

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:

(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 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

2017-2018

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
- iv. AQAR 2016-2017 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

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

- Academic Diary was introduced.
- AQAR was prepared.
- Six months Certificate Course in GST was introduced.

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. Introduction of Academic Diary	Academic Diary was successfully introduced

* 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.

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	-	-	-	-
Total	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.

12

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
2	5	-	-	-	-	-	-	2	5

2.4 No. of Guest and Visiting faculty and Temporary faculty

- - 19

2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended	2	-	-
Presented papers	2	10	-
Resource Persons	-	-	-

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

1. Creation of Whats App Groups in the Departmental Level
 2. Field work for boosting Teaching Learning

2.7 Total No. of actual teaching days

180

during this academic year

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 75%

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.	221	1	26 (11.76)	23(10.40)	1(0.45)	50(22.62)
B.Com.	187	NIL	25(13.36)	41(21.92)	9(4.81)	75(40.10)

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

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	-	-	-	-
Outlay in Rs. Lakhs	-	-	-	-

3.4 Details on research publications

	International	National	Others
Peer Review Journals	-	3	-
Non-Peer Review Journals	-	-	-
e-Journals	-	-	-
Conference proceedings	1	-	-

3.5 Details on Impact factor of publications:

Range Average h-index Nos. in SCOPUS

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

Nature of the Project	Duration Year	Name of the funding Agency	Total grant sanctioned	Received
Major projects	-	-	-	-
Minor Projects	-	-	-	-

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

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

ii) Without ISBN No.

3.8 No. of University Departments receiving funds from

UGC-SAP 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	1	-	-	-	-
Sponsoring agencies	AASTGA	-	-	-	-

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

2

-

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

-

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

JRF SRF Project Fellows Any other

3.21 No. of students Participated in NSS events:

University level State level
National level International level

3.22 No. of students participated in NCC events:

University level State level
National level International level

3.23 No. of Awards won in NSS:

University level State level
National level International level

3.24 No. of Awards won in NCC:

University level State level
National level International level

3.25 No. of Extension activities organized

University forum College forum
NCC NSS Any other

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

- Community Development Programme undertaken by NSS in Kabaru Gaon.

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	1	RUSA	40
Laboratories	3	-	-	3
Seminar Halls	1	1	RUSA	2
No. of important equipments purchased (\geq 1-0 lakh) during the current year.	3	4	RUSA	7
Value of the equipment purchased during the year (Rs. in Lakhs)		Rs. 13,50,000	RUSA	
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	6989	7,11,036	389	39,900	7378	7,50,936
Reference Books	9935	15, 60,042	654	2,38,206	10589	17,98,248
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.)

-

4.6 Amount spent on maintenance in lakhs :

i) ICT	-
ii) Campus Infrastructure and facilities	-
iii) Equipments	-
iv) Others	-
Total :	-

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
1307	14	-	37 (GST-25+Tea Mgmt 12)

(b) No. of students outside the state

-

(c) No. of international students

-

Men	No	%	Women	No	%
	864	66.10		443	33.89

Last Year						This Year					
General	SC	ST	OBC	Physically Challenged	Total	General	SC	ST	OBC	Physically Challenged	Total
418	74	110	708	-	1310	420	75	114	698	-	1307

Demand ratio 1:1.15

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

NIL

No. of students benefitted

NIL

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
22	179	-	17

5.8 Details of gender sensitization programmes

A talk on gender sensitization was held in the college under the aegis of the Women Cell.

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	56	1,44,153
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 "My College" in order to create a transparent and sustainable environment conducive to academic and administrative excellence.
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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 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 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 award winning books for the library and arranging them in a separate self.
- Publication of the 2017 issue of **Research Promoter** basically on the theme of border issues.

Impact:

- Enhancement of reading habits of teachers and students.
- 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 and uploading of IIQA.
- Introduction of Academic Diary.
- Publication of the 2017 issue of the peer-reviewed journal **Research Promoter**.
- Organizing an international seminar.
- To complete the installation of the E-library.
- To complete the construction of the new Computer Lab.

Action Taken Report:

- The AQAR is ready for uploading in the NAAC website and the IIQA is being revised and rectified.
- The Academic Diary has been introduced and every faculty member has been using it for recording various activities undertaken by them. However, some faculty members are lenient in using it in a regular basis. They have been urged to use it regularly.
- The 2017 issue of Research Promoter has been published.
- An international seminar on “Emergence of Small Tea Growers, Its Impact on Tea Industry and the Way Forward” was jointly organized by Golaghat Commerce College and All Assam Small Tea Growers Association on 7th April 2018.

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

1. Introduction of the Academic Diary
2. Procuring of books by award winning writers and arranging them in a separate book self in the library.

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

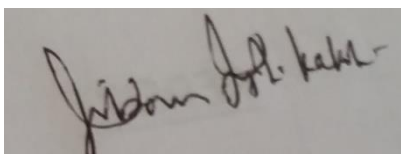
7.6 Any other relevant information the institution wishes to add. (for example SWOT Analysis)

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8. Plans of institution for next year

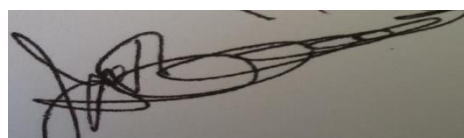
- To upload IIQA and SSR and prepare for NAAC Peer Team visit.
- To publish the next issue of the peer-reviewed journal **Research Promoter**.
- To complete the installation of the e-library.
- To complete the new Computer Lab with provision for sixty computers.

Name: Dr. Jiban Jyoti kakoti



Signature of the Coordinator, IQAC

Name: Dr. Jatindra Nath Saikia



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 2017-18

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	<ol style="list-style-type: none"> 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 2nd 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	<ol style="list-style-type: none"> 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: 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 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 2017-2018 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 20% teachers are Excellent, 35% are Very Good, 20% are Good, and 25% 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. However, 50% students mark the course content as good, neither as "very good" nor "excellent". For 30% students it is very good, while for 20% students it is excellent.

For 58% students the teaching learning process of the institution is excellent, for 23% it is very good, for 14% it is good, while for 5% students it is poor.

As students' feedback on evaluation reveals that the evaluation process of the institution needs some modification. 44% 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. 30% 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. 79% students are quite happy with the facilities available in the college. They rate them as excellent. 11% students rank them as very good, while 10% 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.
- Necessary modifications have been made in the Class Routine 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: 2017-2018

Research Paper Presented in National Seminars/Conferences

Academic Session: 2017-18

Name of the Faculty	Title of paper presented	Title of Conference/Seminar	Organised by
Dr. Devajit Dutta	Rural Women's Socio-Economic Empowerment through SHGs and Micro Finance	Rural Development in India with Special Reference to North East India	Debraj Roy College, Assam, 16 th & 17 th September, 2017

Book/Chapter Authored by Faculty

Sl. No.	Name of Faculty	Title of Book	Title of Chapter	Publisher	Name of Editor(s)	Vol.	Year	ISBN No.
1	Dr. JibanJyotiKakoti	<i>Re-Thinking Environment: Literature, Ethics and Praxis</i>	Spatialising the Black Body: An Ecofeminist Reading of Toni Morrison's <i>Beloved</i> and <i>Home</i>	Authorspress, New Delhi	Dr. Shruti Das		2017	978-93-5207-466-2

Annexure IV

Best Practices

Academic Year 2017-2018

Best Practice No. 1:

1. Title: Introduction of Academic Diary

2. Goal:

- To keep records of daily activities undertaken by faculty members.
- To keep in track with the lesson plans and the Academic Calendar.

3. Challenges:

- Additional work load to be dealt with.
- Uniformity of record keeping.

4. The Practice:

The Diary will be a document for keeping daily records of

- Classes taken, seminars/workshops conducted, meeting attended, extra/tutorial classes taken, addressing learners' queries outside classrooms, and involvement in departmental activities.
- Examination related duties.
- Evaluation duties.
- Research activities.
- Attending different courses.
- Books borrowed from library.
- Leaves taken.
- Any other duties assigned by the Management of the institution.

Constraints/limitations:

- The activity might turn out to be a boring and ritualistic one.
- It will be very difficult to verify the authenticity of the records documented in the Diary.

5. Evidence of Success:

- Faculty members are now in a position to verify the track record of the duties performed by them.
- The Diary helps in the self-appraisal of faculty members.

6. Problems Encountered and Resources Required:

- Some of the faculty members are sceptical about the usefulness of the Diary.
- Daily record keeping in the Diary is yet to become a regular practice.
- Resources required are minimal and the institution can effectively deal with this issue.

Best Practice No. 2:

- 1. Title: Procuring of award winning books and arranging them in a separate book self in the library.**
 - 2. Goal:**
 - To make the students familiar with the writings of the award winning writers.
 - To make their writings easily accessible to the students.
 - To motivate them to contribute substantially to the literary world.
 - 3. Challenges:**
 - Unavailability of some of the important award winning books.
 - The challenge of motivating the students to go through these books.
 - 4. The Practice:**
 - Inculcating reading habits among students.
 - Making the best books accessible to them.
 - Making them familiar with the lives of diverse people and societies of the world.
- Constraints/Limitations:**
- Selection of the most useful books for our students.
- 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.