

N.B.-The College was accredited for the 3rd cycle on March 28 & 29, 2019. The basic information pertaining to the year 2018-19 were presented in the SSR and subsequent evaluation. Therefore, here the previous year AQAR has given for the year 2017-18.

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.

Part – A

1. Details of the Institution

1.1 Name of the Institution

Kamargaon College

1.2 Address Line 1

Kamargaon

Address Line 2

City/Town

Golaghat

State

Assam

Pin Code

785619

Institution e-mail address

Kamargaon_college@yahoo.co

iqackamargaoncollege@gmail.com

Contact Nos.:

03776-267016,

Name of the Head of the Institution:

Dr.Bijulee Borchetia

Tel. No. with STD Code:

03776-267016, 94350-54085

Name of the IQAC Co-ordinator:

Gautom Kumar Saikia

Mobile:

091011-74235

IQAC e-mail address:

iqackamargaoncollege@gmail.com

1.3 NAAC Track ID

13457

1.4 NAAC Executive Committee No. & Date:

EC/57/RAR/29

1.5 Website address:

www.kamargaoncollege.co.in

Web-link of the AQAR:

www.kamargaoncollege.co.in/ AQAR 2017-18

1.6 Accreditation Details

Sl. No.	Cycle	Grade	CGPA	Year of Accreditation	Validity Period
1	1 st Cycle	C++		2003	Nov.,2008

2	2 nd Cycle	B		2011	Nov.,2016
3	3 rd Cycle				
4	4 th Cycle				

1.7 Date of Establishment of IQAC:

31.03.2004

1.8 AQAR for the year

2017-2018 (July, 2017 to May, 2018)

AQAR:

01-12- 2011 to 30-06- 2012

i. AQAR

01-07-2012 to 30-06-2013

ii. AQAR

01-07-2013 to 30-06- 2014

iii. AQAR_

01-07-2014 to 03-06-2015

iv. AQAR

01-07-2015 to 30-06-2016

v. AQAR

01-07-2016 to 30-06-2017

vi. AQAR

01-07-2017 to 30-05-2018

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

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)

Doesn't arise.

1.12 Name of the Affiliating University

Dibrugarh University

1.13 Special status conferred by Central/ State Government--
UGC/CSIR/DST/DBT/ICMR etc.

Autonomy by State/Central Govt. / University

University with Potential for Excellence UGC-CPE

DST Star Scheme UGC-CE

UGC-Special Assistance Programme DST-FIST

UGC-Innovative PG programmes

Any other (*Specify*)

UGC-COP Programmes

2. IQAC Composition and Activities

2.1 No. of Teachers

2.2 No. of Administrative/Technical staff

2.3 No. of students

2.4 No. of Management representatives

2.5 No. of Alumni

2.6 No. of any other stakeholder and

Community representatives

2.7 No. of Employers/ Industrialists

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.

Faculty

Non-Teaching Staff & Student

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

In the institutional level, seminars were organised department wise for the students and teachers as well. In those seminars, various subject specific deliberations were made.

2.14 Significant Activities and contributions made by IQAC:

The IQAC conducted various programmes for the benefits of the students during the year 2017-18. During the year, the IQAC organised the following programmes:

- i. The IQAC organised the 2nd Memorial lecture in memory of the founder principal of the college Late Poran Gogoi on 7th August, 2017.

- ii. A Quiz Competition among the students was organised on 17th October, 2017.
- iii. The 5th death anniversary of Dr. Bhupen Hazarika was observed on 5th November, 2017.
- iv. The IQAC and the college authority observed the Foundation Day of the institution i.e. 1st January publicly. Like the previous years, competitions like Games & Sports, Quiz etc. were organised on this occasion among the teachers and office staff.
- v. The IQAC observed International Women's Day on March 08, 2018 in collaboration with the Women College of the college.
- vi. The Career Counselling and Guidance Cell of the college in association with the IQAC organised a Career counselling programme on March 22, 2018 on the topic *Career Opportunities in Tourism Management and Hospitality*.
- vii. The Career Counselling & Guidance Cell in association with the IQAC organised a faculty cum students exchange program on April 10, 2018 on the topic *Relevance of Computer application in Contemporary Scenario*.
- viii. The IQAC organised a programme on the occasion of World Environment Day for environment protection.
- ix. The IQAC organised a faculty exchange programmes in association with the department of English on the topic *Introducing Postcolonial Theory and Literature* for the benefit of the students on April 20, 2018.
- x. Following the decision of the meeting held on April 12, 2018 between the IQAC, the college authority and the people of the model village, the IQAC in association with the college authority has offered financial support to the weavers of the model village for encouraging the growth of handloom and textiles industry.

2.15 Plan of Action by IQAC/Outcome:

Plan of Action chalked out by the IQAC in the beginning of the Year 2017-18:

In the beginning of the academic year 2017-18, the IQAC chalked out the following programmes to be carried out throughout the year:

- i. The IQAC would organise the 2nd Memorial lecture in memory of the founder principal of the college Late Poran Gogoi on 7th August, 2017.
- ii. A Quiz Competition would be organised in the month of October, 2017.
- iii. The 5th death anniversary of Dr. Bhupen Hazarika will be observed on 5th November, 2017.
- iv. The Foundation Day of the institution i.e. 1st January will be observed publicly. Like the previous years, competitions like Games & Sports, Quiz etc. will be organised on this occasion among the teachers and office staff.
- v. The IQAC would observe International Women's Day on March 08, 2018 in collaboration with the Women College of the college.
- vi. The Career Counselling & Guidance Cell in association with the IQAC would organise a faculty cum students exchange program in the month of April, 2018 on the topic of Computer application.
- vii. The IQAC would organise a programme on the occasion of World Environment Day for environment protection.
- viii. The IQAC would organise faculty exchange programmes in association with the departments for the benefit of the students from the month of April, 2018 onwards.

- ix. The IQAC would organise a free eye checking camp for the benefit of the people of the Model Village undertaken by the college.
- x. The IQAC would also celebrate the Rabha Divas on June 20 in this academic year.
- xi. The IQAC in association with the Career Counselling & Guidance Cell of the college would organise a series of Career Counselling and Guidance programmes for the profit of the students.

. **Achievements:** From the programmes organised by the IQAC in this academic year, the students were benefitted in many aspects. From those programmes, students could earn knowledge about various career opportunities, need for environmental preservation, personality development and many other such aspects for a bright and successful future.

** Attach the Academic Calendar of the year as Annexure.*

Annexure: 1 Attached.

2.15 Whether the AQAR was placed in statutory body: Yes No
 Management Syndicate Any other body

Provide the details of the action taken:

After the preparation of the report, the same was placed and minutely discussed in the special meeting of IQAC. Then it was placed at the meeting of the Governing Body of the college. The body verified all the information furnished in the report and finally approved it for submitting to the NAAC.

Part – B

Criterion – I

1. Curricular Aspects

1.1 Details about Academic Programmes:4

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	Does not arise.			
PG	01			
UG	02			
PG Diploma				
Advanced Diploma				
Diploma				
Certificate	01		01	Nil
Others				
Total	04		01	Nil

Interdisciplinary				
Innovative				

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

(ii) Pattern of programmes:

Pattern	Number of programmes
Semester	03
Trimester	
Annual	

1.3 Feedback from stakeholders*

Alumni

parents

Employers

Students

(On all aspects)

Mode of feedback : Online

Manual

Co-operating schools (for PEI)

***Annexure II is attached with the report.**

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

* Revision/update of regulation or syllabi is only done by the affiliating university. However, the institution provides suggestions whenever the affiliating university asks at the time of updating regulation or syllabi.

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

Nil

Criterion – II

2. Teaching, Learning and Evaluation

2.1 Total No. of permanent faculty	Total	Asst. Professors	Associate Professors	Professors	Others
	22	12	10		

2.2 No. of permanent faculty with Ph.D. 05

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
	03	03							03	03

2.4 No. of Guest 03

and Visiting faculty 02 and Temporary faculty: 09

2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended	01	11	02
Presented	01	08	01
Resource Persons	Nil	Nil	01

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

- This year also, the institution continued the erstwhile mechanism of assessing the performance of 20 selected students by one teacher with an aim to further develop their performances in different areas including personality development, inculcation of skills and career awareness.
- This year too, the IQAC moved forward its agenda of providing training to the faculty members on use of Digital Library, e-resources and ICT.
- Moreover, the IQAC made its efforts possible to computerise the academic works of the departments.
- The IQAC has encouraged the teachers and students to take more and more classes in the newly equipped smart classroom.

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

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

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

2.10 Average percentage of attendance of students

2.11 Course/Programme wise distribution of pass percentage:

Title of the Programme	Total no. of students appeared	Division				
		Distinction %	I %	II %	III %	Pass %
B.A --- (Only Final Semester)	153	4 (2.61%)	31 (20.26%)	45(29.41 %)	9(5.88%)	89 (58.16 %)

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

The IQAC usually monitors the teaching-learning process undertaken by the departments. Information from students through Feedback and interface communications are gathered for a comprehensive knowledge of the existing lacunae so that these can be addressed in time. Moreover, the IQAC organizes various programmes in assistance with the various cells of the college for the overall development of the students.

2.13 Initiatives undertaken towards faculty development:

<i>Faculty / Staff Development Programmes</i>	<i>Number of faculty benefitted</i>
Refresher courses	Nil
UGC – Faculty Improvement Programme	Nil
HRD programmes	
Orientation programmes	
Faculty exchange programme	
Staff training conducted by the university	
Staff training conducted by other institutions	Nil
Summer / Winter schools, Workshops, etc.	Nil
Others	03

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	02	03		04
Technical Staff				02

Criterion – III

3. Research, Consultancy and Extension

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

The IQAC of the college regularly conducts meeting with the Research Committee for promoting various projects and activities. It provides necessary guidance and help to the committee in organizing study tours, Seminars, Conferences, Workshops, and also promotes a healthy academic environment for doing UGC sponsored Major and Minor research projects in the college. However, the IQAC examines and approves the research proposals before sending them to the concerned authorities.

3.2 Details regarding major projects:

	Completed	On-going	Sanctioned	Submitted
Number				
Outlay in Rs. Lakhs				

3.3 Details regarding minor projects:

	Completed	On-going	Sanctioned	Submitted
Number		02	Nil	Nil
Outlay in Rs. Lakhs				

3.4 Details on research publications:

	International	National	Others
Peer Review Journals		05	07
Non-Peer Review Journals			13
e-Journals			
Conference proceedings		01	01

3.5 Details on Impact factor of publications: 01

Range Average h-index Nos. in SCOPUS

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

Nature of the Project	Duration Year	Name of the funding Agency	Total grant sanctioned	Received
Major projects				
Minor Projects				
Interdisciplinary Projects				
Industry sponsored				
Projects sponsored by the University/ College				
Students research projects (<i>other than compulsory by the University</i>)	2017-18	College	90,000/-	90,000/-
Any other(Specify)				
Total			90,000/-	90,000/-

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

ii) Without ISBN No.

3.8 No. of University Departments receiving funds from: **Does not arise.**

UGC-SAP CAS DST-FIST
DPE DBT Scheme/funds

3.9 For colleges Autonomy CPE DBT Star Scheme
INSPIRE CE Any Other (specify)

3.10 Revenue generated through consultancy

3.11 No. of conferences organized by the Institution:

Level	International	National	State	University	College
Number					01
Sponsoring agencies					College Authority along with Local entrepreneurs.

3.12 No. of faculty served as experts, chairpersons or resource persons : 02

3.13 No. of collaboration International National Any other

3.14 No. of linkages created during this year:

3.15 Total budget for research for current year in lakhs: 90,000/-

From Funding agency From Management of College
 Total

3.16 No. of patents received this year:

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

Total	International	National	State	University	Dist.	College
Nil						

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

03

02

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

Not applicable

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

JRF

Not Applicable

SRF

Not Applicable

Project Fellows

Not Applicable

Any other:

Not Applicable

3.21 No. of students Participated in NSS events:

University level

15

State level

Nil

National level

Nil

International level

Nil

3.22 No. of students participated in NCC events: Nil

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: Nil

University level State level

National level International level

3.25 No. of Extension activities organized:

University forum College forum

NCC NSS Any other

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

* Awareness programmes organized by the NSS wing of the college among the masses of the Model village regarding health, hygiene etc.

* Distribution of the yarn among the weavers of the Model village for promotion of local handloom and textile industry.

* A campaign initiated by the NSS for a garbage free college campus.

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	7.17 Acres			7.17 Acres
Class rooms	20	Nil		20
Laboratories	03	Nil		03
Seminar Halls	01	Nil		01
No. of important equipments purchased (\geq 1-0 lakh) during the current year.	LCD= 10 Laptop=15 Desktop=52 Nos. Xerox Machine=04 Diesel Generator=04 Scanner & Copier=05 Lab Equipments Pen Drive-10 Handicam=01 Wireless PA System=07	LCD-01 Laptop - 01 Desktop-Nil Nil Pen drive-04	UGC	LCD= 11 Laptop=16 Desktop=52 Nos. Xerox Machine=04 Diesel Generator=04 Scanner & Copier=05 Lab Equipments Pen Drive-14 Handicam=01 Wireless System=07
Value of the		1, 50,000.00		1, 50,000.00

equipment purchased during the year (Rs. in Lakhs)				
Others				

4.2 Computerization of administration and library:

*.The administrative works such as admission, registration, filling of forms etc. have already been computerised.

*The office works of the college like accounts; audit reports etc. have been computerised.

*.The college has a well-equipped computerized library. The library offers the following computerized facilities to the students and the faculty as well:

- Fully library automated service with circulation for students, teachers and staff.
- Internet and intranet service.
- OPAC services.
- Periodicals
- Separate Text book and Reference book library.
- Reprographic facilities
- Book bank
- Separate reading rooms for teachers and students (boys and girls)
- Drinking water facility with RO.
- N-List
- Journals & Periodicals.
- Newspapers.
- e-books.
- e-Journals.
- Audio-Visual Aids.
- Reference service.
- Inter-library loan facilities

4.3 Library services:

	Existing		Newly added		Total	
	No.	Value	No.	Value	No.	Value
Text Books	12,290	26,17,171/-	100	26,416/-	12290	26,43,587 /-
Reference Books	7,396	18,77,282/-	545	2,43,744/-	7396	21,21,026 /-
e-Books Provided by N.List (INFLIBNET) free of Cost	80,000+					
Journals + Magazine	14	1200/-	-	-	-	-
e-Journals	3800+	Provided by N.List (INFLIBNET) free of Cost				
Digital Database						
CD & Video	15	1500/-	-	-	-	-
Others (specify)						

4.4 Technology up gradation (overall)

	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Departments	Others
Existing	52	02	08	08	03	10	08	
Added	Nil		Nil	Nil	Nil	Nil		
Total	52	02	08	08	03	10	08	

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

The IQAC has conducted some practical classes for the computer trainees and users with an aim to ensure optimum application of the internet facilities provided in the college. Moreover, the IQAC has encouraged the teachers, all the stakeholders and students as well for initiating e-governance and networking. Apart from all these, the IQAC has made the necessary arrangements for the automation of the office for smooth accomplishment of administrative tasks including admission, filling up forms etc.

4.6 Amount spent on maintenance in lakhs:

i) ICT	1.75 lakhs
ii) Campus Infrastructure and facilities	2.10 lakhs
iii) Equipments	1.05 lacs
iv) Others	2.45 lacs
Total:	07.35 lacs

Criterion – V

5. Student Support and Progression

5.1 Contribution of IQAC in enhancing awareness about Student Support Services:

At the beginning of every academic session, the IQAC disseminates information related to various available student support programmes among the students. The college offers various schemes like free-studentship for poor meritorious students, merit scholarships, remedial coaching, special coaching in games & sports, study tour etc. The IQAC also monitors the proper implementation of the student support services so that all the students get benefitted.

5.2 Efforts made by the institution for tracking the progression:

The institution adopts the mechanisms like students' feedback, proper monitoring and continuous and comprehensive evaluation of the progress of the students. Remedial classes and counselling sessions are also arranged for further improvement of the services. Moreover, periodical assessments are made to track the progress of the students of the institution.

5.3 (a) Total Number of Students:

UG	PG	Ph. D.	Others
696 (B.A.1 st , 3 rd & 5 th Semesters, 2017)	06 (PG in Assamese under KKHSOU)	Not Applicable	593 (Higher Secondary) 73 (D.El.Ed under KKHSOU)
46 (UG under KKHSOU)			

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

(c) No. of international students:

No	%

 Men

No	%

 Women

Demand ratio

Dropout %

5.4 Details of student support mechanism for coaching for competitive examinations:

In various programmes by the Career Counselling & Guidance Cell in association with the IQAC, students are appraised about the various competitive examinations. Moreover, the participants have been given training in those programmes on the model questions.

No. of students beneficiaries

5.5 No. of students qualified in these examinations:

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

5.6 Details of student counselling and career guidance:

Under the joint efforts of both the IQAC and the Career Counselling & Guidance Cell, various programmes concerning the various career options and learning skills were organised for the welfare of the students.

No. of students benefitted

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		

5.8 Details of gender sensitization programmes:

The IQAC organised awareness programmes in collaboration with the Women cell on International Women's Day and other occasions on the areas of Women

entrepreneurship, Women’s Rights, Domestic Violence, Handloom and self employment for the benefit of the girl students and women employees of the college.

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	14	56,000/-
Financial support from government		
Financial support from other sources		
Number of students who received National recognitions	3 Nos.- Ishan Uday Scholarship granted by UGC	1,80,000/- (Amount from the UGC is yet to receive till date)

5.11 Student organised / initiatives

Fairs: State/ University level

National level

International level

Exhibition: State/ University level
level

National level

International

5.12 No. of social initiatives undertaken 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:

The vision of the institution is to bring an overall improvement in the society by imparting quality higher education through combination of self and external quality evolution, promotion and sustenance initiatives.

Mission:

The institution aims at translating its vision, endeavors and engagements into reality. The Mission of the college can be briefly categorized as follows:

- To arrange for periodic assessment of students' progression and development.
- To create an academic environment for promotion of quality education.
- To promote quality research and innovative practices.
- To work together with the other stakeholders for quality evaluation, promotion and sustenance.

6.2 Does the Institution have a management Information System?

The institution has a Management Information System which provides all important information to the teachers, students and the other stakeholders as well. It also assists the authority to execute all the managerial decisions in time. Besides, all the important information regarding admission, appointments, various events organised by the college etc. are notified in the college website.

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

6.3.1 Curriculum Development:

Since the college is affiliated to Dibrugarh University, therefore the process of Curriculum Development is mainly done by the university authority. However, when the university authority calls for advices regarding modification of syllabi, then the teachers offer their suggestions in their respective subjects.

6.3.2 Teaching and Learning: Following initiatives have been adopted in the Teaching – learning aspect in the college:

- i. Adoption of the ICT based teaching- learning process for the benefits of both the students and teachers as well.

- ii. Training imparted to the teachers and other employees for optimum use of the electronic devices and internet facilities inside the campus.
- iii. The IQAC has augmented initiatives for exchange of students and teachers with the nearby colleges and institutions.

6.3.3 Examination and Evaluation:

The affiliated university conducts examination in the UG level. The university authority provides all necessary directions and instructions for smooth completion of the examination process. As per the given schedule and directions, the college only assists in holding different examinations. Moreover, the teachers assist in the evaluation process as per schedule and directions of the affiliating university. However, internal assessment on the subjects is done by the respective departments.

6.3.4 Research and Development:

The IQAC of the college regularly consults with the Research Committee for promoting various projects and activities. It provides necessary guidance and help to the committee in organizing study tours and various other research based activities in the college. Moreover, the IQAC examines and approves the research proposals before sending them to the concerned authorities. Under the guidance of the Research Committee, this year a total number of 2 faculty members have already published their research articles in various peer reviewed journals.

6.3.5 Library, ICT and physical infrastructure / instrumentation:

*.The college has a well-equipped computerized library. The library offers the following computerized facilities to the students and the faculty as well:

. Fully library automated service with circulation for students, teachers and staff.

- Fully library automated service with circulation for students, teachers and staff.
- Internet and intranet service.
- OPAC services.
- Periodicals
- Separate Text book and Reference book library.
- Reprographic facilities
- Book bank
- Separate reading rooms for teachers and students (boys and girls)
- Drinking water facility with RO.
- N-List

- Journals & Periodicals.
- Newspapers.
- e-books.
- e-Journals.
- Audio-Visual Aids.
- Reference service.
- Inter-library loan facilities

6.3.6 Human Resource Management:

The IQAC has given special emphasis on the subject of human resource management in the institution. In order to harness the potential of the students, faculty and the administrative staff, the IQAC has organized many programmes on skill development, personality development, job opportunities, encouraging innovative ideas in teaching-learning etc.

Faculty and Staff recruitment:

The recruitment of faculty and staff is done by the college authority and management as per rules and regulations of the state government. However, the appointments are finally approved by the Dept. of Education, govt. of Assam.

6.3.7 Industry Interaction / Collaboration:

Like the previous year, the IQAC has carried out an awareness programme on increasing importance of Bio-fertiliser in the tea industry sector in collaboration with Numaligarh tea estate, Numaligarh, Golaghat.

6.3.9 Admission of Students:

The institution has an Admission Committee which monitors and finalizes the list of admission in General Courses. The admission in Major Subjects is finalized by the department concerned.

6.4 Welfare schemes for

Teaching	Mutual Benefit Fund(MBF)
Non-teaching	Mutual Benefit Fund(MBF)
Students	Scholarship for Meritorious Students, Student Free ship.

6.5 Total corpus fund generated

1.50 lakh

6.6 Whether annual financial audit has been done

Yes No

6.7 Whether Academic and Administrative Audit (AAA) has been done?

Audit Type	External		Internal	
	Yes/No	Agency	Yes/No	Authority
Academic	Yes	State Government	Yes	Governing Body & IQAC
Administrative	Yes	Govt. Auditor	Yes	GB Appointed Auditor

6.8 Does the University/ Autonomous College declare results within 30 days?

For UG Programmes Yes No

For PG Programmes Yes No

6.9 What efforts are made by the University/ Autonomous College for Examination Reforms?

The examination reforms are generally done by the affiliated university. The university authority provides all necessary directions and instructions for smooth completion of the examination process. As per the given schedule and directions, the college only assists in holding different examinations.

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

Does not arise.

6.11 Activities and support from the Alumni Association:

The Alumni association provided active hands of support in different programmes organised by the IQAC and the various cells of the college.

6.12 Activities and support from the Parent –Teacher Associations

To get knowledge of the progress of the students, the IQAC conducts meetings with the parents at regular intervals. The parents provided various suggestions and recommendations for the overall development of the students and the IQAC and the college authority welcomed those suggestions heartily for further improvement of the academic ambience.

6.13 Development programmes for support staff: In order to enhance professional competency, the IQAC took the following initiatives:

- i. Special thrust was given on the introduction of latest technologies in the teaching departments and in office for facilitation of available services to the students.
- ii. The library staff has also been appraised of the necessary guidelines for smooth running of the library transactions through digital mode.

6.14 Initiatives taken by the institution to make the campus eco-friendly: With an aim to make the campus eco-friendly, the IQAC has taken the following initiatives:

- i. The IQAC organised several Environmental Awareness programmes on placement of placards with messages of environmental protection, Cleanliness, sanitation, garbage free campus, availability of sufficient numbers of dustbins and so on and so forth.

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.

- In order to improve the efficiency of the students in the English language, the IQAC in association with the teachers of the English department made the necessary arrangements in the language laboratory to guide and teach them in the language.
- The IQAC in association with the faculty members of the different departments has arranged inter-college faculty exchange activities for sharing of knowledge among the faculties and benefit of the students as well.

7.2. Provide the Action Taken Report (ATR) based on the plan of action decided upon at the beginning of the year: The IQAC conducted various programmes for the benefits of the students during the year 2017-18. During the year, the IQAC organised the following programmes:

- i. The IQAC organised the 2nd Memorial lecture in memory of the founder principal of the college Late Poran Gogoi on 7th August, 2017.
- ii. A Quiz Competition among the students was organised on 17th October, 2017.
- iii. The 5th death anniversary of Dr. Bhupen Hazarika was observed on 5th November, 2017.
- iv. The IQAC and the college authority observed the Foundation Day of the institution i.e. 1st January publicly. Like the previous years, competitions like Games & Sports, Quiz etc. were organised on this occasion among the teachers and office staff.
- v. The IQAC observed International Women's Day on March 08, 2018 in collaboration with the Women College of the college.
- vi. The Career Counselling and Guidance Cell of the college in association with the IQAC organised a Career counselling programme on March 22, 2018 on the topic *Career Opportunities in Tourism Management and Hospitality*.

- vii. The Career Counselling & Guidance Cell in association with the IQAC organised a faculty cum students exchange program on April 10, 2018 on the topic *Relevance of Computer application in Contemporary Scenario*.
- viii. The IQAC organised a programme on the occasion of World Environment Day for environment protection.
- ix. The IQAC organised a faculty exchange programmes in association with the department of English on the topic *Introducing Postcolonial Theory and Literature* for the benefit of the students on April 20, 2018.
- x. Following the decision of the meeting held on April 12, 2018 between the IQAC, the college authority and the people of the model village, the IQAC in association with the college authority has offered financial support to the weavers of the model village for encouraging the growth of handloom and textiles industry.

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

- In order to improve the efficiency of the students in the English language, the IQAC in association with the teachers of the English department made the necessary arrangements in the language laboratory to guide and teach them in the language.
 - The IQAC in association with the faculty members of the different departments has arranged inter-college faculty exchange activities for sharing of knowledge among the faculties and benefit of the students as well.
-
- Like the previous year, the IQAC has inculcated the habit among the students to clean their respective classes along with the college campus once in a week to bring awareness among them reading cleanliness and hygiene.

7.4 Contribution to environmental awareness / protection: With an aim to make the campus eco-friendly, the IQAC has taken the following initiatives:

- i. The IQAC organised several Environmental Awareness programmes on placement of placards with messages of environmental protection, Cleanliness, sanitation, garbage free campus, availability of sufficient numbers of dustbins and so on and so forth.

7.5 Whether environmental audit was conducted? Yes No

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

STRENGTHS:

1. Only Tribal Sub Plan College in the entire locality.
2. Pioneering institution in Arts in this locality.
3. PG course in distance mode in Assamese under KKHSOU.
4. NAAC accredited with B grade.
5. A well equipped library with more than 19,000 books, 14 regular journals and 3800+ e- journals.
6. Language Laboratory with 15+1 computers.
7. Computer Laboratory with internet access.
8. Well equipped Library with free access of Wi-Fi and barrier free entry.

WEAKNESSES:

1. Single faculty college
2. Infrastructural problems.
3. PG Courses are not available in all subjects.
4. Research facilities not up to expectation. `
5. Insufficient teaching and nonteaching staff.
6. Inadequate Sports facility considering the number of students.
7. Inadequate hostel facilities.
8. No hostel for boys.
9. Lack of modern infrastructure for cultural activities.
10. Lack of residential quarters for staff.
11. Lack of proper smart classes.
12. Lack of sufficient plot for infrastructural expansion.

OPPORTUNITIES:

1. Locational advantage having proximity to the NH 37.
2. Scope for collaboration with industries such as NRL and the nearby Tea Estates.
3. Collaborations with institutes of higher learning (State & National).
4. Growing demand for technically qualified people.
5. Opportunities for the students to pursue further studies in higher educational Institutes in Jorhat and Golaghat which is only 50 & 25 kilometers away from the college.
6. Opportunities for Inter-State Educational Exchange Programmes with the North Eastern States like Nagaland and Arunachal Pradesh. Nagaland is just 90 kilometers away from the college.
7. Students can pursue PG courses under KKHSOU at this college for their career enhancement.

THREATS:

1. Threat from other academic institutions having more infrastructure and other academic facilities.
 2. Disinterestedness of the students with the traditional courses.
 3. Large migration of students to the colleges situated in towns and cities.
 4. Growing demand for more application of ICT in academic transactions.
 5. Lack of freedom regarding Curriculum Development, Examination reform etc.
 6. Lack of prompt initiatives of the concerned government departments in matters related to the recruitment, promotion of faculty etc.
 7. Due to shortage of faculty, running of PG courses in the college has become a great difficulty.
 8. Since the government has not introduced any scheme for introduction of New Streams, the college is finding it difficult to compete with the nearest colleges having more than one stream.
8. Plans of institution for next year: In the beginning of the academic year 2018-19, the IQAC chalked out the following programmes to be carried out throughout the year:
- i. The IQAC would organise the 3rd Memorial lecture in memory of the founder principal of the college Late Poran Gogoi on 7th August, 2018.

- ii. The 6th death anniversary of Dr. Bhupen Hazarika will be observed on 5th November, 2018.
- iii. The Foundation Day of the institution i.e. 1st January will be observed publicly. Like the previous years, competitions like Games & Sports, Quiz etc. will be organised on this occasion among the teachers and office staff.
- iv. The IQAC would observe International Women's Day on March 09, 2019 in collaboration with the Women College of the college in a nearby village.
- v. The Career Counselling & Guidance Cell in association with the IQAC would organise a series of programmes on various career avenues in this academic year for the benefit of the students.
- vi. The IQAC would organise a programme on the occasion of World Environment Day to create awareness among the students and others for environment protection.
- vii. The IQAC would organise a series of faculty exchange programmes in association with the various departments for the benefit of the students.
- viii. The IQAC would organise a free health checking camp for the benefit of the people of the Model Village undertaken by the college.
- ix. The IQAC would also celebrate the Rabha Divas on June 20 in this academic year.

Annexure I

STUDENTS FEEDBACK: IQAC, KAMARGAON COLLEGE, GOLAGHAT

Academic Session: 2017-18

1. The syllabus you followed in your undergraduate Course was

- a) Excellent b) Satisfactory c) Average d) Not Satisfactory

2. How do you rate the classroom teaching of your institution in achieving your academic purposes?

- a) Highly Beneficial b) Beneficial c) Not Beneficial

3. Do you interact with the Kamargaon College Career Counselling Cell for career guidance and placement?

- a) Yes, regularly b) Yes, sometimes c) Not at all

4. Do you think that introduction of other career oriented courses will help you in future?

- a) Yes, surely b) Not much c) No idea

3. What do you plan to do after graduation?

- a) Pursue higher studies b) Apply for job c) Seek self employment d. No idea.

4. Do you feel the necessity of a personal counseling cell in the institution?

- a) Yes b) no

5) Do your respective departments conduct various skill development practices as well as competitions among students?

- a) Yes, regularly b) Seldom c) Not at all

6. Do your teachers use audio-visual aids in classroom teaching?

- a) Yes, regularly b) Seldom c) Not at all

7. Do you want to be in contact with your institution after completion of your course?

- a) Yes, regularly b) Seldom c) Not at all

8. Do you face problems in entering the college library during working hours?

- a) Yes, regularly b) Seldom c) Not at all

9. Are the texts and references prescribed in your syllabus available in the library?

- a) Yes b) No

10. Is the library staff helpful and co-operative to you?

-

a) Yes b) Seldom c) Not at all

11. Are you satisfied with the space provided in the reading hall of the library?

a) Yes b) No

12. Are you satisfied with the services provided by the office staff?

a) Yes b) Not much c) No

13. Would you like to work as alumni with the institution in future?

a) Yes b) No

14. How do you rate the overall atmosphere of the institution?

a) Excellent b) Satisfactory c) Not Satisfactory Average

Annexure II

CALANDER OF KAMARGAON COLLEGE 2017-18

1st August, 2017- Recommencement of I, III & V semester classes.

1st & 2nd August, 2017-Counselling for the Newly admitted students.

12th August, 2017-Freshers' welcome

21th August, 2017 to 26th August, 2017- 1st Sessional examination for B.A. 1ST, 3rd & 5th Semesters

5th September, 2017- Celebration of Teacher's day.

9th September: Election of the Students' Union.

3rd Oct., 2017 to 6th October, 2017 - Filling up forms of the end semester

9th Oct, 2017 to 14th Oct, 2017- 2nd Sessional examination for periodic assessment

13th October, 2017- Last date for assignment submission by the students.

16th Oct, 2017 to 18th, 2017- Group discussion/seminar among the students for both Major and Core courses.

22nd October, 2017- 25th October, 2017- Notification of sessional examination marks.

1st Nov., 2017 to 30th Nov., 2017- Odd semester examination.

1st December, 2017 to 31st December, 2017- Semester Break.

1st January, 2018 – Observation of the college Foundation day.

2nd January, 2018 – Commencement of even semester classes.

17th January, 2018- Observation of Silpi Divas

18th January, 2018 to 25th January, 2018- Observation of Annual Sports Week.

February, 2018- Commencement of H.S. 2nd Year Final Examination, 2018

19th February, 2018 to 24th February, 2018-1st Sessional Examination for B.A. 2nd, 4th & 6th Semester Students

March, 2018- Commencement of H.S. 1st Year Final Examination, 2018

8th March, 2018-Celebration of International Women's Day.

22nd March, 2018- Notification for 2nd Sessional Examination.

2nd April, 2018 to 7th April, 2018- Group discussion/seminar among the students for both Major and Core courses.

5th April, 2018 to 11th April, 2018- 2nd Sessional Examination for periodic assessment

7th April, 2018-Celebration of World Health Day, 2018.

19th April, 2018- Notification of sessional examination marks

1st May, 2018 to 31st May, 2018-Commencement of B.A. 2nd, 4th & 6th Semester Examination, 2018.

May, 2018-Admission of H.S. 1st Year.

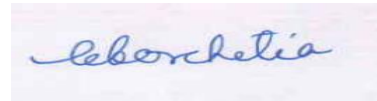
May, 2018- Commencement of H.S. 2nd Year Classes.

1st June, 2018: Commencement of III and V Semester classes.

1st July to 31st July, 2018- Semester End vacation for the teaching staff.

Name: Gautom Kumar Saikia ,

Name : Dr. Bijulee Barchetia.



Signature of the Coordinator, IQAC

Signature of the Chairperson, IQAC
