ANNUAL QUALITY ASSURANCE REPORT (AQAR)

FOR THE YEAR

July, 2009- June, 2010

1. The details of the institution	
Name of Institution:	GUWAHATI COLLEGE
Year of Establishment of the Institution:	1964
Address Line 1:	BAMUNIMAIDAM
Address Line 2:	Kamrup [Metro]
City/Town:	GUWAHATI
State:	ASSAM
Postal Code:	781021
Email Address:	guwahaticollege@sify.com

2. NAAC Accreditation/ Reaccreditation Details	
Year of Accreditation/	2004
Reaccreditation:	00
Current Grade:	B+
CGPA:	79

3. Institutional Status
Permanently affiliated to Gauhati University

4. Contact Person Details	
Name of Head of Institution:	Dr. Ramananda Das
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Website URL:	Guwahaticollege.org.in
Name of IQAC Coordinator	Dr. Apurba Kr. Das
Email:	guwahaticollege@sify.com

SECTION I

This section is related to institutional goals, vision and mission, academic programmes and activities, strategies and action plans for institution building.

5. Number of academic programmes existing (Enter a number; 0 for nil)	
Undergraduate (BA/B.Sc./B.Com etc.)	03
Post Graduate (MA/M.Sc./M.Com etc.)	00
Research Programmes (M. Phil / Ph. D)	00
Certificate Programmes	01
Professional Programmes(B. Tech / M. Tech / B. Ed / M. Ed / Medicine / Pharmacy / Paramedical/Nursing etc.)	00
Other value added programmes	00
Any other programme offered (Specify)Skill oriented programme	02

6. Details on Programme Development (Enter a number; 0 for nil)

New programmes added during the year	01
New programmes designed	01
Programmes under revision	01
Interdepartmental collaborative programmes	03
Inter institutional collaborative programmes	03
Number of review committee recommendations implemented (Total)	00
Number of NAAC peer team recommendations implemented	00
Number of UGC/any other expert committee recommendations implemented	00
Number of review committee recommendation under implementation	00
Number of NAAC peer team recommendations under implementation	00
Number of UGC/ any other expert committee recommendations under implementation	00

7. Faculty Details (Enter a number; 0 for nil)

Total faculty strength required as per norms for all programmes	52
Total faculty on rolls	54
Faculty added during the year	00
Faculty positions vacant	02
Faculty left during the year	02
Total number of visiting faculty	00
Total number of guest faculty	00

8. Qualification of Faculty

Ph. D and Above	20
M. Phil	07
Masters	55
Any other (Specify) B. Ed. LLB NET	05

9. Faculty qualification improvement

Ph. D awarded to existing faculty	03
M. Phil awarded to existing faculty	07
Any other degree awarded to existing faculty	00

10. Administrative Staff Details (Enter a number; 0 for nil)

Administrative staff (total sanctioned)	12
Administrative staff (Actual strength)	12
Added during the year of reporting	00
Left during the year	00
Number of posts vacant	00

11. Technical Support Staff Details (Enter a number; 0 for nil)	
Technical Support Staff (Total sanctioned strength)	09
Technical Support Staff (Actual strength)	09
Added during the year	00
Left during the year	00
Number of posts vacant	00

SECTION II

This section surveys the quality sustenance and development activities during the year taken up by IQAC.

It reflects quality management structure, strategies, and processes which would enhance academic quality of the institution as perceived by faculty, students, alumni, and other stakeholders (social perception of the institution) inline with the vision, mission and goals of the institution.

12. Establishment details	
Year of establishment of IQAC [DD /MM /YYYY]	16/10/2003

13. Composition of IQAC (Enter a number; 0 for nil)	
Number of IQAC members	11
Number of Alumni in IQAC	00
Number of Students in IQAC	00
Number of Faculty in IQAC	08
Number of Administrative Staff in IQAC	02
Number of Technical Staff in IQAC	00
Number of Management Representatives	01
Number of External experts in IQAC	01
Number of any other stakeholder and community representatives	01

14. IQAC Meetings	
Number of IQAC meetings held during the year	05

15. Whether Calendar of activities of IQAC formulated for the academic year	
Yes	

16. IQAC Plans for Development (Enter a number; 0 for nil)	
Number of academic programmes proposed	02
Number of value added programmes proposed	03
Number of skill oriented programmes proposed	03
Number of faculty competency and development programmes proposed	04
Number of other staff development programmes proposed	02
Number of student mentoring programmes proposed	03
Number of co-curricular activities proposed	05

Number of inter departmental cooperative schemes proposed	06
Number of community extension programmes proposed	05
Any other programmes proposed (Specify)Skill oriented programme	02

17. IQAC Plans for development & Implementation (Enter a number; 0 for nil)	
Number of academic programmes implemented	01
Number of value added programmes implemented	02
Number of skill oriented programmes implemented	02
Number of faculty competency and development programmes implemented	02
Number of other staff development programmes implemented	01
Number of student mentoring programmes implemented	03
Number of co-curricular activities implemented	03
Number of inter departmental cooperative programs implemented	04
Number of community extension programmes implemented	04
Any other programmes suggested that are implemented (Specify)Skill oriented programme	02

18. IQAC Seminars and Conferences (Enter a number; 0 for nil)	
Number of seminars / conferences / workshops organized by IQAC within the institution	04
Number of participants from the institution	305
Number of participants from outside	20
Number of external experts invited	04
Number of external conferences/seminars/workshops on institutional quality attended	00
Number of events conducted with IQACs of other institutions as collaborative programmes	00

19. Did IQAC receive any funding from UGC during the year ? (Yes/no)
No.

20. If the response to Qn. 18 is Yes, please provide the amount received from UGC (Input 0 if NA/NIL) Any other source including internal financial support from the management (Specify amount)	
Amount Received from UGC	Nil
Amount Received from any other source including the college management	Nil

21. Any significant contribution made by IQAC on quality enhancement during current year (Please provide details in bullet format)

- Organizing three student mentoring programme
- Two Value Added Programmes
- Four one-day workshop cum lecture on different issues

SECTION III

In this section the events, activities, and outputs in the field of research and academic areas are being surveyed.

22. Academic Programmes	
Number of new academic programmes developed or designed by faculty	01
Number of faculty members involved in curriculum restructuring/revision/syllabus development	05
Number of programmes in which evaluation process reformation taken up and implemented	00
Number of active teaching days during the current academic year	180
Average percentage of attendance of students	74%
Percentage of classes engaged by guest faculty and temporary teachers	26%
Number of self financed programmes offered	00
Number of aided programmes offered	00
Number of programmes discontinued during the year	00

23. Whether any systematic student feedback mechanism is in place ?
Yes

24. Feedback Details (If answer to Question 20 is Yes)	
Percentage of courses where student feedback is taken	100%

25. Is feedback for improvement provided to the faculty?
Yes

26. Faculty Research, Projects, and Publication details for the year	
Number of major research projects undertaken during the year	00
Number of minor research projects undertaken during the year	03
Number of major ongoing projects	00
Number of minor ongoing projects	03
Number of major projects completed	00
Number of minor projects completed	03
Number of major project proposals submitted for external funding	01
Number of minor project proposals submitted for external funding	01
Number of research publications in peer reviewed journals	17
Number of research publications in international peer reviewed journals	05
Number of research publications in national peer reviewed journals	13
Number of research papers accepted for publication in international peer reviewed journals	00
Number of research papers accepted for publication in national peer reviewed journals	03

Average of impact factor of publications reported	0.5
Number of books published	13
Number of edited books published	06
Number of books (single authored) published	04
Number of books (coauthored) published	09
Numbers of conferences attended by faculty	34
Number of international conferences attended	07
Number of national conferences attended	29
Number of papers presented in conferences	31
Number of papers presented in international conferences	04
Number of papers presented in national conferences	21
Number of conferences organized by the institution	04
Number of faculty acted as experts resource persons	12
Number of faculty acted as experts resource persons international	06
Number of faculty acted as experts resource persons national	07
Number of collaborations with international institutions	01
Number of collaborations with national institutions	03
Number of linkages created during the year	08
Total budget for research for current year as a percentage of total institution budget	00
Amount of external research funding received in the year	Rs. 2,55,000
Number of patents received in the year	00
Number of patents applied for in the year	00
Number of research awards/ recognitions received by faculty and research fellows of the institute in the year	00
Number of PhDs awarded during the year	
Percentage of faculty members invited as external experts/resource persons/reviewers/referees or any other significant research activities	0.1%

SECTION IV

This section deals with Student Mentoring and Support System existing in the institution. This includes student activities, mentoring, and opportunities for development and inclusive practices.

27. Student Details and Support Mechanisms	
The total intake of students for various courses (Sanctioned)	1560
Actual enrollment during the year	1547
Student dropout percentage during the year	03%
Success percentage in the final examination across the courses	75%
Number of academic distinctions in the final examination and percentage	12: 3.2%
Number of students who got admitted to institutions of national importance	15
Number of students admitted to institutions abroad	00
Number of students qualified in UGC NET/ SET	00
Number of students qualified GATE/ CAT/other examination (Specify)	00

28. Does student support mechanism exist for coaching for competitive examinations?

No

29. Student participation, if response is yes to Qn. 27.

Number of students participated	00

30. Does student counseling and guidance service exist ?

Yes

31. Student participation, if answer to Qn. 29 is yes

Number of students participated	178

32. Career Guidance

Number of career guidance programmes organized	04
Percentage of students participated in career guidance programmes	20%

33. Is there provision for campus placement?

Yes

34. If yes to Qn. 32

Number of students participated in campus selection programmes	No campus selection programme
Number of students selected for placement during the year	00

35. Does gender sensitization program exist ?

Yes

36. If Answer is Yes to Qn 34

Number of programmes organized	01

37. Student activities

Number of students participated in external cultural events	10
Number of prizes won by students in external cultural events	03
Number of cultural events conducted by the institute for the students	25
Number of students participated in international sports and games events	00
Number of students participated in national level sports and games events	00
Number of students participated in state level sports and games events	00
Number of students participated in university level sports and games events	22
Number of prizes won by students in international sports and games events	00

Number of prizes won by students in national level sports and games events	00
Number of prizes won by students in state level sports and games events	00
Number of prizes won by students in university level sports and games events	03
Number of sports and games events conducted by the institute for the students	12

38. Composition of students	
Percentage of Scheduled Caste	8.77%
Percentage of Scheduled Tribe	15.64%
Percentage of other backward communities	16.91%
Percentage of women students	51.18%
Percentage of physically challenged	0.1%
Percentage of rural students	25%
Percentage of urban students	75%

39. Scholarships and Financial Support	
Number of students availing financial support from the institution	03
Amount disbursed as financial support from the institution	Rs. 4500/-
Number of students awarded scholarship from the institution	03
Number of students received notable national/international achievements / recognition	127

40. Student initiatives	
Number of community upliftment programmes initiated by students	04
Number of literary programmes initiated by students	00
Number of social action initiatives based on science / environment initiated by students	04
Number of student research initiatives	85

SECTION V

This section surveys the Governance and Innovation at the institution related to quality management. The educational management strategies adopted and in practice for achieving the objectives are focused.

41. Whether perspective plan for overall developmental activities is created ? (Yes/No)
Yes

42. If the answer for Qn. 40 is Yes, is the plan implemented and monitored ? (Yes/No)
Yes

43. Whether benchmarking is created for institutional quality management efforts ? (Yes/No)
Yes

44. If the answer to Question 42 is Yes, please list the benchmarking in various areas of development in bullet format
- Continuous internal assessment   - Improvement of faculty competency by providing permission to attend seminars, workshops at national and International level   - Upliftment of library   - Inviting experts from different fields

45. Is a Management Information System (MIS) in place ? (Yes/No)
Yes

46. If answer to question 45 is Yes, please provide details of MIS applied to **1. Administrative procedures including finance** **2. Student admission** **3. Student records** **4. Evaluation and examination procedures** **5. Research administration** **6. Others** **(enter the respective details corresponding to the serial numbers)**
- Cash register/receipts and other documents are kept in conventional form for submission to the university/college/govt. as and when asked form.   - Displaying list of students admitted in the college notice board.   - All categories SC, ST, OBC, Gen are maintained with their relative documents.   - Examination committee are formed for smooth running of the process.   - Maintenance of financial records related to UGC Research projects.   - Regular meetings between the faculty and staff are convened to seek comments/suggestions for improvement.

47. Existence of learning resource management	
Edatabase in library (Yes/No)	No
ICT and smart classroom (Yes/No)	No
Elearning sources (eBooks, eJournals) (Yes/No)	No
Production of teaching modules (Yes/No)	No
Interactive learning facilities (Yes/No)	No

48. Internal resource mobilization : Kindly provide the amount contributed	
Research	00
Consultancy and training	00
Student contribution	Rs. 48,45,140.00
Alumni contribution - Books - Two Book Shelves	02
Well wishers	00

49. Infrastructure and welfare spending: Please specify the amount

Amount spent for infrastructure development	Rs. 14,99,178.00
Amount spent for student welfare	Rs. 5,78,805.00
Amount spent for staff welfare	Rs. 4,72,590.00

50. Is delegation of authority practiced (Yes/No)

Yes

51. Does grievance redressal cell exist ?

Faculty (Yes/No)	Yes
Students (Yes/No)	Yes
Staff (Yes/No)	Yes

52. Grievances received from faculty and resolved (Enter a number; 0 for nil)

Number of grievances received	07
Number of grievances resolved	02

53. Number of grievances received from students and resolved (Enter a number; 0 for nil)

Number of grievances received	15
Number of grievances resolved	06

54. Number of grievances received from other staff members and resolved (Enter a number; 0 for nil)

Number of grievances received	08
Number of grievances resolved	03

55. Has the institution conducted any SWOT analysis during the year ? (Yes/No)

Yes

56. The SWOT analysis was done by internal or by external agency? (Internal/External)

Internal

57. Kindly provide three identified strengths from SWOT Analysis (in bullet format)

- Introduction of B. Com. Course
- Library facilities are enhanced
- Dedicated and experienced faculty

58. Kindly provide three identified weaknesses from the SWOT analysis (in bullet format)

- Limited infrastructure
- No auditorium
- Canteen facility is not up to the level

59. Kindly provide two opportunities identified from the SWOT analysis (in bullet format)

- Qualified faculty (No. of Ph. D. holders are increasing)
- Community services through NSS

60. Kindly provide two identified challenges/threats from SWOT analysis (in bullet format)

- Have to create more sanctioned post for the faculty
- Internet connection is not available for the students in the college premises

61. Identify any significant progress made by the institution towards achieving the goals and objectives during the year (list below in bullet format)

- Nine books are published by the faculty members.
- Four minor projects ongoing during the year.
- Special importance is given to students and faculty and staff welfare.
- Four faculty members are awarded Ph. D.
- Five research papers are accepted for publication in international peer reviewed journal.

62. How do you perceive the role of NAAC in the quality development of your institution (Suggestions in bullet format to be given below)

- The entire process of NAAC A & A helped us to discover our strengths and weaknesses.
- It has helped us to improve our quality of teaching, learning and research.
- It has played a vital role as a guiding force & mentor.
- It has helped us for better infrastructure facilities for students.
- It has encouraged the institution to open more carrier oriented/skill based courses.
- It has helped us to open research based studies/research centre.
- It has pointed out to improve the Management Information System.

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