

THE ANNUAL QUALITY ASSURANCE REPORT (AQAR)

YEAR: 2016-17



SUBMITTED BY:

IQAC

Paschim Guwahati Mahavidyalaya

Dharapur, Guwahati-I7

AQAR 2016-17

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.paschinguwahatimahavidyalaya.in

Web-link of the AQAR:

www.paschinguwahatimahavidyalaya.in/AQAR 2016-17

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
- xi. AQAR 2015-16 __ (Submitted online) _____ Dec. 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

2

community representatives

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) 9th Sept.,2016- Women's Cell organised an **Awareness Talk on Road Safety**
- 2) 24th Oct.2016- Awareness programme on "**Burn and Health Care**"
- 3) 27th-28th Oct. 2016- **National Seminar** on the theme: "**Economic Development of North East India: Challenges and Opportunities**".
- 4) 2nd Nov. 2016 – **8th Women Convention, ACTA.(State Level)**
- 5) 16th Nov. 2016- "**Assamese Lyrical Literature: Tradition and Changes- A Tribute to Tafazzul Ali**".(National level Seminar).
- 6) 11th Nov. 2016- "**World Education Day**"- celebrated under the aegis of Extension Education Cell. Talk on: **Importance of Educating the Girl Child and the Far Stretched Effect of it on the Society.**
- 7) 28th Feb.2017 - "**Kabitar Bhasha**" (The Language of Poetry)
- 8) 7th March 2017- "**How to Crack Government Jobs**"- by **RICE Education.**
- 9) 8th March 2017 "**Awareness of Cancer**".
- 10) 15th March 2017- **GST**
- 11) 23rd March 2017- Workshop on **How to Face an Interview**
- 12) 5th June, 2017- **Environmental Issues**

2.14 Significant Activities and contributions made by IQAC

- Preparation and submission of AQAR 2016-17.
- Organising and holding the **UGC sponsored National Seminar** of dept. of Economics in October 27th & 28th, 2016
- “Assamese Lyrical Literature: Tradition and Changes- A Tribute to Tafazzul Ali”.(National level seminar) under the aegis of **Sahitya Akademi** on 16th Nov. 2016
- **8th Women Convention, ACTA**.(State Level) on 2nd Nov. 2016.
- The first batch of students completed the certificate course on **Skill Development** (in retail management) in collaboration with Gauhati University under NSDC and received certificate after examination.
- Certificate course in **Beautician Training** continues.
- A centre for **Non Formal Sanskrit Certificate** Course has been introduced under the aegis of the Rastriya Sanskrit Sansthan, New Delhi.
- **Spoken English Course** was started and the first batch completed the course.
- New Library Building completed and shifting done.
- Under the aegis of IQAC, 3 nos. of Departmental seminars were organised in the college.
- 1 Publication brought out by the Department of Economics.
- IQAC initiated procurements of more books in the college library.
- IQAC, through various committees, maintains the overall academic environment of the institution.
- 12 nos. of Seminars and Workshops were organised by various committees and Departments.
- “Parents-Teachers Meets” were organised.
- 2 nos. **Students Counselling** Sessions were held in collaboration with other external professional institutions.
- 5 nos. Meetings with the **Alumni Association** has been organised.
- **Alumni Day** celebrated on 31st May, 2017.
- More **solar lights** were installed.
- Women’s Cell organised an awareness talk on **Road Safety** by Dr. Naba Kr. Barman, Neuro-surgeon, Narayana Super-Speciality Hospital on 09-09-2016.
- Students’ participation in the “Morals and Physical Exercise for Wellbeing” in the “Chaturmasa Spiritual Training Camp” held nearby at Dharapur on 27-09-2016.
- A talk on “**Awareness of Cancer**” on International Woman’s Day on 09-03-2017.
- Fans and books with an almirah provided to the adopted school on 24-05-2016 and 03-03-2017.
- Workshop on **How to Face an Interview** held in collaboration with Rotary Club of Guwahati South. on 23-03-2017.
- **Training programme on Self Defence for girl students**, in collaboration with **Woman’s Self-Defence Training Institute** under the Prime Minister’s scheme of “Beti Bachao, Beti Padhao” on 28-03-2017.
- **Blood Donation Camp** organised under the aegis of the **Red Ribbon Club**, Paschim Guwahati Mahavidyalaya Unit in collaboration with the **State AIDS Control Board**, Assam and Gauhati Medical College and Hospital Staff on 06-04-2017.
- **Tree plantation** on way to the college and lecture and discussion on **awareness on environment** held on 05-06-2017.
- Celebration of **International Yoga Day** at the Indoor Sports Utility Centre at the college premises on 21-06-2017. Principal, Teachers, office staff and students took part

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 hold National Seminar of Economics.	Department of Economics held a National Seminar of Economics on the theme: “Economic Development of North East India: Challenges and Opportunities” on 27 th and 28 th October,2016.
2. Apply for more National Seminars.	
3. To arrange students’ seminar.	
4. To bring out research publications.	An annual journal by the name PGM Economic Review has been published by Dept. of Economics in 5 th Sept.2016.
5. To introduce Vocational training course for the students.	<ul style="list-style-type: none"> i) Certificate course on Skill Development in collaboration with Gauhati University under NSDC ii) Certificate course in Spoken English iii) Non Formal Sanskrit Certificate Course iv) Certificate course in Beautician Training v) Certificate course in Computer Basic
6. To arrange short excursion trips for the students.	Dept. of Assamese took out their students to Kalakshetra & Science Museum, Khanapara , on 25 th October,2016
7. To enrich the library with more books and journals.	Procurement of new books and journals for the library is going on.
8. To complete construction of the digital library.	The construction of new Digital Library is completed and books are shifted to the new building.
9. To arrange awareness programmes on burn.	An awareness programme on Burn and Health Care was organised on 24-10-16.

10. Organise a Vaisnavite Study Section in the library.	A Vaisnavite Study Section is being organised in the new library building.
* 11. More emphasis on students' participation in sports and cultural events.	More students participated in sports and cultural events this session
A t 12. Improvement of Playground	Earth filling and levelling done to improve the ground
t a 13. Faculty exchange programme.	Madhuleema Chaliha went to Narengi College to deliver a lecture under the Faculty Exchange Programme
c h t 14. To upgrade the old computers.	Some of the old laptops and desktops are replaced with new desktops in the office, departments and library.
h e A c a 15. To replace the barbed wire fencing with brick wall around the college campus.	A brick and concrete boundary wall has been constructed

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 and approval for new proposals.

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 2.Non Formal Sanskrit Certificate Course	1. 3monhts Beautician Course 2. 3monhts course on Skill Development 3.Computer Basics 4. Tally 5.DTP 6. Non Formal Sanskrit Certificate Course	1. 3 monhts Beautician Course 2. 3monhts course on Skill Development 3.Computer Basics 4. Tally 5.DTP 6. Non Formal Sanskrit Certificate Course
Others				
Total	8	2	6	6
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.
- A centre for Non Formal Sanskrit Certificate Course has been introduced under the aegis of the Rastriya Sanskrit Sansthan, New Delhi.

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.

12

2.3 No. of Faculty Positions Recruited (R) and Vacant (V) during the year

Asst. Professors		Associate Professors		Professors		Others		Total	
R	V	R	V	R	V	R	V	R	V
19		14							

2.4 No. of Guest and Visiting faculty and Temporary faculty

15

2.5 Faculty participation in conferences and symposia: (July 2016-June 2017)

No. of Faculty	International level	National level	State level
Attended	1	33	Nil
Presented papers	1	12	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.

Scholars and experts from various fields are invited on various occasions to instruct and inspire the students.

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

182

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

75%

2.11 Course/Programme wise

distribution of pass percentage : (2016-17)

Title of the Programme	Total no. of students appeared	#Division					
		Distinction %	I %	II %	III %	Total Pass	Pass %
B.A. 6th Semester (General)	107					26	24.30%
B.A. 6th Semester (Major)	45					37	82.22%
B.Com. 6th Semester (General)	11					06	54.55%
B.Com. 6th Semester (Major)	63					52	82.54%

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.

6. Spoken English course and Non-Formal Sanskrit Course and Beautician's Course are run in the college.

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	01 (OP)
HRD programmes (Short-term Course)	03
Orientation programmes	02
Faculty exchange programme	01
Staff training conducted by the university	
Staff training conducted by other institutions	02
Summer / Winter schools, Workshops, etc.	07
Others (Convention)	33

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 there to guide 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

Number	Completed	Ongoing	Sanctioned	Submitted
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		02	
Non-Peer Review Journals			03
e-Journals		01	
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 (2016-17)

Nature of the Project	Duration Year	Name of the funding Agency	Total grant sanctioned	Received
Major projects				
Minor Projects				
Interdisciplinary Projects				
Industry sponsored				
Projects sponsored by the University/ College				
Students research projects <i>(other than compulsory by the University)</i>				
Any other(Specify)				
Total				

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

ii) Without ISBN No. (*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		2	1		9
Sponsoring agencies		1. UGC 2.Sahitya Akademi	ACTA		

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 and External Evaluator.

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.

13 nos. of faculty members served as External Evaluators appointed by the Education Dept. Govt. of Assam. in the two phases of Gunotsav, 2017.

3.13 No. of collaborations International National Any other 48

3.14 No. of linkages created during this year

1. Assam State AIDS Control Board, 2. Rastriya Sanskrit Sansthan, New Delhi, 3. Sahitya Akademi, 4. ACTA, 5. Rotary Club of Guwahati South, 6. Guwahati Medical College Hospital 7. Narayana Super Speciality Hospital, 8. NSDC (through Gauhati University), 9. Perfect Trainer 10. Gauhati University, 11. RICE Education, 12. Airport Authority of India, 13. ICA, Maligaon, 14. Village Guimari, 15. K.K.Handiqui University, 16. IDOL, Gauhati University, 17. IOC Ltd., Guwahati office, 18. Burn Care Foundation of Nemcare Hospital, 19. Around 30 colleges of Assam in for exam. Purposes.

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 : 01

Total	International	National	State	University	Dist	College
1				Ph.D		

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

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

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

JRF SRF Project Fellows Any other

3.21 No. of students Participated in NSS events:

University level State level

National level International level

3.22 No. of students participated in NCC events:

University level State level

National level International level

3.23 No. of Awards won in NSS: NIL

University level State level

National level International level

3.24 No. of Awards won in NCC:

University level State level

National level International level

3.25 No. of Extension activities organized

University forum College forum

NCC NSS Any other

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

Academic Activities:

- 1) 27th-28th Oct. 2016- National Seminar on the theme: “Economic Development of North East India: Challenges and Opportunities”.
- 2) 2nd Nov. 2016 – 8th Women Convention, ACTA. (State Level)
- 3) 11th Nov. 2016- “**World Education Day**”- celebrated under the aegis of Extension Education Cell. Talk on: **Importance of Educating the Girl Child and the Far Stretched Effect of it on the Society.**
- 4) 16th Nov. 2016- The college unit of Sahitya Sabha organised “**Assamese Lyrical Literature: Tradition and Changes- A Tribute to Tafazzul Ali**”. (National level)
- 5) 28th Feb.2017 - Seminar of Assamese Department on “**Kobitar Bhaxa**”. Resource person Dr. Lopa Baruah, retired prof. Hajo College.
- 6) 15th March 2017- Seminar organised by the Dept. Of Commerce on **GST** in collaboration with ICA, Maligaon.

Extension through Awareness:

- 7) 09-09-2016 - Women’s Cell organised an awareness talk on **Road Safety** by Dr. Naba Kr. Barman, Neuro-surgeon, Narayana Super-Speciality Hospital.
- 8) 27-09-2016 - **Morals and Physical Exercise for Wellbeing** in the “Chaturmasa Spiritual Training Camp” held nearby at Dharapur.
- 9) 24th Oct.2016- Department of Education organised an awareness programme on “**Burn and Health Care**”
- 10) 3rd Nov. 2016- **Essay Contest** held under the aegis of the Airport Authority as part of the Vigilance Awareness Week under Central Vigilance Commission. 24 nos. of students took part.
- 11) 04-11-2016 - **Elocution Contest** held under the aegis of Indian Oil Corporation Ltd.(AOD) as part of the Vigilance Awareness Week under Central Vigilance Commission.
- 12) 8th March 2017 International **Women’s Day** celebrated under the aegis of the women’s Cell. **Dr. Jayantimala Chakravarty**, President ‘Rodali’, an NGO, and Mrs. Hira Neog, Retired Professor, D.K.College, Mirza spoke on “**Awareness of Cancer**”. Around 60 students attended the programme.

- 13) 28-03-2017- Training programme on **Self Defence for girl students** was held in collaboration with Woman's Self-Defence Training Institute under the Prime Minister's scheme of "Beti Bachao, Beti Padhao" . Mr. N.C.Rao was the chief trainer and a total of 76 no of students participated.
- 14) 06-04-2017- A **Blood Donation Camp** was organised under the aegis of the Red Ribbon Club, Paschim Guwahati Mahavidyalaya Unit in collaboration with the State AIDS Control Board, Assam and Gauhati Medical College and Hospital Staff. 21nos. of Units of blood were collected.
- 15) 23-05-2017- Under the aegis of the Extension Education Cell, visit to the adopted school Bhagya Das Adarsha Prathamik Vidyalaya, Rani, along with Dr. Malati Baruah, Retired Director of Health, Women and Child, Govt of Assam. and Retired Professor, Aryavidyapeeth College and social activist Dr. Nilima Goswami. The Principal and faculty members interacted with the students and the members of the G.B.

Later, Dr. Malati Barua addressed the women of the village at the Anganvadi Centre and spoke on **Female Health and Hygiene** and responded to the queries of the women.

- 16) 5th June, 2017- Celebration of World Environment Day in collaboration with Zoological Society of Assam. . The dignitaries who attended the function were Prof. Indra Kr. Bhattacharjee, former Principal, Cotton College, Advisor and former President Zoological Society of Assam; Mr. Priyabrata Lahkar, former Joint Secretary, Assam Higher Secondary Education Council, President, Zoological Society of Assam; Prof. Jogen Ch. Kalita, Dept. of Zoology, former CDC, G.U., Secretary, Zoological Society of Assam; Dr. Bimal Kr. Bhattacharya, former Director, Sanskrit Education, Govt. of Assam; Mr. Bhupen Barua and Mr. Lohit Kalita, members of the College Governing Body.

To Mark the occasion and to arouse awareness among the students and the local people 10 saplings were planted on both the sides of the approach road to the college where earlier a big banyan tree had to be cut down to get the approach road wider and cleared as per the requirement of the time. It was resolved upon at that time itself to plant ten saplings in place of the cut banyan tree.

Dr. Balendra Kr. Das, Principal, Paschim Guwahati Mahavidyalaya and Working Secretary, Zoological Society of Assam spoke on the occasion as the Chief Guest and the Appointed Speaker and touched on various aspects and issues related to environment.

- 17) 21-06-2017- Celebration of **International Yoga Day** at the Indoor Sports Utility Centre at the college premises. Principal, Teachers, office staff and students took part in the programme under the supervision of Mrs. Dipali Brahma, Instructor, Indian Yoga Culture and Yoga Therapy Centre, Maligaon.

Career Counselling and Service Oriented:

- 18) 07-03-2017 - Orientation Programme on "**Government Jobs, Now Within Grasp**"- by **RICE Education**, Maligaon. Around 54 students took part.

- 19) 23-03- 2017 - Workshop on **How to Face an Interview** in collaboration with Rotary Club of Guwahati South. A total no of 70 students participated.

Extension and Appreciation:

- 20) 11-11-2016- Presentation of **Cultural Programme** at the **18th North-East Book Fair** at the Chandmari Field. 32 students took part in the programme.
- 21) 28-01-2017 to 30-01-2017- Around 110 students were taken under the supervision of Bhudev Das, Parul Baishya, Achyut Talukdar, Bhupen Das and Nayanmoni Devi to the **Brahmaputra Literary Festival** at Srimanta Sankardev Kalakshetra.
- 22) 03-03-2017- Members of the Extension Education Cell visited the adopted school Bhagya Das Adarsha Prathamik Vidyalaya, Guimari, Rani and donated some books to start a library.
- 23) 20-04-2017- Recording of **variety cultural programme by students for Yuba Bani** at All India Radio, Guwahati, under Prachar Bharati. 5 no. of students (Nirupa Das, Jugasmita Das, Sangeeta Darabdhara, Parag Mahanta and Palash Medhi) took part.
- 24) 31-05-2017- : **Alumni Day** was celebrated under the aegis of Alumni Association, Paschim Guwahati Mahavidyalaya at the college premises. The dignitaries were Dr. Hitesh Deka, Vice-Chancellor, KKHSOU, Ramendra Narayan Kalita, MLA, West Guwahati Constituency, Manimadhav Mahanta, Vice President, AASU, Lohit Kalita, G.B. Member, Md. Anwar Hussain, Vice President, All Guwahati Students' Union, Paresh Barua, Acting President, Alumni Association, PGM, lyricist and music director Ibson Lal Barua, popular singer Rupam Bhuyan, Dr. Mousumi Chahariya, Mousom Gogoi and young talent, celebrity Nikita Bodo.

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 -2 Projector +2 Digital Screen+2 CPU, Solar Lights-2 Nos., 12 Nos. Of CC cameras, Mobile phone-2 nos., Public Address System, Basket Ball Court Equipment.		
Value of the equipment purchased during the year (Rs. in Lakhs)		Rs. 15.42 Lakhs	College General Fund, UGC Fund	Rs. 15.42 Lakhs
Others		Furniture: Steel Chairs, Desk –Bench, Black Board etc.		Rs. 3.08 Lakhs

4.2 Computerization of administration and library

All records of the Office and the Library are maintained in computers since the year 2010.

The Library facilities have been shifted to the new digital library building.

SOUL software has been in use.

4.3 Library services:

	Existing		Newly added		Total	
	No.	Value	No.	Value	No.	Value
Text Books	12,317	17,15,966/-	1,444	1,72,458/-	13,761	18,88,424/-
Reference Books	15,783	29,00,987/-	1,369	52,463/-	17,152	29,53,450/-
e-Books						
Journals	1,862	47,075/-	185	8,988/-	2,047	56,063/-
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	11		nil		02	03	04	02*
Total	52		5		14	11	17	10

*others include two computers for two nos. of Digital Classrooms

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

Correspondence with various agencies like RUSA, UGC, 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. 2.26 Lakhs
ii) Campus Infrastructure and facilities	Rs. 0.99 Lakhs
iii) Equipments	Rs. 0.20 Lakhs
iv) Others	Rs. 0.07 Lakhs
Total:	Rs. 3.52 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 is 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 newspapers 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 is 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 on the part of each and every member of the faculty helps in the process.

5.3 (a) Total Number of students

UG	PG	Ph. D.	Others
1118			

(b) No. of students outside the state

14

(c) No. of international students

Nil

No	%
700	62.61

Men

No	%
418	37.39

Women

Last Year						This Year					
General	SC	ST	OBC	Physical ly Challenged	Total	General	SC	ST	OBC	Physical ly Challenged	Total
526	36	50	100	-	B.A- 712	613	57	54	68	-	B.A- 792
314	26	24	64	-	B.Com.-378	245	32	21	28	-	B.Com.-326

Demand ratio

Dropout %

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

- 07-03-2017 - Orientation Programme on “Government Jobs, Now Within Grasp”- by RICE Education, Maligaon. Around 54 students took part.
- 23-03- 2017 - Under the aegis of Extension Education Cell in collaboration with Rotary Club, Guwahati South, a Career Counselling session was held on “How to Face an Interview”. A total no of 70 students participated.
- 15-03-2017- One-day workshop on GST organised by the Dept. Of Commerce in collaboration with ICA (Institute of Computer Accounts), Maligaon. Mr. Susanta Trivedi, CA and Guest Faculty, ICA and Ms.Lipi Saikia, Centre Director, ICA were the resource persons. Principal Dr. Balendra Kr. Das presided over the session.

No. of student beneficiaries

210

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.

- 07-03-2017 - Orientation Programme on "Government Jobs, Now Within Grasp"- by RICE Education, Maligaon. Around 54 students took part.
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No. of students benefitted

210

5.7 Details of campus placement

<i>On. campus</i>			<i>Off Campus</i>
Number of Organizations Visited	Number of Students Participated	Number of Students Placed	Number of Students Placed
01	16	03	

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.
- On 23-05-2017- Under the aegis of the Extension Education Cell, Dr. Malati Baruah, Retired Director of Health, Women and Child, Govt of Assam. and Retired Professor, Aryavidyapeeth College and social activist Dr. Nilima Goswami visited the adopted school Bhagya Das Adarsha Prathamik Vidyalaya, Rani. Dr. Malati Barua addressed the women of the village at the Anganvadi Centre and spoke on **Female Health and Hygiene** and responded to the queries of the women.

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

Students took part in the various Extension and Environmental Awareness programmes.

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.
- Library has been shifted to the newly constructed Digital Library.
- 3 Digital Classrooms are 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. K.K.Handiqui University,
4. IDOL, Gauhati University,
5. Perfect Trainer (Spoken English Course)
6. Rastriya Sanskrit Sansthan, New Delhi
7. NIRD, Khanapara, Guwahati
8. Sahitya Akademi,
9. Village Guimari, Rani (Adopted village)
10. NSDC (through Gauhati University),
11. Rotary Club, Guwahati South
12. RICE Education
13. Assam College Teachers Association
14. Assam State AIDS Control Board
15. Institute of Computer Accounts, Maligaon a unit of ICA Infotech
16. Guwahati Medical College Hospital
17. Narayana Super Speciality Hospital
18. Nemcare Hospital, Guwahati
19. Airport Authority of India,

6.3.9 Admission of Students

- Students are admitted on the basis of Merit.
- Freeships and financial supports are given to meritorious students.
- As per State Govt. policy, students with BPL Certificates were provided free admissions for this session, i.e., 2017-18.

6.4 Welfare schemes for

Teaching	<ol style="list-style-type: none"> 1. Separate departmental rooms with attached Toilet and Kitchenettes facilities. 2. Desktop computers with printers in the departments. 3. Internet facilities for teachers in the departments. 4. Thrift society for teachers.
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. 4. Indoor sports facility 5. Basket Ball court
Students	<ol style="list-style-type: none"> 1. Computer course, Beautician Course and Spoken English course against nominal fees. 2. Internet zone in the new library building 3. Hostel for girl students. 4. Cold drinking water facility for students 5. Renovation of Girls' common room. 6. Procurement of Sports goods and musical instruments. 7. Indoor sports facility. 8. Basket Ball court. 9. Two more digital class rooms.

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	NAAC, Gauhati University	Yes	Academic Committee, College Authority
Administrative	Yes	NAAC, Govt. Of Assam	Yes	College Governing Body, 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. Revised Regulations of Three-Year-Degree Course(TDC) Semester System has been approved in the Academic Council Meeting of Gauhati University held on 27-10-2017.
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. Yearly meetings of the Alumni Association are held regularly for the development of the college.
2. The Kungfu and Karate classes are run by Jugal Das an alumnus of this college.
3. Alumni Day was celebrated on 31st May 2017.
4. Alumni members take part in important college activities organised under Extension Education Cell.
5. Some of the members take part in college infrastructure development projects.

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.
- Though few in number, some of the alert parents keep in touch with the faculty members and visit the college from time to time to keep track of the activities and developments of their wards and offer suggestions.

6.13 Development programmes for support staff

- Gym and sports facilities are available for the support staff.
- Internet facility available in the office room.

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. Solar lights are installed in the campus and in the approach road for illumination in the evening and night.
3. Ample garbage cans are placed at various places in the campus to keep the surrounding clean.
4. Ponds of the college are regularly cleaned and maintained.
5. Various Medicinal plants and fruit trees are also available in the college campus.
6. Electronic garbage has been disposed off in an eco-friendly manner.

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 classrooms are completed and classes are held there.
- Construction of digital library is completed and shifting done.
- Departments have been assigned separate Departmental Rooms for convenience of working.

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

- 1) Department of Economics held a **National Seminar of Economics** on the theme: “**Economic Development of North East India: Challenges and Opportunities**” on **27th and 28th October, 2016**. Construction of *sports facility complex* was completed and it was inaugurated on 07-09-2015.
- 2) An annual journal by the name **PGM Economic Review** has been published by Dept. of Economics in 5th Sept. 2016.
- 3) **Certificate course on Skill Development** in collaboration with Gauhati University under NSDC
 - ii) **Certificate course in Spoken English**
 - iii) **Non Formal Sanskrit Certificate Course**
 - iv) **Certificate course in Beautician Training**
 - v) **Certificate course in Computer Basic.**
- 4) Dept. of Assamese took out their students to **Kalakshetra & Science Museum**, Khanapara, on 25th October, 2016
- 5) Procurement of new books and journals for the library is going on.
- 6) The construction of new Digital Library is completed and books are shifted to the new building
- 7) An awareness programme on **Burn and Health Care** was organised on 24-10-16.
- 8) A Vaisnavite Study Section is being organised in the new library building.
- 9) More students participated in sports and cultural events this session
- 10) Earth filling and levelling done to improvise the ground
- 11) Madhuleema Chaliha went to Narengi College to deliver a lecture under the Faculty Exchange Programme
- 12) Some of the old laptops and desktops are replaced with new desktops in the office, departments and library.
- 13) A brick and concrete boundary wall has been constructed.

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

- The college campus is kept neat and clean with a green environment all around.
- 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.
- Field Trip for Environmental Studies for B.Com.3rd Sem, to Chanddubi was organised on 12-11-2016.
- Tree plantation at the college premises on the occasion of Alumni Day on 31-5-2017.
- Tree plantation on both the sides of the approach road to the college on the occasion of the World Environment Day on 05-06-2017.

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. National & International level sportsman among the students.
3. Strong leadership
4. Dedicated faculty members
5. Spacious library with more than Thirty-Two Thousand books
6. Active participation of our students in co-curricular activities.
7. Convenient transport connectivity
8. One of the 27 colleges to have Centre for Skill Development Training under NSDC in collaboration with Gauhati University.
9. Proximity to Gauhati University

Weakness – 1. Average students have poor academic foundations.
2. Majority of students are from poor social and financial background.
3. College has to depend to a great extent on the contractual faculty members.

Opportunities – 1. Starting skill developmental courses.
2. Construction of Separate Departmental Common Rooms for all departments for better working environment.
3. To send more students to take part in national and international competitions specially in various Martial Arts, Kabaddi etc.

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

8. Plans of institution for next year (2017-18)

1. Apply for more National Seminars.
2. To arrange students' seminar.
3. To bring out research publications.
4. To introduce more Vocational training course for the students.
5. To arrange short excursion trips for the students.
6. To enrich the library with more books and journals.
7. More emphasis on students' participation in sports and cultural events.
8. To enhance the sports equipments.
9. Faculty exchange programme.
10. To upgrade the old computers.
11. To procure another Gen set.
12. To start the Language Lab.
13. To allot new departmental rooms to the smaller departments.
14. To renovate the earlier library into department and class rooms.
15. To develop the approach road to the Girls' Hostel.
16. To construct the first floor of the Girls' Hostel.
17. Land filling and campus development.
18. To Install more solar lights in the college campus from RUSA funding.
19. To construct a room for the Alumni Committee with the financial help from the local MLA.
20. To provide more toilet facilities for the girl students.

Name: *Dr. Yashodhara Medhi*

Name: *Dr. Balendra Kr. Das*

Signature of the Coordinator, IQAC

Signature of the Chairperson, IQAC

_____*_*_*_____

ACADEMIC CALENDAR (AUGUST 2016 TO JULY 2017)



**Academic Calendar for Undergraduate Courses
August 2016 - July 2017**

Date(s)	Events / Activities
Monday, August 1, 2016	Commencement of 1st, 3rd, and 5th Semester Classes
3rd Week of September, 2016	Sessional Examinations <i>Sessional examinations should be conducted during the class period without affecting the normal class routine</i>
1 - 31 October, 2016	Field Trip (subject specific), if any, is to be completed during this period <i>Normal classes will continue</i>
21 November - 3 December, 2016	Odd Semester Examinations (Practical)
5 December - 23 December, 2016	Odd Semester Examinations (Theory)
24 December, 2016 - 17 January, 2017	End Semester Vacation
Wednesday, January 18, 2017	Commencement of Even Semester Classes
Thursday, January 12, 2017	Evaluation of Answer Scripts of Odd Semester Examinations be completed by this date
1 - 7 February, 2017	College Week
3rd Week of March, 2017	Sessional Examinations <i>Sessional examinations should be conducted during the class period without affecting the normal class routine</i>
22 - 29 April, 2017	6th Semester Examination (Practical)
23 - 30 May, 2017	2nd and 4th Semester Examinations (Practical)
2 - 22 May, 2017	Even Semester Examinations (Theory)
May - June, 2017	Admission process to the 1st Semester of TDC classes should be completed within 12 days of declaration of HS results <i>Classes should commence within 5 days of the completion of the admission process</i>
Thursday, June 1, 2017	Commencement of 3rd and 5th Semester Classes
Monday, June 12, 2017	Evaluation of Answer Scripts of Even Semester Examinations be completed by this date
1 - 31 July, 2017	Summer Vacation

Notes:

- (a) Notifications about Fill-up of Examination Forms, commencement of semester examinations, and declaration of results will be issued from the Office of the Controller of Examination, GU.
- (b) Election of Student Union Bodies will be as per UGC notifications (vide Lyngdoh Committee Recommendations)


Academic Registrar
Gauhati University

Annexure II

Analysis of Feedback for the Session of 2016-2017

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: We have collected 600 filled up questionnaires from students of Odd Semester, i.e., I, III & V semester students. Out of these 600 questionnaires we have selected a sample of size 200 randomly and analyzed as follow:

Analysis of Feedback from Students:

PART-A

Period: July'16-Dec'16: (Odd Semester)

Odd Semester			
Qn. No.	Optional Answer No.	Highest choice based Answer out of 200 Students	Percentage
1	a	114	57
2	c	65	32.5
3	c	128	64
4	b	74	37
5	a	123	61.5
6	b	105	52.5
7	a	145	72.5
8	a	144	72
9	a	114	57
10	a	145	72.5
11	b	158	79
12	a	108	54
13	a	154	77
14	a	131	65.5
15	b	104	52
16	a	151	75.5
17	a	100	50
18	a	156	78
19	a	146	73

- 1) 57% of students have chosen this institution for its *good environment*.
- 2) 32.5% of the students obtained below 60% of marks in the last qualifying examination.
- 3) 64% of students have commented that the syllabus taught is interesting.
- 4) According to 37% of students, 75% to 90% of the syllabus is taught in class.
- 5) 61.5% of students opined that the availability of books related to the course is sufficient in the college library.
- 6) In the view of 52.5% of students, teachers prepare well for class.
- 7) 72.5% of students commented that the teachers can communicate effectively.
- 8) 72% of students opined that the teachers encourage students to participate in the class.
- 9) 57% of students commented that the teachers encourage the students to ask questions in the class.
- 10) 72.5% of Students commented that the teachers are very helpful in advising them.
- 11) **79% of students have no complaint against any teacher.**
- 12) 54% of the students give their opinion that the Internal Assessment System of evaluation work fairly.
- 13) 77% students are satisfied with the sanitation system of the college.
- 14) 65.55 % of students are satisfied with the drinking water facilities provided by the college authority.
- 15) 52% of students expressed unhappiness about the college canteen.
- 16) 75.5% of students said that the existing evaluation system of external examination is good.
- 17) 50% of students are satisfied with the playground of the college.
- 18) According to 78% of students, teachers encourage them to participate in different activities besides curriculum.
- 19) 73% of students are satisfied with the cleanliness of the class rooms.

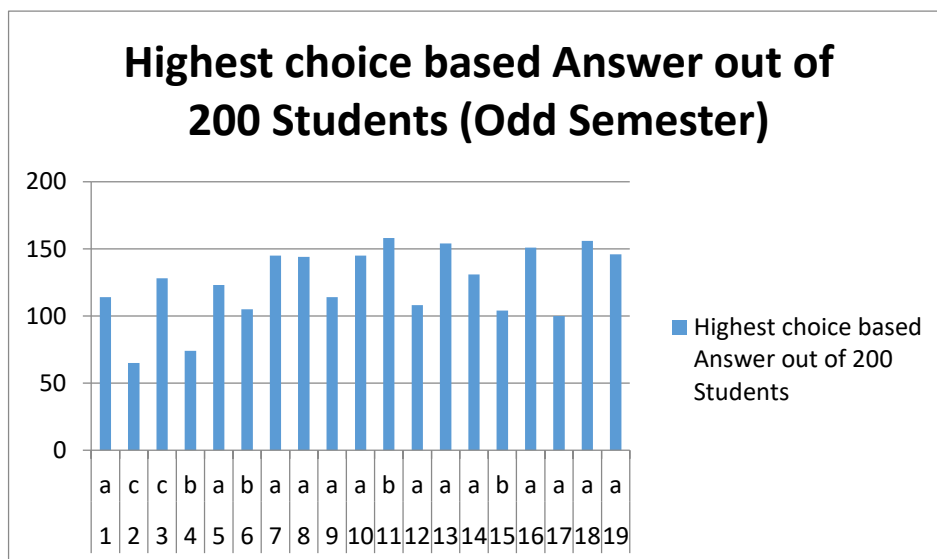


Fig: 1

Analysis of Feedback from Students:

PART-B

Period: Jan'17-June'17: (Even Semester)

Again, we have collected 560 filled in questionnaires from the students of Even Semester i.e., II, IV & VI semester students. Out of these 200 samples were collected randomly and analyzed as follow:

Even Semester			
Qn. No.	Optional Answer No.	Highest choice based Answer out of 200 Students	Percentage
1	a	86	43
2	d	52	26
3	c	62	31
4	a	50	25
5	a	130	65
6	b	100	50
7	a	110	55
8	a	122	61
9	a	84	42
10	a	120	60
11	b	58	29
12	a	94	47
13	a	108	54
14	a	120	60
15	b	104	52
16	a	122	61
17	a	84	42
18	a	110	55
19	a	108	54

- 1) 86% of students have chosen this institution for its *good environment*.
- 2) 26% of the students obtained below 45% of marks in the last qualifying examination.
- 3) 31% of students have commented that the syllabus taught is interesting.
- 4) According to 25% of students, 90% to 100% of the syllabus is taught in class.

- 5) 65% of students opined that the availability of books related to the course is sufficient in the college library.
- 6) In the view of 50% of students, teachers prepare well for class.
- 7) 55% of students commented that the *teachers can communicate effectively*.
- 8) 61% of students opined that the teachers *encourage students to participate* in the class.
- 9) 42% of students commented that the teachers encourage the students to ask questions in the class.
- 10) 60% of Students commented that the teachers are very helpful in advising them.
- 11) 29% of students have no complaint against any teacher.
- 12) 48% of the students give their opinion that the Internal Assessment System of evaluation work fairly.
- 13) 54% students are satisfied with the sanitation system of the college.
- 14) 60 % of students are satisfied with the drinking water facilities provided by the college authority.
- 15) 52% of students expressed unhappiness about the college canteen.
- 16) 65% of students said that the existing evaluation system of external examination is good.
- 17) 32% of students are satisfied with the playground of the college.
- 18) According to 55% of students, teachers encourage them to participate in different activities besides curriculum.
- 19) 54% of students are satisfied with the cleanliness of the class rooms.

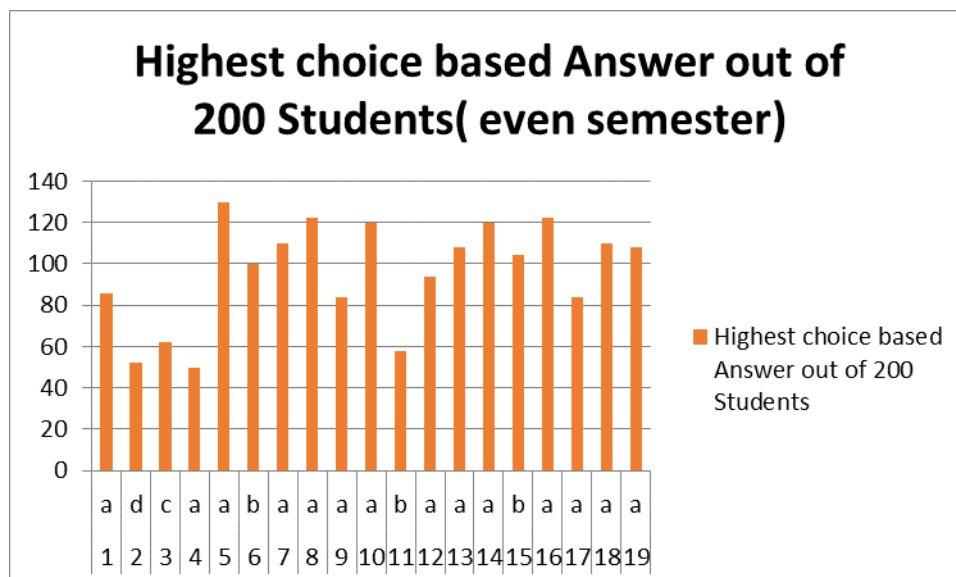


Fig:2

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. The parents expressed happiness over the concern shown by the teachers for the students and the overall facilities provided by the authority to the students.

Most of the parents were worried about the changing social environment of the society and were concerned about the regularity of the students in the class. However, the parents expressed satisfaction over the accessibility of the students and parents to the teachers and Principal of the college.

Details on Research Publications

Annexure III

3.4 Publication details of the teachers of Paschim Guwahati Mahavidyalaya for the year (July'16 –June'17):

a) Peer-reviewed Journal:

Name	Department	Name of the article and details of publication	
1. Yashodhara Medhi	English	1.A research paper titled “ Vaisnava Movement in Assam: Contribution of Sankaradeva the Polymath, in the Indian Context ”, Published in the <i>Mahapurusa jyoti</i> (research journal of Srimanta Sankaradeva Sangha), Volume XVII, February, 2017, (ISSN 2277-2901 MAHAPURUSA JYOTI).	
2. Saraswati Rajbangshi	Assamese	2.A research paper titled “ <i>Homen Bargohainr Hati Galpat Samajik Mulyabodhar Parivartan Aru Astitvar Sankat</i> ”, published in the Double Blind Peer Reviewed National Research Journal of Humanities and Social Sciences, Volume III, Issue-I, March 2017,(ISSN: 2454-3837).	

b.) Non Peer –review Journal:

Name	Department	Name of the article and details of publication	
1.Marie Kalita	English	1. An Article titled “ Status of Women in North-East India ” was published Kamrupa , the souvenir of Assam College Teachers’ Association(Women Cell), brought out on the occasion of the 8 th Annual Convention, November, 2016 .	

2.Madhuleema Chaliha	English	3 An article translated to Assamese titled ' <i>Asom Jor</i> ' from Boddhisatva Kar's article "Assam Fever", published in " <i>Alap</i> " a socio cultural journal, April, 2017.	
3.Dr. Mrinmoyee Bhattacharyya	Economics	4. A paper titled " Green Economy and Sustainable Development ", published in PGM Economic Review, a journal published by Dept. of Economics, 2016.	

c.) e-journal:

Name	Department	Name of the article and details of publication
1.Dr. Hemanta Kalita	Commerce	1. "An Analytical Study on the Budgetary Allocation of the Government of Meghalaya for Soil and Water Conservation and Forestry and Wild Life", (e-journal) ISSN No. -0973-3914.

d) Conference Proceedings:

Annexure IV

Books/Chapters Published

3.7

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

Name	Department	Title of book and details of publication	
1.Dr. Yashodhara Medhi	English	1. The Plays of Sankaradeva , (12, Performing Arts Series), Motilal Banarsidass Publishers Pvt. Ltd., Delhi 110007, 2017. (ISBN: 978-81-208-4094-2).	International

2. Chapters in edited books:

Name	Department	Title of Chapters and details of publication
1.Saraswati Rajbangshi	Assamese	1. Published a paper titled, “ Sriram Aatar Subhadra Haran ”, published in “ Natyalochana ”, edited by Dr. Mani Ram Kalita, on the occasion of Sonapur College Silver Jubilee Celebration 2015-16, Olimpia Prakashan, Rajgarh Rd., (ISBN : 978-81-931548-4-7), November, 2016.
2.Dr. Mrinmoyee Bhattacharyya	Economics	2. Published a research paper titled, “ A Study on Traditional Hira Pottery of Assam with Special Reference to Kamrup(R) District- An Opportunity for Self Employment through Rural Entrepreneurship Development ”, published in KIA-MO-LU-PO, 1 st edition published by ACTA , Kamrup B Zone (ISBN : 978-81-92178-61-5), December, 2016.
3. Dr. Hazarat Ali	Education	3. Published a paper titled, “ Primary Education in Kamrup District of Assam : Problems and their Solutions ” published in KIA-MO-LU-PO, 1 st edition published by ACTA , Kamrup B Zone (ISBN : 978-81-92178-61-5), December, 2016.
4.Dr. Yashodhara Medhi	English	4. Jeevanar Shiksha , (a write up on Dr. Jyotiprasad Medhi), published in Eminent Personalities , a supplementary of Guwahati , Dighali Pukhuri , East,Guwahati-781001, March,2017.

Best Practice I: Session 2016-2017**1. Title of the Practice: Blood Donation Camp.****2. Goal:**

- (i) The main goal of the practice is to generate awareness among the student community.
- (ii) Advice to the people regarding the need of blood donation.

3. The Context:

The students and the youth of Dharapur and nearby areas are not sufficiently aware of blood donation, its procedure, its usefulness to the needy and at the same time its harmlessness to the donor. For this reason, the camp was organised.

In order to raise awareness among them this camp was organised under the aegis of the Red Ribbon Club

4. The Practice:

As a part of the commitment to the society an attempt was made under the aegis of the Red Ribbon Club of the college and the Assam State AIDS Control Society, (a Govt. undertaking project run by Health and Family Welfare Dept., Govt. Of Assam), to organise a voluntary **Blood Donation Camp** on **06-04-2017** at the college premises.



A team of doctors and Technical assistants from the Blood Bank of Guwahati Medical College and Hospital offered their valuable services in conducting this programme. Prior to

donation of blood, the blood group, blood pressure and blood sugar were checked in each prospective donor.

During prior check-up quite a number of students particularly girls were found to be lacking in Haemoglobin and were not allowed to donate blood. They were also advised by the doctor Dr. Arunima Goswami to take proper food to increase the level of Hemoglobin.

Before the camp there was a wide scale publicity and campaigning by the college in and around the college and the nearby areas in order to motivate the people to attend camp and donate blood. A total no of 21 people, students, faculty and staff of the college and other youth from the locality donated blood.



5. Evidence of Success:

The programme was moderately successful as less number of people than expected came out to attend the camp.

Active participation from our students and ex- students in making the programme a success. People who attended became aware of the importance of blood donation camps and requested for more such programmes in future. Many a first time donor got rid of their fears of donating blood after taking part in the activity.



6. Problems encountered and Resources Required:

Most of the people were unaware of the necessity of blood donation at general level and that performed hygienically it is completely harmless for an otherwise healthy person.

Moreover, as 13 of our faculty members were off from college on duty for Gunotsav conducted by the Govt. of Assam and the semester final exams were to start after two days the attendance in the camp was slack and was a bit discouraging.

Reluctance on the part of the girl students was another hurdle. Also quite a few willing donors had to be refused as they had lower percentage of Haemoglobin than required.

Notes:

It has been felt by everyone that more such camps should be organised regularly in future, so that the young generation can get rid of the preconceived ideas and fear about blood donation and come forward for such noble cause more willingly in future.

7. Contact Details:

Name of the Principal: Dr. Balendra Kr. Das
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Best Practice II: Session 2016-2017

1. Title of the Practice: Health Awareness Programme.

2. Goal:

(iii) The main goal of the programme is to generate awareness among women and children of the community.

(iv) Advice to the people regarding the need of health and hygiene among the women and children.

(v) To make the common people aware about the dos and do nots regarding health care.

3. The Context:

The common people of Guimari and nearby villages of Greater Rani area are not sufficiently aware of matters related to the health and hygiene of the women and children, specially the girl child. For this reason, this awareness programme was organised.

This programme was organised under the aegis of the Extension Education Cell of our college.

4. The Practice:

As part of commitment to the society an attempt was made under the aegis of the Extension Education Cell to organise a Health Awareness Programme among the less privileged women and children of Guimari, Rani area.

Dr. Malati Baruah, Retired Director of Health, Women and Child, Govt of Assam and Dr. Nilima Goswami, Retired Professor, Aryavidyapeeth College and a social activist **visited the adopted school** Bhagya Das Adarsha Prathamik Vidyalaya, Rani, on **23rd May, 2017**. The Principal, faculty members and the guests interacted with the students, teachers and the members of the Managing Committee of the school.



Later, Dr. Malati Barua addressed the women of the village at the local Anganvadi Centre which was adjacent to the school and spoke on female health and hygiene. She also tried to enlighten the women folk regarding family planning, contraceptives etc. Further, she responded to the queries of the women present.

Dr. Nilima Goswami spoke on the role of the mothers on the total development- (physical, mental, moral and social) of the child.



5. Evidence of Success:

The programme was quite successful and quite a number of people came out to attend the programme. Active participation on the part of the women of the locality encouraged Dr. Malati Barua and Dr. Nilima Goswami.

People who attended the programme became aware of the importance of such programmes and requested for more such programmes in future. A total no of 39 people attended the programme.



6. Problems encountered and Resources Required:

The main problem faced was organising the women of the village to attend the programme as most of the women folk are busy in their field and household activities and are hesitant to come for a meeting during day time. Moreover, most of the people are illiterate and doesn't have the knowledge of the importance of health and hygiene. They were also hesitant to talk about their health problems freely to the doctor visiting them as resource person.

To talk to the women folk and provide guidance to them, a resource person who is knowledgeable and at the same time can gain confidence of the womenfolk was one of the main requirements. Further, to have a place for gathering the women convenient to them was also to be thought about and the Anganvadi Centre was the best venue and a retired lady doctor with experience of working in the field of women and child health care was the most appropriate person.

Notes:

Though hesitant initially, the women folk could open up to the elderly lady doctor freely and could discuss about many of the problems they faced and were satisfied with the advices offered. It was felt by all present that how important and useful such sessions are and can save many people from even terminal diseases if detected early with awareness and knowledge advancement.

7. Contact Details:

Name of the Principal:	Dr. Balendra Kr. Das
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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
