

THE ANNUAL QUALITY ASSURANCE REPORT (AQAR)

YEAR: 2015-16



SUBMITTED BY:

IQAC

Paschim Guwahati Mahavidyalaya

Dharapur, Guwahati-I7

AQAR 2015-16

The Annual Quality Assurance Report (AQAR) of the IQAC

All NAAC accredited institutions will submit an annual self-reviewed progress report to NAAC, through its IQAC. The report is to detail the tangible results achieved in key areas, specifically identified by the institutional IQAC at the beginning of the academic year. The AQAR will detail the results of the perspective plan worked out by the IQAC. (Note: The AQAR period would be the Academic Year. For example, July 1, 2012 to June 30, 2013)

Part – A

1. Details of the Institution

1.1 Name of the Institution

Paschim Guwahati Mahavidyalaya

1.2 Address Line 1

Amrit Bharali Path, Dharapur

Address Line 2

P.O. & P.S- Azara

City/Town

Guwahati

State

Assam

Pin Code

781017

Institution e-mail address

pgmahavidyalaya@rediffmail.com

Contact Nos.

0361-2845021 (O)
94350-12558 (Principal)
99576-59115 (NAAC Co-ordinator)

Name of the Head of the Institution:

Dr. Balendra Kumar Das

Tel. No. with STD Code:

0361-2845021 (O)

Mobile:

94350-12558

Name of the IQAC Co-ordinator:

Dr. Yashodhara Medhi

Mobile:

99576-59115

IQAC e-mail address:

pgm17dharapur@gmail.com

1.3 NAAC Track ID (For ex. MHCogn 18879)

ASCOGN11865

1.4 NAAC Executive Committee No. & Date:

EC/33/446 & dated 16-09-2004

(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)

1.5 Website address:

www.paschimguwahatimahavidyalaya.in

Web-link of the AQAR:

www.paschimguwahatimahavidyalaya.in/AQAR 2015-16

For ex. <http://www.ladykeanecollege.edu.in/AQAR2012-13.doc>

1.6 Accreditation Details

Sl. No.	Cycle	Grade	CGPA	Year of Accreditation	Validity Period
1	1 st Cycle	C++	67.00	2004	5 Yrs.
2	2 nd Cycle	B	2.39	2015	5 Yrs.
3	3 rd Cycle				
4	4 th Cycle				

1.7 Date of Establishment of IQAC :

DD/MM/YYYY

11/04/2003

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

1.9 Details of the previous year's AQAR submitted to NAAC after the latest Assessment and Accreditation by NAAC (for example AQAR 2010-11 submitted to NAAC on 12-10-2011)

- i. AQAR 2005 December 2005 (DD/MM/YYYY)⁴
 ii. AQAR 2006-07 26/12/2007 (DD/MM/YYYY)
 iii. AQAR 2007-08 13/12/2008 (DD/MM/YYYY)
 iv. AQAR 2008-09 29/10/2010 (DD/MM/YYYY)
 v. AQAR 2009-10 (Submitted online) Sept. 2014
 vi. AQAR 2010-11 (Submitted online) Sept. 2014
 vii. AQAR 2011-12 (Submitted online) Sept. 2014
 viii. AQAR 2012-13 (Submitted online) Sept. 2014
 ix. AQAR 2013-14 (Submitted online) Sept. 2014
 x. AQAR 2014-15 (Submitted online) June 2016

1.10 Institutional Status

University State Central Deemed Private

Affiliated College Yes No

Constituent College Yes No

Autonomous college of UGC Yes No

Regulatory Agency approved Institution Yes No

(eg. AICTE, BCI, MCI, PCI, NCI)

Type of Institution Co-education Men Women

Urban Rural Tribal

Financial Status Grant-in-aid UGC 2(f) UGC 12B

Grant-in-aid + Self Financing Totally Self-financing

1.11 Type of Faculty/Programme

Arts Science Commerce Law PEI (Phys Edu)

TEI (Edu) Engineering Health Science Management

Others (Specify)

1.12 Name 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

No

University with Potential for Excellence

No

UGC-CPE

No

DST Star Scheme

No

UGC-CE

No

UGC-Special Assistance Programme

No

DST-FIST

No

UGC-Innovative PG programmes

No

Any other (*Specify*)

No

UGC-COP Programmes

No

2. IQAC Composition and Activities

2.1 No. of Teachers

7

2.2 No. of Administrative/Technical staff

1

2.3 No. of students

Nil

2.4 No. of Management representatives

1

2.5 No. of Alumni

Nil

2.6 No. of any other stakeholder and
community representatives

2

2.7 No. of Employers/ Industrialists

Nil

2.8 No. of other External Experts

2.9 Total No. of members

2.10 No. of IQAC meetings held

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

Non-Teaching Staff Students Alumni Others

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

If yes, mention the amount

2.13 Seminars and Conferences (only quality related)

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

Total Nos. International National State Institution Level

(ii) Themes

- 1) "Team Work Leads to Success" on 25-08-2015
- 2) "Asomiya Kobita" on 17-08-2015
- 3) "Natural Resource Management and Indigenous People" on 24-08-2015
- 4) "Student-Teacher Relationship" on 27-08-2015
- 5) "Hindi Ki Biswik Roop" on 28-08-2015
- 6) "Assam History from the Pre-historic Times to the Coming of the British" on 26-08-2015
- 7) "Life Skills" on 20-08-2015
- 8) "Rights Enshrined in the Indian Constitution" on 28-08-2015
- 9) "Awareness About HIV/AIDS" on 31-08-2015
- 10) "Adhunik Asamiya Cuti Galpa" on 19-08-2015
- 11) Workshop on "Proof Reading and the Basics of Editing"

2.14 Significant Activities and contributions made by IQAC

- IQAC prepares for NAAC inspection 2nd Cycle.
- The college faces NAAC Inspection from 21st-23rd September'2016.
- A certificate course on Skill Development in collaboration with Gauhati University under NSDC has been started in the college premises since March,2016.
- Computer courses are organised.
- Certificate course in Beautician Training in collaboration with My Fair Lady.
- Under the aegis of IQAC, Departmental seminars were organised in the college.
- 4 Publications brought out by the Departments of Assamese, Economics, Education and English.
- IQAC initiated procurements of more books in the college library.
- IQAC, through various committees, maintains the overall academic environment of the institution.
- A Research Advisory Committee was formed on 29-06-2015.
- 11 nos. of Seminars and Workshops were organised by various committees and Departments.
- "Parents-Teachers Meets" were organised.
- 5 nos. Students Counselling Sessions were held in collaboration with other external professional institutions.
- The Alumni Association has been revamped.
- More solar lights were installed.
- A health check up camp was held at the college in collaboration with Narayana Super Speciality Hospital on 08-08-2015.
- An awareness camp on HIV/AIDS was held in collaboration with Assam State AIDS Youth Affairs on 31-08-2015.
- Needs of the adopted school were looked into.
- Tree plantation and campus cleaning under "Green Awareness and Cleanliness Drive Week" from 10th-16th Nov.,2015.
- Preparing for a UGC sponsored National Seminar of dept. of Economics in October,2016.
- Sports Complex inaugurated.
- A Basketball Court is constructed.

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. To prepare for NAAC inspection, 2 nd cycle.	1) The college faced NAAC Inspection from 21 st - 23 rd September, 2016 and achieved Grade B with 2.39 score.
2. To complete and inaugurate the <i>sports facility complex</i> in the beginning of the academic year 2015-16.	2) Construction of <i>sports facility complex</i> was completed and it was inaugurated on 07-09-2015.
3. To complete and inaugurate the Girls Hostel in the session of 2015-16.	3) The construction of the Girls' Hostel was completed and it was made ready for occupation.
4. Construction of new classrooms in the new administrative building.	4) Four new classrooms are constructed along with departmental rooms in the 2 nd floor of the new administrative building.
5. Separate departmental rooms to be completed before the starting of the next session.	5) Separate departmental rooms were allotted to the Departments of Assamese, Education, Pol. Sc., Philosophy, History, Hindi, Accountancy, Management, Finance and Commerce.
6. Digital classroom to be made operative by the beginning of the academic year 2015-16.	6) Digital Classroom has been made operative since the beginning of the session and classes were held by faculty members from different departments.
7. Library to be digitised fully.	7) Library has been digitised fully.
8. New designated places are to be assigned in the library for collection of books on the North-East and Dr. Bhupen Hazarika.	8) Books on the North-East and Dr. Bhupen Hazarika has been gathered together and special designated places have been assigned to them in the library.
9. To increase in the number of books and journals in the library.	9) A total no of 1658 books have been added in the library in this session.
10. Installation of more solar lights in the campus.	10) Five more solar lights have been installed bringing the total to a no of 7.
11. Fresh Proposals for National Seminars	11) Proposals for National Seminars were sent

<p>to be submitted to the UGC for the year 2015-16.</p> <p>12. To start vocational courses.</p> <p>13. Improvement of Playground</p> <p>14. Publication of research Journal from the institution</p> <p>15. Health camps to be organised.</p>	<p>to UGC and the Department of Economics has received the approval for their proposal.</p> <p>12) i) Starting from March 2016, Skill Development Training Courses have been initiated in the college premises in collaboration with Gauhati University under NSDC.</p> <p>ii) A three months Beautician Training Certificate course in collaboration with “My Fair Lady” is going on.</p> <p>13) The playground has been improved and a Basketball Court has been constructed in front of the college building.</p> <p>14) Under the IQAC, the Research Advisory Committee has been working on the publication of a research journal very soon.</p> <p>15) i) A Health Camp was organised in association with the Narayana Super Speciality Hospital, Guwahati on 08-08-2015.</p> <p>ii) A health check up camp was organised for the faculty and staff of the college in collaboration with “Lifestyle for You”, an NGO, on 11-06-2016.</p>
---	---

* Attach the Academic Calendar of the year as Annexure. (ANNEXURE –I)

2.16 Whether the AQAR was placed in statutory body Yes No

Management Syndicate Any other body

Provide the details of the action taken

The AQAR is always placed at the Governing Body for their consent.

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	1(M.A.in English, Education, Assamese, Pol.Science under KKHSOU.)			
UG	1. BA, 2. B.Com. 3. B.B.A (under KKHSOU).			
PG Diploma				
Advanced Diploma				
Diploma				
Certificate	1. Computer Basics 2. Tally 3. DTP 4. 3monhts Beautician Course	1. 3monhts course on Skill Development	1. 3monhts Beautician Course 2. 3monhts course on Skill Development 3.Computer Basics 4. Tally 5.DTP	1. 3 monhts Beautician Course 2. 3monhts course on Skill Development 3.Computer Basics 4. Tally 5.DTP
Others				
Total	8	1	5	5
Interdisciplinary				
Innovative				

- 1.2 (i) Flexibility of the Curriculum: CBCS & Core
(ii) Pattern of programmes:

Pattern	Number of programmes
Semester	02 (B.A. & B.Com.)
Trimester	

- 1.3 Feedback from stakeholders* (On all aspects)
- Alumni Parents Employers Students

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

*Please provide an analysis of the feedback in the Annexure (ANNEXURE –II)

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

There has not been any revision of syllabi during this year.

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

A centre for Skill Development Training under NSDC, among 26 centres in Assam, has started functioning in the college premises in collaboration with Gauhati University.

Criterion – II

2. Teaching, Learning and Evaluation

2.1 Total No. of permanent faculty

Total	Asst. Professors	Associate Professors	Professors	Others
33	19	14		

2.2 No. of permanent faculty with Ph.D.

11

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
19		14							

2.4 No. of Guest and Visiting faculty and Temporary faculty

15

2.5 Faculty participation in conferences and symposia: (July 2015-June 2016)

No. of Faculty	International level	National level	State level
Attended	Nil	28	Nil
Presented papers	Nil	18	Nil
Resource Persons	Nil	01	Nil

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

Different electronic and electrical gadgets like overhead projectors, desktops, digital classrooms, LCDs, Laptops, Internet/ Wi-Fi facilities, Lecture podiums with microphones etc. are available as attractive and effective tools for Teaching and Learning.

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

184

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

For external examinations, reforms are done as per Gauhati University, the affiliating university direction. For instance, micro zones are formed creating a cluster of nearby colleges for speedy and convenient evaluation procedure. One such zone is also allotted to this college by Gauhati University.

2.9 No. of faculty members involved in curriculum restructuring/ revision/syllabus development as member of Board of Study/Faculty/Curriculum Development workshop

All departments suggest curriculum restructuring/revision/syllabus development as per G.U. rules to the Courses Curriculum and Syllabus Committee(CCS) through the Principal, who is a member of the University CCS.

2.10 Average percentage of attendance of students

76%

2.11 Course/Programme wise

distribution of pass percentage : (2015-16)

Title of the Programme	Total no. of students appeared	#Division					
		Distinction %	I %	II %	III %	Total Pass	Pass %
B.A. 6th Semester (General)	146					80	54.79%
B.A. 6th Semester (Major)	40					36	90%
B.Com. 6th Semester (General)	11					08	72.72%
B.Com. 6th Semester (Major)	44					40	90.90%

Under Semester System of Examination of Gauhati University only CGPA points has been allotted and no Division is given.

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

1. The IQAC strictly observes the students' regularity in attendance and also maintenance of discipline within the college campus.
2. Under the umbrella of the IQAC, the academic committee of the college looks after the overall teaching learning process of the institution. Likewise, the examination committee conducts the internal and external examination as well as looks after the evaluation process.
3. The IQAC also holds inter-departmental seminars and discussion to maintain the academic environment.
4. The IQAC guides the teachers to participate and present papers in National/International Seminars, Workshops, Conferences etc.
5. The college has one of the 26 centres in Assam for Skill Development Training in collaboration with Gauhati University under NSDC.

2.13 Initiatives undertaken towards faculty development

<i>Faculty / Staff Development Programmes</i>	<i>Number of faculty benefitted</i>
Refresher courses	
UGC – Faculty Improvement Programme	
HRD programmes (Short-term Course)	04
Orientation programmes	
Faculty exchange programme	
Staff training conducted by the university	
Staff training conducted by other institutions	
Summer / Winter schools, Workshops, etc.	02
Others (Convention)	01

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	1			
Technical Staff				

Criterion – III

3. Research, Consultancy and Extension

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

Initiatives were taken to sensitize and promote Research climate by the IQAC by guiding the faculty members in both the Arts & Commerce streams to undertake research projects in different agencies. A Research Advisory Committee is formed with a view to guiding the faculty members in this regards. National level and college level seminars are organised in the college to provoke new ideas in the field of research.

3.2 Details regarding major projects NIL

	Completed	Ongoing	Sanctioned	Submitted
Number				
Outlay in Rs. Lakhs				

3.3 Details regarding minor projects

	Completed	Ongoing	Sanctioned	Submitted
Number 1.	Gaganjyoti Bora (Dept. of Pol.Science, Topic- Socio-Cultural development of Rabhas living under Rani Development Block.)		UGC, NERO	Yes
Outlay in Rs. Lakhs			1,40,000.00	
Number 1.		Dr. Hemanta Kalita (Dept. of Commerce, Topic- A Study on Capital Receipt and Disbursement of the Government of Meghalaya (2009-10 to 2014-15).)	UGC, NERO	
Outlay in Rs. Lakhs			2,20,000.00#	

Amount of Rs175,000 /- received by college against the sanctioned amount on 31st March, 2016.

3.4 Details on research publications (ANNEXURE -III)

	International	National	Others
Peer Review Journals		01	
Non-Peer Review Journals			
e-Journals			
Conference proceedings		02	

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 (2015-16)

Nature of the Project	Duration Year	Name of the funding Agency	Total grant sanctioned	Received
Major projects				
Minor Projects	2015-16	UGC(NERO)	RS.220,000/-	RS.175,000/-
Interdisciplinary Projects				
Industry sponsored				
Projects sponsored by the University/ College				
Students research projects <i>(other than compulsory by the University)</i>				
Any other(Specify)				
Total				

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

ii) Without ISBN No. (ANNEXURE – IV)

3.8 No. of University Departments receiving funds from : NA

UGC-SAP CAS DST-FIST

DPE DBT Scheme/funds

3.9 For colleges Nil Autonomy CPE DBT Star Scheme

INSPIRE CE Any Other (specify)

3.10 Revenue generated through consultancy

3.11 No. of conferences organized by the Institution	Level	International	National	State	University	College
	Number					11
	Sponsoring agencies					

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

Some of our faculty members act as mentors and resource persons in D.El.Ed course and TET Induction Programme under KKHSOU.

Gagan Bora, Dept. of Pol. Sc. is a resource person in SIRD, Govt. of Assam.

All the faculty members from the Dept. of Education perform the duties as Subject Experts.

Dr. Bijoylakshmi Das is often invited as expert/ judge in musical performances/ competitions.

Dr. Nripendra Nath Medhi was the Chairperson in one of the sessions in the National Seminar on “Gender Sensitisation and Women Empowerment: Issues and Challenges” organised by IQAC, Guwahati College, Guwahati on 25th & 26th June, 2016.

3.13 No. of collaborations International National Any other

3.14 No. of linkages created during this year

01. Assam State AIDS Control Board, 2. Assam State AIDS Youth Affairs, 3. Narayana Super Speciality Hospital, 4. NSDC(through Gauhati University), 5. Gauhati University, 6. Lifestyle for You, 7. Village Guimari, 8. My Fair Lady 9. Around 30 colleges of Assam, 10.IOC Ltd., Guwahati office.

3.15 Total budget for research for current year in lakhs : N/A

From Funding agency From Management of University/College

Total

3.16 No. of patents received this year NIL

Type of Patent		Number
National	Applied	
	Granted	
International	Applied	
	Granted	
Commercialised	Applied	
	Granted	

3.17 No. of research awards/ recognitions received by faculty and research fellows
Of the institute in the year : 03

Total	International	National	State	University	Dist	College
3				Ph.D		

3.18 No. of faculty from the Institution who are Ph. D. Guides and students registered under them

NIL

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

NIL

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

JRF

SRF

Project Fellows

Any other

02

3.21 No. of students Participated in NSS events:

University level

25

State level

National level

International level

3.22 No. of students participated in NCC events:

University level

State level

18

National level

04

International level

3.23 No. of Awards won in NSS:

NIL

University level

State level

National level

International level

3.24 No. of Awards won in NCC:

University level

State level

01

National level

01

International level

3.25 No. of Extension activities organized

University forum

01

College forum

32

NCC

NSS

01

Any other

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

Academic Activities:

- 1) Department of Assamese organised the annual Bipin Barua Memorial Lecture on 17-08-2015. Dr. Bimal Mazumdar, Associate Professor, Dept. Of Assamese, Gauhati University delivered a lecture on “*Asomiya Kobita*”.
- 2) An interactive session with Ms. Abhilasha Nanda, visiting Ph.D. scholar from KAIST University, Republic of Korea was organised by the Department of Economics on 17-08-2015.
- 3) The Paschim Guwahati Mahavidyalaya Unit of Sahitya Sabha organised a lecture on “*Adhunik Asamiya Cuti Galpa*” delivered by distinguished Litterateur Dr. Parag Kr. Bhattacharyya on 19-08-2015.
- 4) A lecture on “Life Skills” delivered by Mr. Anuj Kalita, Senior Lecturer, Department of Philosophy, D.K. College, Mirza was organised by the Department of Philosophy on 20-08-2015.
- 5) Department of Economics organised a lecture on “Natural Resource Management and Indigenous People” delivered by Dr. Jonali Devi, HOD, Anthropology, Cotton College on 24-08-2015.
- 6) A lecture was delivered by Dr. Debajit Mahanta, a renowned economist on “Team Work Leads to Success” organised by the Department of Commerce on 25-08-2015.
- 7) Department of History organised a lecture on “Assam History from the Pre-historic Times to the Coming of the British”, delivered by Dr. Biswajit Dev Mahanta, Department of History, Pragjyotish College on 26-08-2015.
- 8) A lecture was delivered on “Student-Teacher Relationship” by Dr. Prashanta Sarma, Department of Commerce, Gauhati University, on 27-08-2015.
- 9) A lecture entitled “*Hindi Ka Biswik Roop*” was delivered by Dr. Amrit Kr. Pandey, Department of Hindi, Gauhati University, organised by the Department of Hindi on 28-08-2015.
- 10) A lecture entitled “Rights Enshrined in the Indian Constitution” was delivered by Dr. Prashanta Sarma, Associate Professor, Dudhnoi College, Goalpara, organised by the Department of Political Science on 28-08-2015.
- 11) To celebrate International Women’s Day, under the aegis of the Women’s Cell, Dr. Sakuntala from the Dept. Of Philosophy, Gauhati University, delivered a lecture on ‘Women Empowerment’ on 08-03-2016.

- 12) A constructive meeting among the teachers, students securing 1st Division in the H.S Final Examination along with their guardians was held to discuss about the students' and the parents' feedback on various matters of the college on 02-06-2016. The meeting was presided over by the Principal.

Extension through Awareness:

- 13) A health check up camp was held at the college under the aegis of the Women's Cell in collaboration with Narayana Super Speciality Hospital on 08-08-2015. Specialists in Cardiology and Medicine offered consultancy to 107 registered patients.
- 14) An awareness programme on dental care was organised under the aegis of the Department of Economics, at Mojoli Primary School on 26-08-2015 with Dr. Rita Sarma, Dental Surgeon, Hojai Civil Hospital as the resource Person.
- 15) The "Red Ribbon Club" of Paschim Guwahati Mahavidyalaya organised an awareness programme on HIV/AIDS with its 30 members and addressed by Mr. Apurba Bezbarua, Assistant Director, Assam State AIDS Youth Affairs on 31-08-2015.
- 16) 25-01-2016- Students from the nearby Dharapur Higher Secondary school visited the Bipin Barua Library of the college along with their supervising teacher. It was arranged to develop motivation and interest for reading among the school children.
- 17) Health Check up Programme (BMI, BMR) in collaboration with Lifestyle for You- 11-06-2016.
- 18) Tree plantation and campus cleaning under "Green Awareness and Cleanliness Drive Week" from 10th-16th Nov., 2015.
- 19) Tree Plantation in the boundary of the adopted school Bhagya Das Adarsha Prathamik Vidyalaya, Guinmari on 22-01-2016.
- 20) Other needs of the adopted school, Bhagya Das Adarsha L.P. School, Guinmari, Rani were also looked into. 4 nos. of ceiling fans, one laptop were provided to them. In each visit one of the teachers from the Department of English has been taking classes in English to create interest among the students.
- 21) To create awareness among the women of the village Guimari discussions were held on various issues such as Women Empowerment, Education of the Children, Maintenance of Hygiene Holding interactive classes of English with the students to arouse interest in them.
- 22) Under the NSS wing of the college, saplings were planted in the divider along the National Highway 37 around Dharapur and the bazaar area on 17-04-2016.
- 23) Tree plantation at Gauhati University New Arts Block on 2-6-2016 for reviving the image of *Krishnacuda r Dex*.....
- 24) Tree plantation at the Girls' Hostel Compound of the college on 05-06-2016.

Career Counselling and Service Oriented:

- 25) The Departments of Assamese and English jointly organised a workshop on “Proof Reading and the Basics of Editing” on 29-08-2015. The resource person was Mr. Sanjib Pol Deka, Centre for Assamese Studies, Tezpur University. Students and teachers of the college took part enthusiastically in this career oriented workshop.
- 26) NE Chapter of the Institute of Company Secretaries of India conducted a Career Counselling Programme on 18-11-2015 in the college premises. Resource Person- Chiranjeeb Sarma and Hemanta Das.
- 27) Under the aegis of Rotary Club, Guwahati South, a Career Counselling session was held on “How to Face an Interview” on 11-02-2016. The resource persons were Dr. Bibeka Nanda Saikia, Swapan Jyoti Sarma, Binode Mohan Goswami, Priyam Goswami, Jayanta Madhav Barua.
- 28) Counselling on Vocational Training, Career in Account ,Banking, Taxation & Finance by the Institute of Computer Accounts a unit of ICA Infotech 18-02-2016. Resource Person- Mr. Bitopan Sarma.
- 29) Career Counselling sessions held in collaboration with “Siksha”, Maligaon on 22-03-2016.
- 30) A Career Counselling session on “Interview Skills” held in collaboration with Pratidin Times with Kaziranga University 30-03-2016 conducted by Mrs. Aparajita Bhuyan, AGM (Relations), Kaziranga University and Wahidur Rahman, Joint Manager, Ad Sales & Media Tie- ups.

Extension and Appreciation :

- 31) A one-day workshop on “*Kamrupi Lokageet*” was organised under the supervision of renowned singer Dr. Bijoylakshmi Das, Department of Assamese of this college on 22-08-2015 with famous singer Ms. Pranita Baishya Medhi as the resource person. 65 participants from the college took part in it.
- 32) Under the aegis of the Sahitya Sabha Unit of Paschim Guwahati Mahavidyalaya, a Multi Lingual Poetry Session was held on 05-10-2015 in the college premises chaired by Dr. M.Kamaluddin Ahmed, Department of Assamese, Gauhati University where poems in Bengali, Assamese, Hindi and English were recited amongst a sizable gathering.
- 33) The Alumni Association has been revamped under the leadership of Dhaneswar Kalita and Dr. Hemanta Kalita as the President and the Secretary and 6 meetings were held among the members. A special Alumni Day was celebrated among the members with great festivity on 31st May, 2016 at the college premises.

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	14 Bigha 6.10 Lecha			14 Bigha 6.10 Lecha
Class rooms	22	2		24
Laboratories	01	0		01
Seminar Halls	01	0		01
No. of important equipments purchased (\geq 1-0 lakh) during the current year.		Smart Class Room Equipment -1Projector +1 Digital Screen+CPU, Solar Lights-2 Nos.,12 Nos. Of CC cameras, Wireless Internet, Samsung Refrigerator-1, Cannon projector-1, Intercom		
Value of the equipment purchased during the year (Rs. in Lakhs)		Rs. 5.24Lakhs	College General Fund	Rs. 5.24 Lakhs
Others		Library Furniture Solar Lights		Rs. 35,400/- Rs. 39,000/-

4.2 Computerization of administration and library

All records of the Office and the Library are maintained in computers since the year 2010. A new digital library is being constructed.

4.3 Library services:

	Existing		Newly added		Total	
	No.	Value	No.	Value	No.	Value
Text Books	12,092	16,45,251/-	225	70,715/-	12,317	17,15,966/-
Reference Books	14,539	27,57,324/-	1,244	143,663/-	15,783	29,00,987/-
e-Books						
Journals	1,334	37,787/-	528	9,288/-	1,862	47,075/-
e-Journals						
Digital Database						
CD & Video	14	Free Supplement	Nil	Nil	14	Free Supplement
Others (specify)						

4.4 Technology up gradation (overall)

	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Departments	Others
Existing	41		5		12	08	13	08
Added	nil		nil		nil	nil	nil	nil
Total	41		5		12	08	13	08

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

Sending official messages to Director of Higher Education (Government of Assam) is done online. Departments, office room, IQAC Room, Conference room and the Library are Wi-Fi connected. Students are learning to use computer in the library. Computer Literacy Centre makes computer training available against nominal fee for the students and other employees in the college premises itself.

4.6 Amount spent on maintenance in lakhs :

i) ICT	Rs. 2.48 Lakhs
ii) Campus Infrastructure and facilities	Rs. 2.19 Lakhs
iii) Equipments	Rs. 88,400/-
iv) Others	Rs. 2.54 Lakhs
Total :	Rs. 8.09 Lakhs

Criterion – V

5. Student Support and Progression

5.1 Contribution of IQAC in enhancing awareness about Student Support Services

IQAC, through the various committees reaches out to the students and creates awareness among them regarding various facilities available for the students in the college.

1. Signboards with information regarding various programmes for the students are in display at prominent places.
2. Important information are made available also in the prospectus.
3. In an effort to create awareness among the students facilities available in the college are explained in the assembly on the Admission Days and in the Parents-Teachers' Meet.
4. The Annual Newsletter of the college, 'Deepar's Echo' and the annual college magazine highlight the important events and achievements of the college.
5. Information are published in the news papers also from time to time.

5.2 Efforts made by the institution for tracking the progression

1. Student progression is monitored to a great extent through the Alumni Association.
2. Information are also collected from Ex-students during their visits to departments on occasions like Teachers' Day, Alumni Day etc.
3. Ex-students keep in touch with the college helping organising extension activities such as health camps, awareness camps etc.
4. The College Office also tries to collect the information and maintains the records as much as possible.
5. Individual alertness of each and every member helps in the process.

5.3 (a) Total Number of students

UG	PG	Ph. D.	Others
1090			

(b) No. of students outside the state

11

(c) No. of international students

Nil

No	%
684	62.75

Men

No	%
406	37.25

Women

Last Year						This Year					
General	SC	ST	OBC	Physical ly Challen ged	Total	Genera l	SC	ST	OBC	Physicall y Challeng ed	Total
575	24	54	48	-	B.A- 701	526	36	50	100	-	B.A- 712
350	27	26	26	-	B.Com.- 429	314	26	24	64	-	B.Com.- 378

Demand ratio

Dropout %

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

- NE Chapter of the Institute of Company Secretaries of India conducted a Career Counselling Programme on 18-11-2015 in the college premises. Resource Person- Chiranjeeb Sarma and Hemanta Das.
- Under the aegis of Rotary Club, Guwahati South, a Career Counselling session was held on “How to Face an Interview” on 11-02-2016. The resource persons were Dr. Bibeka Nanda Saikia, Swapan Jyoti Sarma, Binode Mohan Goswami, Priyam Goswami, Jayanta Madhav Barua.
- Counselling on Vocational Training, Career in Account ,Banking, Taxation & Finance by the Institute of Computer Accounts a unit of ICA Infotech 18-02-2016. Resource Person- Mr. Bitopan Sarma.
- Career Counselling sessions held in collaboration with “Siksha”, Maligaon on 22-03-2016.
- A Career Counselling session on “Interview Skills” held in collaboration with Pratidin Times with Kaziranga University 30-03-2016 conducted by Mrs. Aparajita Bhuyan, AGM (Relations), Kaziranga University and Wahidur Rahman, Joint Manager, Ad Sales & Media Tie- ups.

No. of students beneficiaries

260

5.5 No. of students qualified in these examinations NIL

NET SET/SLET GATE CAT
IAS/IPS etc State PSC UPSC Others

5.6 Details of student counselling and career guidance

Faculty members conduct guidance and counselling sessions at the time of admission. A workshop on ‘How to Face an Interview’ is held every year in collaboration with Rotary Club Gauhati Chapter. Career Counselling sessions are held in collaboration with outside organisations.

- NE Chapter of the Institute of Company Secretaries of India conducted a Career Counselling Programme on 18-11-2015 in the college premises. Resource Person- Chiranjeeb Sarma and Hemanta Das.
- Under the aegis of Rotary Club, Guwahati South, a Career Counselling session was held on “How to Face an Interview” on 11-02-2016. The resource persons were Dr. Bibeka Nanda Saikia, Swapan Jyoti Sarma, Binode Mohan Goswami, Priyam Goswami, Jayanta Madhav Barua.
- Counselling on Vocational Training, Career in Account ,Banking, Taxation & Finance by the Institute of Computer Accounts a unit of ICA Infotech 18-02-2016. Resource Person- Mr. Bitopan Sarma.
- Career Counselling sessions held in collaboration with “Siksha”, Maligaon on 22-03-2016.
- A Career Counselling session on “Interview Skills” held in collaboration with Pratidin Times with Kaziranga University 30-03-2016 conducted by Mrs. Aparajita Bhuyan, AGM (Relations), Kaziranga University and Wahidur Rahman, Joint Manager, Ad Sales & Media Tie- ups.

No. of students benefitted

260

5.7 Details of campus placement

NIL

<i>On campus</i>			<i>Off Campus</i>
Number of Organizations Visited	Number of Students Participated	Number of Students Placed	Number of Students Placed

5.8 Details of gender sensitization programmes

The women cell and study centre organises awareness programmes on women and child health care, legal awareness programmes for women in the nearby localities as well as within the campus. A committee has been formed as Sexual Harassment and Internal Complaint Committee (28-10-15) to look into any gender sensitive complaint in the institution.

5.9 Students Activities

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

State/ University level National level International level

No. of students participated in cultural events

State/ University level National level International level

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

Sports : State/ University level National level International level

Cultural: State/ University level National level International level

5.10 Scholarships and Financial Support

	Number of students	Amount
Financial support from institution	-	
Financial support from government	-	Payment is made directly to individual's personal bank account. Final amount is not known as yet.
Financial support from other sources		
Number of students who received International/ National recognitions		

5.11 Student organised / initiatives

Fairs : State/ University level National level International level

Exhibition: State/ University level National level International level

5.12 No. of social initiatives undertaken by the students

Five awareness programmes on environment, like Cleanliness drive, tree-plantation etc. were carried out by the students.

5.13 Major grievances of students (if any) redressed: Nil

Criterion – VI

6. Governance, Leadership and Management

6.1 State the Vision and Mission of the institution

Vision: To impart higher education in the area and striving the qualitative improvement and excellence in various fields.

Mission: To make the students aware of –

1. The basic concepts embedded in the constitutions of India.
2. Social, Political, Economic and Environmental problems of the state and country.
3. Preserving local tradition, art and culture of the North-East in particular and Indian general.
4. Preparing, equipping and enlightening themselves to meet the demands of present times including I.C.T.
5. Training themselves in co-curricular activities for a healthy mind resides in a healthy body.

6.2 Does the Institution has a management Information System

- The Governing Body is the supreme authority in management of the college. The Principal functions as the co-ordinator between the college and the management.
- There are representatives from the teachers and office staff also in the G.B. who can communicate various matters directly.
- The Heads of Departments communicate departmental issues to the Vice-Principal and Principal. The Principal in consultation with the Vice-Principal and the Academic Committee and other relevant committees tackle problems on day to day basis and also take decisions regarding educational reforms and modifications in internal examination matters etc. Various committees maintain the proceedings of the meetings properly.
- However, matters related to infrastructural developments, teacher progression and human resource development and other administrative matters etc. the Principal abides by the rules and regulations of the government, also advice and decisions of the G.B.

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

6.3.1 Curriculum Development

The faculty of the institution suggest changes in the curriculum and send to the CCS (Committee for Courses and Studies) through the Principal.

6.3.2 Teaching and Learning

1. For the major courses of study, permanent and separate classrooms are arranged
2. The authority always encourages the use of Audio-Visual aids in class rooms.
3. Classes are held in the newly equipped digital class room with state of the art facilities.
4. Remedial classes have been arranged for the academically weak students.
5. Provision of class test for improvement of the students.
6. Home assignments are given for improving writing abilities and for building up confidence in the students.

6.3.3 Examination and Evaluation

The college has been adopting the reformative measures taken by the Gauhati University regarding examination and evaluation.

- Spot evaluation of final examination scripts.
- Micro zones are formed for quick, easy and effective evaluation system.
- After the completion of sessional examination, a follow up measure is taken for the benefit of the students.

6.3.4 Research and Development

- The IQAC encourages the faculty to go for research.
- Many teachers of our college are undergoing active research by availing FDP Fellowship of UGC.
- One of the faculty members has submitted and another is working on his MRP.
- Teachers are facilitated to take part in the faculty development programmes organised by HRDCs of various universities.

6.3.5 Library, ICT and physical infrastructure / instrumentation

- Increase in the number of books, journals, magazines in the college library.
- A new Digital Library is under construction.
- 1 Digital Classroom is being used from this session.
- Departmental libraries are created.
- The ICT Committee looks into various issues related to computer education in the institution.

6.3.6 Human Resource Management

- Different faculty members are assigned responsibilities in various committees as per their interest and abilities for the smooth running of the institution.
- Office staff had been imparted training for Office Automation.
- Contractual appointments are made both in teaching and non-teaching positions depending upon requirements.

6.3.7 Faculty and Staff recruitment

As per the Government of Assam and UGC regulations, faculty and staff are recruited.

6.3.8 Industry Interaction / Collaboration

There have been collaborations with various organisations for various academic purposes:

1. Students of Commerce are assigned Projects to prepare on topics related to nearby industries.
2. Gauhati University, Jalukbari
3. Rotary Club, Guwahati South
4. Assam State AIDS Control Board
5. Assam State AIDS Youth Affairs
6. NE Chapter of the Institute of Company Secretaries of India
7. Institute of Computer Accounts a unit of ICA Infotech
8. "Siksha", Maligaon (training institute)
9. Jalukbari Higher Secondary School, Jalukbari
10. Narayana Super Speciality Hospital
11. NSDC(through Gauhati University)
12. Pratidin Times
13. Kaziranga University, Bokakhat.
14. Girijananda Choudhury Institute of Management & Technology, Azara, Guwahati
15. Village Guimari (Adopted village)
16. My Fair Lady (Private institution)
17. Dharapur Higher Secondary School, Dharapur, Guwahati
18. Lifestyle for You (NGO)
19. IOC Ltd., Guwahati office
20. Various colleges for exam purposes.

6.3.9 Admission of Students

- Students are admitted on the basis of Merit.
- Freeships and financial supports are given to meritorious students.

6.4 Welfare schemes for

Teaching	<ol style="list-style-type: none"> 1. Attached Toilet facilities in the common rooms. 2. Kitchenettes in the departmental rooms. 3. Thrift society for teachers 4. Internet facilities for teachers in the common room.
Non teaching	<ol style="list-style-type: none"> 1. Attached Toilet facilities in the office room and near the library. 2. Kitchen facility attached to the office area. 3. Internet facilities for non-teaching staff in the office.
Students	<ol style="list-style-type: none"> 1. Cold drinking water facility for students 2. Renovation of Girls' common room. 3. Procurement of Sports goods and musical instruments. 4. Hostel for girl students. 5. Indoor sports facility. 6. Basket Ball court.

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? YES

Audit Type	External		Internal	
	Yes/No	Agency	Yes/No	Authority
Academic	Yes	Gauhati University	Yes	College Authority
Administrative	Yes	Govt. Of Assam	Yes	College Authority

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?

1. Introduction of semester system from the session of 2011-12 by Gauhati University.
2. Spot evaluation of answer scripts in the different zones formed in colleges.
3. Formation of Micro Zones for speedy declaration of results.

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

Till date no serious efforts have been made by Gauhati University to promote autonomy , but individual colleges are making their own efforts for autonomous status.

6.11 Activities and support from the Alumni Association

1. Installation of the statue of founder principal in the college campus by the Alumni Association of our college.
2. Alumni Association of our college has installed five solar lights in the college campus.
3. Yearly meetings of the Alumni Association are held regularly for the development of the college.
4. Donation of water filters in the departments.
5. Alumni Day was celebrated for the first time on 31st May 2015.

6.12 Activities and support from the Parent – Teacher Association

- Parents of our students are involved in Governing Body and construction committee of our college.
- Parents are involved in the overall academic and general development of the college.

6.13 Development programmes for support staff

- Gym and sports facilities are available for the support staff.

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

1. Regular Plantation within the college campus is maintained to make the campus eco-friendly.
2. Ponds of the college are regularly cleaned and maintained.
3. Various Medicinal plants and fruit trees are also available in the college campus.
4. Electronic garbage has been disposed off in an eco-friendly manner.
5. Vermi-compost plant is developed to dispose of the regular green waste.

Criterion – VII

7. Innovations and Best Practices

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

- Construction of Digital classroom is completed and classes are held in it.

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

- 1) The college faced NAAC Inspection from 21st - 23rd September, 2016 and achieved Grade B with 2.39 score.
- 2) Construction of *sports facility complex* was completed and it was inaugurated on 07-09-2015.
- 3) The construction of the Girls' Hostel was completed and it was made ready for occupation.
- 4) Four new classrooms are constructed along with departmental rooms in the 2nd floor of the new administrative building.
- 5) Separate departmental rooms were allotted to the Departments of Assamese, Education, Pol. Sc., Philosophy, History, Hindi, Accountancy, Management, Finance and Commerce.
- 6) Digital Classroom has been made operative since the beginning of the session and classes were held by faculty members from different departments.
- 7) Library has been digitised fully.
- 8) Books on the North-East and Dr. Bhupen Hazarika has been gathered together and special designated places have been assigned to them in the library.
- 9) A total no of 1997 books and journals have been added in the library in this session.
- 10) Five more solar lights have been installed bringing the total to a no of 7.
- 11) Proposals for National Seminars were sent to UGC and the Department of Economics has received the approval for their proposal.
- 12) i) Starting from March 2016, Skill Development Training Courses have been initiated in the college premises in collaboration with Gauhati University under NSDC.
ii) A three months Beautician Training Certificate course in collaboration with "My Fair Lady" is going on.

- 13) The playground has been improved and a Basketball Court has been constructed in front of the college building.
- 14) Under the IQAC, the Research Advisory Committee has been working on the publication of a research journal very soon.
- 15) i) A Health Camp was organised in association with the Narayana Super Speciality Hospital, Guwahati on 08-08-2015.
- ii) A health check up camp was organised for the faculty and staff of the college in collaboration with “Lifestyle for You”, an NGO, on 11-06-2016.

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

Please refer to **Annexure - V** for details.

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

7.4 Contribution to environmental awareness / protection

- World Environment Day is celebrated every year and tree plantation programme is held.
- Medicinal plants are planted and preserved with their names on the trees.
- Tree plantation and campus cleaning under “Green Awareness and Cleanliness Drive Week” from 10th-16th Nov., 2015.
- Tree Plantation in the boundary of the adopted school Bhagya Das Adarsha Prathamik Vidyalaya, Guinmari on 22-01-2016..
- Under the NSS wing of the college, saplings were planted in the divider along the National Highway 37 around Dharapur and the bazaar area on 17-04-2016.
- Tree plantation at Gauhati University New Arts Block on 2-6-2016 for reviving the image of *Krishnacuda r Dex*.....
- Tree plantation at the Girls’ Hostel Compound of the college on 05-06-2016.

7.5 Whether environmental audit was conducted? Yes No

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

Strength – 1. UGC recognition

2. Proximity to Gauhati University.

3. Strong leadership

4. Dedicated faculty members

5. Spacious library with more than Thirty thousand books

6. Active participation of our students in co-curricular activities.

7. Good transport communication

Weakness – 1. Average students have poor academic foundations.

2. Majority of students are from poor financial background.

3. College has to depend to a great extent on the contractual faculty members.

Opportunities – 1. Opening of P.G. course in different departments.

2. Construction of Separate departmental Common Rooms .

3. Proximity of Gauhati University for better academic opportunities.

Threats - 1. Good students go to the city in search of better option in the city colleges.

8. Plans of institution for next year (2015-16)

1. To hold National Seminar of Economics.
2. Apply for more National Seminars.
3. To arrange students' seminar.
4. To bring out research publications.
5. To introduce Vocational training course for the students.
6. To arrange short excursion trips for the students.
7. To enrich the library with more books and journals.
8. To complete construction of the digital library.
9. To arrange awareness programmes on burn.
10. Organise a Vaisnavite Study Section in the library.
11. More emphasis on students' participation in sports and cultural events.
12. Improvement of Playground
13. Faculty exchange programme.
14. To upgrade the old computers.
15. To replace the barbed wire fencing with brick wall around the college campus.

Name : ***Dr. Yashodhara Medhi***

Name : ***Dr. Balendra Kr. Das***

Signature of the Coordinator, IQAC

Signature of the Chairperson, IQAC

ACADEMIC CALENDAR (JULY 2015 TO JUNE 2016)
ANNEXURE-I



GAUHATI UNIVERSITY
GUWAHATI-14
Academic Calendar for UG Course
(July 2015 to June 2016)

Approved by the Executive council, GU vide resolution No..... Dtd.....

Month /Year & Date	Class days/Working Days/Exam. Days/Holiday	Academic & other Activities
JULY, 2015		Summer Vacation
1-4	Working days	
5	Sunday	
6-11	Working days	
12	Sunday	
13-17	Working days	Admission to 1 st Semester Classes be completed by 31 st July, 2015
18	Id-Ul-Fitre(Holiday)	
19	Sunday Id-Ul-Fitre	
20-25	Working days	
26	Sunday	
27-31	Working days	
AUGUST, 2015		Commencement of Odd Semester Classes from 1 st August
1	Working/Class day	
2	Sunday	
3-8	Working/Class day	
9	Sunday	
10-14	Working/class day	
15	Independence Day(Holiday)	
16	Sunday	
17-22	Working/Class day	
23	Sunday	
24-29	Working/Class day	
30	Sunday	
31	Working/Class day	
SEPTEMBER, 2015		Students Union Election of the college within two months of completion of the admission
1	Working/Class day	
2	Tithi of Sri SriMadhabdev(Holiday)	
3-4	Working/Class day	
5	Janmastomi	
6	Sunday	
7-12	Working/Class day	
13	Sunday	
14	Working/Class day	
15	Tithi of SrimantaSankardeva(Holiday)	
16-19	Working/Class day	
20	Sunday	
21-24	Working/Class day	
25	Id-Uz-Zuha(Holiday)	
26	Working/Class day	
27	Sunday	
28-30	Working/Class day	
OCTOBER, 2015		Sessional Examination of Odd Sem. be completed before Durga Puja vacation
1	Working/Class day	
2	Gandhi Jayanti(Holiday)	
3	Working/Class day	
4	Sunday	
5-10	Working/Class day	Educational Field Trip be arranged in the month of October
11	Sunday	
12-17	Working/Class day	
18-27	KatiBihu, Durga Puja, Muharram, Lakshmi Puja(Holiday)	
28-31	Working/Class day	
NOVEMBER, 2015		
1	Sunday	
2-7	Working/Class day	
8	Sunday	
9	Working/Class day	
10-11	Kali Puja & Dewali(Holiday)	
12-14	Working/Class day	
15	Sunday	
16-21	Working/Class day	
22	Sunday	
23-24	Working/Class day	
25	Guru Nanak's Birthday(Holiday)	
26-28	Working/Class day	
29	Sunday	

30	Working/Class day		
DECEMBER, 2015			
1-5	Working/Class day	End Semester Exam for Odd Semester be completed by 15 th December and it will be followed by evaluation.	
6	Sunday		
7-12	Working/Class day		
13	Sunday		
14-19	Working/Class day		
20	Sunday		
21-24	Working/Class day		
25	Christmas(Holiday)		
26	Working/Class day		
27	Sunday		
28-31	Working/Class day	Declaration of End (Odd) Sem Exam result within 45 days from the date of last exam day.	
JANUARY, 2016			
1-2	Working Day/Semester Break	Semester Break from 1 st January to 10 th January, 2016	
3	Sunday		
4-9	Working Day/Semester Break		
10	Sunday		
11-13	Working Day/Class day		
14-15	MaghBihu(Holiday)		
16	Working/Class day		
17	Sunday/Silpi Divas		
18-23	Working/Class day		
24	Sunday		
25	Working/Class day	Commencement of Even Semester 1 st January, 2016.	
26	Republic day/University Foundation day(Holiday)		
27-30	Working/Class day		
31	Sunday		
February, 2016			Annual College Week be held in the last part of January, 2016.
1-6	Working/Class day		
7	Sunday		
8-13	Working/Class day		
14	Sunday		
15-20	Working/Class day		
21	Sunday		
22-27	Working/Class day		
28	Sunday		
29	Working/Class day		
March, 2016			
1-5	Working/Class day		
6	Sunday		
7	Working/Class day		
8	Sivaratri(Holiday)		
9-12	Working/Class day		
13	Sunday		
14-19	Working/Class day		
20	Sunday		
21-22	Working/Class day		
23-24	Dol-Yatra(Holiday)		
25	Good Friday(Holiday)		
26	Working day/Class day		
27	Sunday		
28-31	Working/Class day		
APRIL, 2016			
1-2	Working/Class day	Sessional Exam. for Even Semester be completed by 1 st week of April, 2016.	
3	Sunday		
4-9	Working/Class day		
10	Sunday		
11-12	Working/Class day		
13-15	Bahag Bihu(Holiday)		
17	Sunday		
18-23	Working/Class day		
24	Sunday		
25-30	Working/Class day		
MAY, 2016			
1	Sunday/May Day		
2-7	Working/Class day		
8	Sunday		
9-14	Working/Class day		
15	Sunday		
16-20	Working/Class day		
21	Buddha Purnima(Holiday)		

22	Sunday	
23-28	Working/Class day	
29	Sunday	
30-31	Working/class day	
JUNE, 2016		EndSemesterExam.forEven Semester be completed by 15 th June and will be followed by 15 days Evaluation period.
1-4	Working/Class day	
5	Sunday	
6-11	Working/Class day	
12	Sunday	
13-18	Working/Class day	
19	Sunday	
20-25	Working/Class day	Result of End(Even) Sem exam be declared within 45 days from the date of last day of exam.
26	Sunday	
27-30	Working/Class day	

Salient Features

1. The Colleges should organize academic activities such as Seminar/Group Discussion etc. for the students and for the teachers, suitably during the year.
2. Daily Academic Progress Report (DAPR) be maintained by the teachers and academic review be made based on DAPR; and the report is to be submitted by the Principal of the college to the Academic Registrar, GU by 1st half of July for Odd Semester period and by 1st half of January for Even Semester period. A prescribed format for DAPR may be downloaded from the GU website.
3. The Sessional Examinations in the colleges should be designed in such a way that the other normal classes are running smoothly.
4. During evaluation period the Principal will release the examiners engaged for evaluation and after completion of the evaluation work the Zonal Officer concerned shall issue a release order which is to be submitted to the respective Principals.

In the event of any changes in the Holidays mentioned in the Academic Calendar, the Gauhati University Holiday List is to be followed.

Summary

Odd Semester (July to December, 2015)	88	Even Semester (January to June, 2016)	96
Class Days	88		96
Election/College Week	01		06
Study Leave	03		03
End Semester Exam.	15		15
End Semester Evaluation	15		15
Holidays (with Sundays)	40		37
Semester Break, Summer Vacation)	31		10
	184		182
	=366 days		

Academic Registrar
Gauhati University

Annexure II

Analysis of Feedback for the Session of 2015-2016

The process of collecting feedback from the students, parents, Alumni is there in our college. A feedback form including curriculum, teaching-evaluation, co-curricular activities, teaching-learning process & facilities provided by the college is circulated among the students, parents and alumni every year. Those forms are collected and assessed every year.

Feedback Report from the Students :

Our students are satisfied with the overall academic atmosphere of the college. Discipline in the college campus is also satisfactory for our students. Our library facilities, daily class routine, teaching-learning and evaluation process in the college are also found to be satisfactory for them. But in this year it has been found that majority of the students are not satisfied regarding

- i) Auditorium facility in the college.
- ii) Internet facilities
- iii) Irregular service of the canteen
- iv) Cleanliness of the class rooms and the toilets
- v) Feedback Report from the Parents :

According to the parents, the overall academic atmosphere of the college is satisfactory for them. College library provides sufficient study materials to the students. Relationship between the students and teachers are very good. They are very much satisfied that a hostel has been constructed for the girl students in the college premises.

According to the parent's view, the Principal, teaching and office staffs of the college are very helpful to the students. They suggested that more homework should be assigned to the students. According to them, to fulfil the needs of our society, Science Stream and new subjects like Home Science for girl students, courses on Tourism & Journalism and other vocational courses should be introduced in the college as soon as possible.

Annexure III

Details on Research Publications

3.4 Publication details of the teachers of Paschim Guwahati Mahavidyalaya for the year (July'15 –June'16):

a) Peer-reviewed Journal:

1.Madhuleema Chaliha	English	1.An article titled <i>Colonial Modernity and Daiba Chandra Talukdar's Explorations in the Novel 'Apurna'</i> . Published in the annual journal , Transcript . Volume III, January-December, 2015.(ISSN 2347-1743).	Internationally peer reviewed journal.
----------------------	---------	---	--

b.) Non Peer –review Journal : None

c.) e-journal: None

d) Conference Proceedings:

Name	Department	Name of the article and details of publication
1.Marie Kalita	English	1.An article titled “Prosody and Technique of Teaching Poetry to Undergraduate Students” was published in Knowledge and Skill Development in Teaching English to Rural Undergraduate Students , (seminar proceedings) edited by Ehsanul Haque Ansari, in March 2016. (ISBN :978-81-920759-3-8.)
2.Antara Choudhury	English	1.Published an article titled, <i>Representation of a Bodo woman in Indira Goswami's 'The Bronze Sword of Thengphakhri Tehsildar'</i> in the Seminar Proceedings published by LGB Girls'College in 2015.The title of the collection is Women and Culture in the Perspective of Assam . (ISBN : 978-81-925415-0-1).

Annexure IV

Books/Chapters Published

3.7

1. No. of books published : 1(One)

Name	Department	Title of Chapters and details of publication
1.Saraswati Rajbongshi	Assamese	1.Published a book by the title <i>Adhunik Asomiya Sahityat Dristipat</i> Olympia Publication, Rajgarh Road,Guwahati-3, September ,2015. (ISBN : 978-81-931547-5-5).

2. Chapters in edited books:

Name	Department	Title of Chapters and details of publication
1.Nayan Moni Devi	Assamese	1. Published an article titled, <i>Bhupen Hazarika geetat Manaviya Darad: Eti Bislesanatmak Camu Avalokan</i> in the <i>Bhupendrajyoti</i> , 4 th issue(ISBN : 978-81-930541-1-6), September, 2015.
2.Saraswati Rajbongshi	Assamese	1. Published an article titled, <i>Phani Sarmar Siraj Natakak Manavatar Apurba Nidarshan, Eti Bishlesanatmak Adhyayan</i> in the book <i>Adhunik Axomiya Sahityat Manavata</i> , published by the Department of Assamese, Chaigaon College,Chaigaon, (ISBN: 978-93-83588-04-6), 2015.
3.Antara Choudhury	English	Mark Twain's Adventures of Huckleberry Finn ,(a unit for Self Learning material of B.A. English Major programme for Krishna Kanta Handique State Open University(KKHSOU)

Best Practice I : Session 2015-2016**1. Title of the Practice : Health Check-up Camp.****2. Goal :**

- (i) The main goal of the practice is to generate awareness among the common people about heart related diseases and the preventive measures to be taken and also the necessary care to be taken of the ill people.
- (ii) Detection of heart related diseases among the people of the greater Dharapur area.
- (iii) Advice to the people diagnosed with heart problems so detected.

3. The Context :

The village Dharapur, Mojoli, Garal and other nearby areas are mostly inhabited by small time farmers and low income group and illiterate people. People in general are not at all aware about the heart related problems. In order to raise awareness among them this camp was organised.

4. The Practice:

As a part of the commitment to the society an attempt was made by the college authority under the aegis of the Women's Cell of the college, to organise a **Free Health Check-up Camp** was organised in collaboration with Narayana Superspeciality Hospital, Amingaon on **08-08-2015** at the college premises. A team of ten members including doctors and assistants from the hospital offered their valuable services in conducting this programme Prior to the camp there was a wide scale publicity and campaigning by the college in and around the college in order to motivate the people to attend the free health camp. Free checking of the blood pressure, ECG, ECHO Cardiograms were conducted by the doctors and were advised after detection of any irregularities. A total no of 107 people who registered were offered the services.



Health check up of a local old woman

5. Evidence of Success:

The programme was highly successful as large number of people came out to attend the camp.

Active participation from our students and ex- students in making the programme a success.

The programme was organised on a weekend and as such large number of people could attend the programme.

People who attended became aware of the importance of such type of health camps and requested for more such programmes in future.



ECG done on a local village woman

6. Problems encountered and Resources Required:

Most of the people were unaware of the benefits of a heart check up. And it was not possible to offer services to all the people of the locality in such short and temporary camps with limited facilities.

Reluctance of the womenfolk to spare a day for themselves and hesitation to speak freely about their problems in front of the doctors make detection and diagnosis difficult.

All sorts of necessary equipments could not be brought to such camps and only initial investigations could be made on the people.



Doctor's advice to a local village person

7. Notes:

It has been felt by everyone that more such camps should be organised regularly in future also.



Village people waiting for check up

8. Contact Details:

Name of the Principal: Dr. Balendra Kr. Das

Name of the Institution: Paschim Guwahati Mahavidyalaya, Dharapur

City: Guwahati

Pin Code: 781017

Ph. No: (0361) 2845021 (O)

Website: www.paschimguwahatimahavidyalaya.in

E-mail: pgm17dharapur@gmail.com

pgmahavidyalaya@rediffmail.com

Best Practice II : Community Awareness Programme

1. Title of the Practice : Community Awareness Programme

2. Goal :

- (i) The main aim of the practice is to generate awareness amongst the people of village Guinmari, Rani.
- (ii) To make the students aware of computer technology at the adopted school Bhagya Das Adarsha Prathamik Vidyalaya, Guinmari, Rani.
- iii) To make the students aware of the environment, tree plantation programme was undertaken.
- iv) A community feast was organised to create a congenial relationship among the local people and the college fraternity.

3. Context :

The village Guinmari, under Rani Development Block is mostly inhabited by economically very poor people and most of the people are from the ST and OBC communities. Of late, a handful of boys and girls from these families had got enrolled in this school. But the infrastructure of this school is very poor. Since the guardians are not very alert and aware, so are the students not aware both academically and socially also. In order to raise awareness amongst the people and the school students of the area on issues like literacy, women empowerment, environmental awareness, maintenance of hygiene etc. this community awareness programme was undertaken.

4. The Practice:

As part of our commitment to the society, an attempt had been made by the college to improve the lives of the people of the area. Organising such Community Awareness Programme was a small step in this direction. In the programmes undertaken so far like lecture series on women empowerment, academic up gradation of the school students, environmental awareness, maintenance of hygiene, need for computer education etc. the faculty members of our college take active part. Teachers of the college visit the school periodically and conduct such programmes. One laptop is also

provided to the students. On **22nd January, 2016** there was also a community feast organised by the college to create a congenial relationship among the local people and the college fraternity. These programmes are highly appreciated by the people of the locality as well as the little students of the school.



Presenting a laptop to the school authority

5. Evidence of Success:

These programmes undertaken by our college community can be considered highly successful as the number of people attending the programmes was quite satisfactory. About 150 people including the little students attended the feast. All the people seemed to have enjoyed taking part in the various programmes on that day.



Interaction with the students

6. Problems encountered and Resources Required:

It was felt that the requirements for improving the conditions of the school and the village people are many but the fund is limited. Support from the Block Development Office and the Forest Department will be highly helpful. Involvement of more people will also increase the rate of success.



Faculty of the college with some of the community members

7. Notes:

It has been felt by everyone that more such awareness programmes should be organised regularly in future also.

8. Contact Details:

Name of the Principal: Dr. Balendra Kr. Das

Name of the Institution: Paschim Guwahati Mahavidyalaya, Dharapur

City: Guwahati

Pin Code: 781017

Ph. No: (0361) 2845021 (O)

Website: www.paschimguwahatimahavidyalaya.in

E-mail: pgm17dharapur@gmail.com

pgmahavidyalaya@rediffmail.com

Annexure VI

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
