathmandu) for the contribution in Nepali Literature in India.

24.List of eminent academicians and scientists/visitors to the departments: N/A

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

a) National

N/A

b) International

N/A

26. Student Profile programme/ course wise :

Name of the Course/programme (with session)	Application received	Selected	Enrolled		Pass percentage
			*M	*F	
BA (2011-2014) Major	07	07	02	05	71%
General B A .B Com	10	10	05	05	100%
BA (2012-2015) Major	10	10	03	07	75%
General B A .B Com	12	12	03	09	100%
BA (2013-2016) Major	09	09	00	09	
General B A .B Com	27	27	14	13	
B A .(2014-2017) Major	08	08	00	08	
General B A .B Com	39	39	17	22	

*M = Male *F = Female

N/A .

27. Diversity of Students

Name of the course	% of students from the same state	% of students from other states	% of students from abroad
TDC /SEM	100		

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

N/A

29. Student Progression

Student Progression	Against% enrolled
UG to PG	100%
PG to M.Phil	—
PG to Ph.D	—
PhD to Post Doctoral	—
Employed (other than campus recruitment)	-
Entrepreneurship/Self-employment	—

30. Details of infrastructural facilities

a) Library

b) Internet facility for Staff & Students

c) Class rooms with ICT facility

d) Laboratories

- Library (with 308 numbers of books)

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

N/A

32. Details on student enrichment programme (special lecture/ workshops/ seminar) with external experts: N/A

33. Teaching methods adopted to improve student learning

- * Classroom Seminars
- * Assignments
- * Home tasks
- * Continuous evaluation (Class tests, Surprise tests)
- * Role play during, drama, one act play etc. in the class

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

N/A.

35. SWOC Analysis of the department and Future plans:

Strength of the Department :

- * The Department has adequate and dedicated Faculties.

- * Students who are admitted in the department are found to be dedicated, hardworking and loyal.
- * Result of the department is satisfactory.

Weakness of the Department :

- * As the College is situated in Non-Hindi speaking area the enrolment of the department is below satisfactory
- * Students with poor knowledge of Hindi literature and language mostly come for admission to the department.

Opportunity of the Department :

- * Hindi is an official language of India.
- * There are many avenues for further education in Hindi.
- * Employment opportunities such as Hindi Officer, Translator, Teacher, Interpreter etc are increasing in numbers day by day.

Challenges of the department :

- * To compete with private colleges for improving the enrolment ratio.
- * To motivate students from poor economic background with their parents illiterate for pursuing Hindi as Major and optional subjects at UG level.

Evaluative Report of the Department

1. **Name of the Department** : History
2. **Year of Establishment** : 1978
3. **Name of programmes/ Courses offered** : B A .
4. **Name of Interdisciplinary courses and the departments/ units involved** : N/A

5. Annual/ semester/ choice based credit system

Session	System (programme wise)
2011-2012	Semester and Annual system
2012-2013	Semester and Annual system
2013-2014	Semester system
2014-2015	Semester system

6. Participation of the Department in the courses offered by other departments :

N/A .

7. Courses in collaboration with other universities, industries, foreign institutions, etc .

Nil.

8. Details of courses/ programmes discontinued with reasons

N/A .

9. Number of teaching posts .

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

10. Faculty profile with name, qualification, designation, specialization ,

Name	Qualification	Designation	Specialization	No of Years of Experience	No of PhD students guided for the last 4 Year:
M s.Kakoli Cheti	M A .	Associate Professo	Modern Perioc	26	Nil
M s.Jini RaniBor	M A .,B Ed	Assistant Professo	Modern Perioc	8	Nil
M r.Raja Dolej	M A .	Assistant Professo	Ancient Perioc	8	Nil

11.List of senior visiting faculty: N/A.

12.Percentage of lectures delivered and practical classes handled by temporary faculty

N/A

13 Student – Teacher Ratio

	2011 -12	2012 -13	2013-14	2014-2015
Major	1:1	3:1	3:1	3:1
General	12:1	13:1	15:1	12:1

14.Number of academic support staff and administrative; sanctioned and filled

N/A .

15. Qualification of teaching faculty

PhD	
M.phill	
PG	3

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

N/A .

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

N/A

18. Research Centre/ facility recognized by the University

N/A .

19. Publications

*** Publication per faculty**

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

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

*** Monographs**

*** Chapter in Books**

*** Books Edited**

*** Books with ISBN/ ISSN numbers with details of publishers**

*** Citation Index**

*** SNIP**

*** SJR**

*** Impact factor**

*** h-index**

N/A

20. Areas of consultancy and income generated

N/A

21. Faculty as member in

a) National Committees b) International Committees c) Editorial Boards

N/A .

22. Students projects

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

Nil

b) Percentage of students placed for projects in organizations outside the institution i.e. in Research laboratories/ Industry/ other agencies:

Nil

23. Awards/ Recognitions received by faculty and students

Nil.

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

N/A .

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

a) National: Nil

b) International: Nil

26. Student Profile programme/ course wise :

Name of the Course/ programme (refer question no. 4)	Application received	Selected	Enrolled		Pass percentage
			*M	*F	
2010-13			07	05	75%
2011 14			04	06	80%
2012-15			07	06	
2013 16 2014-17			05	14	

*M = Male *F=Female

27. Diversity of Students

Name of the course	% of students from the same state	% of students from other states	% of students from abroad
2010-13	63%	37%	Nil
2011 14	80%	20%	Nil
2012-15	90%	10%	Nil

2013-16	100%	-	Nil
2014-17	85%	15%	NIL

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

N/A

29. Student Progression

Student Progression	Against% enrolled
UG to PG	40% (approx)
PG to M.Phil	-
PG to Ph.D	-
PhD to Post Doctora	-
Employed (other than campus recruitment)	10% (approx)
Entrepreneurship/Self-employment	5% (approx)

30. Details of infrastructural facilities

a) Library

b) Internet facility for Staff & Students

c) Class rooms with ICT facility

d) Laboratories

-Library (with 200 Nos. of books)

-Internet facilities only for staff

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

N/A .

32. Details on student enrichment programme (special lecture/ workshops/ seminar) with external experts

N/A

33. Teaching methods adopted to improve student learning

-Group discussion

-Seminar

-Home Assignment

-Lecture method etc.

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

N/A

35. SWOC Analysis of the department and Future plans

Strength-

- The department maintains an atmosphere of discipline conducive to learning.
- Cordial relations are maintained amongst staff and students which contribute to an atmosphere of cooperation and goodwill.
- Motivation to the students is ensured by dedicated faculty members.

Weakness-

- Low proficiency level of the students.
- Relatively low enrollment strength

Opportunities-

- Have greater opportunities to appear for and qualify in the highly challenging competitive exams conducted at state and national level.

Challenges -

- Illiterate parents and weak economic background of some students.
- Vernacular medium of students stands as hurdle to pursue their higher learning more effectively as books available in vernacular medium are very less in numbers.

Future Plan-

- The faculty members will involve themselves in more research activities such as publications, minor research projects etc.
- To Purchase more books, journals for the departmental library.
- The department will continue its effort to motivate students to study history.

Evaluative Report of the Department

1. **Name of the Department** : Management
2. **Year of Establishment** : 1993
3. **Name of programmes/ Courses offered** : B Com .
4. **Name of Interdisciplinary courses and the departments/ units involved** : N/A
5. **Annual/ semester/ choice based credit system**

Session	System (programme wise)
2011-2012	Semester and Annual system
2012-2013	Semester and Annual system
2013-2014	Semester system
2014-2015	Semester system

6. **Participation of the Department in the courses offered by other departments** : N/A
7. **Courses in collaboration with other universities, industries, foreign institutions, etc .**

N/A .

8. **Details of courses/ programmes discontinued with reasons**

N/A

9. **Number of teaching posts .**

	Sanctioned	Filled
Professors	-----	-----
Associate professors	-----	-----
Asst. professors	1	1

10. Faculty profile with name, qualification, designation, specialization ,

Name	Qualification	Designation	Specialization	No of Years of Experience	No of PhD students guided for the last 4 Year
Mr. Khanindra Das	M.Com., M.Phil	Assistant Professor	Management	20	Nil

11.List of senior visiting faculty

N/A.

12.Percentage of lectures delivered and practical classes handled by temporary faculty

Session	Lectures (percentage)
2011-2012	68%
2012-2013	68%
2013-2014	68%
2014-2015	68%

13 Student – Teacher Ratio

	2011-12	2012-13	2013-14	2014-2015
Major	38:1	40:1	42:1	85:1
General	125:1	110:1	119:1	82:1

14.Number of academic support staff and administrative; sanctioned and filled: N/A

15.Qualification of teaching faculty

PhD	
M.Phil	1
PG	

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

N/A

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

N/A .

18.Research Centre/ facility recognized by the University

N/A .

19.Publications

*** Publication per faculty**

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

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

*** Monographs**

*** Chapter in Books**

*** Books Edited**

*** Books with ISBN/ ISSN numbers with details of publishers**

*** Citation Index**

*** SNIP**

*** SJR**

*** Impact factor**

*** h-index**

Khanindra Das

Books

1. *Byabasay Adhyayan* ,UBP ,Guwahati, 2013, ISBN 978-81-927340-0-0
2. *Regulatory Framework of Business-2* ,UBP ,Guwahati, 2014, ISBN 978-81-927304-9-3
3. *Marketing Management* , UBP , Guwahati, 2014, ISBN 978-93-84589-00-4

4. *Regulatory Framework of Business-I* ,UBP ,Guwahati, 2013, ISBN 978-81-92734-3-1

5. *Service Marketing*, UBP , Guwahati, 2014, ISBN : 978-93-84589-10-3

20.Areas of consultancy and income generated

N/A .

21.Faculty as member in

a) National Committees b) International Committees c) Editorial Boards

N/A

22.Students projects

a) Percentage of students who have done in-house projects including inter departmental/ programme.

b) Percentage of students placed for projects in organizations outside the institution i.e. in Research laboratories/ Industry/ other agencies

a) 25% major students have done projects in various topics.

b)N/A

23.Awards/ Recognitions received by faculty and students

N/A .

24.List of eminent academicians and scientists/visitors to the departments: N/A

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

a) National: Nil

b) International: Nil

26. Student Profile programme/ course wise :

Name of the Course/ programme (refer question no.4)	Application received	Selected	Enrolled		Pass percentage
			*M	*F	

2010-13	185	170	113	57	82.53%
2011-14	265	245	185	61	73%
2012-15	239	220	147	73	-
2013-16	254	235	137	85	

*M = Male *F = Female

27. Diversity of Students

Name of the course	% of students from the same state	% of students from other states	% of students from abroad
B.Com	99%	1%	NIL

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

N/A

29. Student Progression

Student Progression	Against % enrolled
UG to PG	42%
PG to M.Phil	-
PG to Ph.D	-
Ph.D to Post Doctoral	-
Employed (other than campus recruitment)	-
Entrepreneurship/Self employment	-

30. Details of infrastructural facilities

a) Library

b) Internet facility for Staff & Students

c) Class rooms with ICT facility

d) Laboratories

- Library (with 150 Nos. of books)

- Internet facility for staff only

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

N/A

32. Details on student enrichment programme (special lecture/ workshops/ seminar) with external experts: N/A

33. Teaching methods adopted to improve student learning

- Group discussion
- Seminar
- Home Assignment
- Projectwork
- Lecture method etc.

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

N/A

35. SWOC Analysis of the department and Future plans

Strength-

- Sincere, dynamic, active, cooperative faculty
- Progressive results of the students of semester system
- Good and co-operative relationship between teacher and students.

Weakness-

- Limited number of faculty members
- Enrolment of relatively low meritorious students

Opportunities-

Commerce students have great opportunities of employment in Banking, Industries, Insurance, and different Commercial Organization, Teaching Profession etc. Also there are prospects for professional courses like CA, ICWA, CS, MBA etc. for a better and bright carrier.

Challenges-

-Poor economic condition of the students and illiteracy of their parents stand as challenge before the students to pursue their UG study.

-A high teacher student ratio in general course and competition from other college also stand as challenge especially in case of students' enrolment.

-Students are basically from vernacular medium .So, students pursuing major courses in English medium generally face some problems in learning.

Future Plan -

-Purchasing more books and journals for improving Depts. library

-Publishing books with ISBN through the Publication Cell of the department

-To organize seminar/workshop.

Evaluative Report of the Department

1. **Name of the Department** : Mathematics
2. **Year of Establishment** : 1978
3. **Name of programmes/ Courses offered** : B A ., B Com .
4. **Name of Interdisciplinary courses and the departments/ units involved** : N/A

5. Annual/ semester/ choice based credit system

Session	System (programmewise)
2011-2012	Semester and Annual system
2012-2013	Semester and Annual system
2013-2014	Semester system
2014-2015	Semester system

6. Participation of the Department in the courses offered by other departments :

Economics Department.

7. Courses in collaboration with other universities, industries, foreign institutions, etc .

N/A .

8. Details of courses/ programmes discontinued with reasons

N/A .

9. Number of teaching posts .

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

10. Faculty profile with name, qualification, designation, specialization ,

Name	Qualification	Designation	Specialization	No of Years of Experience	No of PhD students guided for the last 4 Years
Dr. Jnanjyoti Samah	PhD .	Associate Professor	Applied Mathematics	25	02 Nos.
Dr.A K . Borah	PhD .	Associate Professor	Applied Mathematics	24	NIL
Dr.Sikha Saikia	PhD .	Associate Professor	Pure Mathematics	24	NIL

11.List of senior visiting faculty

N/A .

12.Percentage of lectures delivered and practical classes handled by temporary faculty

N/A

13 Student – Teacher Ratio

	2011-12	2012-13	2013-14	2014-15
General(B A . Sem I)	1:3	0:3	0:3	1:3
General(B A . Sem III)	–	–	1:3	0:3
General(B Com)	36:1	42:1	22:1	35:1
General(B Com . Sem II)	83:1	67:1	72:1	80:1

14.Number of academic support staff and administrative; sanctioned and filled

N/A

15.Qualification of teaching faculty

PhD	3
-----	---

M. phill	-
PG	

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

01 (one).

17. Departmental projects funded by DST – FIST; UGC, DBT, ICSSR, CSIR, etc and total grants received

- i. UGC (Rs. 9,15,000/- already completed)
- ii. CSIR (Rs. 4,70,333/- already completed)

18. Research Centre/ facility recognized by the University

N/A.

19. Publications

*** Publication per faculty**

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

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

*** Monographs**

*** Chapter in Books**

*** Books Edited**

*** Books with ISBN/ ISSN numbers with details of publishers**

*** Citation Index**

*** SNIP**

*** SJR**

*** Impact factor**

*** h-index**

Dr. Jnanjyoti Sarma

Paper Published

1. Dust acoustic waves in warm dusty plasma, *Indian Journal of Pure and applied Physics* , 52 (11), 747-754 2014

2. Modified Korteweg-de Vries equation in negative ion reach hot adiabatic dusty plasma with no thermal ion and trapped electron, physics of plasmas, 21 2014
3. Kadomtsev- Petviashvili- Burger equation in dusty negative ion plasma: Evaluation of dust ion acoustic Shocks, Communication to Theoretical physics, 62(6), 875-880, 2014
4. Dust acoustic shock-wave under the influence of non-thermal and vortex like ions in arbitrarily Charged dusty plasma, plasma Science and technology, 2014, 4(1)
5. Solitary wave solution of higher order K-P equation for Complex plasma, International Journal of Technology, 4(1), 2014, ISSN -2231-3907
6. Shock-wave phenomena in unmagnetized dusty plasma, International Journal of Mathematical Science, 13 (1-2), 41-51 2014
7. Higher order nonlinear effect in dusty plasma, International Journal of Mathematical Science, 13 (1-2), 29-40 2014.
8. Games Inspiring Mathematics, Proceeding, National Seminar on Mathematics Education, Morigaon College, Assam, 34-41, 2014, ISBN : 978-81-930638-2-8
9. Performance of Geometry among the Secondary School Students of Bhurbandha CD Block of Morigaon, Proceeding, National Seminar on Mathematics Education, Morigaon College, Assam, 42-49, 2014, ISBN : 978-81-930638-2-8
10. A Study About the Level of Conception in Secondary Mathematics at Stage in Nalbari District, Proceeding, National Seminar on Mathematics Education, Morigaon College, Assam, 50-54, 2014, ISBN : 978-81-930638-2-8
11. Mathematics Textbook – A Look, Proceeding, National Seminar on Mathematics Education, Morigaon College, Assam, 91-97, 2014, ISBN : 978-81-930638-2-8
12. The Role of Mathematics and its Importance in Geography, Proceeding, National Seminar on Mathematics Education, Morigaon College, Assam, 140-144, 2014, ISBN : 978-81-930638-2-8

Seminar/ Conference etc .

1. Participated as a Resource Person, Academic Staff College, Gauhati University for Orientation Programme on 20/06/2015.
2. Participated as a Resource Person, in Sarba Shikha Abhijan, Organised by Assam Science Society from 19/02/2015 to 02/03/2015 (06 days)

3. Participated as a Resource Person, in Sarba Shikha Abhijan in Nalbari Hekerapara Block, Nalbari dated 13/03/2015
4. Participated as a Resource Person in Lakhimpur District High School Teachers' Association, Lakhimpur dated 20/01/2015
5. Participated as a Resource Person in Students' awareness programme in the subject of Mathematics organised by the Department of Mathematics, R.G. Baruah College held on 28 March, 2015.
6. Participated as Resource Person at Gauhati College to deliver lecture on Non-Linear Wave Equation in Plasma on 11-03-2015

Dr. Arup Kr. Borah

1. "A Parametric study of Mass Transport in Porous Media under Intensive Microwave Heating: A comprehensive Approach", *International Journal of Material Science and Engineering* (2010) ISSN 0974-3118
2. "A Study of Numerical Modeling of Heat Transfer in Wall Adjacent Turbulent Flows", CSR, New Delhi, ISSN 0954-3132, *Journal of Mechanics*, 3(1) pp.75-87, (2011)
3. "The Modeling of homogeneous bubble nucleation in liquids: A Probable Mechanism", ISSN 0674-3038, *American Journal of Mathematics and Sciences* Vol.1 No 1 pp 33-43 (2012)
4. "A Current Perspectives of Corrected Operator Splitting for Systems", *Mathematical Theory and Modeling*, ISSN 0874-3134, Vol. 2, No.8 (2012), ISSN: 2224-5804 (print), ISSN 2225-0522 (online), www.iste.org/USA
5. "An Investigation of Solving Multidimensional Multiphase Flow: Stream line front tracking method", ISSN 2974-3138, Vol. 3, No. 1, 2013, *Industrial Engineering Letters, USA*
6. "An Analytical approach to Heat Transfer in Single and Multiphase System", ISSN 2225-0638 (online), *Advances in Physics Theories and Applications*, Vol.16, pp.75-87 (2013) www.iste.org
7. "Advances in Numerical Modeling of Heat Exchanger Related Fluid Modeling of Heat Exchanger Related Fluid Flow and Heat Transfer", ISSN 2327-8269, *American Journal of Engineering Science and Technology Research*, Vol.1 No9, pp. 156-166 (online) 2327-8269, (2013) www.ajestr.com
8. "An Analytical and Coherent approach of Hybrid Analysis of Heat Conduction", ISSN 2327-3138, *International Journal of Materials, Methods and Technologies* Vol2 No. 1, pp 1-8, (2014) online, www.ijmmt.com
9. "An Analysis of Stability of Hydromagnetic Thermally Convective Flow Through Porous Media", ISSN 5674-3134, *International Journal of Engineering Applied Technical Research*, Vol. 2, No 2, pp 1-11, (2014), www.ijeatr.org

10. "A Holistic Approach with special reference to Heat Transfer in Multicomponent Porous Media", ISSN 5674-3138, *Journal of Computational Multiphase Flows* Vol.2 No.2 pp.91-101 (2010)
11. "An investigation into Qualitatively Behaviour on the Mixture Model for Multiphase Flow", ISSN 0974-3130, *International Journal of Mechanical Engineering and Materials Sciences*, 3(1) January-June, pp.37-45 (2010)
12. "An Analytical approach to three dimensional Stratified Laminar gas liquid Two phase pipe flow models", ISSN 7974-3138, *International Journal of Mathematical Sciences* No. Vol.10 No. 1-2, January-June (2011) pp.35-48
13. "A Comparative study of Pressure based Algorithms for single-fluid and Multifluid and flows: An overview", ISSN 0974-3138, *International Journal of Fluids Engineering* Vol.3 No.1 (2011) pp. 1-40.
14. "A Modeling Study of Microscale Convection on the Heat Transfer Mode of a Fluid", ISSN 0974-3131, *British Journal of Mathematics & Computer Science* 1(4): 181-193, 2011 www.sciedomains.org
15. "A Computational Study of Stream function-vorticity formulation of incompressible flow and Heat Transfer Problems", ISSN 0874-3138, *Applied Mechanics and Materials* Vol.52-54 (2011) pp.511-516.
16. Attended International Conference
 - c) Participated ICCFD, Germany, Berlin, WASET 2015 held on 21-22 May, 2015.
 - d) Session Chair ICCFD, Germany, Berlin, WASET 2015 held on 21-22 May, 2015.

Dr. Sikha Saikia

Paper published

1. Building up Confidence in Learning Mathematics with Special Reference to the Subject 'Business Mathematics': A Bird View Analysis, Proceeding, National Seminar on Mathematics Education, Morigaon College, Assam, 77-80, 2014, ISBN : 978-81-930638-2-8

20. Areas of consultancy and income generated

N/A.

21. Faculty as member in

a) National Committees b) International Committees c) Editorial Boards

Dr. A.K. Borah is entitled in national and International Editorial Board Members, Managing Editor in 'IJNSA'

22. Students projects

a) Percentage of students who have done in-house projects including inter departmental/ programme.

N/A

b) Percentage of students placed for projects in organizations outside the institution i.e. in Research laboratories/ Industry/ other agencies

N/A .

23. Awards/ Recognitions received by faculty and students

N/A .

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

N/A .

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

a) National

N/A.

b) International

N/A.

26. Student Profile programme/ course wise :

Name of the Course/programme (refer question no 4)	Application received	Selected	Enrolled		Pass percentage
			*M	*F	
2012-15	1	1	1	-	-
2013-16	1	1	1	-	-

*M = Male *F=Female

27. Diversity of Students

Name of the course	% of students from the same state	% of students from other states	% of students from abroad
UG	100%	0	0

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

N/A

29. Student Progression

Student Progression	Against% enrolled
UG to PG	100%
PG to M.Phil	—
PG to Ph.D	—
PhD to Post Doctora	—
Employed (other than campus recruitment)	-
Entrepreneurship/Self-employment	-

30. Details of infrastructural facilities

a) Library

b) Internet facility for Staff & Students

c) Class rooms with ICT facility

d) Laboratories

- Library (with 250 Nos. of books)

- Internet facility for staff only

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

N/A.

32. Details on student enrichment programme (special lecture/ workshops/ seminar) with external experts

N/A

33. Teaching methods adopted to improve student learning

- Lecture method supported by audio-visual aids.

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

N/A .

35. SWOC Analysis of the department and Future plans

Strength -

There are three faculty members in the department of Mathematics. All of them are Ph.D. holders having national and international citations. At present, two major research projects have been running in the department. One is sponsored by UGC and other by CSIR .

One member of the department, Dr. Jnanjyoti Samah is a Ph.D. guide under Gauhati University. Another faculty member Dr. A K . Borah have chaired international seminars abroad and is in the editorial board of International Journal.

Weakness -

Being a non-science stream college and because of the communication bottleneck of the area, department has suffered poor enrolment in the Arts Stream . Although the faculty members have been trying to motivate students from 10+2 level for learning Mathematics, still it does not get much impact.

Opportunities-

The department may utilize its strength for professional courses like BBA , BCA or MCA if these courses are introduced in the college in future. The department may also offer short term certificate courses for professional enhancement and also for interviews like Teacher Eligibility Test, SSC , Bank Examinations etc.

Challenges-

Popularising mathematics in the Arts stream is a challenge. A challenge has to be taken to build up a feeder group for learning Mathematics. However, for that introduction of a comprehensive curriculum of Mathematics from High School level is also essential.

Evaluative Report of the Department

1. **Name of the Department** : Political Science
2. **Year of Establishment** : 1978
3. **Name of programmes/ Courses offered** : B A .
4. **Name of Interdisciplinary courses and the departments/ units involved** : N/A
5. **Annual/ semester/ choice based credit system**

Session	System (programmewise)
2011-2012	Semester and Annual system
2012-2013	Semester and Annual system
2013-2014	Semester system
2014-2015	Semester system

6. **Participation of the Department in the courses offered by other departments** :

N/A .

7. **Courses in collaboration with other universities, industries, foreign institutions, etc .**

N/A .

8. **Details of courses/ programmes discontinued with reasons**

N/A .

9. **Number of teaching posts .**

	Sanctioned	Filled
Professors	-----	-----
Associate professors	1	1

Asst. professors	3	2
------------------	---	---

10. Faculty profile with name, qualification, designation, specialization ,

Name	Qualification	Designation	Specialization	No of Years of Experience	No of PhD students guided for the last 4 Years
Dr.M allika Kandali	M A .,PhD ., Diploma in Oriya	Associate Professor	Public Administration	22	N il
B idisha Bora	M A ., M Phill	Assistant Professor	International Politics	14	N il
Deepan Das	M A ., M Phill, DCA ,DHRs	Assistant Professor	Government and Politics	03	N il

11.List of senior visiting faculty

Dr.K Borah, Arya Vidyaapeeth College delivered lecture on "Human Rights in the 21st Century on 10th December, 2014.

12.Percentage of lectures delivered and practical classes handled by temporary faculty

Sessior	Lectures (percentage)
2011-2012	
2012-2013	
2013-2014	23%
2014-2015	25%

13 Student – Teacher Ratio

	2011-12	2012-13	2013-14	2014-2015
Major	6:1	13:1	8:1	12:1
General	56:1	129:1	111:1	122:1

14.Number of academic support staff and administrative; sanctioned and filled

N/A .

15. Qualification of teaching faculty

PhD	1
M. Phil	2
PG	

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

Number of faculty with ongoing project	Funding agencies	Grants received
2	UGC	3,52,000/-

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

N/A .

18. Research Centre/ facility recognized by the University

N/A .

19. Publications

- * Publication per faculty
- * Number of papers published in peer reviewed journals (national/ international) by faculty and students
- * Number of publications listed in International Database (For Eg: Web of Science, Scopus, Humanities International Complete, Dare Database – International Social Sciences Directory, EBSCO host, etc.)
- * Monographs
- * Chapter in Books
- * Books Edited
- * Books with ISBN/ ISSN numbers with details of publishers
- * Citation Index
- * SNIP
- * SJR
- * Impact factor
- * h-index

Dr. Mallika Kandali

Paper Published

1. "Ankia Nat- The Vaishnava Theatra of Assam", *The Heritage*, 1 (2), 2011, ISSN : 2229-5399

Book with ISBN/ ISSN numbers with details of Publishers

1. *Nrityakala Prasanga aru Satriya Nritya*, W ritten Word, N L Publication, 2011, Guwahati, ISBN : 978-93-81183-66-3

Bidisha Bora

Paper Published

1. "A re Women Really empowered in the Private Domain", Sipajhar College, Darrang, 2014, ISBN : 987-81-930723-0-1

Deepan Das

Papers Published:

1. "The Constraints of Micro-Credit and Empowerment of Women through Ministry of Rural Development", Moridhol College, 2012, ISBN -978-81-923294-0-6
2. "Gandhi's Concept of Basic Education: Its Relevance in Present Society", Moridhol College, 2012, ISBN -978-81-923294-1-3
3. "Human Rights Violation in North East India with special reference to Women's Rights in Assam", Dhakuwakhana College, 2012, ISBN -978-93-81689-31-8.
4. "Gandhi's Concept on Swaraj", Moridhol College, 2012, ISBN -978-81-923294-1-3
5. "Reform of the United Nation's Security Council: India's Impetus to Permanent Membership of Security Council", Tinisukia Women's College, 2012, ISBN -978-81-7213-184-5.
6. "Economic Empowerment of Women for Self Help Group", The NEF Journal of Commerce and Management, NEF Law College, Guwahati, 2(3), 2012, ISSN 2231-492X.
7. "Bureaucracy and Rural Development" NEF Journal of Judicial and Social Sciences, 2(1), 2012, ISSN 2231-4636
8. "Relevance of Gandhism in the Present Day Context", "The Marginal Voice, NE NAD", 1, 2012 ISSN 0976-853X

Book Written/ Edited

1. *Rajnoitik Tattwa*, Unika Prakashan, Jorhat, 2011, ISBN -978-81-921869-3-1
2. *Pachimiya Rajnoitik Chintadhara*, Bidya Bhawan, Jorhat, 2011, ISBN : 978-81-910983-5-8

3. *Western Political Thought* , National Library, Dibrugarh, 2013, ISBN : 978-81-8686012-6
4. *Bharatiya Sarkar aru Rajnitee* , Bidya Bhawan, Jorhat, 2012, ISBN 978-93-81784-10-5
5. *Lok Prashahsan* , Unika Prakashan, Jorhat, 2012, ISBN 978-93-82030-19-5
6. *Antorastriya Samparaka* , National Library, Dibrugarh, 2013, ISBN 978-81-923218-9-9
7. *Uttar Pub Bharatar Prakhapotot Asomor Rajnitee* , National Library, Dibrugarh, 2013, ISBN 978-81-923218-9-9
8. *Politics of North East India with special reference to Assam* , National Library, Dibrugarh, 2013, ISBN : 978-81-923218-6-X
9. *Tulanamulak Sarkar* , National Library, Dibrugarh, 2013, ISBN 978-81-923218-7-5
10. *Bharatiya Rajnoitik Chintadhara* , National Library, Dibrugarh, 2013, ISBN 978-81-8686084-7
11. *Antorjatik Ain* , Bidya Bhaban, Jorhat, 2013, ISBN : 978-93-81784-02-0
12. *International Law* , National Library, Dibrugarh, 2013, ISBN -978-81-8686005-3
13. *Bharatar Baidesik Nitee* , National Library, Dibrugarh, 2014, ISBN 978-81-8686085-4
14. *Bharatar Prashashan* , Unika Prakashan, Jorhat, 2014, ISBN 978-93-82030-62-1
15. *Bharatar Gramunnyanor Prashashan* , Bidya Bhawan, Jorhat, 2009, ISBN : 978-93-81784-88-4
16. *Bharatiya Sarkar Aru Rajnitee* , Assam Book Depot, Guwahati, 2012, ISBN 978-93-82384-27-4
17. *Mahila Adhyanan Parichaya* , Unika Prakashan, Jorhat, 2014, ISBN : 978-93-82030-72-0

20. Areas of consultancy and income generated

N/A.

21. Faculty as member in

a) National Committees b) International Committees c) Editorial Boards

Dr. Mallika Kandali

- i. Executive Board member (Government nominated) of NEZCC, Dimaapur under the Cultural Department, GOI

- ii. Sattriya Dance Expert in the Expert Committee of CCRT, New Delhi, under the Cultural and Human Resource Department, GOI
- iii. Research Assistant in the Editorial Board of Nartanam - a National Magazine on Dance
- iv. Programme Committee member (Government nominated) of EZCC, Kolkata, Department of Culture, GOI.

Mr. Deepan Das

- i. National Secretary from Assam in Bharatiya Dalit Sahitya Academy.

22. Students projects

a) Percentage of students who have done in-house projects including inter departmental/ programme.

N/A

b) Percentage of students placed for projects in organizations outside the institution i.e. in Research laboratories/ Industry/ other agencies

N/A

23. Awards/ Recognitions received by faculty and students

Awards of Dr. Mallika Kandali:

- 1. "Vishwa Nritya Diwas Purasker", 2011 - by Nataraj Dance and Music Akademi
- 2. "Devadasi National Award", 2014 - by Devadasi Nritya Mandir (one of the cultural organizations of Odissa)
- 3. "Chinta O Chetana National Award; 2015, by Information and Broadcasting, GOI, KITT University and COC Group.

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

NAME	DESIGNATION	ADDRESS
K.K. Deka	Journalist, News Live (on 10/03/2012)	
Pankaj Thakur	Sahitya Akademi Award Winner (on 12/02/2013)	
Prof. T.C. Das	Professor	
Dr. R. Thapa	Professor Dibrugarh University	

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

a) National: Nil

b) International: Nil

26. Student Profile programme/ course wise :

Name of the Course/ programme (w ith session)	Application received	Selected	Enrolled		Pass percentage
			*M	*F	
BA (2010-2013)		Gen-82	40	42	63%
BA (2011-2014)		Gen-95, M ajr-6	22	79	Gen-62% M ajr-100%
BA (2012-2015)		Gen-124, M ajr-6	50	86	-
BA (2013-2016)		Gen-108, M ajr-16	55	69	-

*M = M ale *F=Fem ale

27. Diversity of Students

Name of the course	% of students from the same state	% of students from other states	% of students from ab road
2011-12	98%	2%	
2012-13	98%	2%	
2013-14	99%	1%	
2014-15	99%	1%	

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

N/A

29. Student Progression

Student Progression	Against% enrollee
UG to PG	40%

PG to M Phil	—
PG to Ph.D	—
PhD to Post Doctoral	—
Employed (other than campus recruitment)	-
Entrepreneurship/Self-employment	-

30. Details of infrastructural facilities

- a) Library
- b) Internet facility for Staff & Students
- c) Class rooms with ICT facility
- d) Laboratories

- Library (with 300 Nos. of books)

- Internet facilities for staff only

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

N/A

32. Details on student enrichment programme (special lecture/ workshops/ seminar) with external experts

N/A

33. Teaching methods adopted to improve student learning

- Poster Display

- Seminar

- Group Discussion

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

- I. Survey on "Political Awareness and Consciousness" on 16-12-2014.
- II. Visit to the "Lightning testimonies" by Amar Kanwar on 20-06-2015.

35. SWOC Analysis of the department and Future plans

Strength:

- a) Adequate number of students take political science as their optional subject.
- b) Teaches students to exercise their political rights.
- c) Friendly relation between faculty and students.
- d) Class assignments are regularly given to the students.
- e) Class seminars are regularly held.

Weakness :

- a) Most of the students belong to poor families with poor educational backgrounds of their parents.
- b) Majority of the students fail to enroll themselves in Masters Degree programme due to their economic constraints.

Opportunity :

- a) Students can pursue their studies in law , international politics etc.
- b) Students are able to create political awareness in the Society.

Challenges :

- a) Students from vernacular medium find problems in pursuing Major courses through English medium . Teachers have to take care of this problem .

Future Plan :

- a) To open a diploma course in Human Rights.
- b) More Departmental activities like publication of Journal with ISSN , holding of seminars etc.