# ANNUAL  QUALITY  ASSURANCE  REPORT  (AQAR)

## FOR  THE  YEAR

# July, 2014 – June, 2015

# The Annual Quality Assurance Report (AQAR) of Guwahati College

*(For the year July 1, 2014 to June 31, 2015)*

# Part – A

## 1. Details of the Institution

1.1 Name of the Institution

GUWAHATI  COLLEGE

1.2 Address Line 1

BAMUNIMAIDAM

Address Line 2

KAMRUP, METRO

City/Town

GUWAHATI

State

ASSAM

Pin Code

781021

Institution e-mail address

ppalguwahaticollege@gmail.com

Contact Nos.

0361-2550512; 9535730902 (M)

Name of the Head of the Institution:

Dr. Pranab Sandilya

Tel. No. with STD Code:

0361-2550512

Mobile:

9535730902

Name of the IQAC Co-ordinator:

Dr. Dipak Sagar Das

Mobile:

9864108379

IQAC e-mail address:

dsd.1115@rediffmail.com

1.3 **NAAC Track ID** (For ex. MHCOGN 18879)

ASCOGN 11993

1.4 NAAC Executive Committee No. &Date:

EC/34/130 dated 04-11-2004

1.5    Website address:

http://www.guwahaticollege.org.in

Web-link of the AQAR:

http://www.guwahaticollege.org.in/AQAR2014-15.docx

1.6 Accreditation Details

| Sl.No. | Cycle | Grade | CGPA | Year of Accreditation | Validity Period |
|--------|-------|-------|------|----------------------|-----------------|
| 1 | 1st Cycle | B+ | 79 | 2004 | 2009 |
| 2 | 2nd Cycle | B | 2.62 | 2015 | 2020 |
| 3 | 3rd Cycle | | | | |
| 4 | 4th Cycle | | | | |

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

16-10-2003

1.8 AQAR for the year *(for example 2010-11)*

July, 2014- June, 2015

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)*

AQAR July, 2009 – June, 2010 submitted to NAAC on **02-05-2014.**
AQAR July, 2010 – June, 2011 submitted to NAAC on **02-05-2014.**
AQAR July, 2011 – June, 2012 submitted to NAAC on **02-05-2014.**
AQAR July, 2012 – June, 2013 submitted to NAAC on **02-05-2014.**
AQAR July, 2013 – December, 2013 submitted to NAAC on **02-05-2014.**

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(PhysEdu) [ ]

TEI (Edu) [ ]   Engineering [ ]     Health Science [ ]   Management [ ]

Others(Specify)   [ . ]

1.12Name of the Affiliating University *(for the Colleges)*

Gauhati 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 (*Specify*)

UGC-COP Programmes

2.IQACComposition and Activities

2.1No. of Teachers                                         07

2.2No. of Administrative/Technical staff          03

2.3No. of students                                          00

2.4No. of Management representatives          01

2.5No. of Alumni                                           00

2. 6No. of any other stakeholder and

community representatives                            01

2.7 No. of Employers/ Industrialists              00

2.8  No. of other External Experts               00

2.9 Total No. of members            12

2.10No. of IQAC meetings held

04

2.11 No. of meetings with various stakeholders:     No.   02     Faculty   01

Non-Teaching Staff   01   Students   05   Alumni   02   Others   01

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

If yes, mention the amount     Rs. 1,26,784/-     [for NAAC Peer Team Visit]

2.13Seminars and Conferences (only quality related)

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

Total Nos.  00   International  00   National  01   State  00   Institution Level  00

(ii) Themes     Translation and its Impact on Literary Development in Assam.

2.14Significant Activities and contributions made by IQAC

NAAC visit for 2nd cycle on 23, 24 and 25 April,2015

Organized one seminar on Translation and its Impact on Literary Development in Assam. [by Assamese Department]

2.15Plan 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. Promoting new professional courses | Ornamental Fishery ; Spoken English |
| 2.College campus to be computerized | Wi-fi System implemented |
| 3.To install Language Lab | Language Lab  installed |
| 4.To upgrade the library | SOUL software from INFLIBNET installed |

 * Attach the Academic Calendar of the year as Annexure.

2.15 Whether the AQAR was placed in statutory body   Yes  $\boxed{\sqrt{}}$   No  $\boxed{\phantom{x}}$

Management  $\boxed{\sqrt{}}$   Syndicate  $\boxed{\phantom{x}}$   Any other body  $\boxed{\phantom{x}}$

Provide the details of the action taken

> The AQAR has been prepared based on available data and figures in the college office, departments etc.

# 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 | | | | |
| PG | | | | |
| UG | 03 | | | 2 |
| PG Diploma | | | | |
| Advanced Diploma | | | | |
| Diploma | | | | |
| Certificate | 02 | | | |
| Others | 01 | | | |
| **Total** | 06 | | | 02 |

| Interdisciplinary | | | | |
|---|---|---|---|---|
| Innovative | | | | |

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

(ii) Pattern of programmes:

| Pattern | Number of programmes |
|---------|---------------------|
| Semester | 03 |
| Trimester | |
| Annual | |

1.3Feedback 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

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

Yes. The syllabus has changed according to the decision of the University.

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 |
|-------|------------------|---------------------|------------|--------|
| 55 | 18 | 37 | 00 | |

2.2 No. of permanent faculty with Ph.D.    24

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 |
| 01 | 02 | | | | | | | | |

2.4 No. of Guest and Visiting faculty and Temporary faculty

01          00          25

Guest  faculty              Visiting faculty              Temporary faculty

2.5 Faculty participation in conferences and symposia:

| No. of Faculty | International level | National level | State level |
|---|---|---|---|
| Attended | 00 | 10 | |
| Presented papers | 00 | 10 | |
| Resource Persons | 00 | 03 | |

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

> Introduction of LCD Projector for the class rooms in selected classes.
>
> Field Work/Project work for practical purposes in some industrial area for selected departments.
>
> Regular internal evaluation process is continued during the entire semester.

2.7 Total No. of actual teaching days  during  this academic year        185 days

2.8  Examination/ Evaluation Reforms initiated by the Institution(for example:     Nil

        Open Book       00      Examination,       00      Bar Coding,       00

Double Valuation,     00     Photocopy,       00     Online Multiple Choice Questions)       00

2.9 No. of faculty members involved in curriculum restructuring/revision/syllabus development

as member of Board of Study/Faculty/Curriculum Development  workshop        05

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 | Class | | | | |
|---|---|---|---|---|---|---|
| | | Distinction % | I % | II % | III  % | Pass % |
| B.A.(Major) | 111 | | 53% | 47% | - | 100% |
| B.A.(General) | 144 | | - | - | - | 52% |
| B.Sc. (Major) | 83 | | 39% | 29% | 07% | 75% |
| B.Sc. (General) | | | | | | |
| B.Com. (Major) | 100 | | 24% | 49% | 18% | 92% |
| B.Com. (General) | | | | | | |

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

> Organizing Local, Regional, State and National Level Seminar.
>
> IQAC monitors daily class routine, assignments and projects given by teachers, use of A/V aids in the class rooms, field studies, class tests and sessional exam etc.

2.13 Initiatives undertaken towards faculty development :

| Faculty / Staff Development Programmes | Number of faculty benefitted |
|---|---|
| Refresher courses | 02 |
| UGC – Faculty Improvement Programme (FIP) | 01 |
| HRD programmes | 00 |
| Orientation programmes | 01 |
| Faculty exchange programme | 00 |
| Staff training conducted by the university | 00 |
| Staff training conducted by other institutions | 00 |
| Summer / Winter schools, Workshops, etc. | 03 |
| Others | 05 |

2.14 Details of Administrative and Technical staff

| Category | Number of Permanent | Number of Vacant | Number of permanent | Number of positions filled |
|---|---|---|---|---|

|                      | Employees | Positions | positions filled during the Year | temporarily |
|----------------------|-----------|-----------|----------------------------------|-------------|
| Administrative Staff | 14        | 01        | 00                               | 01          |
| Technical Staff      | 10        | 00        | 00                               | 01          |

# Criterion – III

## 3. Research, Consultancy and Extension

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

Promoting the existing two research committees in both Arts & Science Faculty.

Organizing  departmental seminars.

Organized one National Seminar on Translation and its Impact on Literary Development of Assam

3.2 Details regarding major projects :

|                    | Completed | Ongoing | Sanctioned | Submitted |
|--------------------|-----------|---------|------------|-----------|
| Number             | 00        | 00      | 00         | 00        |
| Outlay in Rs. Lakhs| 00        | 00      | 00         | 00        |

3.3  Details regarding minor projects :

|                    | Completed       | Ongoing | Sanctioned      | Submitted       |
|--------------------|-----------------|---------|-----------------|-----------------|
| Number             | 03              | 00      | 03              | 03              |
| Outlay in Rs. Lakhs| Rs, 1,95, 000/- |         | Rs, 1,95, 000/- | Rs, 1,95, 000/- |

3.4  Details on research publications :

|                          | International | National | Others |
|--------------------------|---------------|----------|--------|
| Peer Review Journals     | 00            | 00       |        |
| Non-Peer Review Journals | 03            | 10       |        |
| e-Journals               |               |          |        |
| Conference proceedings   |               |          |        |

3.5 Details on Impact factor of publications:

Range ⬚    Average ⬚    h-index ⬚    Nos. in SCOPUS ⬚

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

| Nature of the Project | Duration Year | Name of the funding Agency | Total grant Sanctioned | Received |
|---|---|---|---|---|
| Major projects | 00 | 00 | 00 | 00 |
| Minor Projects | 18& 24 months | UGC | Rs 1,95,000 | Rs1,95,000 |
| Interdisciplinary Projects | 00 | 00 | 00 | 00 |
| Industry sponsored | 00 | 00 | 00 | 00 |
| Projects sponsored by the University/ College | 00 | 00 | 00 | 00 |
| Students research projects (other than compulsory by the University) | 6months | self | 00 | 00 |
| Any other(Specify) | 00 | 00 | 00 | 00 |
| Total | 03 | 00 | 00 | 00 |

3.7 No. of books published : 08

i) With ISBN No. 04

ii) Chapters in Edited Books 07

iii) Without ISBN No. 02

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 01

INSPIRE ☐    CE ☐    Any Other (specify) ☐

3.10 Revenue generated through consultancy          | Nil |

3.11 No. of conferences organized by theInstitution

| Level | International | National | State | University | College |
|---|---|---|---|---|---|
| Number | 00 | 01 | 01 | | |
| Sponsoring agencies | None | UGC | Local Sponsorship | | |

3.12 No. of faculty served as experts, chairpersons or resource persons  | 06 |

3.13 No. of collaborations : International | 00 |   National | 02 |   Any other | 00 |

3.14 No. of linkages created during this year  | 05 |

3.15 Total budget for research for current year in lakhs :

From Funding agency | Nil |   From Management of University/College | Nil |

Total | Nil |

3.16 No. of patents received this year

| Type of Patent | | Number |
|---|---|---|
| National | Applied | 00 |
| | Granted | 00 |
| International | Applied | 00 |
| | Granted | 00 |
| Commercialized | Applied | 00 |
| | Granted | 00 |

3.17 No. of research awards/ recognitions received by faculty and research fellows

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

| Of | 01 | 00 | 00 | 00 | 00 | 00 | 00 | the institute in the |
| year | | | | | | | | |

3.18No. of faculty from the Institution

who are Ph.D.Guides          03

and students registered under them          02

3.19 No. of Ph.D. awarded by faculty from the Institution          02

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

JRF [ ]          SRF [ ]          Project Fellows 02          Any other [ ]

3.21No. of students Participated in NSS events:

University level 125          State level 350

National level 27          International level 00

3.22No.of students participated in NCC events:

University level 00   State level          20

National level 24          International level 00

3.23 No. of Awards won in NSS:

University level [ ]          State level 01

National level [ ]          International level [ ]

3.24 No. of Awards won in NCC:

University level [ ]          State level 01

National level 01          International level 00

3.25No. of Extension activities organized

University forumCollege forum 　[ 12 ]

　　　　　　　　　　NCC [ 13 ]　　　NSS [ 17 ]　　　Any other [ 09 ]

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

> Environmental Awareness programme to different villages.
> Women's Forum's participation to the orphanage 'Shishu Neketan', Guwahati.
> Plantation programme organized in various locality
> Celebration of Wildlife Week through photography completion.
> Celebration of Gandhi Jayanti
> Dr. BandhuramDeka Memorial Lecture [College Foundation Day]
> Dr. RajendraMazumdar Memorial Lecture [Arts Day]
> Dr. Abdur Rahim Memorial Lecture [Science Day]
> Dr. Apurba Kr. Das Memorial Lecture [Commerce Day]

# 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 | 3Acres | Nil | | 3Acres |
| Class rooms | 20 | 02 | UGC | 22 |
| Laboratories | 12 | 00 | UGC | 12 |
| Seminar Halls | 01 | 01 | UGC | 02 |
| No. of important equipments purchased (≥ 1-0 lakh)  during the current year. | | | | |
| Value of the equipment purchased during the year (Rs. in Lakhs) | | | | |
| Others | | | | |

4.2 Computerization of administration and library -

Implementation of MIS in the office.

Implementation of SOUL Software form INFLIBNET.

Wi-Fi system introduced in the college campus.

4.3  Library services:

|  | Existing | | Newly added | | Total | |
|---|---|---|---|---|---|---|
|  | No. | Value | No. | Value | No. | Value |
| Text Books | 27,049 | 50,81,481 | 10 | 18,000 | 27,059 | - |
| Reference Books | 7,245 | 13,51,808 | 8 | 7,400 | 7,253 | - |
| e-Books | N-list | 00 | 00 | 00 | 00 | - |
| Journals | 11 | 34,155 | 2 | 17,900 | 13 | 52,055 |
| e-Journals | N-list | 00 | 00 | 00 | 00 | - |
| Digital Database | 00 | 00 | 00 | 00 | 00 | - |
| CD & Video | 00 | 00 | 00 | 00 | 00 | - |
| Others    (Newspapers and Periodicals) | 15 | 25,968 | 00 | 00 | 15 | 25,968 |

4.4 Technology up gradation (overall)

|  | Total Computers | Computer Labs | Internet | Browsing Centres | Computer Centres | Office | Depart -ments | Others |
|---|---|---|---|---|---|---|---|---|
| Existing | 24 | 01 | Available | Digisol, Amtron, BSNL |  |  | 14 |  |
| Added |  |  |  |  |  |  |  |  |
| Total |  |  |  |  |  |  |  |  |

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

A Central  Computer Lab is established.

Every department is equipped with a computer.

Planed to establish a new academic course in Computer Application.

4.6 Amount spent on maintenance in lakhs :

i) ICT

Rs. 3,43,150/-

ii) Campus Infrastructure and facilities

Rs. 4,25,000/-

iii) Equipments

Nil

iv) Others

Rs. 2,00,000/-  [Sports Grants]

Total :

Rs. 9,68,150/-

# Criterion – V
# 5. Student Support and Progression

5.1 Contribution of IQAC in enhancing awareness about Student Support Services

More books made available to the students by upgrading  the departmental library.

Fee concession offered to economically poor students.

Scholarships provided to meritorious students.

5.2 Efforts made by the institution for tracking the progression

Encouraging by announcing scholarship.

Supplying  text and reference books to the needy  students.

Easy access to internet.

Scholarship provided to the financially poor students from the staff fund.

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

| 1573 | | | |
|------|--|--|--|

5.3 (a) Total Number of students

(b) No. of students outside the state

| 105 |
|-----|

(c) No. of international students

| 00 |
|----|

Men

| No | % |
|----|---|
|    |   |

Women

| No | % |
|----|---|
|    |   |

| Last Year | | | | | | This Year | | | | | |
|-----------|----|----|-----|------------------------|-------|---------|----|----|-----|------------------------|-------|
| General | SC | ST | OBC | Physically Challenged | Total | General | SC | ST | OBC | Physically Challenged | Total |
| 1395 | 29 | 62 | 60 | 00 | 1546 | 1459 | 38 | 47 | 29 | 00 | 1573 |

Demand ratio

| 4:1 |
|-----|

Dropout %

| 3% |
|----|

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

| Nil |
|-----|

No. of students beneficiaries

| Nil |
|-----|

5.5 No. of students qualified in these examinations

NET 00  SET/SLET 00  GATE 00  CAT 00

IAS/IPS etc 00  State PSC 00  UPSC 00  Others 00

5.6 Details of student counseling and career guidance

Counseling of students is done continuously through Career Counseling Cell

No. of students benefitted  05

5.7 Details of campus placement

| On campus | | | Off Campus |
|---|---|---|---|
| Number of Organizations Visited | Number of Students Participated | Number of Students Placed | Number of Students Placed |
| 00 | 00 | 00 | 35 |

5.8 Details of gender sensitization programmes

A talk on "Awareness to prevent Domestic Violence on women" is organized by Women's Forum, Guwahati College.

5.9 Students Activities

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

State/ University level 01  National level 01  International level 01

No. of students participated in cultural events

State/ University level 52  National level 00  International level 00

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

Sports : State/ University level 01  National level 01  International level 01

Cultural: State/ University level 00    National level 00    International level 00

5.10 Scholarships and Financial Support

|  | Number of students | Amount |
|---|---|---|
| Financial support from institution | 06 | Rs. 18,000 [GCC&TSociety] |
| Financial support from government | 114 | Rs. 7,35,985/- |
| Financial support from other sources | 01 | Rs. 5,000 [Only for girl student] |
| Number of students who received International/ National recognitions | 00 | Nil |

5.11 Student organised / initiatives

Fairs     : State/ University level  02    National level  00    International level  00

Exhibition: State/ University level  02    National level  00    International level  00

5.12 No. of social initiatives undertaken by the students    03

5.13 Major grievances of students (if any) redressed:

Lack of an Auditorium, No hostel facility, Lack of spaces

# Criterion – VI

## 6. Governance, Leadership and Management

6.1 State the Vision and Mission of the institution

Mission:

The mission of the college is to teach. The term here stands for

1. Transformation of the society through spread of knowledge.
2. Education of the youth and development of personality.
3. Acquisition of skills by learners.
4. Creation of dedicated human resources.
5. Help in nation building.

Vision:

The College is going to celebrate the Golden Jubilee year in 2013. So the college through this long journey cherishes the vision of edifying the society through the propagation of the radiance of knowledge and inculcating amongst all, a sense of morality and the awareness of social values and patriotism.

Education is a pro active provider in generating and moulding human resources for an all round development of the socio-economic sector. Guwahati College performs its functions within this parameter and caters chiefly to the needs of the these advantaged segment of the society who are otherwise deprived of higher education due to various adverse factors. The college aspires to provide educational opportunities to the unfortunate residents of the neighbouring catchment area who have been deprived of quality education. The teachers and the students of this college feel that they are properly guided by the institution for developing the intellectual qualities of this section of the society in a multi faceted way to facilitate them in shaping their future for a purposeful and meaningful life.

The college aims at promoting cost effective education with the motive of inculcating cultural and value based spirit amongst the students. It rise to develop a sense of social responsibility and commitment amongst the learners in the face of a challenging environment.

The founders of this college had taken into consideration the collegiate education and they materialized the noble venture of establishing this college in 1964. The college now functions with 16 departments in Science, Arts and Commerce faculty. The college retains the homely environment in the campus and exercises its academic programme through the bond of friendship between the trainers and the learners.

6.2 Does the Institution has a management Information System

Yes.

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

6.3.1 Curriculum Development

> Five teachers from different departments [Education, Mathematics, Zoology, Botany and Hindi] have participated in the curriculum development programme in Gauhati University.

6.3.2 Teaching and Learning

> LCD presentation introduced in a few selected class rooms.
>
> Regular field survey/educational excursion/ EVS Project is conducted as a part of teaching.

6.3.3 Examination and Evaluation

> Regular internal assessment is carried out.
>
> Unit Tests are held at specific intervals according to the GU academic calendar.
>
> Seminar presentation by the students organized regularly.

6.3.4 Research and Development

> Promoted two research committeeis for both Arts and Science Faculty.
>
> Departmental seminars are held at regular intervals.
>
> Project works are given to students as a part of regular classroom study.

6.3.5 Library, ICT and physical infrastructure / instrumentation

> ➢ Upgradation of library by introducing SOUL software from INFLIBNET.
> ➢ Easy access to e-journals.
> ➢ SMART Board with Projector introduced.
> ➢ Language Lab is upgraded.
> ➢ Drinking water facility upgraded by adding two extra water coolers.

6.3.6 Human Resource Management

> The college authority manages human resource as required from time to time within the existing rules and regulations and guidelines of the State Govt.

6.3.7  Faculty and Staff recruitment

One permanent faculty is recruited in English Department in 2014.

6.3.8  Industry Interaction / Collaboration

Visit to nearby industrial plants such as AMTRON, Mineral Water Plant, Purabi Dairy, IASST, IIT .
By inviting guests for delivering lectures from the above mentioned organizations for the benefit of the students.

6.3.9  Admission of Students

Wide publicity given to the admission process through college notice board, news papers, prospectus, college web site.

Academic calendar made available.

Category wise students record is maintained by college office.

6.4 Welfare schemes for

| | |
|---|---|
| Teaching | 01 |
| Non teaching | 01 |
| Students | 01 |

6.5 Total corpus fund generated    Nil

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 | - | Yes | IQAC |
| Administrative | Yes | AG | Yes | GB |

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?

> N/A

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

> N/A

6.11 Activities and support from the Alumni Association

> Books are awarded by alumni
>
> Fans, tables etc are supplied by them.
>
> Take classes without any honourarium.

6.12 Activities and support from the Parent – Teacher Association

> A parent-teacher association formed.
>
> The college is benefitted by the various innovative ideas.
>
> Linkages developed with media through Parent Teacher Association.
>
> Getting some minor grievances from them.

6.13 Development programmes for support staff

> Attended office management  trainingprogramme in GU Academic Staff College
>
> The College authority encourages training programmes for N/T Staff.

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

> Street play organized by NSS and other departments for environmental awareness.
>
> Plastic bags are banned in the college campus.
>
> College canteen facility is upgraded.
>
> Three plantation programmes conducted in 2014-15 in the college campus.

# Criterion – VII

## 7. Innovations and Best Practices

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

> ➤ Self DefenceProgramme for girl students.
> ➤ Yoga classes for stress management.
> ➤ Blood donation Camp organized
> ➤ Provision of  Smart Classroom is done.

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

> ➤ Construction of one seminar hall.
> ➤ Installation of CCTV in the college campus
> ➤ Two new academic courses  - (a) Ornamental Fisheries and (b) Spoken English are introduced.
> ➤ State Level Quiz Competition was organized
> ➤ One seminar and one Talent Search Workshop are organized.

7.3Give two Best Practices of the institution (please see the format in theNAAC Self-studyManuals)

> ➤ Regular Popular talk  by the Department of Botany.
> ➤ Community services by the NSS of the college unit.

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

7.4Contribution to environmental awareness / protection

> ➤ Three plantation programme were done
> ➤ A field trip to DeeparBeel Bird Sanctuary.
> ➤ Awareness programme at nearby schools/institutions.
> ➤ Environmental  project  were done by EVS department on field trip.

7.5 Whether environmental audit was conducted?      Yes  √    No  ☐

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

(A) Strength –

> * ❖ The college is reaccreditated by NAAC for 2<sup>nd</sup> Cycle.
>   * ➢ Committed and qualified teaching faculty.
>   * ➢ Consistent academic performance.

(B) Weaknesses –

> * ✓ Inadequate infrastructure of research.
> * ✓ Limited linkages with other institution.
> * ✓ Limited space in the college campus to raise more structure in the college.
> * ✓ No hostel facility for the students.

(C) Opportunity  –

> * ➢ NAAC accredited for 2<sup>nd</sup> cycle
> * ➢ Encourage more sports activities.
> * ➢ Opening of post-graduate courses.

(D) Threat  –

> Increasing number of application for all of the courses.
> Need more sanctioned posts in the institution.
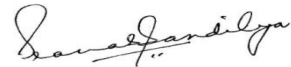
8. Plans of institution for next year

> * ✓ To subscribe  more e-journals.
> * ✓ To display 'New Arrivals' in the library.
> * ✓ To buy books for every departments.
> * ✓ To upgrade the infrastructure of the library such as book selves, computers etc.

Name : Dr. Dipak Sagar Das

Name : Dr. Pranab Sandilya

_____
Signature of the Coordinator, IQAC

_____
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 |

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**Annexure – II**

# Guwahati College
## Academic Calendar
## For the Session - July, 2014 – June, 2015 gd

| Month | Dates | Days | Particulars of Events | No. of holidays | No. of working Days |
|-------|-------|------|-----------------------|-----------------|---------------------|
| July,2014 | 1-31 | - | Summer Vacation | 31 | NIL |
| August,2014 | 1 | Friday | Working day /classes | - | 1 |
| | 2 | Saturday | Classes | | 1 |
| | 3 | Sunday | College Foundation Day | -1 | |
| | 4-9 | Monday-Saturday | Working day /Class | | 6 |
| | 10 | Sunday | | 1 | |
| | 11-14 | Monday-Thursday | Working day /classes | | 4 |
| | 15 | Friday | Independence Day | 1 | - |
| | 16 | Saturday | Working day /classes | - | 1 |
| | 17 | Sunday | | | |
| | 18 | Monday | Sri Krishna Janmastami | 1 | |
| | 19 | Tuesday | Freshmen Social | | -1 |
| | 20-23 | Wednesday-Saturday | Working day /classes | | -4 |
| | 24 | Sunday | | 1 | |
| | 25-26 | Monday & Tuesday | Working day /classes | | -2 |
| | 27 | Wednesday | Tithi of sankardev | -1 | |
| | 28-30 | Thursday-Saturday | Working day /classes | | 3 |
| September, | 31 | Sunday | | 1 | |
| | | | Total | 8 | 23 |

| Month | Dates | Days | Particulars of Events | No. of holidays | No. of working Days |
|-------|-------|------|-----------------------|-----------------|---------------------|
| 2014 | 1-4 | Monday-Thursday | Working day /class | - | 4 |
| | 5 | Friday | Teacher's Day | | -1 |
| | 6 | saturday | Working day /classes | - | 1 |
| October, 2014 | 7 | Sunday | | 1 | |
| | 8-12 | Monday-Friday | Working day /classes | | -5 |
| | 13 | Saturday | Tithi of Madhabdev | 1 | - |
| | 14 | Sunday | | 1 | |
| | 15-20 | Monday -saturday | Working day /classes | | -6 |
| | 21 | Sunday | | 1 | |
| | 22-27 | Monday-Saturday | Working day /classes | | -6 |
| | 28 | Sunday | | 1 | |
| | 29-30 | Monday & Tuesday | Working day /classes | | -2 |
| | | | Total | 5 | 25 |
| | 1-7 | Wednesday-Tuesday | Durga puja,Gandhi Jayanti, Sankar Jonmotsava, Id-uz-Zoha, Laxmi puja | -7 | |
| | 8-10 | Wednesday-Friday | Working day /classes | | -3 |
| | 11 | Saturday | Working day /classes | - | 1 |
| | 12 | Sunday | | 1 | |
| | 13-18 | Monday-saturday | Working day /classes | | -6 |
| | 19 | Sunday | | 1 | |
| | 20-21 | Monday-Tuesday | Working day /classes | - | 2 |

| Month | Dates | Days | Particulars of Events | No. of holidays | No. of working Days |
|---|---|---|---|---|---|
| November, 2014 | 22 | Wednesday | College election | | -1 |
| | 23- 24 | Thursday-Friday | Kali puja & Diwali | -2 | |
| | 25 | Saturday | Working day /classes | | -1 |
| | 26 | Sunday | | -1 | |
| | 27-31 | Monday-Friday | Working day /classes | - | 5 |
| | | | Total | 12 | 19 |
| | 1 | Saturday | Working day /classes | - | 1 |
| | 2 | Sunday | | 1 | |
| | 3-5 | Monday-Wednesday | Working day /classes | | 3 |
| | 6 | Thursday | Guru nanak's birthday | 1 | - |
| | 7-8 | Friday-Saturday | Working day /classes | - | 2 |
| | 9 | Sunday | | 1 | |
| | 10-13 | Monday-Thursday | Working day /classes | | -4 |
| | 14 | Friday | Inter College Quiz Competition | - | 1 |
| | 15 | Saturday | Working day /classes | | -1 |
| | | | | | |
| December,2014 | 16 | Sunday | | 1 | |
| | 17-22 | Monday-Saturday | Working day /classes | | -6 |
| | 23 | Sunday | | | |
| | 24-29 | Monday-saturday | Working day /classes | | -6 |
| | 30 | Sunday | | 6 | 24 |

| Month | Dates | Days | Particulars of Events | No. of holidays | No. of working Days |
|---|---|---|---|---|---|
| | 1-6 | Monday-Saturday | Working day /classes | - | 6 |
| | 7 | Sunday | | | |
| | 8-9 | sunday | Holiday | 1 | - |
| | 10-15 | Mon-Sat | 1<sup>st</sup>sem& HS prefinal exam. | - | 6 |
| | 14 | Sunday | | | |
| | 16 | Sunday | Holiday | 1 | - |
| | 17-22 | Mon-Sat | Working day/classes | - | 6 |
| | 21 | Sunday | | | |
| January,2015 | 23 | Sunday | Holiday | 1 | - |
| | 24 | Mon | Working day /classes | - | 1 |
| | 25 | Tues | Holiday/Christmas day | 1 | - |
| | 26-29 | Wed-Sat | Working day /classes | - | 4 |
| | 28 | Sunday | | | |
| | 30 | Sunday | Holiday | 1 | - |
| | 31 | Monday | Working day/classes | - | 1 |
| | 1-3 | Tues-Thurs | Working day/classes | - | 3 |
| | 4 | Sunday | | | |
| | 4-5 | Fri-Sat | Working day/Inter College Volleyball | - | 2 |
| | 6 | Sun | Holiday/ Inter College Volleyball | 1 | - |
| | 7 | Mon | Working day/ classes | - | 1 |
| | 8-12 | Tues-Sat | Working day/College Week | - | 5 |
| | 11 | Sunday | | | |
| | 13-15 | Sun-Tues | Holiday/MaghBihu | 3 | - |
| | 16 | Wedness | Working day/ classes | - | 1 |
| | 17 | Thurs | Holiday/Shilpee Divas | 1 | - |

| Month | Dates | Days | Particulars of Events | No. of holidays | No. of working Days |
|---|---|---|---|---|---|
| | 18 | Sunday | | | |
| July,2014 | 18-19 | Fri-Sat | Working day | - | 2 |
| August,2014 | 20 | Sun | Holiday/Talent Search Examination | 1 | - |
| | 21-25 | Mon-Fri | Working day/ classes | - | 5 |
| | 25 | Sunday | | | |
| | 26 | Sat | Holiday/Republic day | 1 | - |
| | 27 | Sun | Holiday | 1 | - |
| | 28-29 | Mon-Tues | Working day /classes | - | 2 |
| | 30-31 | Wed-Thurs | Working day/winter Fest | - | 2 |
| | 1-31 | - | Summer Vacation | 31 | NIL |
| | 1 | Friday | Working day /classes | - | 1 |
| | 2 | Saturday | Classes | | 1 |
| | 3 | Sunday | College Foundation Day | -1 | |
| | 4-9 | Monday-Saturday | Working day /Class | | 6 |
| | 10 | Sunday | | 1 | |
| | 11-14 | Monday-Thursday | Working day /classes | | 4 |
| | 15 | Friday | Independence Day | 1 | - |
| | 16 | Saturday | Working day /classes | - | 1 |
| | 17 | Sunday | | | |
| Feb,2015 | 1 | Sunday | Holiday | -1 | 1 |
| | 2-3 | Monday-Tuesday | Working day /classes | - | 2 |
| | 4-7 | Wednesday-Saturday | College week Festival | | 4 |
| | 8 | Sunday | | 1 | |

| Month | Dates | Days | Particulars of Events | No. of holidays | No. of working Days |
|-------|-------|------|-----------------------|-----------------|---------------------|
| | 9 | Monday | Class Day | | 1 |
| | 10-11 | Tuesday – Wednesday | Closing ceremony of Golden Jubilee Celebration | | 2 |
| | 12-14 | Thursday - Saturday | Working day/ classes | - | 3 |
| | 15 | Sunday | Holiday | 1 | - |
| | 16 | Monday | Working day / classes | - | 1 |
| | 17 | Tuesday | Holiday/Shivaratri | 1 | - |
| | 18-21 | Wed-Sat | Working day / Class day | - | 4 |
| | 22 | Sunday | Holiday | 1 | |
| | 23-28 | Mon-Sat | Working day/ classes | - | 6 |
| | | | | 05 | 23 |
| March,2015 | 1 | Sunday | Holiday | 1 | |
| | 2-4 | Mon-Wed | Working day/ classes | | 3 |
| | 5-6 | Thurs-Fri | Holiday/Doljatra | 2 | - |
| | 7 | Friday | Working day/ classes | 1 | |
| | 8 | Sunday | Holiday | 1 | |
| | 9-14 | Mon-Sat | Working day/ classes | | 6 |
| | 15 | Sunday | Holiday | 1 | |
| | 16-21 | Mon - Sat | Working day/ classes | | 6 |
| | 22 | Sunday | Inter College Volley ball Competition | 1 | |
| | 23-25 | Mon-Wed | Working day | - | 3 |
| | 26-28 | Thus - Sat | Sessional Exam for Even Semester | | 3 |
| | 29 | Sunday | Holiday | 1 | - |
| | 30-31 | Mon - Tue | Sessional Exam for Even Semester | | 2 |
| | | | | 07 | 24 |

| Month | Dates | Days | Particulars of Events | No. of holidays | No. of working Days |
|---|---|---|---|---|---|
| April,2015 | 1-2 | Wed - Thurs | Working day / Classes | - | 2 |
| | 3 | Friday | Good Friday / Holiday | 1 | |
| | 4 | Saturday | Working day / Classes | | 1 |
| | 5 | Sunday | Holiday | 1 | |
| | 6-11 | Mon-Sat | Working day/ classes | - | 6 |
| | 12 | Sunday | Holiday | 1 | |
| | 13 | Monday | Working day/ classes | | 1 |
| | 14-16 | Tues-Thurs | Holiday / Bohag Bihu | 3 | - |
| | 17-18 | Fri-Sat | Working day/ classes | - | 2 |
| | 19 | Sunday | Holiday | 1 | - |
| | 20-25 | Mon-Sat | Working day/Classes | - | 6 |
| | 26 | Sunday | Holiday | 1 | |
| | 27-30 | Mon-Thurs | Working day/ classes | - | 4 |
| | | | | 08 | 22 |
| May,2015 | 1 | Friday | May Day / Holiday | 1 | - |
| | 2 | Saturday | Working day/ classes | - | 1 |
| | 3 | Sunday | Holiday | 1 | |
| | 4 | Monday | Holiday/ Buddha Purnima | 1 | - |
| | 5-9 | Tue-Sat | Working day /classes | - | 5 |
| | 10 | Sunday | Holiday | 1 | |
| | 11-16 | Mon-Sat | Working day / classes | - | 6 |
| | 17 | Sunday | Holiday | 1 | |
| | 18-23 | Mon-Sat | Working day/ classes | - | 6 |
| | 24 | Sunday | Holiday | 1 | |
| | 25-30 | Mon-Sat | Working day/ classes | - | 6 |

| Month | Dates | Days | Particulars of Events | No. of holidays | No. of working Days |
|-------|-------|------|----------------------|-----------------|---------------------|
| | 31 | Sunday | Holiday | 1 | |
| | | | | 07 | 24 |
| June, 2015 | 1-4 | Mon-Thurs | Working day | - | 4 |
| | 5 | Friday | Working day/World Environment day | - | 1 |
| | 6 | Saturday | Working day/ Classes | - | 1 |
| | 7 | Sunday | Holiday | 1 | |
| | 8-13 | Mon-Sat | Working day | - | 6 |
| | 14 | Sunday | Holiday | 1 | |
| | 15-20 | Mon-Sat | Working day | - | 6 |
| | 21 | Sunday | Working Day/Admiossion of HS 1$^{st}$yr Com. | - | 1 |
| | 22-27 | Mon-Sat | Working day | - | 6 |
| | 28 | Sunday | Holiday | 1 | |
| | 29-30 | Mon-Tue | Working day | - | 2 |
| | | | | 04 | 26 |
| Total Days During the current academic session | | | | 249 | 116 |

## Best Practices of Guwahati College

1. Community Service through NSS Unit of Guwahati College
2. Annual popular talks / workshops / seminars

### A. Community Service through NSS Unit of Guwahati College

Pre-Republic Day Camp
Date 02 to 30October, 2013. Venue – Kolkata, West Bengal
Two volunteers of Guwahati College participated in the camp.

North-East NSS Youth Festival
Date 28 October to 01 November, 2013. Venue – Shilong, Meghalaya.
Six volunteers of Guwahati College participated in the camp.

Save Rhino and Youth Exchange Programme
Date 02 to 03December, 2013. Venue – Koliabor College, Kaziranga National Park
volunteers of Guwahati College participated in the programme.

# <u>Annual popular talks/workshops / seminars</u>

1. *Title of the Practice :*

   Annual popular talks/workshops/seminars in various departments of Guwahati College.

2. *Goal:*

   Our aim is to enrich the knowledge for our students by inviting a renowned personality related to various fields of specializationas and when possible at least once a year.

3. *The context:*

   Most of the departments like Botany, Zoology, English, Geography, Hindi etc. of the college organize a popular talk programme by inviting a guest for a fruitful lecture. This tradition of the college may be considered as one of our best practices. Our students can interact with the distinguished speaker who delivered the talk. They perform power point presentation with excellent and reliable data and photograph.

**4.** *Evidence of Success :*

The talks and workshops and seminars organized by various departments of the college are described in 1.1.5 of Criteria I : Curricular Aspect & 3.7.4 of Criteria III : Research, Consultancy and Extension and also in Evaluative Report of the concerned departments.


XXXXX