

ANNUAL QUALITY ASSURANCE REPORT
(AQAR)

IQAC: Kaliabor College

A Report of 2015-16

TO BE SUBMITTED TO
NATIONAL ASSESSMENT AND ACCREDITATION COUNCIL
(NAAC)

The Annual Quality Assurance Report (AQAR) of the IQAC

July 1, 2015 to June 30, 2016

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

I. Details of the Institution

1.1 Name of the Institution

KALIABOR COLLEGE

1.2 Address Line 1

P.O. Kuwaritol,

Address Line 2

Dist-Nagaon

City/Town

Kaliabor

State

Assam

Pin Code

782137

Institution e-mail address

principal@kaliaborcollege.org

Contact Nos.

Land-03672-276535/211255

Mobile-09435165486

Name of the Head of the Institution:

Dr. H.K. Chaliha

Tel. No. with STD Code:

03672-276535/211255

Mobile:

09435165486

Name of the IQAC Co-ordinator:

Dr. N.C. Das

Mobile:

9864489507

IQAC e-mail address:

kaliaborcollegeiqac@gmail.com

1.3 NAAC Track ID (For ex. MHC0GN 18879)

1.4 NAAC Executive Committee No. & Date:
(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:

Web-link of the AQAR:

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	B ⁺⁺	80	2004	2009
2	2 nd Cycle	A	3.03	2015	Nov.14, 2020
3	3 rd Cycle				
4	4 th Cycle				

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

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 2005-06 submitted to NAAC on 13-06-2006
- ii. AQAR 2006-07 submitted to NAAC on 30-07-2007
- iii. AQAR 2007-08 submitted to NAAC on 07-08-2008
- iv. AQAR 2008-09 submitted to NAAC on 27-10-2009
- v. AQAR 2009-10 submitted to NAAC on 30-09-2010
- vi. AQAR 2010-11 submitted to NAAC on 19-07-2011
- vii. AQAR 2011-12 submitted to NAAC on 03-08-2012
- viii. AQAR 2012-13 submitted to NAAC on 17-09-2013
- ix. AQAR 2013-14 submitted to NAAC on 09-08-2014
- x. AQAR 2014-15 submitted to NAAC on 09-10-2015

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)

BBA, BCA, BSc Biotechnology & B.Voc.

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

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)

1. DST, NER Package
2. DBT NE Package
3. DBT HUB
4. DBT Star College

UGC-COP Programmes

Scheme

2. IQAC Composition and Activities

2.1 No. of Teachers

2.2 No. of Administrative/Technical staff

01

2.3 No. of students

00

2.4 No. of Management representatives

01

2.5 No. of Alumni

01

2.6 No. of any other stakeholder and
community representatives

0

2.7 No. of Employers/ Industrialists

01

2.8 No. of other External Experts

00

2.9 Total No. of members

10

2.10 No. of IQAC meetings held : 03

2.11 No. of meetings with various stakeholders:

No.

01

Faculty

03

Non-Teaching Staff Students

01

Alumni

01

Others

00

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.

02

International

-

National

-

State

01

Institution Level

00

(ii) Themes

- Workshop for Principals on RUSA

2.14 Significant Activities and contributions made by IQAC

1. Organized one book fair and art competition
2. Played an important role in modernization of the central library
3. Played an important role for completion of the RUSA proposal
4. Rendered help and support in formation of Itihas Adhyayan Kendra, Kaliabor

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. Organization of one book fair and art competition 2. Modernization of the Central Library 3. Played an important role for completion of the RUSA proposal 4. Rendered help and support in formation of Itihas Adhyayan Kendra, Kaliabor 5. Support to the Academic Committee for overall academic improvement of the college.	1. Organized. 2. Done 3. Proposal completed and submitted. 4. Itihas Adhyayan Kendra, Kaliabor fomed. 5. Matter is considered and action taken in this regard.

* Attach the Academic Calendar of the year as Annexure. Attached **Annexure(iii)**

2.15 Whether the AQAR was placed in statutory body Yes No

- √

Management - Syndicate - Any other body Academic Committee

Provide the details of the action taken

The AQAR was approved.

Part – B

Criterion – I

I. 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	00	00	00	00
PG	01	01	01	00

UG	07	01	04	04
PG Diploma	01	00	01	00
Advanced Diploma	00	00	00	00
Diploma	00	00	00	00
Certificate	03	00	03	00
Others	00	00	00	00
Total	12	01	07	04
Interdisciplinary	00	00	00	00
Innovative	00	00	00	00

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

Core subjects

1. English
2. Environmental studies.
3. Modern Indian Language.

Optional Subjects

1. English (major)
2. Assamese
3. Pol. Science
4. History.
5. Education
6. Economics
7. Physics
8. Chemistry
9. Mathematics
10. Botany
11. Zoology
12. Statistics.
13. Biotechnology.
14. Commerce
15. Accountancy
16. Management
17. Communicative English
18. Tourism & Travel Management.

Open Courses

All courses under K. K. Handique State Open University.

(ii) Pattern of programmes:

Pattern	Number of programmes
Semester	B.A., B.Sc., B.Com, B.B.A., B.C.A., B.Sc. Biotechnology & B.Voc. = 07
Trimester	-
Annual	-

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

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

**Please provide an analysis of the feedback in the Annexure*

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

- Syllabus is set by parent university (Gauhati University).
- New regulations of B.Voc. Syllabi are submitted to the parent university.

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

Itihas Adhyayan Kendra, Kaliabor

Criterion – II

2. Teaching, Learning and Evaluation

2.1 Total No. of permanent faculty

Total	Asst. Professors	Associate Professors	Professors	Others
53	22	31	00	00

2.2 No. of permanent faculty with Ph.D.

19

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
00	03	00	00	00	00	00	00	00	03

2.4 No. of Guest and Visiting faculty and Temporary faculty

02	00	30
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2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended	Nil	08	12
Presented papers	Nil	05	03
Resource Persons	Nil	00	00

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

- Introduction of students and faculty exchange programmes with the neighbouring colleges.

2.7 Total No. of actual teaching days

during this academic year

249

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

- Work of internal examination is entrusted with majority of the departments

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

04	14	12
Board of Study	Curriculum Development	Syllabus development

2.10 Average percentage of attendance of students

63

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.	352					73.01
B.Sc.	35					54.29
B.Com.	33					66.67
BCA	03					100
BBA	04					25
BSc-BT	08					50

*Under the CBCS of result declared by the parent university division cannot be determined.

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

At the department level mainly the HOD of every department monitors and prepares the report on the Teaching & Learning processes. The HOD's report placed in the academic body of the college is in turn submitted to the IQAC. The IQAC keeps track of students' performance in thorough discussions in its meetings and makes specific recommendations for teaching and learning process through notifications. It also takes note of class attendance of the students and course coverage through contacts with the concerned departments and holds discussions with the principal and also with the staff for improvements.

2.13 Initiatives undertaken towards faculty development:

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

2.14 Details of Administrative and Technical staff

Category	Number of Permanent	Number of Vacant	Number of permanent	Number of positions filled
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	Employees	Positions	positions filled during the Year	temporarily
Administrative Staff	08	01	00	02
Technical Staff	00	00	00	04

Criterion – III

3. Research, Consultancy and Extension

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

- The IQAC notifies the faculties through notice board for research proposals of the students. The IQAC arranges guides for student projects.
- Monitors the research proposals through research committee.
- It proposes to publish a research bulletin every year
- It suggests the library to keep a separate research section.

3.2 Details regarding major projects

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

3.3 Details regarding minor projects

	Completed	Ongoing	Sanctioned	Submitted
Number	01	03	00	00
Outlay in Rs. Lakhs	2,00000	6,00000	00	00

3.4 Details on research publications

	International	National	Others
Peer Review Journals	05	02	
Non-Peer Review Journals		0	0
e-Journals			
Conference proceedings		01	

3.5 Details on Impact factor of publications:

Range Average h-index Nos. in SCOPUS

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

Nature of the Project	Duration Year	Name of the funding Agency	Total grant sanctioned	Received
Major projects	00	00	00	00
Minor Projects	00	00	00	00
Interdisciplinary Projects	00	00	00	00
Industry sponsored	00	00	00	00
Projects sponsored by the University/ College	00	00	00	00

Students research projects <i>(other than compulsory by the University)</i>	00	00	00	00
Any other(Specify)	00	00	00	00
Total	00	00	00	00

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

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 Nil

Level	International	National	State	University	College
Number	00	00	00	00	00
Sponsoring agencies	00	00	00	00	00

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

3.13 No. of collaborations International National Any other

3.14 No. of linkages created during this year

3.15 Total budget for research for current year in lakhs :

From Funding agency From Management of University/College

Total

3.16 No. of patents received this year

Type of Patent		Number
National	Applied	00
	Granted	00
International	Applied	00
	Granted	00
Commercialised	Applied	00
	Granted	00

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

Total	International	National	State	University	Dist	College
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00 00 00 00 04 00 00 of the institute in the year. 04

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

01

01

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

00

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

JRF 00 SRF 00 Project Fellows 00 Any other 00

3.21 No. of students Participated in NSS events: 06

University level 02 State level 03

National level 01 International level 00

3.22 No. of students participated in NCC events: 03

University level 00 State level 03

National level 00 International level 00

3.23 No. of Awards won in NSS: Nil

University level 00 State level 00

National level 00 International level 00

3.24 No. of Awards won in NCC: 02

University level 00 State level 02

National level 00 International level 00

3.25 No. of Extension activities organized:

University forum 00 College forum 02

NCC 00 NSS 02 Any other 00

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

National Integration camp at Majuli, Blood donation and plantation programmes.

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	50,836.4 sqm	00	Donations, College	50,836.4 sqm
Class rooms	57	06	UGC, College, State Govt. P.M. LAD	63
Laboratories	19	00	UGC, College, DBT, DST.	19
Seminar Halls	02	00	UGC, College, DBT	02
No. of important equipments purchased (\geq 1-0 lakh) during the current year.	28	15	UGC, DBT	28
Value of the equipment purchased during the year (Rs. in Lakhs)	47.45	8.0	00	47.45
Others	00	00	00	00

4.2 Computerization of administration and library

Most of the office work is computerised. The library provides internet services to students.

4.3 Library services:

	Existing		Newly added		Total	
	No.	Value	No.	Value	No.	Value
Text Books	24,218	22,15,854	183	1,23,727	24,401	23,39,581
Reference Books	9,422	14,39,040	82	64,949	9,504	15,09,989
e-Books	-	-	-	-	-	-
Journals	26	4030	02	1,100	28	5,130
e-Journals	Nil	00	00	00	00	00
Digital Database	Nil	00	00	00	00	00
CD & Video	Nil	00	00	00	00	00
Others (specify)	Nil	00	00	00	00	00

4.4 Technology upgradation (overall)

	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Departments	Others
Existing	70	03	09	12	02	18	19	00
Added	12	03	01	02	01	02	03	07
Total	82	06	10	14	03	20	22	07

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

- Short term Computer courses are offered to those students who do not possess computer literacy.
- Internet facility to students in the library is provided free.
- Computers with internet facility installed in every department.
- A reliance 4G facility for internet is installed in the whole campus.

4.6 Amount spent on maintenance in lakhs :

i) ICT	1.5
ii) Campus Infrastructure and facilities	5.5
iii) Equipments	0.5
iv) Others	0.2
Total :	7.7

Criterion – V

5. Student Support and Progression

5.1 Contribution of IQAC in enhancing awareness about Student Support Services

- IQAC recommended to the college authority in the beginning of the session for inclusion of library classes in the general class routine.
- Suggested uploading of student related data of the college to the institution's website for easy access.
- Conducted special meetings with members of Student's Union to convey the available support services for students.

5.2 Efforts made by the institution for tracking the progression

- Progression monitoring committees for short term were constituted at the college level. These committees pass the reports to the IQAC for follow-up actions.
- Different committees like academic committee are also constituted by the college to discuss the progress in different fields.

5.3 (a) Total Number of students

UG	PG	Ph. D.	Others
1992	34	00	1302

(b) No. of students outside the state

00

(c) No. of international students

00

Men	No	%	Women	No	%
	1057	52.17		982	47.83

Last Year						This Year					
General	SC	ST	OBC	Physically Challenged	Total	General	SC	ST	OBC	Physically Challenged	Total
1673	106	124	184	03	2090	1156	305	150	412	03	2026

Demand ratio 550:520 Dropout % - 22

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

The College has a Career Guidance Cell which regularly arranges for guidance of students for major state level competitive examinations.

No. of students beneficiaries

164

5.5 No. of students qualified in these examinations

NET	00	SET/SLET	00	GATE	00	CAT	00
IAS/IPS etc	00	State PSC	00	UPSC	00	Others	

5.6 Details of student counselling and career guidance

The career guidance cell organised training programmes for admission into different courses.

No. of students benefitted

145

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
00	00	00	00

5.8 Details of gender sensitization programmes

Though there are no gender related perceptible issues in or outside the campus, the Women Cell of the college organized training programs for self-employment and women empowerment.

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 in Rs
Financial support from institution	69	1,17,150
Financial support from government		
Financial support from other sources(donors)		
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

5.13 Major grievances of students (if any) redressed: Drinking water facilities renovated. The Grievance Redress Cell in the college takes care of the grievances.

Criterion – VI

6. Governance, Leadership and Management

6.1 State the Vision and Mission of the institution

<p>Vision:</p> <p>To make it a rural institution of excellence.</p> <p>Mission:</p> <ol style="list-style-type: none"> 1. To provide immediate opportunity for higher education in the area. 2. To increase the number of graduates in the locality. 3. To develop knowledge and skills in the emerging fields by incorporating new courses. 4. To assume parental role in the area in developing moral and spiritual values among the youth, and in making them emotionally sound and enlightened. 5. To work against social evils and superstitions in the society. 6. To develop the college into an information hub for the rural population not having access to information technology. 7. To take up leadership role in creating environmental awareness among the local population.
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6.2 Does the Institution has a management Information System?

No.

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

6.3.1 Curriculum Development

The curriculum is devised by the parent university. However, the college can find avenues for its development where possible:

- The college prepares the core as well as common components of the syllabus for B. Voc. Programme, sponsored by the UGC, under Gauhati University.
- It evolves its strategies for development of curriculum for short term courses like Spoken English, Personality Development, DTP and Computer Fundamentals.

6.3.2 Teaching and Learning

- A general routine is prepared in the beginning of the session for smooth running of the classes after thorough discussions in the staff meeting. Optimum utilization of the college infrastructure is kept in view while preparing the same.
- At the departmental level, the HOD develops specific strategies in consultation with the faculty members and places the same in the staff meetings presided by the principal.
- The college plans for a judicious mixture of projects, study tours and self learning for the students as an added facet to the basic strategy.

6.3.3 Examination and Evaluation

- The college plans its internal examinations well ahead.
- For the university examinations, the college constitutes specific boards for each examination.

6.3.4 Research and Development

The college stresses more on student research for the session 2015-16. Infrastructure development of the college goes on full swing.

6.3.5 Library, ICT and physical infrastructure / instrumentation

Rearrangement of the library is made. Upgradation is on the anvil. Phase wise ICT facilities for all large classrooms are being provided.

6.3.6 Human Resource Management

The principal holds regular discussions with teaching and official staff for ensuring proper assignment of various workloads. Faculty members are engaged in different areas on the basis of their aptitude and expertise in the concerned fields.

6.3.7 Faculty and Staff recruitment

The college takes steps to fill in the vacant permanent faculty and staff positions immediately on creation of the vacancies. The shortage is managed by contractual and part time appointment.

6.3.8 Industry Interaction / Collaboration

Keeping in view the importance of skill based education and job market wherever applicable, the college has signed two separate MOUs with important local industries for introduction of B. Voc programmes in Tourism and Tea garden management as per guidelines of UGC.

6.3.9 Admission of Students

Proper advertisement in print and electronic media is one of the strategies to attract good students. The admission procedure is an open one. List of selected students to be admitted is notified beforehand. Arrangement is made in a hall where the candidates are called for admission on the basis of merit.

6.4 Welfare schemes for

Teaching	02
Non teaching	01
Students	03

6.5 Total corpus fund generated

Nil

6.6 Whether annual financial audit has been done

Yes No

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

Audit Type	External		Internal	
	Yes/No	Agency	Yes/No	Authority
Academic	No	No	Yes	Academic auditor
Administrative	No	No	No	No

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?

Sub- zone system has been introduced for evaluation of answer scripts where each college is treated as micro zone in which the principal is responsible for evaluation of the scripts forwarded by the major zone for university examination.

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

A part of the evaluation work is entrusted with the college as internal assessment.

6.11 Activities and support from the Alumni Association

A meeting held in view of the NAAC Peer Team visit.

6.12 Activities and support from the Parent –Teacher Association

Meetings with parents and guardians were arranged.

6.13 Development programmes for support staff

Nil.

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

Plantation programmes done.

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.

Uploading of a few classes in college website.
Teacher and student exchange programme with the neighbouring colleges.

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

At the beginning of the year process began for initiating vocational courses in Small Tea Garden Management, and Tourism & Service industry. On the basis of the fund provided by the UGC, B. Voc. Programme introduced.

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

Book Fair organised.
Science Festival held.
Teacher and student exchange programme with the neighbouring colleges was organized.

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

7.4 Contribution to environmental awareness / protection

Green audit of campus by students

7.5 Whether environmental audit was conducted?

Yes No

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

8. Plans of institution for next year

1. Students' exchange programme
2. Students' research
3. Construction of new classroom
4. Library upgradation with the increase of books
5. Construction of the new administrative building
6. Renovation of the auditorium
7. To increase percentage of students' attendance in the classes

Name: Dr. N.C. Das

Name: Dr. H.K. Chaliha

Signature of the Coordinator, IQAC

Signature of the Chairperson, IQAC

Annexure (i)

Analysis of the feedback from stake holders.

Parents

1. No of classes can be increased.
2. Though sports facilities are sufficient but students' participation is not satisfactory.
3. Water, electricity and other infrastructures for students are sufficient.
4. No. of students increased are not in proportion with the teachers.

Students

1. Very good feedback from the students regarding teachers and course content.
2. Want more educational tours.
3. Number of text books as well as reference books in the library to be increased.
4. Reading space for students in the library to be expanded.

Annexure (ii)

Best Practice No 1

Format for Presentation of Best Practice

1. Title of the Practice:

Organization of Book Fair and art competition

2. Goal:

To increase the reading habit and book culture in the campus and the surroundings.

3. The Context:

There is lack of a good market of books in the surrounding area.

4. The Practice:

Book fair organized by IQAC in association with Satirtha held for three days and along with the event one art competition in school level also held.

5. Evidence of Success:

Much enthusiasm was seen among the teachers and students of the college and nearby schools.

6. Problems Encountered and Resources Required:

Books were costly for students and text books were very few.

7. Notes (Optional):

8. Contact Details

Name of the Principal: Dr. H. K Chaliha

Name of the Institution: Kaliabor College

City: Kaliabor

Pin Code: 782137

Accredited Status: A in the second cycle of accreditation.

Work Phone : 03672-276535 Fax:

Website: www.kaliaborcollege.org

E-mail : principalkbrc@kaliaborcollege.org

Annexure(ii)

Best Practice No 2

Format for Presentation of Best Practice

1. *Title of the Practice:*

Science Festival (Teacher-student exchange programme).

2. *Goal*

Providing exposure to students of the college with students of other colleges.

3. *The Context*

The students of the institute will realize the level of competition existing in the modern times and academic standard in different educational institutes. It provides opportunity to teachers for self-evaluation and measure their competence.

4. *The Practice*

Students along with teaches from neighbouring Colleges were invited to the college to participate in the teaching-learning process.

5. *Evidence of Success*

It has been observed that students are more concentrating on studies and they tend to be more academically interested.

6. Problems Encountered and Resources Required

No separate financial resources available in the college for organising the kind of events.

7. Notes (Optional)

8. Contact Details

Name of the Principal: Dr. H. K Chaliha

Name of the Institution: Kaliabor College

City: Kaliabor

Pin Code: 782137

Accredited Status: Preparation for second cycle of accreditation.

Work Phone : 03672-276535 Fax:

Website: www.kaliaborcollege.org

E-mail : principalkbrc@kaliaborcollege.org

Annexure(iii)

GAUHATI UNIVERSITY

GUWAHATI – 14

Academic Calendar for UG Courses

(July 2014 to June 2015)

Approved by the Executive Council, GU vide resolution no.....dated:

Months /Year & Date	Class Days / Working Days/ Examination Days / Holiday	Academic & other Activities
July / 2014		
1 - 5	Working days	Summer Vacation
6	<i>Sunday</i>	
7 - 12	Working days	
13	<i>Sunday</i>	
14 - 19	Working days	
20	<i>Sunday</i>	
21 - 26	Working days	
27	<i>Sunday</i>	
28	Working days	
29 - 30	Id-Ul-Fitre (Holidays)	
31	Working days	
August /2014		
1 - 2	Working days / Class days	Commencement of odd semester classes from 1 st August.
3	<i>Sunday</i>	
4 - 9	Working days / Class days	
10	<i>Sunday</i>	
11 - 14	Working days / Class days	
15	<i>Independence day (Holiday)</i>	
16	Working day / Class day	
17	<i>Sunday</i>	
18	<i>Jannastomi (Holiday)</i>	
19 - 23	Working days / Class days	
24	<i>Sunday, Tithi of Sri Madhav Dev (Holiday)</i>	
25 - 26	Working days / Class days	
27	<i>Tithi of Srimanta Sankar Dev (Holiday)</i>	
28 - 30	Working days / Class days	
31	<i>Sunday</i>	

September /2014		
1 - 6	Working days / Class days	Sectional Exam be completed before Puja Holidays.
7	<i>Sunday</i>	
8 - 12	Working days / Class days	Students Union Election of the Colleges be held within 2 months of completion of admission.
13	Tithi of Sri Sri Madhav Dev (Holiday)	
14	<i>Sunday</i>	
15 - 20	Working days / Class Days	
21	<i>Sunday</i>	
22 - 27	Working days / Class days	
28	<i>Sunday</i>	
29 - 30	Working day / Class day	
October /2014		
1 - 7	Durga Puja, Birthday of Mahatma Gandhi, Vijaya Dashami, Janmotsav of Srimanta Sankar Dev, Id-Ud-Zuha, & Lakhmi Puja. (Holidays)	Educational Field Trip be arranged in the first half of October.
8 - 11	Working days / Class Days	Publication of College Magazine be made before Puja Holidays.
12	<i>Sunday</i>	
13 - 18	Working days / Class Days	
19	<i>Sunday</i>	
20 - 22	Working day / Class Day	
23 - 24	Kali Puja / Dewali (Holidays)	
25	Working day / Class Day	
26	<i>Sunday</i>	
27 - 31	Working days / Class Days	
November /2014		
1	Working day / Class day	
2	<i>Sunday</i>	
3 - 5	Working days / Class Days	
6	Guru Nanak Birth Day (Holiday)	
7 - 8	Working days / Class Days	
9	<i>Sunday</i>	
10 - 15	Working days / Class Days	
16	<i>Sunday</i>	
17 - 22	Working days / Class Days	
23	<i>Sunday</i>	
24 - 29	Working days / Class Days	
30	<i>Sunday</i>	
December/ 2014		
1 - 6	Working days / Class Days	End Semester Exam be completed by 15 th December and will be followed by evaluation cum semester break upto 10 th January.
7	<i>Sunday</i>	
8 - 13	Working Days / Class Days	
14	<i>Sunday</i>	
15 - 20	Working Days	
21	<i>Sunday</i>	
22 - 24	Working Days	
25	Christmas Day (Holiday)	
26 - 27	Working days	
28	<i>Sunday</i>	
29 - 31	Working Days	
January / 2015		
1 - 3	Working Days	Annual College week be held in the last part of January . Commencement of even semester classes be from 12 th January.
4	<i>Sunday</i>	
5 - 10	Working Days	
11	<i>Sunday</i>	
12 - 13	Working Days / Class Days	
14 - 15	Magh Bihu, Silpi Divas (Holidays)	
16 - 17	Working days / Class Days	
18	<i>Sunday</i>	
19 - 24	Working Days/Class Days	
25	<i>Sunday</i>	

26	Republic Day /University Foundation Day (Holiday)	
27 – 31	Working Days/Class days	
February /2015		
1	Sunday	
2 - 7	Working days / Class days	
8	Sunday	
9 - 14	Working days / Class days	
15	Sunday	
16	Working day / Class day	
17	Shivratri (Holiday)	
18 - 21	Working days / Class days	
22	Sunday	
23 - 28	Working days / Class Days	
March/ 2015		
1	Sunday	
2 - 4	Working days / Class days	
5 - 6	Dol - Yatra (Holiday)	
7	Working day / Class day	
8	Sunday	
9 - 14	Working days / Class days	
15	Sunday	
16 - 21	Working days / Class days	
22	Sunday	
23 - 28	Working day / Class day	
29	Sunday	
30 - 31	Working days / Class days	

April / 2015			
1 - 2	Working days / Class days	Sessional Exam. (for even semesters) be completed by 1 st week of April.	
3	Good Friday (Holidays)		
4	Working day / Class day		
5	Sunday		
6 - 11	Working days / Class days		
12	Sunday		
13	Working day / Class day		
14 -16	Bohag Bihu (Holidays)		
17 - 18	Working days / Class days		
19	Sunday		
20 - 25	Working days / Class days		
26	Sunday		
27 - 31	Working days / Class days		
May/ 2015			
1	May Day	End Semester exams (for even Semesters) be completed by 15 th June and will be followed by 15 days evaluation period.	
2	Working day / Class day		
3	Sunday		
4 - 9	Working days / Class days		
10	Sunday		
11 - 16	Working days / Class days		
17	Sunday		
18 - 23	Working days / Class days		
24	Sunday		
25 - 30	Working days / Class days		
31	Sunday		
June / 2015			
1 - 6	Working days / Class days		End Semester exams (for even Semesters) be completed by 15 th June and will be followed by 15 days evaluation period.
7	Sunday		
8 - 13	Working days / Class days		
14	Sunday		
15	Working day / Class day		
16 - 20	Working days		
21	Sunday		
22 - 27	Working days		

28	<i>Sunday</i>	
29 - 30	Working days	

Academic Registrar
Gauhati University

Copy to:
To all concerned.

Salient Features

1. **Summer Vacation** : 1st July/ 2014 to 31st July/2014. **Winter Vacation**: 1st January, 2015 to 10th January, 2015.
2. Admission to 1st Semester TDC classes be completed by 31st July/2014.
3. The classes of odd Semester be commenced from 1st of August/2014.
4. Educational field trip be arranged in the first week of October/2014.
5. Annual College week be held in the last part of January 2015.
6. Students Union Election of the Colleges be held within 2 months of completion of admission.
7. Sessional Exam (for odd Semesters) be completed before Puja holidays.
8. End Semester Exam (for odd Semesters) be completed by 15th December / 2014 and will be followed by 15 days evaluation period upto 31th Dec, 2014.
9. Declaration of end Semester (for odd Semesters) examination results be given within 45 days from the date of last examination day.
10. Publication of College Magazine be made before the Puja holiday.
11. Commencement of even Semesters classes will be from 12th January/2015.
12. Sessional Examination (for even Semester) be completed by 1st week of April, 2015.
13. End Semester Examination (for even Semesters) be completed by 15th June / 2015 and will be followed by 15 days evaluation period.
14. Declaration of end Semester (for even Semesters) Examination results be given within 45 days from the date of last examination day.
15. The Colleges should organize activities such as Seminar/Group Discussion etc for I A of the students and for the teachers, suitably during the year.
16. Orientation programmes for teachers, employees of the Colleges be organized conveniently in the Colleges for academic review; and the report may be submitted to the University by 2nd half of January / 2015.
17. The sessional examinations in the Colleges should be designed in such a way that the other normal classes are running smoothly.

Note: (1) In the event of any change in the Holidays mentioned in the Academic Calendar, the University holiday list be followed.

- (2) During evaluation period the Principal will release the examiners engaged for evaluation and after completion of the evaluation work the Zonal Officer concerned shall issue a release order which is to be submitted to the respective Principals.
- (3) The examiners engaged in evaluation duties must complete his/her assigned duties within the stipulated period. Failing which his/her name will be reported to the appropriated authority for necessary action.

Academic Registrar
Gauhati University

Summary

Odd Semester (July to December)		Even Semester (January to June)
Class days	91	92
Election /College Week	01	06
Study Leave	03	03
End Semester Exam.	15	15
End Semester Evaluation time	15	15
Holiday (including Sundays, Semester break/Summer Vacation)	59	50
<hr/>		
Total :	184	181