

AQAR

2013 – 2014



KAKOJAN COLLEGE

Kakojan: Jorhat (Assam)

PIN 785107

Phone: 0376-2335732

Website: www.kakojancollege.in

E-mail : kakojancollege@yahoo.com (Institution)

E-mail: iqackc@gmail.com (IQAC)

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

AQAR for the year (for example 2013-14)

2013-2014

I. Details of the Institution

1.1 Name of the Institution

KAKOJAN COLLEGE

1.2 Address Line 1

KAKOJAN COLLEGE

Address Line 2

KAKOJAN

City/Town

JORHAT

State

ASSAM

Pin Code

785107

Institution e-mail address

kakojancollege@yahoo.com

Contact Nos.

0376-2335023

Name of the Head of the Institution:

Dr. Ruprekha Bordoloi

Tel. No. with STD Code:

0376-2335023

Mobile:

+9198540-55331

Name of the IQAC Co-ordinator:

Dr. Ruhit Saikia

Mobile:

+919613462627

IQAC e-mail address:

iqackc@gmail.com

1.3 NAAC Track ID (For ex. MHC0GN 18879)

OR

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)

EC/32/068

1.5 Website address:

www.kakojancollege.in

Web-link of the AQAR:

http://www.kakojancollege.in/aqar.php

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	-	2004	05
2	2 nd Cycle	-	-	-	-
3	3 rd Cycle	-	-	-	-
4	4 th Cycle	-	-	-	-

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

18/01/2005

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

AQAR (2007-2008)	14/12/2009
AQAR (2008-2009)	12/11/2010
AQAR (2009-2010)	11/06/2015
AQAR (2010-2011)	06/08/2015
AQAR (2011-2012)	22/09/2015
AQAR (2012-2013)	03/10/2015

1.9 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 -

1.10 Type of Faculty/Programme

Arts Science Commerce Law PEI (Phys Edu)

TEI (Edu) Engineering Health Science Management

Others (Specify) **Krishna Kanta Handique State Open University Study Centre**

Dibrugarh University

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

1.12 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	<input type="text" value="06"/>
2.2 No. of Administrative/Technical staff	<input type="text" value="02"/>
2.3 No. of students	<input type="text" value="-"/>
2.4 No. of Management representatives	<input type="text" value="-"/>
2.5 No. of Alumni	<input type="text" value="03"/>
2.6 No. of any other stakeholder and community representatives	<input type="text" value="-"/>
2.7 No. of Employers/ Industrialists	<input type="text" value="-"/>
2.8 No. of other External Experts	<input type="text" value="02"/>
2.9 Total No. of members	<input type="text" value="13"/>
2.10 No. of IQAC meetings held :	<input type="text" value="05"/>
2.11 No. of meetings with various stakeholders:	Faculty <input type="text" value="02"/>
Non-Teaching Staff	<input type="text" value="02"/>
Students	<input type="text" value="02"/>
Alumni	<input type="text" value="01"/>
Others	<input type="text" value="0"/>
2.12 Has IQAC received any funding from UGC during the year? Yes	<input checked="" type="checkbox"/>
No	<input type="text" value="0"/>
If yes, mention the amount	<input type="text" value="₹3,00,000/-"/>
2.13 Seminars and Conferences (only quality related)	
(i) No. of Seminars/Conferences/ Workshops/Symposia organized by the IQAC	
Total Nos.	<input type="text" value="0"/>
International	<input type="text" value="0"/>
National	<input type="text" value="0"/>
State	<input type="text" value="0"/>
Institution Level	<input type="text" value="04"/>
(ii) Themes	<input type="text" value="1. Workshop on Research Methodology
2 Awareness programme on Organic Farming Practices and Seed – Saving
3. Workshop on Poetry
4. Conference of Assam College Teachers’ Association (ACTA), Jorhat Zone and popular talk on the topic <i>College Teachers: Challenges and Responses.</i>"/>

2.14 Significant Activities and contributions made by IQAC

The IQAC organised the following programmes throughout the year for the sake of academic and co-curricular development:

1. Health Awareness Camp on Skin and Hair problem.
2. Awareness programme on Organic Farming Practices and Seed Conservation.
3. Special lecture on Women Empowerment.
4. Awareness program on Right and Protection of Consumer.
5. Career oriented programmes for students.
6. Memorial lecture was arranged on the topic “Importance of Reading by the Youth”.
7. A two days Book Fair was organized inside the college campus.
8. Red Ribbon Club of the college organised AIDS Awareness Programme.
9. Popular talk on the theme “College Teachers: Challenges and Responses”
10. Workshop on Poetry.

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
<ol style="list-style-type: none"> 1. To take initiative for growth and development of the extended area of the college. 2. To establish an Organic Model Garden and Organic Production Unit in the extended area of the college in collaboration with NGO. 3. To speed up extension activities and organise institutional level workshops 	<ul style="list-style-type: none"> • The official process for possession and acquisition of the land in the sector –B has started. • Talk and discussion for the establishment of the Organic Model Garden and Production Unit farm has been made with ‘The Fertile Ground’ Canada, and NEADS, a local NGO. • Throughout the year the institution has organized total seven (07) extension programmes and two (02) workshops extension activities.

* Attach the Academic Calendar of the year as Annexure.

2.15 Whether the AQAR was placed in statutory body Yes No

Management Syndicate Any other body

Provide the details of the action taken

IQAC discussed and approved the AQAR.

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	0	0	0	0
PG	0	0	0	0
UG	02	0	0	0
PG Diploma	0	0	0	0
Advanced Diploma	0	0	0	0
Diploma	0	0	0	0
Certificate	0	0	01	0
Others	04	02		02
Total	06	02	01	02

Interdisciplinary	0	0	0	0
Innovative	0	0	0	0

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

(ii) Pattern of programmes:

Pattern	Number of programmes
Semester	02
Trimester	0
Annual	0

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.

The institution has no autonomy to take measures for the development and revision/update of curriculum and syllabi. In the syllabus of non major BA course, the course of Travel and Tourism Management has been included in place of Computer Application for the students of this college.

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

No

Criterion – II

2. Teaching, Learning and Evaluation

2.1 Total No. of permanent faculty

Total	Asst. Professors	Associate Professors	Professors	Others
39	28	11	0	13

2.2 No. of permanent faculty with Ph.D.

07

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
0	0	0	01	0	0	0	0	0	0

2.4 No. of Guest and Visiting faculty and Temporary faculty

0

0

08

2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended	0	0	04
Presented papers	01	0	0
Resource Persons	0	0	03

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

Apart from using traditional methods, the institution provided a digital classroom as an innovative process for teaching and learning. The digital class room has been used in preparing and presenting seminar papers, and also for the sake of various classes in degree major courses. Students are encouraged to publish their creative efforts and expression in the hand written magazines and wall magazines. Field visits and educational excursions are also carried out to acquaint the students in their respective discipline with the real life situation. The Central Library and Departmental Libraries serves as an added advantage to students' community in terms of issue and consultation of books and other study materials. Founder Principal Dulal Chandra Khound memorial lecture is organised annually for academic upliftment of the student community. Besides, there are provisions to provide texts and reference books related to syllabus to students by most of the Departments.

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

190

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

- Different methods for assessment of students are applied such as – sessional examinations, seminars, assignments, field-study, projects and so on.
- Evaluation of students is based on sessional examination (internal) and the end semester examination (external).

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

80%

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	184	---	35.86%	25.24%	10.32%	71.73%
B Sc	33	---	57.57%	---	---	57.57%

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

The IQAC prepares Prospectus and Academic Calendar of the college. The IQAC also monitors the extension programs, Departmental seminars and lectures and other academic activities related to teaching and learning process of the institution. IQAC organise various programmes for the academic upliftment of the student community. Meetings of Academic Council with the Heads of the Departments are arranged by the Principal of the institution to monitor and assess the academic 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	03
UGC – Faculty Improvement Programme	0
HRD programmes	0
Orientation programmes	03
Faculty exchange programme	0
Staff training conducted by the university	0
Staff training conducted by other institutions	0
Summer / Winter schools, Workshops, etc.	02
Others	02

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	11	---	---	05
Technical Staff	04	---	---	02

Criterion – III

3. Research, Consultancy and Extension

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

Initiatives and efforts are being made by IQAC for promoting research climate in the institution. Faculty members are encouraged to pursue research projects and publish research papers and to participate in National and International Seminars. Students are also encouraged to participate and present in UGC sponsored National and State level Seminars. Keeping in view to the maintenance of the Research climate, a workshop was organised on Research Methodology meant for the students. Students are guided to present seminar papers in Departmental Seminars by following research mechanics. The Research Body of the college has been constituted which provides basic instructions to faculty members in preparing research projects and also evaluates the topics of the projects before the submission of proposals.

3.2 Details regarding major projects

	Completed	Ongoing	Sanctioned	Submitted
Number	0	0	0	0
Outlay in Rs. Lakhs	0	0	0	0

3.3 Details regarding minor projects

	Completed	Ongoing	Sanctioned	Submitted
Number	0	03	03	0
Outlay in Rs. Lakhs	0	₹5,80,000/	₹5,80,000/	0

3.4 Details on research publications

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

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	0	0	0	0
Minor Projects	18 months/2 years	UGC	₹5,80,000/-	₹4,05,000/-
Interdisciplinary Projects	0	0	0	0
Industry sponsored	0	0	0	0
Projects sponsored by the University/ College	0	0	0	0
Students research projects <i>(other than compulsory by the University)</i>	0	0	0	0
Any other(Specify)	0	0	0	0
Total	0	0	₹5,80,000/-	₹4,05,000/-

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

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	0	0	0	0	0
Sponsoring agencies	0	0	0	0	0

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	0
	Granted	0
International	Applied	0
	Granted	0
Commercialised	Applied	0
	Granted	0

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
0	0	0	0	0	0	0

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: 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

The following activities and programmes have been organised in the sphere of extension activities and Institutional Social Responsibility:

1. Health Awareness Camp on Skin and Hair problem.
2. Awareness programme on Organic farming and Seed Conservation.
3. Special lecture on Women Empowerment.
4. Awareness programme on Right and Protection of Consumer.
5. Career oriented program on Youth.
6. Memorial lecture was held on the topic "Importance of Reading Epics by Youth".
7. A two days Book Fair was organized inside the college campus.
8. Red Ribbon Club of the college organised AIDS/HIV awareness programme.

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 (Sector A+B+C)	09.02 acres	0	0	09.02 acres
Class rooms	34	0	0	34
Laboratories	06	0	0	06
Seminar Halls	0	0	0	0
No. of important equipments purchased (\geq 1-0 lakh) during the current year.	0	15	UGC	0
Value of the equipment purchased during the year (Rs. in Lakhs)	0	₹1,60,075/	0	0
Others	0	203	UGC	0

4.2 Computerization of administration and library

Administration: Computerization of admission process and results of the examination have been started.

Library: Apart from completion of bar-coding of books, computer automation system has been introduced in the library for issue and return of books. The college has made initiative to start the process of digitalization in the Central Library of the institution.

4.3 Library services:

	Existing		Newly added		Total	
	No.	Value	No.	Value	No.	Value
Text Books	8652	₹13,33,962/-	428	₹165418/-	9080	₹14,99,380/-
Reference Books	2006	₹3,76,219/-	160	₹17,748/-	2166	₹3,94,067/-
e-Books	0	0	0	0	0	0
Journals	16	₹6293/-	0	0	16	₹6293/-
e-Journals	0	0	0	0	0	0
Digital Database	0	0	0	0	0	0
CD & Video	0	0	0	0	0	0
Others (specify)	0	0	0	0	0	0

4.4 Technology up gradation (overall)

	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Departments	Others
Existing	40	24	03	0	0	03	07	05
Added	0	0	05	0	0	0	0	01
Total	41	24	05	0	0	03	07	06

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

Computer systems in the institution are made available for downloading, printing and internet access at the computers of library and office. Each Department of Science Stream has been provided computers. For the use of the faculty members (Arts Stream) one computer with internet access was installed in the Teachers' Common room. Computer with internet service are made available for downloading, printing in the library, computer laboratory, language and mathematics laboratory and office of the institution.

4.6 Amount spent on maintenance in lakhs :

i) ICT	₹5.50/-
ii) Campus Infrastructure and facilities	₹18.20/-
iii) Equipments	₹3.40/-
iv) Others	₹4.15/-
Total :	₹31.25/-

Criterion – V

5. Student Support and Progression

5.1 Contribution of IQAC in enhancing awareness about Student Support Services

Before commencement of the academic session 2013-14, IQAC manifested programmes under student support services. IQAC has entrusted its Student Support Service Cell to monitor and supervise the execution of those programmes. The IQAC also organized Awareness Programmes, popular lectures and Workshops meant for the academic upliftment of the students.

5.2 Efforts made by the institution for tracking the progression

The Coordinator of IQAC and the Head of the Institution convened meetings with members of the Student Support Service Cell for tracking the progress of the programmes under the Cell. The meetings of the Academic Council and Heads of the Departments are held in the authority to review the academic activities and development of the students. Different committees including academic council are constituted by the institutional authority to discuss and initiate progress in different spheres.

5.3 (a) Total Number of students

UG	PG	Ph. D.	Others
936	0	0	0

(b) No. of students outside the state

0

(c) No. of international students

0

Men	No	%	Women	No	%
	455	48.61%		481	51.38%

Last Year						This Year					
General	SC	ST	OBC	Physically Challenged	Total	General	SC	ST	OBC	Physically Challenged	Total
231	32	11	566	---	840	313	41	24	558	---	936

Demand ratio 100% Dropout % 42.89%

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

Under the aegis of Information and Career Guidance Cell of the institution a Training Programme for the students and Alumni willing to appear in the Teachers' Eligibility Test (TET) was organized.

No. of students beneficiaries

100

5.5 No. of students qualified in these examinations

NET	01	SET/SLET	0	GATE	0	CAT	0
IAS/IPS etc	0	State PSC	0	UPSC	0	Others	02

5.6 Details of student counselling and career guidance

The following programmes related to student counselling and career guidance were organised:

1. Spoken English
2. A Training Programme for the students and Alumni appearing Teachers' Eligibility Test.

No. of students benefitted

150

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
0	0	0	70

5.8 Details of gender sensitization programmes

On the occasion of the International Women's Day, an Awareness Programme was organized among the students and teachers of the college and the women of the neighbourhood. The resource person Mrs. Anju Borkotoy, well known women activist, delivered a lecture on the topic of ***Rights and Duty of Women in Society*** which was followed by an enthusiastic interaction.

5.9 Students Activities

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

State/ University level **07** National level **0** International level **0**

No. of students participated in cultural events

State/ University level **20** National level **0** International level **0**

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	12	₹9,440/-
Financial support from government	10	₹59,390/-
Financial support from other sources	01	₹60,000/-
Number of students who received International/ National recognitions	0	0

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: No

Criterion – VI

6. Governance, Leadership and Management

6.1 State the Vision and Mission of the institution

Vision:

The vision of the college is to make all round development of the human resources through quality education.

Mission:

1. Imparting Quality Education of National Standard and Imbibing Skill for solving real life problems.
2. Creating leadership qualities with futuristic vision.
3. Fostering spirit of entrepreneurship and realization of social responsibilities.
4. Cultivating ethics, morality and healthy practices in academic and professional life.
5. Instilling habit of continual learning.
6. Encouraging and supporting creative and research temperament.
7. To introduce job-oriented and vocational programmes for professional and academic development.
8. To organize community development programmes for the socio-economic development of the neighbourhood.

6.2 Does the Institution has a management Information System

For smooth and effective functioning of the institution, the authority ensures a system of participative management by which information and decision making process are systematized through the all key constituents of the institution. Circulars and instructions from *Director of Higher Education, Assam* and *University Grants Commission* are implemented under the supervision of principal of the institution. Staff meetings are held to discuss and decide on matters related to academic and administration. The committees, departmental wings and examination committees also work towards participatory management.

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

6.3.1 Curriculum Development

The institution has no autonomy to take measures for the development of curriculum being an affiliated institution of the university. Keeping view to the development of the tourism industry, the college adopted the syllabus of Travel and Tourism Management in the course for Non-major students of 5th and 6th semester. Basically, Heads of the Departments distribute Units of the syllabus and allot classes to the faculty members for each semester at the departmental meetings. Meetings with Academic Council, Vice Principal, Academic Vice-Principal and Heads of the Departments are convened by the Principal in which the progress of the syllabus and other academic issues are discussed and monitored. Apart from conventional teaching methods, teaching aids including power point and other tools are used for effective implementation of the curriculum.

6.3.2 Teaching and Learning

Required and possible measures have been adopted under the guidelines of the affiliated university for the development of Teaching and Learning process. At the beginning of the academic year, general routine is prepared and staff meeting is held for discussion on academic matters. The use of digital class room, English Laboratory and Mathematics Laboratory has enhanced the teaching and learning facilities for both teachers and students of the institution. A workshop on “**Research Methodology**” was also organized to provide students with knowledge of research methodology and methods of preparation and presentation of seminar papers. Students’ performance is assessed by sessional examination, assignments, group discussion and field trips. Students can avail the service not only from the Central Library of the college, but also from the departmental libraries as well.

6.3.3 Examination and Evaluation

As per guideline of the affiliating University in the new semester system two in semester sessional examinations are conducted by the college and the evaluation has been done by the departmental faculty members. The end semester final examinations are conducted by Dibrugarh University. The affiliating university has assigned to conduct Semester Evaluation Zone in the institution for 5th and 6th end semester (Arts) examination where faculty members from various institutions engaged themselves in the process of evaluation and scrutiny of the answer scripts.

6.3.4 Research and Development

In order to pursue growth as well as development of research activities, the institution has constituted Research Body comprising of a few experienced faculty members who have exposure to research. The Body provide basic instruction to faculty members for pursuing research projects and higher studies. The Research Body discusses and approves the topics of Minor Research Project of the faculty members for submission to UGC. Students are instructed to prepare and present seminar papers by following research methods in the departmental and other seminars. At present 3 faculty members have received financial assistance from UGC to pursue Minor Research Project and 12 other have been pursuing Ph.D. in different Universities.

6.3.5 Library, ICT and physical infrastructure / instrumentation

Library: Within limitations, the institution has been trying to equip the Centra Library with text and reference books. The Central Library of the college is equipped with text and reference books. Xerox and Internet facility are also available for faculty and students. Library automation process has been going on and the initiatives are made for digitization of the library. Bar-coding of the books have been completed.

The New text books and reference books subscribed with their values-

No of text books: 428 No of reference books: 160

Value: ₹1,65,418/- value: ₹17,748/-

ICT: Computerization of the office and networking process have started. The college has developed a digital classroom in which the faculty members can undertake classes through power point presentation. Two projectors with screens are available for the faculty members which they can use in selected classroom. Every department of the science stream has been provided with a desktop while there is a desktop computer at the teachers' common room (arts stream) for the use of the faculty. The institution possesses a well equipped computer laboratory in which classes on Basic Computer Skill for students (both Arts and Science Stream) are conducted.

Physical Infrastructure/Instrumentation: Apart from limited of class rooms, one temporary auditorium, staff rooms, departmental common room, science laboratory, library, students common room (both for boys and girls), canteen, building for office and principal of the institution, parking area for students and staff, girls hostel are provided. Fire extinguishers have been installed on campus at vital location. Initiatives are taken to develop the extended area of the college campus (Sector – B). The institution was established with an Assam Type Building which becomes old now and the authority has been trying to develop its physical infrastructure gradually.

6.3.6 Human Resource Management

Faculty members are provided with academic leave to attend refresher and orientation programs in due time. Likewise office and technical staff members can also avail training programs meant for them. Besides, there is provision for teaching and non-teaching staff of the institution to learn computer skill free of cost in the college computer centre. The faculty are also allowed to participate in the seminars, workshops and publish writings in books and journals. Various committees are formed by the college authority for working towards academic upliftment and human resource management.

6.3.7 Faculty and Staff recruitment

For the smooth running of the academic activities authority provided part time lecturers on contractual basis to the departments according to need as the Government has not sanctioned additional posts in teaching as well non-teaching cadre. Appointment to the post of teaching and non-teaching staff is usually made as per procedures and guidelines of UGC and Higher Education Department, Govt. of Assam. To fulfil the requirements of the teaching staff, part time teachers are also appointed on temporary basis.

6.3.8 Industry Interaction / Collaboration

No

6.3.9 Admission of Students

The students are admitted on the basis of merit and admission to the courses (both arts and science stream) is notified in the local daily and the college notice board. Admission committee has been formed to conduct the admission procedures under the guidelines of the affiliated University and Govt. The reservation rules have been followed as per guideline prescribed by the government.

6.4 Welfare schemes for

Teaching	GIS, GPF, NPS
Non teaching	GIS, GPF, NPS
Students	All government scholarships, Students' Aid Fund, Scholarship for OBC, ST, SC and Minorities, Inspirational Award from faculty members

6.5 Total corpus fund generated

₹2.10.000/-

6.6 Whether annual financial audit has been done

Yes

✓

No

0

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

Audit Type	External		Internal	
	Yes/No	Agency	Yes/No	Authority
Academic	0	0	Yes	College-authority
Administrative	Yes	Govt. of Assam	Yes	College-authority

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

For UG Programmes

Yes

0

No

✓

For PG Programmes

Yes

0

No

0

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

The affiliating university implement examination reforms and the affiliated college follows the directions given by the university

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

University has not yet furnished any information.

6.11 Activities and support from the Alumni Association

An Awareness Programme on *Organic Farming and Seeds Saving* was organised by Alumni association. The meetings of the executive committee of the alumni were held to chalk out future course of action of the alumni association. A number of alumni have been rendering their services as contractual teachers and non-teaching staff.

6.12 Activities and support from the Parent – Teacher Association

The respective Departments of the institution separately organised Parent – Teacher meeting and discussed problems and academic upliftment of the students with the parents.

6.13 Development programmes for support staff

Computer training programme is available in the computer centre of the institution for support staff.

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

The Social Service Unit of Student Union and the Environmental Committee of the institution had taken necessary steps to keep the college campus eco friendly. The World Environment Day has been celebrated by the teachers and students in the college, 300 plants of fruits and flowers were distributed among the people of neighbourhood area. The Environmental Cleanness Committee of the institution undertakes initiative to make the campus eco-friendly.

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.

The college has introduced innovative practices throughout the year and these have created a positive impact on the functioning of the college:

1. A one day Workshop on Research Methodology was arranged for the degree major students of the college.
2. Exhibition of creative efforts of the students in departmental Wall magazines and hand-written magazines.
3. Participation of the students in departmental seminars, lecture and group discussion.

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

The Action Taken Report based on the plan of action decided upon at the beginning of the year, has been elaborately explain in Q. No. 2.15

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

1. Workshop on Research Methodology.
2. Awareness activities on Organic Farming Practices and Seed Preservation.

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

7.4 Contribution to environmental awareness / protection

The institution observed the World Environment Day where plants of Fruits and Flowers were distributed among the students and people of neighbourhood. Moreover, an Awareness Programme was organized on **Organic Farming** to make the people aware about organic farming and sustainable development.

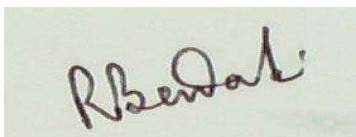
7.5 Whether environmental audit was conducted? Yes No

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

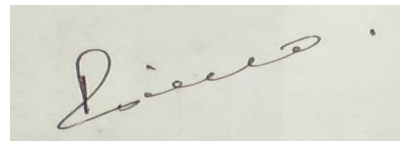
<p>Strength:</p> <ol style="list-style-type: none">1. Only institution of higher education in greater Teok Assembly Constituency with both Arts and Science Stream which encompass vast rural area of East Jorhat.2. The Science Stream has been provincialised by the Government of Assam.3. The hostel facility for the female students has become available.4. K.K. Handique State Open University Study Centre. <p>Weakness:</p> <ol style="list-style-type: none">1. Lack of Boys Hostel facility.2. Unstable power supply during working hours.3. English communication gap of students due to rural background and vernacular medium.4. Insufficient fund for infrastructure development.5. Limited physical infrastructure facility.6. Limited number of sanctioned posts in teaching and non-teaching staff. <p>Opportunity:</p> <ol style="list-style-type: none">1. Scope for growth and development of extended area of the college campus 'Sector – B' by establishing Organic Model Garden, Boys Hostel and Sports Complex.2. Scope for introduction of PG and Certificate Course <p>Threats:</p> <ol style="list-style-type: none">1. Most of the students belong to economically backward marginal family where agriculture is the main source of income.2. Attraction of meritorious and talented students to the city colleges and institutions.
--

8. Plans of institution for next year

<ol style="list-style-type: none">1. To complete the official procedure to take possession over the land of sector-B .2. To construct a boundary wall for utilization, growth and development of the extended area of the sector-B of the college campus.3. To take initiative to introduce a certificate course in organic farming practice in the college.4. To complete the first floor of the library building and start the process of its digitalization of the Library.5. To organize programs in the sphere of extension activities and Institutional social responsibility.6. To encourage the faculty members to pursue research works as well as higher studies in their respective areas.7. To make extension of the college canteen8. To install CCTV at several location of the campus for surveillance.9. To take initiatives to establish international linkage for community development.
--



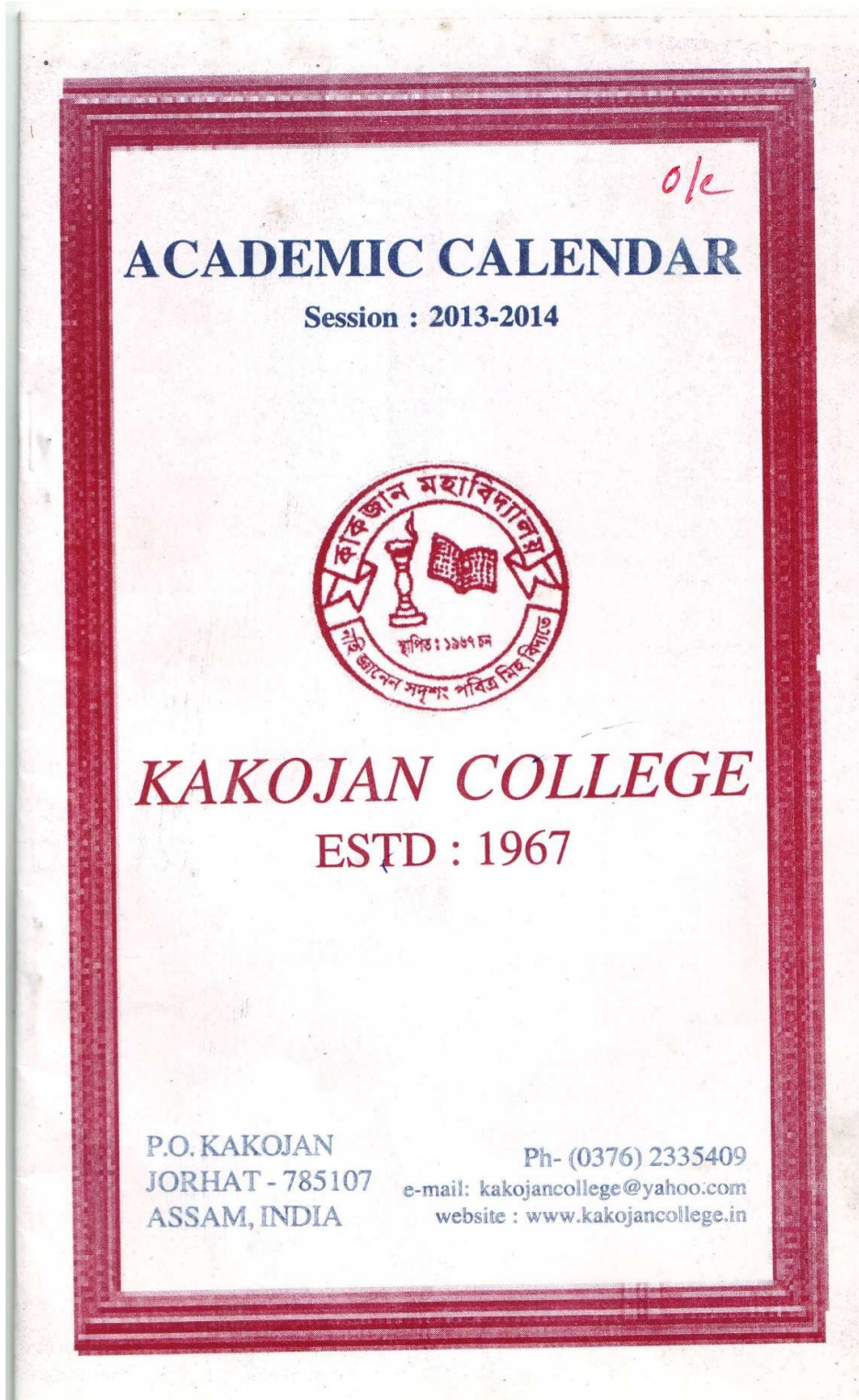
Name :Dr Ruprekha Bordoloi
Signature of the Chairperson, IQAC



Name : Dr. Ruhit Saikia
Signature of the Coordinator, IQAC

Annexure-I (Part – A, 2.15)

Academic Calendar of the Institution of 2013-2014



**ACADEMIC CALENDAR COMMITTEE
2013-2014
KAKOJAN COLLEGE**

1. Ms Kabita Mahanta - Principal, i/c
2. Dr. Dhiren Kalita - Academic V. P.(Arts), Member
3. Mrs. Bobita Borkataky - Academic V. P. (Sc), Member
4. Mr. Robindra Nath Duarah - Convener
5. Dr. Ruhit Ch. Saikia - Member

For detailed information please contact :

Office of the Principal
Kakojan College
P.O. Kakojan
Phone No : (0376) 2335409
www. kakojancollege.in
e-mail : kakojancollege@yahoo.com

KAKOJAN COLLEGE

JORHAT, ASSAM
PIN- 785107
Tel : (0376)2335409
website : www. kakojancollege. in

PERSONAL MEMORANDA

Name :

Dept. /Class :

Name of Father :

Name of Mother :

Address (Permanent) :

.....Tel :

e-mail :

Address (Present) :

Blood Group :

NOTE :

This calendar is to be carried and kept by student at all times for instruction, guidance and general reference.

Students are to write down their respective class routine on the time table provided in this calendar.

In case of any confusion regarding the class routine, the Academic Calendar is to be considered the final directive.

Unscheduled holidays such as banchs, etc. shall not affect the routine day shown in the Academic Calendar.

Students may write down classes taken/not taken/missed, in the remarks column of the Academic Calendar.

LIST OF ACADEMIC AND ADMINISTRATIVE HEADS

1. Principal (i/c) : Ms. Kabita Mahanta, M.A.
2. Academic V.P. (Arts) : Dr. Dhiren Ksilita, M.A. Ph.D.
2. Academic V.P. (Sc.) : Mrs. Bobita Borkotaky, M.Sc. M.Phil.

HEAD OF DEPARTMENTS

Stream-Arts

1. Assamese : Mrs. Raju Baruah, M.A.
2. English : Mrs. Archana Bhattacharjee M.A.M.Phil
3. Economics : Mr. Robindra Nath Duarah, M.A.
4. Education : Mrs. Bijoylakshmi Neog, M.A. M.Phil.
5. History : Mrs. Sarmistha Goswami, M.A.M.Phil
6. Pol. Science: Mr. Mridul Gogoi, M.A.
7. Sociology : Dr. Ruhit Saikia, M.A. Ph.D.

Stream - Science

1. Botany : Mrs. Babita Phukan Borkotoky, M.Sc. M.Phil
2. Chemistry : Mrs. Mridula Neog, M.Sc. M.Phil
3. Mathematics: Mrs. Jita Dutta, M.Sc. B.Ed. M.Phil
4. Physics : Mr. Sanjeeb Borah, M.Sc. M.Phil.
5. Zoology : Mrs. Junmoni Baruah, M.Sc.M.Phil.
6. Statistics : Mrs. Sangeeta Borah, M.Sc.M.Phil.
7. Computer Sc. : Mr. Nandan Pachani

LIST OF PRINCIPALS FROM 1967

Sl.No.	Period	Name	Qualification
1.	1967-70	Late Dulal Ch. Khoond	M.A.L.L.B
2.	1970-74	J. Bhuyan	M.A.
3.	1974-78	H. Gogoi	M.A.
4.	1978-79	Mrs. Nilima Bora (Principal In-charge)	M.A.
5.	1979-91	Late Dulal Ch. Khoond	M.A.L.L.B
6.	1991-97	Syed Sirazul Hussain (Principal In-charge)	M.A.
7.	1997-2000	Sri Pratih Ch. Goswami (Principal In-charge)	M.A.
8.	2000-2006	Dr. Akon Ch. Saikia	M.A. Ph.D.
9.	1/2/06 to 30/6/06	Sri Madhab Ch. Sharma (Principal In-charge)	M.A.
10.	2006 to Nov, 2012	Dr. Deepak Kr. Sharma	M.Sc.Ph.D.
9.	Dec 2012	Ms. Kabita Mahanta (Principal In-charge)	M.A.

STUDENT UNION AND OTHER STUDENTS FORUM

There is a Student Union in the college. The elected body organises and promotes the cultural and sports activities in the college. Secretaries elected by the students manage the union functions under the guidance of the Union President and teachers in-charge appointed by the principal.

KAKOJAN COLLEGE STUDENTS' UNION BODY (2012-13)

President	: Prof. Deba Kt. Boruah
Vice President	: Miss Simi Borah
Gen. Secretary	: Sri Chiranjib Borgohain
Asst. Gen. Secy	: Sri Amilipta Borgohain
Games & Sports Secy.	: Sri Amilipta Borgohain (i/c)
Adviser	: Prof. Khirod Saikia
Function Secy.	: Sri Pankaj Gogoi
Adviser	: Prof. Mridul Gogoi
Cultural Secy.	: Sri Polash Gogoi
Adviser	: Prof. Sarmistha Goswami
Literary Secy	: Sri Abhilash Anukul Gogoi (i/c)
Adviser	: Prof. Archana Bhattacharjee
Magazine Secy.	: Sri Abhilash Anukul Gogoi
Adviser	: Dr. Ruprekha Bordoloi (As. Section)
	: Prof. Bhairabamon Bora (Eng. Section)
Debating Secy.	: Miss Pinki Saikia
Adviser	: Prof. Rohita Phukan Borkotoky
Social Service Secy.	: Miss Korobi Gogoi
Adviser	: Prof. Sanjeeb Borah
Boys' Common Room Secy.	: Sri Jyotiprasad Borgohain
Adviser	: Prof. Pankaj Goswami
Girls' Common Room Secy.	: Miss Susmita Gogoi
Adviser	: Prof. Mamoni Dutta

**LIST OF NEWS PAPERS AND
PERIODICALS IN THE LIBRARY**

1. The Amar Asom
2. Dainik Janambhumi
3. Khabor
4. The Assam Tribune
5. Dainik Agradut
6. Dainik Bator
7. Asomia Protidin
8. Dainik Asom
9. Natun Asom
10. Sadin
11. Janasadhan
12. Weekly Janambhumi
13. North-East Time
14. Agradut (Weekly)
15. Proketeo
16. India Today
17. Payobhara
18. Jojana
19. Prantik
20. Kurukshetra
21. Science Reporter
22. Gariyashi
23. Katha Gauhati
24. The Vedanta Kesari
25. Vigyan Prosa Prava
26. Anubad
27. Sambhar
28. Career Guide
29. Competitive Success Review
30. MAT (Management Aptitude Test)

Courses of Study

(Arts Stream)

Subject	H.S. Level	Degree Level
Assamese	H.S. Level	General Major
English	H.S. Level	General Major
Alt. English	H.S. Level	General Major
Economics	H.S. Level	General Major
Adv. Assamese	H.S. Level	General Major
Sociology	H.S. Level	General Major
Education	H.S. Level	General Major
History	H.S. Level	General Major
Pol. Science	H.S. Level	General Major
Mathematics	H.S. Level	General Major
Statistics	H.S. Level	General Major
Computer Skill/		
Communicative Eng.	Degree	General

(Science Stream)

Assamese	H.S. Level	General
English	H.S. Level	General
Alt. English	H.S. Level	General Major
Physics	H.S. Level	General Major
Chemistry	H.S. Level	General Major
Mathematics	H.S. Level	General Major
Biology	H.S. Level	General Major
Botany	General Major
Zoology	H.S. Level	General Major
Statistics	H.S. Level	General Major
Computer Skill/		
Communicative Eng.	Degree	General

SHORT TERM VOCATIONAL COURSES

Name of the courses	Duration
1. Spoken English (Compulsory for TDC 1st Sem students)	Three Months

**RULES FOR INTERNAL ASSESSMENT
IN B.A. / B.SC. / B.COM. PROGRAMMES
IN SEMESTER SYSTEM**

The marks allotted for Internal Assessment (20%) in each course shall be based on the following :

- a) Sessional Examination I (Written) - 40% of the marks allotted for internal assessment.
- b) Sessional Examination - II (written) - 40% of the marks allotted for internal assessment.
- c) Seminar/Group Discussion - 20% of the marks allotted for internal assessment.

Each sessional examination shall be conducted by the concerned teacher(s) of the course, the setting of question paper, invigilation duty, evaluation of answerscripts for each course with the Academic Calendar of the University. The students shall have to write the answers in the scripts provided and duly authenticated by the college/institute concerned.

Internal Examination

Unit tests in all subjects are held by the respective departments. H.S. test examination is held in the month of November. Departmental internal examinations are held by the respective departments. Sessional exam for Semester courses will be held as per Dibrugarh University Academic Calendar.

College Functions

Freshers' Social - July 4 to 7 (one day), 2013
Sankardeva Tithi
Faeha Dohz-Daham
College week - within Dec, 17 to 31 (7 days), 2013
Election of the Students Union - within Sep 6 to 8 2013 (One day)

Co-curricular Activities

Seminars, Quiz, Group Discussions, Preparation of Project Report / Research Report, Survey, Field Study, Excursion, Workshops and different Extension Services.

These activities will be executed by the various Departmental Forums/Cell during the academic session.

Departmental Forums

Economic Study And Research Centre (ESARC):

Department of Economics.

English Study and Literary Forum (ESALF):

Department of English

Department of Assamese

Akhara Ghara :

Department of Sociology

Sociological Study Centre :

Department of Political Science.

Political Science Study Circle :

Science Stream.

Science Club :

Historical Research & Study Centre : Department of History.

Dibrugarh University : Dibrugarh : Assam
Holiday List
List of Holidays for Offices and Classes of Dibrugarh
University and Its Affiliated & Permitted Colleges.
(As approved by the 313th Executive Council, Dibrugarh
University held on 6th March, 2012)

Month	Date	Day	Festivals	No. of Days
January	14,15,16	Monday to Wednesday	Magha Bihu	3
January	26	Saturday	Republic Day	1
January	31	Thursday	Me-dam-Me-Fe	1
February	15	Friday	Saraswati Puja	1
February	25	Monday	Bir Chilarai Divas	1
March	10	Sunday	Sivaratri	1
March	27	Wednesday	Holi,Doljatra	1
March	29	Friday	Good Friday	1
April	13,14,15&16	Saturday to Tuesday	Rongali Bihu/ Bohag Bihu	4
May	1	Wednesday	May Day	1
May	25	Saturday	Buddha Purnima	1
August	9	Friday	Id-Ul-Fitre	1
August	15	Thursday	Independence Day	
August	25	Sunday	Tithi of SriSri Madhab Deva	1
August	28	Wednesday	Janmastami	1
September	7	Saturday	Tithi of SriSri Sankar Deva	1
October	2	Wednesday	Gandhi Jayanti	1
October	11,12,13&14	Friday to Monday	Durga Puja & Jonmotsav of SriSri Sankardeva	4
October	16	Wednesday	Id-Ud-Zuha	1

12

October	18	Friday	Kati Bihu, Lakhmi Puja & Bezbaroa Divas	1
November	2	Saturday	Kali Puja & Dewali	1
November	17	Sunday	Birth Day of Guru Nanak	1
November	24	Sunday	Lachit Divas	1
December	2	Monday	Asom Divas (Su-Ka-Pha Divas)	1
December	25	Wednesday	Christmas Day	1

Restricted Holiday (Each employee may avail only 1 (one) day from the following) :

Month	Date	Day	Festivals	No. of Days
January	25	Friday	Fateha-E-Duaz Daham	1
February	13	Wednesday	Ali-Aye-Ligang	1
March	25	Monday	Bathow Puja / Khring Baithow Puja	1
March	30	Saturday	Easter Saturday	1
April	17	Wednesday	Deori Bihu	1
April	21	Sunday	Sati Sadhini Divas	1
April	24	Wednesday	Mahavir Jayanti	1
June	25	Tuesday	Sabcharat	1
September	15	Sunday	Karam Puja	1
December	24	Tuesday	Christmas Eve	1

A) For University Department /Center for Studies :

- i) Semester Break : 1st January 2013 to 31st January, 2013
- ii) Semester Break : 2nd July 2013 to 31st July 2013

A) For General Degree Colleges : /

- i) Semester Break : 16th December 2012 to 15th January, 2013
- ii) Semester Break : 16th June 2013 to 15th July 2013

13

MODIFIED
ACADEMIC CALENDAR FOR THE GENERAL DEGREE COLLEGES IN THE SEMESTER SYSTEM

(Modification approved under report to the Academic Planning Committee and Academic Council, D.U. Notified vide Memo No. DU/DR-A/3-1/12/168 dated 23/05/2012)

DATE (s)	EVENT (s)
Jan 1, 2013 (Tuesday)	Programme for welcoming New Year in the college
Jan 11, 2013 (Friday)	Last date for submission of the Evaluated Answer-Script of the End Semester (1st & 3rd Semester) Examinations of the B.A./B.Sc./B.Com. Programmes with the relevant documents by the Zonal Officers to the University.
Jan 16, 2013 (Wednesday)	1) Commencement of the 2 nd Semester Classes of the BA/B.Sc./B.Com Programmes. 2. Re-commencement of the Part III Classes of the BA./B.Sc./B.Com Programmes. 2) Notification of Class Routine for the Even Semesters. 4) Notification of Course Plan/Development class Routine in the Dept. Notice Boards of the Colleges of the 2nd Semester classes of the BA/B.Sc./B.Com Programme.
Feb. 15, 2013 (Friday)	Declaration of the 1st and 3rd Semester Examination results of the BA/B.Sc./B.Com Programmes.
Feb.15-March 5, 2013	1 st Sessional Examination of the 2 nd Semester and 4 th Semester of the B.A./B.Sc./B.Com. programmes..
Feb.21-March 31,2013	Commencement of TDC Part II Exam. 2013.
March 1, 2013 (Friday)	Last date of submission of the TDC Part II Internal Assessment marks to the University by the colleges.
March 1 to 6, 2013	Counselling for the B.A./ B.Sc./B.Com. 2 nd & 4 th Semester students and Mid semester Feedback Assessment (One day)
16 April 27, 2013	1. Last date for submission of Assignment

14

March 19-23, 2013	Internal Assessment (for 2 nd & 4 th Semester B.A./B.Sc./B.Com programmes) through Seminar/ Group Discussion.
March 20-26, 2013	Notification of the result of the 1st Sessional Examinations conducted by the teaching departments of the colleges.
March 22, 2013 (Friday)	Last date of submission of TDC Part III Internal Assessment marks to the University.
March 22- April 26 2013	TDC Part III Examination 2013.
April 18- April 30 2013	2 nd Sessional Examination of the 2 nd and 4 th Semesters of the BA/B.Sc./B.Com. programme.
April 27, 2013 (Saturday)	1. Last date for submission of Assignment by the students of the B.A./B.Sc./B.Com. Programmes (if any). 2. Last date for orms fill-up of the B.A./B.Sc./B.Com. End Semester Examinations (2 nd and 4 th Semester)
May 2-5, 2012	1. Last date for submission of the filled in Examination Forms of the B.A./B.Sc./B.Com. End Semester Examinations (2 nd & 4 th Semester) by the colleges at the University. 2. Last date for notification of 2nd Sessional Examination Marks of the 2nd & 4th Semester BA/B.Sc./B.Com Programmes in the Departmental Notice Boards. 3. Completion of 2nd & 4th Semester Classes of the BA/B.Sc./B.Com Programmes. 4. Last date for submission of Internal Assessment marks of the 2nd & 4th Semester Students of the BA/B.Sc./B.Com Programmes to the University.
May 20-June 15, 2013	End Semester (2nd & 4th Semester) Examination of the B.A./B.Sc./B.Com. Programmes.

15

May 23-June 25, 2013 Evaluation of Answer scripts of the B.A./ B.Sc./ B. Com End Semester Examinations at Zones.

May 31, 2013 (Friday) Declaration of TDC Part II Examination, 2013 result

June 1- July 23, 2013 Evaluation of Answer Scripts B.A./B.Sc./ B.Com. End Semester Examinations (2nd Semester) at the Zones.

June 17-July 15, 2013 Semester End Vacation for the teaching staff of the colleges

July 16, 2013 (Tuesday) 1. Commencement of the 1st, 3rd & 5th Semester classes BA/B.Sc./B.Com Programmes with relevant documents by the Zonal Officers to the University.
2. Notification of cals Routine in the colleges.
3. Notification of course Plan/Departmental Class Routine in the Dept. Notice Boards of the Colleges.

July 17, 2013 (Wednesday) Declaration of TDC Part I Examination, 2013 result

July 17- July 22 2013 1) Interection with the 1st Semester Students by the Principals and teachers of the colleges.
2. Freshers' Social (Any one day)

Aug 5, 2013 (Monday) Declaration of the B.A./B.Sc./B.Com Even Semester Examination Results.

Aug. 26, 2013 (Monday) Last date for submission of Filled in Registration Forms of the B.A./ B.Sc./ B.Com. 1st Semester Students by the colleges at the University.

Aug 26- Sept 4, 2013 1st Sessional Examination BA/B.Sc./B.Com. Programmes in the Semester System.

Sept 6-Sept 9, 2013 Students' Union Election in the Degree Colleges (Any one day)

Sept 6-Sept 11, 2013 Counseling for the B.A./ B.Sc./B.Com. 1st Semester Students and Mid Semester Feedback Assessment (any one day)

Sept 23-Sept 28, 2013 Internal Assessment of the BA/B.Sc./B.Com programmes through Seminar / Group Discussion etc.

Sept 27, 2013 (Friday) Last date of notification of the marks of the 1st Sessional Examination of the B.A./ B.Sc./ B.Com Programmes in the departmental notice boards.

Oct 21- Oct 26, 2013 2nd Sessional Examination of the B.A./ B.Sc./ B.Com. Programmes in the Semester System.

Oct 23, 2013 (Wednesday) Last date of Assignment Submission by the students (if any) of the B.A./B.Sc./B.Com Programmes in the Semester system.

Oct 25, 2013 (Friday) Last date for Form Fill up of the BA/B.Sc./ B.Com End Semester Examination.

Nov 8, 2013 (Friday) 1. Last date for submission of Internal Assessment marks of the Students of the B.A./B.Sc./ B.Com Programmes to the University.
2. Last date for Submission of the filled in Examination Forms of the B.A./B.Sc./ B.Com End Semester Examination by the colleges at the University.

Nov 1, 2013 (Monday) 1. Last date for npotification of 2nd Sessional (B.A./ B.Sc./B.Com Programmes in the Semester System) Examination Marks in the Departmental Notice Board.
2. Completion of the Odd Semester Classes of the B.A./B.Sc./B.Com. Programmes.

Nov 20 -Dec 14, 2013 End Semester Examination of the B.A./ B.Sc./B.Com Programmes.

Nov 23-Dec 21, 2013 Evaluation of End Semester Answer scripts of the B.A./B.Sc./B.Com. Programmes at the Zones.

16 Dec 13-15 Jan 2014 Semester End Vacation for the teaching staff of the Colleges conducting BA/ B.Sc./B.Com Programmes

17Dec-31Dec.2013 College Week (For seven days)
 1Jan,2014(Wednesday) Programmes for welcoming New Year in the Colleges

10Jan,2014(Friday) Last date for submission of Evaluated Answer Scripts of the End Semester Examinations of the B.A./B.Sc./B.Com programmes with relevant documents by the Zonal Officers to the University.

16/17 Jan,2014 1. Commencement of the Even Semester classes of the BA/B.Sc./B.Com Programmes.
 2. Notification of class Routine (College & Departmental), Course plans etc. in the Notice Boards.

14 Feb, 14 (Friday) Declaration of the results of the odd semester B.A./B.Sc./B.Com. Programmes.

20Feb-5March, 2014 1st Sessional Examination of the 2nd, 4th & 6th Semester students of the B.A./B.Sc./B.Com Programmes.

1- 6 March, 2014 Counseling for the Students of the B.A./B.Sc./B.Com Programmes and Mid Semester Feedback Assessment (One day)

20-26March,2014 (1) Notification of 1st Sessional Examination Marks of the 2nd,4th &6th Semester B.A./B.Sc./B.Com Programmes in the Departmental Notice Boards.
 (2) Internal Assessment for 2nd, 4th & 6th Semesters of the BA/B.Sc./B.Com Programmes through seminar/group discussions etc.

18-30 April, 2014 2nd Sessional Examinations of the B.A./B.Sc. B.Com Programmes.

26 April, 2014(Saturday) 1. Last date for submission of Assignment by the students of BA/B.Sc./B.Com Programmes (if any)
 2. Last date for Form fill-up of the B.A./B.Sc./B.Com. End Semester Examinations.

7may, 2014 (Wednesday) 1. Last date for submission of filled in Examination Forms of the B.A./B.Sc./B.Com. End Semester Examinations (2nd, 4th & 6th Semester) by the colleges at the University.
 2. Last date for submission of Internal Assessment marks of the 2nd 4th & 6th Semester Students of the BA/B.Sc./B.Com Programmes at the University.

10May, 2014 (Saturday) 1. Last date for notification of 2nd Sessional Examination Marks of the B.A./B.Sc./B.Com Programmes in the Departmental Notice Boards.
 2. Completion of the even semester classes of the BA/B.Sc./B.Com. Programmes.

12 May, 2014 (Monday) 1. Last date for submission of filled in Examination Forms of the B.A./B.Sc./B.Com. End Semester Examinations (2nd, 4th & 6th Semester) by the colleges at the University.
 2. Last date for submission of Internal Assessment marks of the 2nd, 4th & 6th Semester Students of the B.A./B.Sc./B.Com Programmes to the University.

19 May-14 June, End Semester Examinations of the B.A./B.Sc./B.Com Programmes.

22 May-24 June 2014 Evaluation of Answer Scripts of the B.A./B.Sc./B.Com. End Semester Examinations (2nd, 4th & 6th Semester) at the Zones.

1 June-20 July, 2014 1. Admission Notice and Completion of the Admission Process in the B.A./B.Sc./B.Com 1st Semester classes.
 2. Admission to the BA/B.Sc./B.Com 3rd & 5th Semester classes.

16 June-15Jul, 2014 Semester End Vacation for the teaching staff of the colleges.

राष्ट्रगीत

जन-गण-मन अधिनायक जय है।

भारत भाग्य बिधाता।

पँजाब सिन्धु गुजरात मराठा।

द्राबिड ओत्कल बंग ॥

बिन्ध्य दिमाचल यमुना गंगा।

उच्छल जलधि तरंग ॥

तव शुभ नामे जागे,

तव शुभ आशिष माँगे।

गाहे तब जय गाथा ॥

जन गण मंगल दायक जय है।

भारत भाग्य बिधाता।

जय है जय है जय है

जय, जय, जय, जय है ॥

Annexure-II (PART –B, 1.3)

Feedback is taken from the Degree Students both Arts and Science. A printed format is provided to each of the student asking some questions regarding the performances of the faculty and the library facilities. The students are asked to return the filled up format within a stipulated time. Feedbacks are usually analyzed by the Principal of the institution and follow up action is taken by the Principal accordingly.

Besides, authority used to seeks instruction and suggestion on academic matters from the Alumni and Guardian organization in their respective meetings. A printed format for students' feedback is attached herewith.

Name of the Teacher:.....

Department:.....

Student Feedback on Teachers (Please ✓ on the box)

Sl. No	Parameters	A	B	C	D
		Very Good	Good	Satisfactory	Unsatisfactory
1.	Knowledge base of the teacher (As perceived by you)				
2.	Communication Skills				
3.	Sincerity/Commitment of the teacher				
4.	Interest generated by the teacher				
5.	Accessibility of the teacher in an out of the class				

Signature Vice Principal

Annexure-III (Part – B, 7.3)

(a) A Workshop on *Research Methodology in Social work* was organized on 10-02-2014. Chaired by the Principal of the Institution, Dr. B. N. Borthakur, Retd. Professor and Emeritus Fellowship, Dibrugarh University participated as a resource person. In his interaction with the students, he spoke about research mechanics which students need to follow while preparing and presenting seminar papers. In his impressive lecture, Dr. Borthakur spoke as to how students should prepare research proposal and field study report as well. In this day-long workshop, the students from all the departments participated enthusiastically which was followed by lively interaction among the resource person and the students. The Workshop was organized in order to teach and guide the students to follow basic research mechanics in respect of preparation as well as presentation of seminar papers, research proposal and field study report. Students are guided to present seminar papers at the Departmental Seminars by following proper research mechanics.



(b) An Awareness Programme on *Organic Farming Practices and Seeds Savings* was organised on 8th February, 2014. Chaired by the Principal of the Institution, Peggy Carswell, a noted Organic Farmer and Co-ordinator, Fertile Ground, Canada, Dr. Sharmila Dutta, Professor of Assam Agricultural University, Mr. Kalparanjan Gogoi, Director, Agriculture Department of Upper Assam and Mr. Girin Chetia, Director, NEADS, a local NGO joined in the programme as resource persons and speakers. The day-long programme was well attended by the

teachers and students of the college apart from the participation of the representatives of the local self-help groups which was followed by enthusiastic interaction among the resource persons and the participants. The main objective behind the programme was to create awareness among the students' community and the public about the growing importance of organic farming practices and maintenance of ecology.

