

## 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:

-

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. MHCOGN 18879)

ASCOGN10478

1.4 NAAC Executive Committee No. & Date:

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

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

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

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 <sup>st</sup> Cycle	B+	75.25	2004	Five Years
2	2 <sup>nd</sup> Cycle	B	2.80	2012	Five Years
3	3 <sup>rd</sup> Cycle				
4	4 <sup>th</sup> Cycle				

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

28/11/2004

1.8 AQAR for the year

2016-2017

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
- iii. AQAR 2015-2016 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	-		
University with Potential for Excellence	-	UGC-CPE	-
DST Star Scheme	-	UGC-CE	-
UGC-Special Assistance Programme	-	DST-FIST	-
UGC-Innovative PG programmes	-	Any other ( <i>Specify</i> )	-
UGC-COP Programmes	-		

## **2. IQAC Composition and Activities**

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

- Preparation of the IIQA was undertaken.
- Internal Audit of the institution was done.

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. Preparation of AQAR & IIQA	The AQAR was successfully prepared.
2. Preparation for Internal Audit	Internal Audit was successfully done.

\* 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

The AQAR was approved by the college Governing Body.

## 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	1	-	-
UG	2 Regular & 2 Distance	-	-	-
PG Diploma	1	1	1	
Advanced Diploma	-	-	-	-
Diploma	-	-	-	-
Certificate	1	1	1	-
Others	-	-	-	-
<b>Total</b>	9	2	2	-
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
41	24	17	Nil	Nil

2.2 No. of permanent faculty with Ph.D.

10

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
-	5	-	-	-	-	-	-	-	5

2.4 No. of Guest and Visiting faculty and Temporary faculty

-
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-
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19
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2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended	2	-	-
Presented papers	1	5	-
Resource Persons	-	-	-

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

1. Participation of students in panel discussion.  
 2. Use of excursion as a means of learning.

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 70%

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.	229	2	4.8%	11.7%	5.7%	22.5%
B.Com.	189	NIL	5.8%	6.8%	20.6%	33.3%

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

- Ensure the regular holding of classes.
- Monitoring of the conduct of Sessional Exams and the Evaluation of Answer Scripts.
- Evaluate students' progression after each Sessional Exam.

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	2	-	-
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	2	-
Outlay in Rs. Lakhs	-	1,75,000	3,90,000	-

#### 3.4 Details on research publications

	International	National	Others
Peer Review Journals	1	3	-
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	-	UGC	3,90,000	-

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		2	1	-	-
Sponsoring agencies		UGC	-	-	-

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	38			38
Laboratories	3	-	-	3
Seminar Halls	1	-	-	1
No. of important equipments purchased ( $\geq$ 1-0 lakh) during the current year.	3	-	-	3
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	6687	6,80,756	302	30,280	6989	7,11,036
Reference Books	9630	13,97,020	305	1,63,022	9935	15, 60,042
e-Books						
Journals	5	1,260	-	-	5	1,260
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	2	-	-	-	-	2	-	-
Total	62	19	1	-	8	8	13	14

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

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

i) ICT	-
ii) Campus Infrastructure and facilities	-
iii) Equipments	1,15,000
iv) Others	-
<b>Total :</b>	<b>1,15,000</b>

## 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
1310	9	-	8

(b) No. of students outside the state

-

(c) No. of international students

-

No	%
857	65.48

Men

Women

No	%
453	34.58

Last Year						This Year					
General	SC	ST	OBC	Physically Challenged	Total	General	SC	ST	OBC	Physically Challenged	Total
369	68	103	708	-	1248	418	74	110	708	-	1310

Demand ratio 1:1.20

Dropout 11 %

#### 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

A one day workshop on Career Counselling and Motivation was organized by the ECGC of the institution at Melamora High School, which has been adopted by the institution as Partners in Progress.

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	138	4,45,190
Financial support from other sources	-	-
Number of students who received International/ National recognitions	-	-

5.11 Student organised / initiatives

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

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"> <li>To create competent and wholesome human beings capable of meeting the challenges and opportunities of life in the noblest and the most disciplined manner.</li> </ul> <p>Mission</p> <ul style="list-style-type: none"> <li>To cater to the academic and professional needs of the students.</li> <li>To create ethical human capital in the form of globally competent entrepreneurs, managers and businessmen.</li> <li>To rely on participatory management and a healthy student-teacher relationship in tune with the concept of <b>"My College"</b> in order to create a transparent and sustainable environment conducive to academic and administrative excellence.</li> </ul>
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## 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 6<sup>th</sup> 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 to 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. It is because of the pro-active role played by the Alumni Association that we have been running a P.G. Diploma course in Tea Plantation and Management in our institution in collaboration with North Eastern Tea Association.

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 as a part of Swachh Bharat Abhijan, 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:

- Procuring of more books on issues affecting North East India for the library.
- Publication of the 2017 issue of **Research Promoter** basically on the theme of border issues.

Impact:

- Enhancement of reading habits of teachers and students with awareness about the Northeast.
- Enhancement of research culture in the institution and awareness about sensitive border issues.

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:

- Preparation of AQAR.
- Extension of the library building.
- Publication of the 2017 issue of the peer-reviewed journal **Research Promoter**.
- Enhancement in the use of ICT in teaching learning.

Action Taken Report:

- The AQAR is being prepared.
- The 2017 issue of Research Promoter has been published.
- Extension of the library building has been completed.
- ICT use is augmented.

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

1. Awareness Programmes Conducted in Collaboration with the District Administration
2. Procuring of Books on the Tribes of the North Eastern Region of India.

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

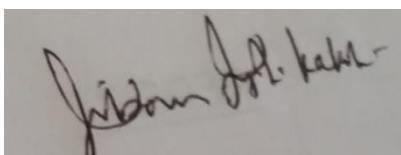
7.6 Any other relevant information the institution wishes to add. (for example SWOT Analysis)

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

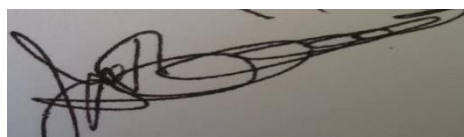
- To prepare for uploading IIQA.
- To publish the next issue of the peer-reviewed journal **Research Promoter**.
- To complete the installation of the e-library.
- To complete the new Computer Lab with provision for sixty computers.

Name: Dr. Jiban Jyoti kakoti



\_\_\_\_\_  
Signature of the Coordinator, IQAC

Name: Dr. Jatindra Nath Saikia



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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 2016-17**

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

	6 <sup>th</sup> Semester) by the colleges at the University
2 <sup>nd</sup> – 9 <sup>th</sup> April	2 <sup>nd</sup> Sessional Examinations of the B.A./B.Com. Programmes (any four days)
20 <sup>th</sup> April	<ol style="list-style-type: none"> <li>1. Last date for submission of Assignment by the students of BA/B.Com Programmes (if any)</li> <li>2. Completion of the even semester classes of the BA/ B.Com. Programmes</li> <li>3. Last date for notification of 2<sup>nd</sup> Sessional Examination Marks of the BA/ B.Com Programmes in the Departmental Notice Boards</li> </ol>
2 <sup>nd</sup> – 31 <sup>st</sup> May	End Semester Examinations of the BA/ B.Com. Programmes
31 <sup>st</sup> May	Last date for submission of Internal Assessment marks and Practical Examination marks of the 2 <sup>nd</sup> , 4 <sup>th</sup> & 6 <sup>th</sup> Semester Students of the B.A./ B.Com Programmes to the University
11 <sup>th</sup> May -30 <sup>th</sup> May	Admission Notice and Completion of the Admission Process in the BA/B.Com 1 <sup>st</sup> Semester Classes
1 <sup>st</sup> - 30 <sup>th</sup> June	Admission to the BA/B.Com 3 <sup>rd</sup> & 5 <sup>th</sup> Semester Classes
7 <sup>th</sup> June	<ol style="list-style-type: none"> <li>1. Commencement of the Odd Semester Classes of the BA/B.Com. Programmes</li> <li>2. Notification of Class Routine in the Colleges.</li> <li>3. Notification of Course Plan/ Departmental Class Routine in the Dept. Notice Boards of the Colleges.</li> </ol>
1 <sup>st</sup> - 31 <sup>st</sup> July	Mid Semester Vacation for the teaching staff of the colleges
10 <sup>th</sup> – 16 <sup>th</sup> 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: 2017-2018**

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 6<sup>th</sup> 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 2016-2017 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 22% teachers are Excellent, 35% are Very Good, 22% are Good, and 21% 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 50% students the course content is good, for 32% students it is very good, while for 18% students it is excellent.

For 51% students the teaching learning process of the institution is excellent, for 22% it is very good, for 21% it is good, while for 6% students it is poor.

As students' feedback on evaluation reveals that the evaluation process of the institution needs some modification. 46% 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. 28% rate the process as excellent, while 26% rank it as very good.

The feedback on infrastructure facilities provided by the institution is quite good and satisfactory. 75% students are quite happy with the facilities available in the college. They rate them as excellent. 13% students rank them as very good, while 12% 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 improve their performance.
- 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.
- Enhancement and addition of infrastructure facilities are made through RUSA grants.

**Annexure III**  
**Research and Publications**  
**Academic Year: 2016-2017**

**Research Papers Presented in International Conferences**

Sl. NO.	Name	Title of Paper	Topic	Organized by
1	Biswajyoti Doley	Handicraft Industry of Assam and its Role to Uplift the Socio-Economic status of Rural People.	Asom Vidya	Modern Indian Language and Literary studies, G.U.

**Research Paper Presented in National Seminars/Conferences**

Name of the Faculty	Title paper presented	Title Conference/Seminar	Organised by
Mrs. Nandini Baruah	Scripting the Male Protagonists in Short Stories of Tagore	Rabindranath Tagore and His Importance in Modern Literature and Society	M.D. Kanoi Girls' College, Dibrugarh, Assam on 9 <sup>th</sup> & 10 <sup>th</sup> June, 2017.
Mrs. Jyotirupa Bora	Gandhi's Satyagraha and Its Relevance in Modern India	UGC Sponsored national Seminar on relevance of Mahatma Gandhi and his Ideology in contemporary society.	JDSG College Bokakhat on 21 <sup>st</sup> &22 <sup>nd</sup> March, 2017
Mrs. Archana Nath	"Uttar Purbanchalat adhunik SiksharBistarAru Indira Miri"	National Seminar on Historical significance of Women in north-East Bharat with special reference to Assam.	Department of History, Jorhat KendriyaMahavidyalaya ,Assam 18 <sup>th</sup> & 19 <sup>th</sup> January, 2017
Mrs. Archana Nath	"Krishi Vhitik Utsav Hisape Bihu Aru Iyar Poriwartan"	ICSSR Sponsored National Seminar on Festivals of Ethnic Groups in North-East India.	Department of Sociology, Moran Mohila Mahavidyalaya ,Sivasagar, Assam. 6 <sup>th</sup> &7 <sup>th</sup> October,2016
Dr.Devajit Dutta	Relevance of Satyagraha of Gandhi	Relevance of Mahatma Gandhi and His Ideology in Contemporary Society	JDSG College, Bokakhat on 21 <sup>st</sup> & 22 <sup>nd</sup> March 2017
Dr.Devajit Dutta	Development in North Eastern Region of India: Agricultural Problems and Prospects – An Overview	Development in North Eastern Region of India: Agricultural Problems and Prospects	Debraj Roy College, Assam, 7 <sup>th</sup> & 8 <sup>th</sup> April, 2017.

Name of the Faculty	Title paper presented	Title Conference/Seminar	Organised by
Mrs. Neetima Sarmah	Environmental Issues in Gandhi's Ideology	Relevance of Mahatma Gandhi and his Ideology in contemporary Society.	Gandhi Study Centre, JDSG College, Bokakhat on 22 <sup>nd</sup> March 2017
Mrs. Sabita Saikia	"Bortoman samajar ussa siksha bibosthat Gandhijir adorsor Prasangikota."	UGC Sponsored National seminar on Relevance of Mahatma Gandhi and his Ideology in contemporary Society.	JDSG College, Bokakhat. On 21 <sup>st</sup> & 22 <sup>nd</sup> March 2017
Nandini Baruah	Globalization and Gender Inequality: A Study of <i>A Terrible Matriarchy</i>	Violation of Human Rights against Women in Rural India	D.K.D. College Teachers' Unit, Assam, on 25 <sup>th</sup> & 26 <sup>th</sup> October, 2016
Mrs. Mandira Bora	Environmental Issues in Gandhi's Ideology	National Seminar on "Relevance of Gandhi and his Ideology in Contemporary Society."	JDSG College, Bukakhat on 21 <sup>st</sup> & 22 <sup>nd</sup> March, 2017
Mr. Rajesh Jaiswal	Micro Finance through self-help group for small tea growers of Assam-A case study of Golaghat District.	UGC Sponsored National Seminar on Rural Finance in North Eastern Region of India: Issues and Challenges.	Golaghat Commerce College, Assam, on 27 <sup>th</sup> 28 <sup>th</sup> Sept. 2016

### **Research Papers Presented in International Conferences**

Sl. NO.	Name	Papers Name		
1	BiswajyotiDoley	Handicraft Industry of Assam and its Role to Uplift the Socio-Economic status of Rural People.	AsomVidya	Modern Indian Language and Literary studies, G.U.

### **Research Papers Published in Peer Reviewed Journals**

Sl. No	Name	Title of Paper	Name of Journal	Volume	ISSN
1	BiswajyotiDoley	Rice Marketing problem in Golaghat District of Assam.	International Journal Entrepreneurship and Business Environment	V	2279-0918

			perspective s.		
2	B. Doley	Traditional Handloom Weaving and Economic way of Missing Women in Rural Areas	Beeksha	XI	2278- 4128
3	Dr. NabamiGogoi	AhomhokolorBibahPaddhati "Chaolong" BiolekhanatmokAdhayana	JOSAAC	Vol.III	2348- 0602

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

Sl. No.	Name of the Faculty	Subject	University	Title of the Thesis	Year
1	Dr. JibanJyotiKakoti	English	Assam University,Silchar	Negotiating Home and Space in the Novels of Toni Morrison	2017

### Faculty Pursuing Ph. D. /M. Phil.

Sl. No.	Name of Faculty	Subject	University	Ph. D. /M. Phil.	Title of Research Work	Year of Registration
1	Manash Pratim Sarmah	Commerce	Dibrugarh University	Ph. D.	Agricultural Financing in Assam: A Study with Special Reference to SBI ADBs in Assam.	2017

### 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	2016-17

## **Annexure IV**

### **Best Practices**

**Academic Year: 2016-2017**

#### **Best Practice No. 1:**

**1. Title: Awareness Programmes Conducted in Collaboration with the District Administration**

**2. Goal:**

- Conducting awareness programmes on important issues such as casting votes, protecting environment, being conscious about legal matters, road safety etc.
- Involving various wings /departments of the District Administration to make these programmes more effective and inclusive.

**3. Challenges:**

- Keeping rapport with the people delegated by the District Administration for conducting the programmes.
- Too much formality associated with the involvement of the District Administration in these programmes.

**4. The Practice:**

- Involvement of the District Administration makes the programmes more authentic and serious.
- Students also take the programmes seriously.

**Constraints/Limitations:**

- Time management has been a constraint in view of busy schedules of the people delegated from the District Administration.

**5. Evidence of success:**

- More students and faculty members are involved in these programmes.
- Involvement of the District Administration brings more varieties and authenticity to these programmes.

**6. Problems Encountered and Resources Required:**

- The awareness programmes become more formal.
- Most of the time the entire expenditure has to be borne by the institution.

#### **Best Practice No. 2:**

**1. Title: Procuring of Books on the Tribes of the North Eastern Region of India**

**2. Goal:**

- To make the students familiar with the writings on the tribes of the North East.
- To make such writings easily accessible to the students.
- To motivate the students to know more about these tribes.

**3. Challenges:**

- Unavailability of books on some tribes of the North East.
- The challenge of motivating the students to go through these books.

**4. The Practice:**

- Inculcating reading habits among students.
- Making the best books on the tribes of the region accessible to them.
- Making them familiar with the lives of diverse people and societies of the region.

**Constraints/Limitations:**

- Selection of the most useful books for the students.
- Collection of books on the minor tribes of the region.

**5. Evidence of Success:**

- Some of the students have started showing interests in reading some of the books.
- Interested faculty members have also inculcated the habit of reading the books.

**6. Problems Encountered and Resources Required:**

- Some books are not easily available in the market.
- Resources for purchasing these books are available in the college.