

The Annual Quality Assurance Report (AQAR) of the IQAC

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

Part – A

I. Details of the Institution

1.1 Name of the Institution

Golaghat Commerce College

1.2 Address Line 1

Jyotinagar, Golaghat - 785621

Address Line 2

Near Jyotinagar Namghar, Golaghat

City/Town

Golaghat

State

Assam

Pin Code

785621

Institution e-mail address

pcomm_glt@bsnl.in

Contact Nos.

03774-284468

Name of the Head of the Institution:

Dr. Jatindra Nath Saikia

Tel. No. with STD Code:

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Mobile:

9435151015

Name of the IQAC Co-ordinator:

Dr. Jiban Jyoti Kakoti

Mobile:

9435922022

IQAC e-mail address:

iqacgcc2015@gmail.com

1.3 NAAC Track ID (For ex. MHCOCGN 18879)

ASCOGN10478

1.4 NAAC Executive Committee No. & Date:

EC/58/RAR/006 dated 10-03-2012

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

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

1.5 Website address:

www.golaghatcommercecollege.org

Web-link of the AQAR:

www.golaghatcommercecollege.org/AQAR

For ex. <http://www.ladykeanecollege.edu.in/AQAR2012-13.doc>

1.6 Accreditation Details

| Sl. No. | Cycle | Grade | CGPA | Year of Accreditation | Validity Period |
|---------|-----------------------|-------|-------|-----------------------|-----------------|
| 1 | 1 st Cycle | B+ | 75.25 | 2004 | Five Years |
| 2 | 2 nd Cycle | B | 2.80 | 2012 | Five Years |
| 3 | 3 rd Cycle | | | | |
| 4 | 4 th Cycle | | | | |

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

28/11/2004

1.8 AQAR for the year

2015-2016

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

- i. AQAR 2013-2014 submitted to NAAC on 31-12-2018
- ii. AQAR 2014-2015 submitted to NAAC on 31-12-2018

1.10 Institutional Status

University State Central Deemed Private

Affiliated College Yes No

Constituent College Yes No

Autonomous college of UGC Yes No

Regulatory Agency approved Institution Yes No

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

Type of Institution Co-education Men Women

Urban Rural Tribal

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

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

1.11 Type of Faculty/Programme

Arts Science Commerce Law PEI (Phys Edu)

TEI (Edu) Engineering Health Science Management

Others (Specify)

Tea Management & GST

1.12 Name of the Affiliating University (for the Colleges)

Dibrugarh University

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

| | | | |
|--|--------------------------------|------------------------------|--------------------------------|
| Autonomy by State/Central Govt. / University | <input type="text" value="-"/> | | |
| University with Potential for Excellence | <input type="text" value="-"/> | UGC-CPE | <input type="text" value="-"/> |
| DST Star Scheme | <input type="text" value="-"/> | UGC-CE | <input type="text" value="-"/> |
| UGC-Special Assistance Programme | <input type="text" value="-"/> | DST-FIST | <input type="text" value="-"/> |
| UGC-Innovative PG programmes | <input type="text" value="-"/> | Any other (<i>Specify</i>) | <input type="text" value="-"/> |
| UGC-COP Programmes | <input type="text" value="-"/> | | |

2. IQAC Composition and Activities

| | | | |
|---|---------------------------------|--------------------------------|--|
| 2.1 No. of Teachers | <input type="text" value="8"/> | | |
| 2.2 No. of Administrative/Technical staff | <input type="text" value="3"/> | | |
| 2.3 No. of students | <input type="text" value="2"/> | | |
| 2.4 No. of Management representatives | <input type="text" value="1"/> | | |
| 2.5 No. of Alumni | <input type="text" value="2"/> | | |
| 2.6 No. of any other stakeholder and community representatives | <input type="text" value="2"/> | | |
| 2.7 No. of Employers/ Industrialists | <input type="text" value="2"/> | | |
| 2.8 No. of other External Experts | <input type="text" value="1"/> | | |
| 2.9 Total No. of members | <input type="text" value="21"/> | | |
| 2.10 No. of IQAC meetings held | | | |
| 2.11 No. of meetings with various stakeholders: | No. | <input type="text" value="6"/> | Faculty <input type="text" value="4"/> |

Non-Teaching Staff Students Alumni Others

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

If yes, mention the amount

2.13 Seminars and Conferences (only quality related)

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

Total Nos. International National State Institution Level

(ii) Themes

2.14 Significant Activities and contributions made by IQAC

- Library resources were enhanced.
- PG Diploma in Tea Plantation and Management was introduced.
- A workshop on Imitation Jewellery Making was organized.

2.15 Plan of Action by IQAC/Outcome

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

| Plan of Action | Achievements |
|--|---|
| 1. Introduction of a self-financing course | PG Diploma in Tea Management was introduced |
| 2. Holding of a workshop on skill development. | A workshop on Jewellery making was organized. |

* Attach the Academic Calendar of the year as Annexure.

2.16 Whether the AQAR was placed in statutory body Yes No

Management Syndicate Any other body

Provide the details of the action taken

Part – B

Criterion – I

I. Curricular Aspects

1.1 Details about Academic Programmes

| Level of the Programme | Number of existing Programmes | Number of programmes added during the year | Number of self-financing programmes | Number of value added / Career Oriented programmes |
|------------------------|-------------------------------|--|-------------------------------------|--|
| PhD | | | | |
| PG | 1 Regular & 2 Distance | | | - |
| UG | 2 Regular & 2 Distance | - | - | - |
| PG Diploma | - | 1 | 1 | |
| Advanced Diploma | - | - | - | - |
| Diploma | - | - | - | - |
| Certificate | | | | - |
| Others | - | - | - | - |
| Total | 7 | 1 | 1 | - |
| Interdisciplinary | - | - | - | - |
| Innovative | - | - | - | - |

1.2 (i) Flexibility of the Curriculum: Core/Elective option

(ii) Pattern of programmes:

| Pattern | Number of programmes |
|-----------|----------------------|
| Semester | 4 (UG)+1(PG) |
| Trimester | - |
| Annual | 2 |

1.3 Feedback from stakeholders*

(On all aspects)

Alumni Parents Employers Students

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

**Please provide an analysis of the feedback in the Annexure*

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

No

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

No

Criterion – II

2. Teaching, Learning and Evaluation

2.1 Total No. of permanent faculty

| Total | Asst. Professors | Associate Professors | Professors | Others |
|-------|------------------|----------------------|------------|--------|
| 42 | 24 | 18 | Nil | Nil |

2.2 No. of permanent faculty with Ph.D.

9

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

| Asst. Professors | | Associate Professors | | Professors | | Others | | Total | |
|------------------|---|----------------------|---|------------|---|--------|---|-------|---|
| R | V | R | V | R | V | R | V | R | V |
| - | 4 | - | - | - | - | - | - | - | 4 |

2.4 No. of Guest and Visiting faculty and Temporary faculty

| | | |
|---|---|----|
| - | - | 20 |
|---|---|----|

2.5 Faculty participation in conferences and symposia:

| No. of Faculty | International level | National level | State level |
|------------------|---------------------|----------------|-------------|
| Attended | 3 | - | - |
| Presented papers | 2 | 3 | - |
| Resource Persons | - | - | - |

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

1. Enhancement of the use of ICT
 2. Procuring of relevant books.

2.7 Total No. of actual teaching days during this academic year

180

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

NIL

2.9 No. of faculty members involved in curriculum restructuring/revision/syllabus development as member of Board of Study/Faculty/Curriculum Development workshop 1

2.10 Average percentage of attendance of students 65%

2.11 Course/Programme wise distribution of pass percentage :

| Title of the Programme | Total no. of students appeared | Division | | | | |
|------------------------|--------------------------------|-------------|-------|-------|-------|--------|
| | | Distinction | I % | II % | III % | Pass % |
| B.A. | 166 | NIL | 0.6% | NIL | 1.4% | 12% |
| B.Com. | 164 | 1 | 12.8% | 22.5% | 6.7% | 42% |
| | | | | | | |

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

- IQAC encourages faculty members to attend Faculty Development Programmes such as RC, OC etc.
- Ensuring teaching learning to be student centric.

2.13 Initiatives undertaken towards faculty development

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

2.14 Details of Administrative and Technical staff

| Category | Number of Permanent Employees | Number of Vacant Positions | Number of permanent positions filled during the Year | Number of positions filled temporarily |
|----------------------|-------------------------------|----------------------------|--|--|
| Administrative Staff | 19 | 1 | 1 | - |
| Technical Staff | - | - | - | - |

Criterion – III

3. Research, Consultancy and Extension

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

IQAC encourages faculty members, students and alumni to publish research articles in journals (and in particular, in *Research Promoter*, a peer-reviewed journal published by the college) and to present papers in seminars and conferences.

3.2 Details regarding major projects

| | Completed | Ongoing | Sanctioned | Submitted |
|---------------------|-----------|---------|------------|-----------|
| Number | - | - | - | - |
| Outlay in Rs. Lakhs | - | - | - | - |

3.3 Details regarding minor projects

| | Completed | Ongoing | Sanctioned | Submitted |
|---------------------|-----------|----------|------------|-----------|
| Number | - | 1 | 1 | - |
| Outlay in Rs. Lakhs | - | 1,55,000 | 1,75,000 | - |

3.4 Details on research publications

| | International | National | Others |
|--------------------------|---------------|----------|--------|
| Peer Review Journals | - | 4 | - |
| Non-Peer Review Journals | - | - | - |
| e-Journals | - | - | - |
| Conference proceedings | | | - |

3.5 Details on Impact factor of publications:

Range Average h-index Nos. in SCOPUS

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

| Nature of the Project | Duration Year | Name of the funding Agency | Total grant sanctioned | Received |
|-----------------------|---------------|----------------------------|------------------------|----------|
| Major projects | | | | |
| Minor Projects | 2 | UGC | 3,33,000 | 1,10,000 |

| | | | | |
|--|---|---|---|---|
| Interdisciplinary Projects | - | - | - | - |
| Industry sponsored | - | - | - | - |
| Projects sponsored by the University/ College | - | - | - | - |
| Students research projects <i>(other than compulsory by the University)</i> | - | - | - | - |
| Any other(Specify) | - | - | - | - |
| Total | | | | |

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

ii) Without ISBN No.

3.8 No. of University Departments receiving funds from

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

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

3.10 Revenue generated through consultancy

3.11 No. of conferences organized by the Institution

| Level | International | National | State | University | College |
|---------------------|---------------|----------|-------|------------|---------|
| Number | - | - | - | - | - |
| Sponsoring agencies | - | - | - | - | - |

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

3.13 No. of collaborations International National Any other

3.14 No. of linkages created during this year

3.15 Total budget for research for current year in lakhs :

From Funding agency From Management of University/College

Total

3.16 No. of patents received this year

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

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

| Total | International | National | State | University | Dist | College |
|-------|---------------|----------|-------|------------|------|---------|
| - | - | - | - | - | - | - |

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

1

2

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

1

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

JRF SRF Project Fellows Any other

3.21 No. of students Participated in NSS events:

University level State level
National level International level

3.22 No. of students participated in NCC events:

University level State level
National level International level

3.23 No. of Awards won in NSS:

University level State level
National level International level

3.24 No. of Awards won in NCC:

University level State level
National level International level

3.25 No. of Extension activities organized

University forum College forum
NCC NSS Any other

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

NIL

Criterion – IV

4. Infrastructure and Learning Resources

4.1 Details of increase in infrastructure facilities:

| Facilities | Existing | Newly created | Source of Fund | Total |
|---|----------|---------------|----------------|-------|
| Campus area | 10 Acres | - | - | - |
| Class rooms | 39 | | - | 39 |
| Laboratories | 3 | - | - | 3 |
| Seminar Halls | 1 | | | 1 |
| No. of important equipments purchased (\geq 1-0 lakh) during the current year. | - | - | - | - |
| Value of the equipment purchased during the year (Rs. in Lakhs) | | - | - | |
| Others | NIL | | | |

4.2 Computerization of administration and library

The College has LAN connection with internet facility. Software packages are used for managing all the administrative activities.

4.3 Library services:

| | Existing | | Newly added | | Total | |
|------------------|----------|-----------|-------------|--------|-------|-----------|
| | No. | Value | No. | Value | No. | Value |
| Text Books | 6624 | 6,68,156 | 63 | 12,600 | 6687 | 680756 |
| Reference Books | 9521 | 13,70,965 | 109 | 26,055 | 9630 | 13,97,020 |
| e-Books | | | | | | |
| Journals | 3 | 520 | 2 | 740 | 5 | 1260 |
| e-Journals | | | | | | |
| Digital Database | | | | | | |
| CD & Video | | | | | | |
| Others (specify) | | | | | | |

4.4 Technology up gradation (overall)

| | Total Computers | Computer Labs | Internet | Browsing Centres | Computer Centres | Office | Departments | Others |
|----------|-----------------|---------------|----------|------------------|------------------|--------|-------------|--------|
| Existing | 60 | 19 | 1(BSNL) | - | 8 | 6 | 13 | 14 |
| Added | - | - | - | - | - | - | - | - |
| Total | 60 | 19 | 1 | - | 8 | 6 | 13 | 14 |

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

| |
|---|
| - |
|---|

4.6 Amount spent on maintenance in lakhs :

| | |
|--|------------------|
| i) ICT | 1, 11,000 |
| ii) Campus Infrastructure and facilities | - |
| iii) Equipments | - |
| iv) Others | 72,700 |
| Total : | 1, 83,700 |

Criterion – V

5. Student Support and Progression

5.1 Contribution of IQAC in enhancing awareness about Student Support Services

IQAC encourages the faculty members to make the students aware of Student Support Services available in the college. It also involves the office bearers of Students' Union to enhance awareness of students.

5.2 Efforts made by the institution for tracking the progression

Regular holding of unit tests and sessional exams, submission of assignment & participation in seminars/group discussions by students are some of the efforts made by the college to track students' progression.

5.3 (a) Total Number of students

| UG | PG | Ph. D. | Others |
|------|----|--------|--------|
| 1248 | 9 | - | - |

(b) No. of students outside the state

-

(c) No. of international students

-

| | | | | | |
|-----|-----|--------|-------|-----|--------|
| Men | No | % | Women | No | % |
| | 794 | 63.62% | | 454 | 36.37% |

| Last Year | | | | | | This Year | | | | | |
|-----------|----|-----|-----|-----------------------|-------|-----------|----|-----|-----|-----------------------|-------|
| General | SC | ST | OBC | Physically Challenged | Total | General | SC | ST | OBC | Physically Challenged | Total |
| 367 | 46 | 118 | 701 | - | 1232 | 369 | 68 | 103 | 708 | - | 1248 |

Demand ratio 1:1.25

Dropout 0 %

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

NIL

No. of students beneficiaries

-

5.5 No. of students qualified in these examinations

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

5.6 Details of student counselling and career guidance

No. of students benefitted

5.7 Details of campus placement

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

5.8 Details of gender sensitization programmes

5.9 Students Activities

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

State/ University level National level International level

No. of students participated in cultural events

State/ University level National level International level

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

Sports : State/ University level National level International level

Cultural: State/ University level National level International level

5.10 Scholarships and Financial Support

| | Number of students | Amount |
|--|--------------------|----------|
| Financial support from institution | - | - |
| Financial support from government | 155 | 4,45,310 |
| Financial support from other sources | - | - |
| Number of students who received International/ National recognitions | - | - |

5.11 Student organised / initiatives

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

Exhibition: State/ University level National level International level

5.12 No. of social initiatives undertaken by the students

5.13 Major grievances of students (if any) redressed: NIL

Criterion – VI

6. Governance, Leadership and Management

6.1 State the Vision and Mission of the institution

| |
|--|
| <p>Vision</p> <ul style="list-style-type: none"> To create competent and wholesome human beings capable of meeting the challenges and opportunities of life in the noblest and the most disciplined manner. <p>Mission</p> <ul style="list-style-type: none"> To cater to the academic and professional needs of the students. To create ethical human capital in the form of globally competent entrepreneurs, managers and businessmen. To rely on participatory management and a healthy student-teacher relationship in tune with the concept of <i>"My College"</i> in order to create a transparent and sustainable environment conducive to academic and administrative excellence. |
|--|

6.2 Does the Institution has a Management Information System

Yes, MIS is used in collecting and storing data, in the dissemination of information and in the use of biometric system for teachers' attendance in office and library management.

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

6.3.1 Curriculum Development

The college places its suggestions and recommendations on curriculum development to the affiliating university through its BOS members.

6.3.2 Teaching and Learning

A balanced use of ICT and conventional methodologies along with field studies are the strategies adopted by the institution.

6.3.3 Examination and Evaluation

Regular holding of in-semester and end-semester exams, timely evaluation of answer scripts, and holding of departmental seminars/group discussions are the strategies adopted for improvement in examination and evaluation.

6.3.4 Research and Development

Publication of **Research Promoter**, an ICSSR sponsored peer-reviewed research journal by the institution with ISSN, is the hallmark of sustaining a research culture in the college.

6.3.5 Library, ICT and physical infrastructure / instrumentation

The library is made fully automated and the installation of an e-library has been going on. ICT facilities are made available in the teaching-learning process, in the library and the office, in the digital and video-conferencing rooms, and in the seminar hall. Adequate physical infrastructures such as well equipped class rooms, indoor and outdoor stadiums, gymnasium, RO water purifiers, separate hostels for boys and girls etc. are made available.

6.3.6 Human Resource Management

Vigilance and accountability have been the hallmark of HRM in the institution. A strict vigil on the regular holding of classes is kept under the supervision of the Vice-Principal of the college. HOD(s) and individual teacher(s) are personally held responsible/accountable for any kind of irregularity and negligence of duties. Teachers are appointed as per the state govt. and UGC guidelines. Vacant posts are filled up as soon as govt. sanction is accorded. Biometric attendance has been made compulsory.

6.3.7 Faculty and Staff recruitment

Faculty and staff recruitment is done as per govt. sanction and guidelines. When situations demand recruitment is made on contractual basis as well.

6.3.8 Industry Interaction / Collaboration

Alumni from industrial/corporate sector are sometimes invited either to interact with students or to take classes. Sometimes field visits to industry are also arranged. We used to assign project works on industry when it was a compulsory paper for 6th semester B. Com. students.

6.3.9 Admission of Students

Admission of students is invariably made on the basis of merit with strict adherence to reservation guidelines of the government. Details pertaining to admission are made available in the college website.

6.4 Welfare schemes

for

| | |
|--------------|---|
| Teaching | Provision for loans and financial assistance for all faculty members from Employees' Thrift Society. |
| Non teaching | Provision for loans and financial assistance for all staff members from Employees' Thrift Society. |
| Students | Free admission and Book Bank facility for BPL and girl students. Modernized infrastructure facilities for all students. Scholarships in the government, the local MLA and the institutional levels. |

6.5 Total corpus fund generated

-

6.6 Whether annual financial audit has been done

Yes

No

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

| Audit Type | External | | Internal | |
|----------------|----------|--------|----------|-----------|
| | Yes/No | Agency | Yes/No | Authority |
| Academic | No | | No | |
| Administrative | No | | No | |

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

For UG Programmes Yes No

For PG Programmes Yes No

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

- External observers are appointed by the affiliating university.
- The ratio of invigilator and candidates is 1:30
- CC TV cameras are made mandatory in the examination halls/rooms.

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

- Representatives from affiliated colleges are inducted in Board of Studies.
- Autonomy is given to the affiliated colleges to choose from a number of programmes offered by the university.

6.11 Activities and support from the Alumni Association

The Alumni Association keeps a good rapport with the prominent alumni and motivates some of them to collaborate with and substantially contribute to the institution.

6.12 Activities and support from the Parent – Teacher Association

-

6.13 Development programmes for support staff

-

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

Plantation of saplings under the aegis of the college eco-club **Environer**, NCC and NSS, cleaning of the campus area, and appointment of sweepers for regular sweeping and cleaning of class rooms and the college campus are some of the initiatives taken by the institution to sustain an eco-friendly campus.

Criterion – VII

7. Innovations and Best Practices

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

Innovations:

- Wall magazines competition in the departmental level.
- Organizing discussions on burning topics of current affairs

Impact:

- Enhancement of writing and literary skills of students
- Arousing interest in current affairs.

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

Plan of action for the academic year 2015-2016:

- Purchase of books for the library
- Improving the quality of food in the canteen.
- Publication of the 2015 issue of the peer-reviewed journal **Research Promoter**.
- To implement the suggestions of the NAAC Peer Team.
- To develop infrastructure facilities.

Action Taken Report:

- Some very good books were purchased.
- The quality of food provided by the canteen has considerably improved.
- The 2015 issue of Research Promoter has been published.
- Communication skills of both teachers and students have developed through the introduction of papers like Business Communication and Communication Skills in the UG level.

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

1. Publication of the College Magazine, Wall Magazines and Hand Written Magazines.
2. Organizing Discussions on Burning Topics of Current Affairs.

Please refer to Annexure No. IV for details pertaining to Best Practices.

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

7.4 Contribution to environmental awareness / protection

- Preservation and plantation of trees.
- Removing of harmful plastic articles and wastes from the campus.
- Sensitization of students about environmental and energy conservation .

7.5 Whether environmental audit was conducted? Yes No

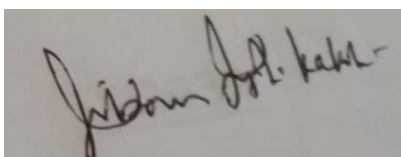
7.6 Any other relevant information the institution wishes to add. (for example SWOT Analysis)

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8. Plans of institution for next year

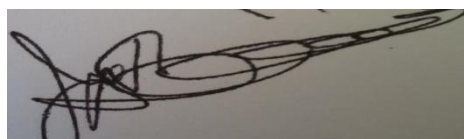
- To prepare AQAR
- To publish the next issue of the peer-reviewed journal **Research Promoter**.
- To complete the extension of the library.
- To enhance ICT in teaching learning.

Name: Dr. Jiban Jyoti kakoti



Signature of the Coordinator, IQAC

Name: Dr. Jatindra Nath Saikia



Signature of the Chairperson, IQAC

Annexure I

Abbreviations:

| | | |
|------|---|--|
| CAS | - | Career Advanced Scheme |
| CAT | - | Common Admission Test |
| CBCS | - | Choice Based Credit System |
| CE | - | Centre for Excellence |
| COP | - | Career Oriented Programme |
| CPE | - | College with Potential for Excellence |
| DPE | - | Department with Potential for Excellence |
| GATE | - | Graduate Aptitude Test |
| NET | - | National Eligibility Test |
| PEI | - | Physical Education Institution |
| SAP | - | Special Assistance Programme |
| SF | - | Self Financing |
| SLET | - | State Level Eligibility Test |
| TEI | - | Teacher Education Institution |
| UPE | - | University with Potential Excellence |
| UPSC | - | Union Public Service Commission |

Annexure-I A
Academic Calendar 2015-16

| | |
|--|--|
| 1 st August | Re-commencement of the 1 st , 3 rd & 5 th Semester Classes of the BA/ B.Com Programmes |
| 8 th -14 th August | 1 st Sessional Examination of the BA/ B.Com programmes (any four days) |
| 16 th – 23 rd August | Counseling for the BA/B.Com 1 st Semester Students and Mid Semester Feedback Assessment (any one day) |
| 16 th - 25 th August | Students' Union Election in the Degree Colleges (Any one day) |
| 17 th August | Last date for submission of Filled in Registration Forms of the BA/ B.Com 1 st Semester Students by the Colleges at the University |
| 18 th August | Last date for notification of 1 st Sessional Examination Marks of the BA/ B.Com Programmes in the Departmental Notice Boards |
| 1 st - 10 th September | Internal Assessment of the BA/ B.Com Programmes through Seminar/ Group Discussion etc. |
| 26 th September | 1. Last Date for Assignment Submission by the students (if any) of the BA/B.Com Programmes in the Semester System 2. Last date for Submission of the filled in Examination Forms of the BA/ B.Com End Semester Examinations by the Colleges at the University |
| 1 st – 9 th October | 2 nd Sessional Examination of the BA/B.Com Programmes (any four days) |
| 23 th October | 1. Last date for notification of 2 nd Sessional (BA/ B.Com Programmes in the Semester System) Examination Marks in the Departmental Notice Boards 2. Completion of the Odd Semester Classes of the B.A./B.Com Programmes |
| 1 st – 30 th November | End Semester Examinations of the BA/B.Com Programmes |
| 30 th November | Last date for submission of Internal Assessment marks and Practical Examination marks of the Students of the BA/ B.Com Programmes to the University |
| 1 st -31 st December | Semester End vacation for the teaching staff of the Colleges conducting BA/B.Com Programmes |
| 1 st January | 1. Commencement of the Even Semester Classes 2. Notification of Class Routine (College & Departmental), Course Plans etc. in the Notice Boards |
| 20 th - 31 st January | College Week (any seven days) |
| 9 th -15 th February | Declaration of the results of the Odd Semester B.A./ B.Com. Programmes |
| 16 th – 23 rd February | 1 st Sessional Examination of the 2 nd & 4 th and 6 th Semester of the B.A./B.Com. Programmes (any four days) |
| 26 th – 28 th February | Counseling for the Students of the B.A./B.Com Programmes and Mid Semester Feedback Assessment (any one day) |
| 2 nd March | Last date for notification of 1 st Sessional Examination Marks of the 2 nd , 4 th and 6 th Semester BA/B.Com Programmes in the Departmental Notice Boards |
| 23 rd March | Last date for submission of filled in Examination Forms of the B.A./B.Com. End Semester Examinations (2 nd , 4 th & |

| | |
|--|--|
| | 6 th Semester) by the colleges at the University |
| 2 nd – 9 th April | 2 nd Sessional Examinations of the B.A./B.Com. Programmes (any four days) |
| 20 th April | 1. Last date for submission of Assignment by the students of BA/B.Com Programmes (if any) 2. Completion of the even semester classes of the BA/ B.Com. Programmes 3. Last date for notification of 2 nd Sessional Examination Marks of the BA/ B.Com Programmes in the Departmental Notice Boards |
| 2 nd – 31 st May | End Semester Examinations of the BA/ B.Com. Programmes |
| 31 st May | Last date for submission of Internal Assessment marks and Practical Examination marks of the 2 nd , 4 th & 6 th Semester Students of the B.A./ B.Com Programmes to the University |
| 11 th May -30 th May | Admission Notice and Completion of the Admission Process in the BA/B.Com 1 st Semester Classes |
| 1 st - 30 th June | Admission to the BA/B.Com 3 rd & 5 th Semester Classes |
| 7 th June | 1. Commencement of the Odd Semester Classes of the BA/B.Com. Programmes 2. Notification of Class Routine in the Colleges. 3. Notification of Course Plan/ Departmental Class Routine in the Dept. Notice Boards of the Colleges. |
| 1 st - 31 st July | Mid Semester Vacation for the teaching staff of the colleges |
| 10 th – 16 th July | Declaration of the B.A./B.Com. Even Semester Examination results |

Annexure II

Analysis of

Students' Feedback on Teachers' Performance, Course Content, Teaching Learning, Evaluation and Infrastructure Facilities

Academic Year: 2015-2016

The feedback was conducted by the IQAC on the basis of a format prepared for the purpose with the objective of obtaining students' response to the overall performance of the institution in assisting them to arrive at their academic and career goals. Feedback was taken from the 6th semester students on a particular day fixed for the purpose. Feedback was taken from only those students who were present on that particular day. In order to encourage free and fair feedback the students are instructed to offer anonymous feedback. The feedback conducted for the Academic Year 2015-2016 reveals the strength and weaknesses of individual teachers, course content, teaching learning process, evaluation system, and infrastructure facilities of the institution.

The feedback on the performance of individual teachers reveals that 19% teachers are Excellent, 32% are Very Good, 20% are Good, and 29% are Poor.

The feedback on the course content shows that while it is adequate, the syllabi for Semester courses (both Arts & Commerce) are too lengthy to be completed during each semester. For 18% students the course content is average, for 57% students it is good, for 19% students it is very good, while for 6% students it is excellent.

For 45% students the teaching learning process of the institution is excellent, for 20% it is very good, for 16% it is good, while for 19% students it is poor.

As students' feedback on evaluation reveals that the evaluation process of the institution needs some modification. 67% students are not fully satisfied with the evaluation process of the institution. Though these students rate the evaluation process as good, their suggestions reveal the need for streamlining the diverse evaluation criteria such as Attendance, Assignment, Seminar Presentation, Sessional Examinations, etc. 21% rate the process as excellent, while 12% rank it as very good.

The feedback on infrastructure facilities provided by the institution is quite good and satisfactory. 73% students are quite happy with the facilities available in the college. They rate them as excellent. 11% students rank them as very good, while 16% rate them as good.

Steps Taken for Improvement:

- Teachers have been informed by the Principal about students' feedback on them and the poor performing teachers are advised to do adequate homework before coming to the class room.
- The Class Routine is rearranged for timely completion of the syllabi.
- The teachers are advised to make a judicious use of ICT and conventional methodology in teaching learning process.
- Departmental Heads are advised to streamline various criteria for the evaluation of students' performance to the satisfaction of the students.
- Infrastructure facilities have been enhanced.

Annexure III

Research and Publications

Academic Year: 2015-2016

Research Paper Presented in National Seminars/Conferences

| Name of the Faculty | Title of paper presented | Title of Conference/Seminar | Organised by |
|---------------------|--|---|--|
| Dr.Devajit Dutta | Asomiya Bhasa, Sahitya Sanskriti Aru Mamoni Raisom Goswami | Assamese Language, Literature, Culture and Mamoni Raisom Goswami. | Furkating College, on 28 th & 29 th June, 2015 |
| Dr.Devajit | ICT and E-Learning in Higher | Changing Scenario in Teaching, Learning | D.R. College, on 31 st |

| | | | |
|---------------------|---|--|--|
| Dutta | Educations. | and Evaluation System in Higher Education | Oct. & 1 st Nov. 2015 |
| Mrs. Jyotirupa Bora | Attended | NACC Sponsored national Seminar on Changing Scenario in Teaching-Learning and Evaluation system of Higher Education. | D.R. College on 31 st Oct. & 1 st November, 2015 |
| Mrs. Archana Nath | “Manabatabadi Dristibhangire Mamoni Raisom Goswami Neela kanthi Braja” Upnyahi Abhumuki” | UGC Sponsored national Seminar on Assamese Language, Literature, Culture and Mamoni Raisom Goswami. | Furkating College, 28 th & 29 th June, 2015 |
| Mrs. Archana Nath | “Selection of proper method in Teaching-Learning Process.” | NACC Sponsored National Seminar on changing Scenario in Teaching Learning and Evaluation System of Higher Education. | D.R. College on 31 st Oct. & 1 st November, 2015 |

Research Papers Presented in International Conferences

Academic Session: 2015-2016

| Sl. NO. | Name | Papers Name | | |
|---------|----------------------|---|--|---|
| 1 | Biswajyoti Doley | Empowerment of Rural Missing Women in Village Society. | Women Empowerment issues and challenges. | Deptt. of Economics Gossaigaon College, Gossaigaon. |
| | | Weaving Entrepreneurial Marketing of Missing Women in Assam. | Regional Conflict and Entrepreneurship Development, with special Reference to North-East Asia. | Deptt. of Commerce Assam University, Diphu Campus. |
| 2 | Manash Protim Sarmah | General Entrepreneurship Development: A study on the synergies of Entrepreneurship and Tourism Development in North-East India. | Regional Conflict and Entrepreneurship Development, with special Reference to North-East Asia. | Deptt. of Commerce Assam University, Diphu Campus. |

Research Papers Published in Peer Reviewed Journals

Academic Year: 2015-2016

| Sl. No | Name | Title of Paper | Name of Journal | Volume | ISSN |
|--------|----------|---|-------------------|--------|-----------|
| 1 | Atul Das | Organic Tea Production in Assam with Special reference to | Research Promoter | V | 2231-0193 |

| | | | | | |
|---|----------------------|---|---|-------------|-------------------|
| | | Hatikhuli Tea Estate. | | | |
| 2 | Biswajyoti Doley | Rural Mising Women Entrepreneurs and their Marketing problem with special Reference to Golghat District of Assam. | Research Promoter | V | 2231-0193 |
| 3 | Manash Protim Sarmah | A study of Pradhan Mantri Jan-Dhan Yojana National Mission on financial Inclusion. | Research Promoter | V | 2231-0193 |
| 4 | Rinki Das | I. Financial Inclusion in Rural Areas in Assam Issues and Challenges. | North-East Vision | Vol.2 | 2349-1698 |
| 5 | | II. Issues and Challenges of Pottery Marketing in Rural Market in Demow, Sibsagar, Assam. | Rural Marketing in North-East Issues and challenges | Proceedings | 978-81-924389-9-3 |

Successful Completion of Ph. D. /M. Phil.

Academic Session 2015-2016

| Sl. No. | Name of the Faculty | Subject | University | Title of the Thesis | Year |
|---------|----------------------|----------|----------------------|--|------|
| 1 | Manash Pratim Sarmah | Commerce | Dibrugarh University | Information Technology and Changes in Banking Habits: A Study on the Teachers of Provincialised Colleges of Golaghat District, Assam | 2015 |

Faculty Pursuing Ph. D. /M. Phil.

Academic Session 2015-2016

| Sl. No. | Name of Faculty | Subject | University | Ph. D. /M. Phil. | Title of Research Work | Year of Registration |
|---------|-----------------|----------|----------------------|------------------|--|----------------------|
| 1 | Atul Kumar Das | Commerce | Dibrugarh University | Ph. D. | Organic Tea Cultivation of Assam: An Empirical Study | 2015 |

Research Guide for Ph. D. & M. Phil.

| Sl. No. | Name of the Faculty | Subject | University | No. of Research Scholar | period |
|---------|------------------------|----------|----------------------|-------------------------|---------|
| 1. | Dr. JatindraNathSaikia | Commerce | Dibrugarh University | 2 | 2015-16 |

Annexure IV

Best Practices

Academic Year: 2015-2016

Best Practice No. 1:

1. Title: Publication of the College Magazine, Wall Magazines and Hand Written Magazines.

2. Goal:

- To provide a platform for the students to develop their literary and writing skills.
- To involve more and more students directly in the preparation, editing and publication of these magazines.
- To inculcate a sense of belongingness among the students to their respective departments in particular and the institution at large.

3. Challenges:

- Motivating the students to contribute their writings to these magazines.

4. The Practice:

- Involvement of a large number of students in developing their writing skills.
- Augmentation of a friendly student-teacher relationship.
- Strengthening departmental fraternity.
- Organizing of Wall Magazine competition in the departmental level.

Constraints/Limitations

- Lack of interest among the greater number of students to contribute to the magazines.
- Plagiarism and below standard writings contributed by the students.

5. Evidence of Success:

- Gradual increase of contributors to the magazines.
- Involvement of more and more students at the time of preparation of Wall Magazines for participating in the competition held in the departmental level.
- Strengthening of student-teacher relationship particularly in the departmental level.

6. Problems Encountered and Resources Required:

- To sustain students' interest both in the departmental and the institution level for successful publication of these magazines.

- Resources for publication of the college magazine are provided by the management while the cost of publication of wall magazines is borne by the teachers of the respective departments.

Best Practice No. 2:

1. Title: Organizing Discussions on Burning Topics of Current Affairs

2. Goal:

- To involve both students and teachers in sharing their views on the burning issues of current affairs.
- To acquaint the students with the issues which affect public life.
- To contribute to the development of knowledge.

3. Challenges:

- To motivate students and teachers to remain updated with current affairs.
- Participation of very few students in the discussions.

4. The Practice:

- Organizing of discussions on current issues such as Demonetization, Annual Budget, GST, Election Results, Income Tax, Intolerance, etc.
- Making the students aware of current affairs and encourage them to study these issues.

Constraints/Limitations

- Only selective current affairs can be discussed.
- Lack of expertise in issues relating to science and technology.

5. Evidence of Success:

- Gradual increase in the number of participants in such discussions.
- Familiarity with the issues affecting the practical world.

6. Problems Encountered and Resources Required:

- Making these issues interesting to the students so that an overwhelming response can be expected.
- Resource has never been a constraint since such discussions involve a meagre amount of money.