

# **ANNUAL QUALITY ASSURANCE REPORT**

## **2013-14**

Submitted to

The National Assessment and Accreditation Council  
(NAAC)

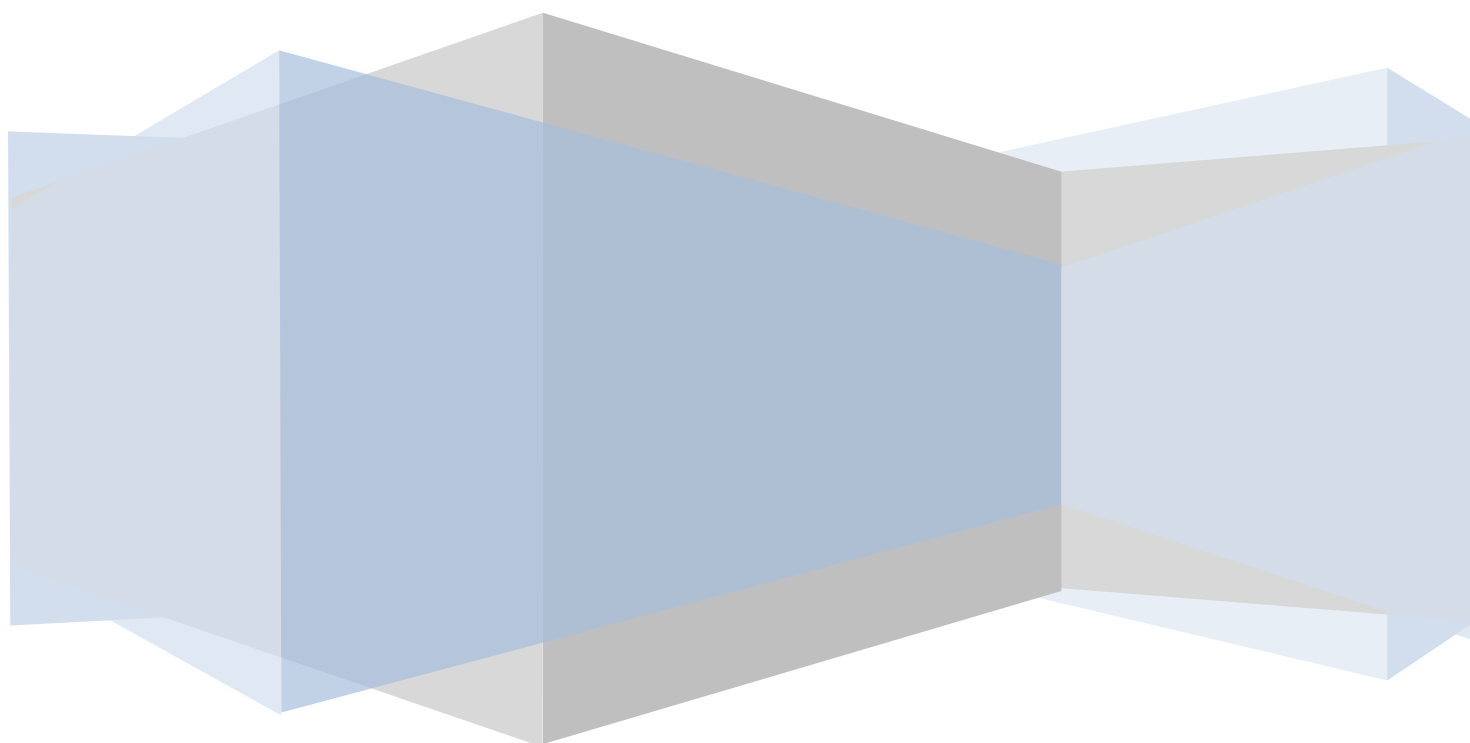
Bangalore

Submitted By

**Internal Quality Assurance Cell (IQAC)**

**Morigaon College**

**Morigaon, Assam**



## The Annual Quality Assurance Report (AQAR) of the IQAC(2013-14)

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

**AQAR for the year**

2013-14

**1. Details of the Institution**

1.1 Name of the Institution

Morigaon College

1.2 Address Line 1

Morigaon College

Address Line 2

Morigaon

City/Town

Morigaon

State

Assam

Pin Code

782105

Institution e-mail address

morigaoncollege1@gmail.com

Contact Nos.

03678-240268/9435319485

Name of the Head of the Institution:

Dr. H. K Deva Sarma

Tel. No. with STD Code:

03678-240268

Mobile:

9435319485

Name of the IQAC Co-ordinator:

Dr. Kamal Chandra Bhuyan.

Mobile:

9435065108

IQAC e-mail address:

iqacmorigaoncollege64@gmail.com

1.3 NAAC Track ID (For ex. MHCOGN 18879)

OR

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/54/RAR/016, Dated-08-01-2011

1.5 Website address:

www.morigaoncollege.org.in

Web-link of the AQAR:

http://www.morigaoncollege.org.in/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	70.10	2004	5 years
2	2 <sup>nd</sup> Cycle	B	2.35	2010	5 years
3	3 <sup>rd</sup> Cycle				
4	4 <sup>th</sup> Cycle				

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

12-01-2008

1.8 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. AQAR2013-14 submitted on 14/06/2018

## 1.9 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 (eg. AICTE, BCI, MCI, PCI, NCI) Yes  No

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-financ

## 1.10 Type of Faculty/Programme

Arts  Science  Commerce  Law  PEI (Phys Edu)

TEI (Edu)  Engineering  Health Science  Management

Others (Specify)

1. Post Graduate Diploma in disaster management,
2. Spoken Tutorial
3. Bachelor Programme (s) under KKH State Open University study center on
  - a. Arts
  - b. Mass Communication
  - c. Computer application
  - d. Business Administration

1.11 Name of the Affiliating University (*for the Colleges*)

Gauhati University, Gopinath Bordoloi  
Nagar, Jalukbari Guwahati, Assam

1.12 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="7"/>
2.2 No. of Administrative/Technical staff	<input type="text" value="2"/>
2.3 No. of students	<input type="text" value="-"/>
2.4 No. of Management representatives	<input type="text" value="2"/>
2.5 No. of Alumni	<input type="text" value="1"/>
2.6 No. of any other stakeholder and community representatives	<input type="text" value="1"/>
2.7 No. of Employers/ Industrialists	<input type="text" value="-"/>
2.8 No. of other External Experts	<input type="text" value="-"/>
2.9 Total No. of members	<input type="text" value="13"/>
2.10 No. of IQAC meetings held	5

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

International  National  State  Institution Level

(ii) Themes

Challenges of Imparting Higher Education in Rural Areas of Morigaon District of Assam.

## 2.14 Significant Activities and contributions made by IQAC

- IQAC assign different activities to different cells and committees to have consistency in maintaining the quality of education.
- IQAC looks after academic activities including teaching learning evaluations.
- Preparation made for celebration of golden jubilee of the college; organised meeting with different stakeholders to make the programme successful.
- Organised a national seminar on Mathematics Education and another on Botany.
- Book on “Hydrology and Water Quality Management” was released.
- E-Books and E-Journal subscribed through the N-LIST programme of UGC.

## 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. Proposal sent for organise National Seminar on Mathematics & Botany. 2. Introduction of Yuga Classes. 3. Modernization of library 4. Wi-fi to be introduced in the camus.	1. National Seminars Organised on January 30-February 1, 2014 & 27-28 June, 2014. 2. Yuga classes introduced. 3. Books entry in the computer system is going on, subscribed E books and E Journal. 4. Instead of wi-fi internet connection for all departments subscribed from BSNL.

\* Attach the Academic Calendar of the year as Annexure. : Attached as Annexure 3

2.15 Whether the AQAR was placed in statutory body

Yes



Management



Syndicate



Any other body



Provide the details of the action taken

Statutory body i.e, the Governing Body has approved the report.

**Part – B****Criterion – I****1. 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	01(Chemistry)	-		
PG	-	-		
UG	03	-	01	
PG Diploma	01	-	01	
Advanced Diploma				
Diploma				
Certificate		-		
Others	Bachelor & Post graduate Programme (s) under KKH State Open University study center on: 1.Mass Communication  2Computer application  3.Business Administration. 4. Higher Secondary (10+2)			
<b>Total</b>	05	00	02	-
Interdisciplinary	01 Post Graduate diploma in Disaster Management	-	-	-
Innovative				

## 1.2 (i) Flexibility of the Curriculum: CBCS/Core/Elective option / Open options

There is core and elective options in Degree Courses.

## (ii) Pattern of programmes:

Pattern	Number of programmes
Semester	03(TDC)
Trimester	
Annual	01

1.3 Feedback from stakeholders Alumni  Parents  Employers  Students

*(On all aspects)*

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

**\*Please provide an analysis of the feedback in the Annexure : Attached as Annexure IV**

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

As an affiliated college the institution have to follow the syllabus of the Gauhati University. University revised syllabus time to time.

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

1. PGDDM as self financed course.



## Criterion – II

### 2. Teaching, Learning and Evaluation

#### 2.1 Total No. of permanent faculty

Total	Asst. Professors	Associate Professors	Professors	Others
51	21	30	00	--

#### 2.2 No. of permanent faculty with Ph.D.

16
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#### 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
00	00	00	00	00	00	00	00	00	00

#### 2.4 No. of Guest and Visiting faculty and Temporary faculty : **Number of temporary faculty : 14**

#### 2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended	-	-	-
Presented	2	15	
Resource Persons	-	-	-

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

##### A. Teaching practices:

- Focus on experimental study involving learning by doing (e.g. Dept of physics )
- Practical learning (e.g. All Science Departments including anthropology, geography)
- Seminar presentations using Power point .
- Group discussions
- Project work, surveys and field works.

##### B. Technology enhanced teaching and learning processes:

- Use of projector
- Computers with internet access for more personalized learning (Most departments)
- Use of computer and Video learning (Internet) for spoken English Course.

**C. Other pedagogical learning modes:**

- Field Methodology
- Field study
- Street plays (to aware students about different social problems)
- Visits to relevant institutions- Departments and Museum (By Department of Anthropology)
- Yuga Practices

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

186
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2.8 Examination/ Evaluation Reforms initiated by the Institution (for example: Open Book Examination, Bar Coding, Double Valuation, Photocopy, Online Multiple Choice .

Being an affiliated college ,the college follows the rules and regulations of examination system of the Gauhati University and the college has limited scope of taking any steps in this regard. However, College adopted quiz, Presentation etc. for internal evaluation.
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2.9 No. of faculty members involved in curriculum restructuring/revision/syllabus development as member of Board of Study/Faculty/Curriculum Development workshop

Two members of department of anthropology are members of Committee of syllabus restructuring for UG level of Gauhati University(GU) and attended workshops and meeting in the Department of Anthropology,GU.
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2.10 Average percentage of attendance of students

75%
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2.11 Course/Programme wise distribution of pass percentage:

Title of the Programme	Total no. of students appeared	Division				
		Distinction %	I %	II %	III %	cleared %
BA	174	-	3.4	67.8	25.9	97.7
B.Sc	30	-	33.3	40	33	76.7
B.Com	-	-	-	-	-	
PGDDM	14		57.1	42.9		100

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

- Organize meetings with academic committee at regular interval to make assessment of teaching and learning processes and takes necessary steps to meet the demand if any.
- Feed-back from students are given proper importance and consulted with relevant teachers .

2.13 Initiatives undertaken towards faculty development : Teachers are granted Duty Leave for the following FDP conducted by various universities.

<i>Faculty / Staff Development Programmes</i>	<i>Number of faculty benefitted</i>
Refresher courses	5
UGC – Faculty Improvement Programme	2
HRD programmes	
Orientation programmes	3
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	25	Nil	nil	08
Technical Staff				01

**Criterion – III****3. Research, Consultancy and Extension****3.1 Initiatives of the IQAC in Sensitizing/Promoting Research Climate in the institution**

- IQAC continuously keep in touch of the faculties, tries to encourage them in research works. For the purpose it has constituted a Research Committee to help the faculties in various research related works.
- Publications of research papers and books, articles etc. is carried out regularly by the teachers.
- Encourage the faculties to do Minor and Major Research Projects and provide necessary information and guidance.
- Students are encouraged to do research projects and prepare project reports with innovative ideas.
- Trained the students on research methodology and organise field study.
- Organise science exhibitions and encourage students to prepare models.

**3.2 Details regarding major projects**

	Completed	Ongoing	Sanctioned	Submitted
Number	01(Zoology)	01(Chemistry)		
Outlay in Rs. Lakhs		12,33,600/-		

**3.3 Details regarding minor projects**

	Completed	Ongoing	Sanctioned	Submitted
Number	03	05		03
Outlay in Rs. Lakhs	7,00,000	13,00,000		-

**3.4 Details on research publications**

	International	National	Others
Peer Review Journals			
Non-Peer Review Journals			
e-Journals			
Conference proceedings		01-Chemistry 01-Economics	

## 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 organizations.

Nature of the Project	Duration Year	Name of the funding Agency	Total grant sanctioned	Received
Major projects	3	DST	12,33,600.00	6,45,452
Minor Projects	18 months	UGC	13,00,000.00	1,05,000.00
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			25,33,600.00	1,05,000.00

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 : No any revenue generated through consultancy services .

Level	International	National	State	University	College
3.11 No. of conferences organized by the Institution		02			
		UGC			
03 persons chaired national seminar					

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	Nil
	Granted	Nil
International	Applied	Nil
	Granted	Nil
Commercialised	Applied	Nil
	Granted	Nil

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

Total	International	National	State	University	Dist	College
02				02		

3.18 No. of faculty from the Institution   
 who are Ph. D. Guides

and students registered under them

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

Being affiliated college, it is not entitled to award any degree.

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

International level  National level

3.22 No. of students participated in NCC events:

University level  State level   
 International level  National level

3.23 No. of Awards won in NSS:

University level  State level

International level  National level

3.24 No. of Awards won in NCC:

University level  State level

International level  National 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

- Formation of sub-committees for golden jubilee celebration and preparation of yearlong plan.
- Blood donation programme organized by NSS ,Morigaon College
- Anti- tobacco awareness programme organized .

**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	10.5 acre	Nil	--	10.5 acre
Class rooms	31	6		37
Laboratories	08	Nil	--	08
Seminar Halls	Nil	1	College Fund	1
No. of important equipments purchased ( $\geq$ 1-0 lakh) during the current year.	Nil	Nil	--	--
Value of the equipment purchased during the year (Rs. in Lakhs)		1.61lacs	College & UGC	1.61lacs
Others				

## 4.2 Computerization of administration and library

Library is already computerized. In the administration works computerization is done partially.

## 4.3 Library services:

	Existing		Newly added		Total	
	No.	Value	No.	Value	No.	Value
Text Books	30292	415931	615	401661	31007	4560980
Reference Books	1072	47562	8	2012	1080	49574
e-Books	Nil	Nil	N-LIST	5000/-	8000+	5000/-
Journals	20	5600	1	400	21	6000
e-Journals	Nil	Nil	N-LIST	5000/-	3000+	5000/-



Digital Database	Nil	Nil	Nil	Nil	Nil	Nil
CD & Video	41	Nil	12	Nil	53	Nil
Others (specify)	Nil	Nil	Nil	Nil	Nil	Nil

#### 4.4 Technology up gradation (overall)

	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Departments	Others
Existing	48	1	48	1	1	6	27	15
Added	1	-	1	-	-	1	-	-
Total	49	1	49	1	1	7	27	15

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

1. Faculties and students are provided with training as and when new devices have been installed in the campus.
2. Training imparted by Librarian on use of E-Books and E-Journal and provided individual password.

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

i) ICT	.60
ii) Campus Infrastructure and facilities	.63
iii) Equipments	.16
iv) Others	.22

**Total : 1.61 lacs**

**Criterion – V****5. Student Support and Progression****5.1 Contribution of IQAC in enhancing awareness about Student Support Services**

1. IQAC make necessary arrangement for timely announcements of upcoming academic and other events in the form of circular and also make the same available in notice board for easy access of the students.
2. Organised remedial classes .
3. There is career guidance cell for students.

**5.2 Efforts made by the institution for tracking the progression**

- To regularly monitor the student progression, departments takes class attendance. Students are placed in regular, non-collegiate and dis -collegiate catagories and whenever necessary, informed parents and try to reform through counselling.
- Besides, timely conduct of class examination regular assignments, sessional examinations and seminars are regularly organized by all departments to monitor the progress of the students.
- All the Head of various departments are entrusted with the responsibility of documentation of their outgoing students and their progression.

**5.3 (a) Total Number of students**

UG	PG	Ph. D.	Others
1167	-	3	1. PGDDM-18

(b) No. of students outside the state : Nil

(c) No. of international students : Nil

(d)	Men	No	%	Women	No	%
		654	55.05		534	44.94

Last Year/2012-13

This Year/2013-14

Genera l	SC	ST	OBC	Physically Challenged	Total	Gener al	SC	ST	OBC	Physically Challenged	Total
347	110	181	394	0	1032	378	143	215	452	0	1188

Demand ratio :

Programme	No. of applicants	No. of students admitted	Deand Ratio
UG	2012	1167	1:1.72
PGDDM	23	18	1:1.28

Dropout :

Course	No.of students enrolled 1st year in 2013	No.of students enrolled 2nd year in 2014 /Appeared in the exam	No. of Dropped out students in 2014
BA	280+264=544	252+255=507	37
B.Sc	131+66=917	96 +60= 156	41
B.Com	81+67=148	73+55=128	20
PGDDM	18	18	nil

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

There is no any student support mechanism for coaching for competitive examinations in the college at present. However, student particularly of final year students have provided relevant information.

No. of students beneficiaries : Nil

#### 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

- Student counselling and career guidance cell is constituted which organise meeting and guidance programme time to time.
- During the time of admission and in beginning of each academic session, student counselling is done .
- In the departments course curriculum and issues of attendance, semester and sessional examinations etc . are discussed .
- A group of ten students of the Department of Zoology were sent for a two days workshop on dry fish marketing, held at Jagiroad, organized by Morigaon District Sumala Mahila Sangha, sponsored by Entrepreneur Development Institution, Ahmedabad on 27<sup>th</sup> and 28<sup>th</sup> Dec/2014.

## 4.7 Detail of Campus Placement :

There is no provision of campus placement .

**Details of gender sensitization programmes**

- Morigaon college has two women cell – one is women cell of Assam College Teachers association and the other is Morigaon Mahavidyalaya Mahila Mancha (MMMM)-A cell of women faculty of college. The girls student of the college are also members of the MMMM .
- MMMM undertakes different programme to make the students aware of their roles in preventing gender discrimination and sexual abuse.
- Invited guests to deliver lecture on gender issues.

## 5.9 Students Activities

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

State/ University level	<input type="text" value="30"/>	National level	<input type="text"/>	International level	<input type="text"/>
No. of students participated in		cultural events			
State/ University level	<input type="text" value="25"/>	National level	<input type="text"/>	International level	<input type="text"/>

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

Sports :	State/ University level	<input type="text"/>	National level	<input type="text"/>	International level	<input type="text"/>
Cultural:	State/ University level	<input type="text" value="04"/>	National level	<input type="text"/>	International level	<input type="text"/>

## 5.10 Scholarships and Financial Support

	Number of students	Amount
Financial support from institution	3	1500.00
Financial support from government	271	13,59,600.00
Financial support from other sources		
Number of students who received International/ National recognitions		

## 5.11 Student organised / initiatives

Fairs :	State/ University level	<input type="text" value="nil"/>	National level	<input type="text" value="nil"/>	International level	<input type="text" value="nil"/>
Exhibition:	State/ University level	<input type="text" value="nil"/>	National level	<input type="text" value="nil"/>	International level	<input type="text" value="nil"/>

## 5.12 No. of social initiatives undertaken by the students

1. Students participated in the blood donation camps.
2. Distributed relief during the flood.

5.13 Major grievances of students (if any) redressed: No any major grievances were registered during the period .

**Criterion – VI**  
**6. Governance, Leadership and Management**

6.1 State the Vision and Mission of the institution

VISION:

The vision of the college is to promote knowledge through quality education with a view to developing the human resources of the region for contributing to the process of nation building.

MISSION:

- To augment the new generation for contributing to the future knowledge-economy.
- To empower the socially, economically and educationally marginalised sections of the society.
- To uplift the rural masses through effective education.

6.2 Does the Institution has a management Information System

- The institution has its own information system. College has its own website. Important notices are displayed through the website.
- Notice Boards placed in the entrance of the college .
- To inform about particular programme banner also used.
- Teaching and non teaching staff are served notices/circulars by the administration whenever necessary.

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

6.3.1 Curriculum Development

As an affiliated college, the institution have to follow the syllabus provided by the University. Whenever any department of university decided to take opinion of the faculties regarding revision of UG syllabus, they respond.

6.3.2 Teaching and Learning

The teaching learning process is learner centric .The conventional method of learning i.e the lecture in the classroom is used. Microphone is used in large classes. Some other measures are undertaken for effective learning . These are:

- Class and home assignments.
- Experimental learning
- Projects, practical and group discussions
- Seminar presentations by students .
- Field study
- Excursion/Educational tour
- Tutorial and remedial classes
- Internet facilities in the library.

### 6.3.3 Examination and Evaluation

Different examination and evaluation process are conducted in the college for development of the quality of students. Besides final examinations of the university ,internal evaluation is conducted regularly through :

- a. Quiz
- b. Assignment
- c. Class tests
- d. Sessional Examination.
- e. Internal practical examination.

### 6.3.4 Research and Development

Faculties and students are encouraged to:

1. Carry out research projects and research activities.
2. To organise seminar /workshop etc.
3. To publish research papers.

### 6.3.5 Library, ICT and physical infrastructure / instrumentation

Morigaon College Library- the Gurucharan Medhi library is situated in the first floor of a building . The carpet area is ..... The library is regularly upgraded and enriched with new books and journals. At present it has :

- a. 31007 - text books.
- b. 1080 – reference books
- c. 8000+ -EBooks
- d. 21 –Journal
- e. 3000+-E Journal
- f. 53 –Video and CD

### **Physical Infrastructure/instrumentation**

**Quality improvement strategy taken by the college for development of physical infrastructure is that :**

- Different structures has been developed. Separate buildings are constructed and allotted for different purposes.
- One is office building use for administrative and office works.
- A room is renovated and changed to seminar hall .
- A new girls hostel has been started.
- Construction of the Auditorium has been completed.
- Construction of Indoor stadium has been started.
- A canteen has been constructed
- The quarter of the Principal has been renovated.
- A new floor over the Library building has been completed.

### 6.3.6 Human Resource Management

- Faculty are encouraged and grant duty leave for Faculty development programmes like Refresher course and Short Term Courses and other courses .
- Encouraged to participate in seminar/workshop etc. and publish papers/books etc.
- Training is organised for teacher and non-teaching staff when new technology is introduced.
- Skill development awareness programme conducted for students.
- Career guidance cell is there for upliftment of students.
- Organised remedial courses for students
- Students are trained for all round development
- Yuga classes are conducted for spiritual development

### 6.3.7 Faculty and Staff recruitment

Staff recruitment is need based. And follows the Rules and regulations of Director of Higher Education, Assam.

### 6.3.8 Industry Interaction / Collaboration

There are no any industries in the locality and industrial collaboration is not so far initiated.

### 6.3.9 Admission of Students

Admission is done on merit basis and maintains the government's reservation policy.

## 6.4 Welfare schemes for

### Teaching

1. Medical benefit in the form of medical allowance per month with salary medical reimbursement – as per Govt. of Assam Rules & Regulations.
2. Child care leave of two years.
3. Contributory relief fund for teachers (Whenever necessary)
4. There is a contributory fund from which loan can be availed by a contributor and at the time of completion of five years receive the saved amount along with interest.

### Non teaching

1. Medical benefit in the form of medical allowance per month with salary .
2. medical reimbursement –as per Govt. of Assam Rules & Regulations.
3. Child care leave of two years.
4. Contributory relief fund (Whenever necessary)
5. One time LTC facility is there.
6. Free admission for wards of non-sanctioned grade IV employees.
7. Reservation of two seats for admission of children of non-teaching employees.

**Students**

1. There is a poor fund for students.
2. Waiving/ reduction of Admission fees as per Govt. Rules

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 declares 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?

The university regularly implements examination reforms.

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

No any effort has been made by the university to promote autonomy in the affiliated colleges.

6.11 Activities and support from the Alumni Association

The alumni have a strong linkage with the institution. There is an alumni association. Some of the faculties ,who were alumni of the college along with others carry out different activities time to time.

6.12 Activities and support from the Parent – Teacher Association

The PTA is not very much active. Different departments organize parent-teacher meet time to time.



## 6.13 Development programmes for support staff

The members of the supporting staff are encouraged to avail the facility of the government welfare schemes.

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

All the members of the college family try to maintain the greenery of the campus. Plantation is done on regular basis. Institution engaged NGO for plantation in the campus.

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

Compulsory seminar presentation using PPT has shown good result in the academic atmosphere of the college.

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

About 60% of the plan could be attained. This are-

- Under construction science building come to partial use and inaugurated.
- Reconstruction of the boys' hostel completed, seat capacity of girls' hostel also increased.
- One existing classroom has been upgraded to seminar hall.
- Gurucharan Medhi (Founder Principal of the college) Memorial lecture has been organised.

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

- Installation of solar power for electricity supply in the campus.
- College has provision to provide education to the children of grade IV employees (Non-sanctioned) of the college free of cost.

## 7.4 Contribution to environmental awareness / protection

1. College is very much aware about maintenance of its greenery. Time to time plantation were done, maintain its garden etc.
2. College has a pond which is maintained well.
3. Environmental awareness programme organized among students as well conducted field study.

## 7.5 Whether environmental audit was conducted?

Yes

No

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

The college has undertaken SWOT analysis and identified its strength, weakness, opportunities and threats . (enclosed as Annexure III)

### 8. Plans of institution for next year

1. Golden jubilee celebration
  - a. To form different sub-committees and organise general meeting/s for preparation of year long programme of golden jubilee
  - b. Steps for publish of six numbers of books related to golden jubilee
  - c. Organise parent-teacher and alumni meet in connection with golden jubilee.
  - d. Preparation for closing ceremony of golden jubilee
2. Infrastructural development :
  - a. Completion of Indoor stadium
  - b. Construction of seminar hall
  - c. Development of library
  - d. Completion of new science building
  - e. Completion of new girls hostel
3. Purchase of power generator
4. Installation of smart boards in all other class rooms
5. Transformation of an existing classroom to a seminar hall with AC
6. Completion of the main gate under construction
7. To Organise Gurucharan Medhi Memorial lecture annually.

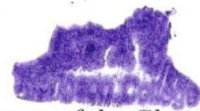
  
Name : Nilofar Jasmin, Ph.D

Co-ordinator  
IQAC  
Bansgaon College

Signature of the Coordinator, IQAC



Name . Lila Kanta Barthakur , Ph.D



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 II Academic calendar (2013-14)**

Date	Day	Events
1-8-10	wed	Opening of college after summer break (new academic year)
7,8 Sept	Fri, Sat	Freshmen social
22 Sept	sat	Union body election
17-20 Dec	Mon-Thurs	College week
6 Oct	sat	Debate competition
		Symposium
Feb		Swaraswati pooja
Aug		Tithi of sankardev
Jan		Rabha divas
10 <sup>th</sup> Jan		Silpi divas divas
15 <sup>th</sup> Aug		Independence day
26 <sup>th</sup> Jan		Repuiblic day
5 <sup>th</sup> June		World environmental day
Feb		World science day
1-8 <sup>th</sup> Oct		Wildlife week
		Women's day
2 <sup>nd</sup> Oct		Gandhi jayanti
April/Oct		Unit test
		Test exam
Dec/June		Final exam
		Alumni meet
		Parent teacher association
1 <sup>st</sup> July		Start of Summer vacation
31 <sup>st</sup> July		End of summer vacation
Oct		Start of pooja vacation
Oct		End of pooja vacation
15-18Jan		Magh bihu
14-16 April		Bohag bihu
5 <sup>th</sup> Sept		Teacher's day
		Netaji's birth day
		Aids day

**Annexure-III****Strength, weakness, opportunity, challenges of the college:****Strength:**

- Qualified, experienced, dedicated and stable staff.
- Well equipped laboratories
- Good rapport between students and teachers.
- No incidence of ragging
- Increased number of girl students
- Research fund generation from various sources
- Large and green campus
- Good relation with the society
- Sports and gymnasium facility is available.
- Post graduate diploma course in Biomass-biogas and disaster management
- Study centre of KKHSOU.

**Weakness:**

- Receive B grade in second cycle (CGPA-2.35).
- Insufficient infrastructure facility .
- Limited involvement of alumni and parents
- Ratio of faculty and student is not adequate.
- Shortage of faculties and supporting staff affected departments
- ICT facility in teaching and learning is not adequate
- Computerization in office management is not adequate

**Opportunity:**

- To introduce post graduate courses in science and arts stream
- Opt for vocational courses
- To set up a rural/anthropological museum.

**Challenges:**

- Self- reliant revenue generation.

#### **Annexure-IV**

#### **Feedback of students**

- Students, mainly the degree students were taken for the purpose.
- Students of the major and general courses of both science and humanities were supplied with a ready format containing questionnaires that tries to evaluate the classroom performance of individual teachers.
- The questionnaires are consisted of questions regarding
  1. Punctuality
  2. Conception of the topic to be taught,
  3. Communication Skill
  4. Use of Black board
  5. Innovativeness,
  6. Performance outside the classroom
  7. Career Guidance
  8. Any other remark
- On receiving the returned copies from students, a group of teacher who are entitled with the responsibility go through each format and comments/markings of each student against each teacher against appropriate queries.
- Thereafter, comments/markings of each student against each activity of a teacher is segregated and a total is made.

In this process, a teacher can be well judged and if a teacher is found weak in certain field as per score by the students, he is immediately communicated to take measures for correction through discussion and necessary action.

#### **Analysis of Feedback:**

In 2013-14 , feedback from 435 students were collected and analysed. The analysis shows that 83 percentage of teachers were categorised in the range of 90-100. 1 percentage of teachers are categorised in 70-80 . Other 2.6 percentage of teacher are placed in the 60-70 range . and only 0.04 percentage of total number of teachers were categorised below 60 range.

The analysis of the suggestions of students shows :

1. They need audio visual classes
2. More text and reference material in the library.
3. Recreational Facilities in the girls and boys common rooms.

### **Curriculum Feed Back**

In the session 2013-14 the IQAC Morigaon College conducted a feedback on “CURRICULAM” from teachers. The feedback was taken from the teachers of Education, History, Geography, Philosophy, Anthropology, Political Science, English, Hindi and Economics. Feedback was mainly sought from the Arts Stream only. Almost 23 nos of teachers responded to the feedback. It needs to be mentioned that the first batch of students of the semester system appeared in the final examination of 6<sup>th</sup> semester.

The feedback is taken on Curriculum, but the college itself has no major role in designing and changing the curriculum, as it is solely the task of the parent university. The college requires to follow it. The main objective of the feedback is to reach to the satisfaction level of the teachers on the teaching-learning process and to carry forward the outcome to the university for further modification and changes, if deemed necessary.

Overall, 80% teachers are satisfied with the current Curriculum. 20% teachers commented on some modification in the curriculum. The teachers from Political Science, Economics and English demand inclusion of a project paper in the curriculum. 60% teachers opined that the course materials as prescribed in the syllabus are not available in the market or in the library.

55% of teachers opined that the course/syllabus does not include sufficient numbers of optional papers. The teachers in majority gave the feedback that they do not have any role in modification or incorporation of changes in the syllabus.

Overall, the teachers responded positively to the questions in the feedback and their responses show fair level of satisfaction in the teaching-learning process.