

# PREPARATION OF THE SELF-STUDY REPORT

## Part-I: Institutional Data

### A) Profile of the College

1. Name and address of the college:

Name: **PUTHIMARI COLLEGE**  
Address: Vill- Soneswar, P.O.- Soneswar, Dist.- Kamrup (R), Assam,  
City:  
PIN- 781382  
Website: [www.puthimaricollege.org](http://www.puthimaricollege.org)

2. For communication

#### Office

Name	Area/STD code	Tel. No.	Fax No.	E-mail
Principal	0361	288003 (Office) 9435544958 (mobile)		principalpc@sify.com
Vice-Principal		9435040317 (mobile)		nil
Steering Committee Coordinator		9864405858 (mobile)		tlakshmidhar@yahoo.com

#### Residence

Name	Area/STD code	Tel. No.	Mobile No.
Principal			Mobile-9435544958
Vice-Principal			9435040317 (mobile)
Steering Committee Coordinator			9864405858 (mobile)

3. Type of Institution:

- |                  |                                  |                                     |
|------------------|----------------------------------|-------------------------------------|
| a. By management | i. Affiliated College            | <input checked="" type="checkbox"/> |
|                  | ii. Constituent College          | <input type="checkbox"/>            |
| b. By funding    | i. Government                    | <input checked="" type="checkbox"/> |
|                  | ii. Grant-in-aid                 | <input type="checkbox"/>            |
|                  | iii. Self-financed               | <input type="checkbox"/>            |
|                  | iv. Any other (specify the type) | <input type="checkbox"/>            |
| c. By Gender     | i. For Men                       | <input type="checkbox"/>            |
|                  | ii. For Women                    | <input type="checkbox"/>            |
|                  | iii. Co-education                | <input checked="" type="checkbox"/> |

4. Is it a recognized minority institution?

Yes  No

If yes, specify the minority status (Religious/linguistic/any)

Provide the necessary supporting documents)

5. a) Date of establishment of the college:

Date	Month	Year
05	08	1981

b) University to which the colleges is affiliated  
(If it is an affiliated college)

Gauhati University

Or which governs the college (If it is a constituent college)

6. Date of UGC recognition:

Under Section	Date, Month & Year (dd-mm-yyyy)	Remarks (If any) (Ref. No.)
i. 2(f)		
ii. 12 (B)	21-06-2005	F,8-141/205(CPP-1)

(Enclose the Certificate of recognition u/s 2(f) and 12(B) of the UGC Act) (Annexure-I)

7. Does the University Act provide for autonomy of Affiliated/Constituent Colleges?

Yes  No

If Yes, has the college applied for autonomy?

Yes  No

8. Campus area in acres/Sq.mts:

11.57 acres

9. Location of the college: (based on Govt. of India census)

Urban

Semi-urban

Rural

Tribal

Hilly area

Any other (specify)

10. Details of programmes offered by the institution  
(Give last year's data)

Sl. No.	Programme level	Name of the Programme/ Course	Duration	Entry Qualification	Medium of instruction	Sanctioned Student Strength	Number of students admitted
i)	Under-graduate	BA	3 years	HS passed	Assamese & English	750	448
ii)	Post-graduate	-	-	-	-	-	-
iii)	M.Phil	-	-	-	-	-	-
iv)	Ph.D	-	-	-	-	-	-
v)	Certificate course	-	-	-	-	-	-
vi)	UG Diploma	-	-	-	-	-	-
vii)	PG Diploma	-	-	-	-	-	-
viii)	Any Other (specify)	-	-	-	-	-	-

(Additional rows may be inserted as per requirement)

11. List of departments:

<b>Science</b>
Departments:
<b>Arts</b> (language and Social science included)
Departments: Assamese (MIL), English, Education, Economics, History, Political Science, Philosophy, Geography, Elective Assamese.
<b>Commerce</b>
Departments
<b>Any Other (Specify)</b>
Departments

12. Unit Cost of Education (2010-11)

(Unit cost= total annual recurring expenditure (actual) divided by total number of students enrolled)

(a) including the salary component = Rs. 67,131.00

(b) Excluding salary component = Rs. 5581.00

**B) Criterion-wise inputs**

**Criterion I: Curricular Aspects**

1. 1. Does the College have stated

Vision?

Yes  No

Mission?

Yes  No

Objectives?

Yes  No

2. Does the college offer self-financed Programmes?

Yes  No  01

If yes how many?

01

Fee charged for each programme (include certificate, Diploma, Add-on courses etc.)

Sl. No.	Programme (B.sc, B.Com, etc.)	Fee charged in Rs.
1.	One year computer literacy Certificate course for TDC 1 <sup>st</sup> year major students	100.00
2.	-	-
3.	-	-
4.	-	-

3. Number of programme offered under

a. annual system

01

b. semester system

01

c. trimester system

Nil

4. Programmes with

a. choice based credit system

Yes		No	<input checked="" type="checkbox"/>	Number	-
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b. Inter/multidisciplinary approach

Yes		No	<input checked="" type="checkbox"/>	Number	-
-----	--	----	-------------------------------------	--------	---

c. Any other, specify

Yes		No	<input checked="" type="checkbox"/>	Number	-
-----	--	----	-------------------------------------	--------	---

5. Are there Programmes where assessment of teachers by students is practiced?

Yes	<input checked="" type="checkbox"/>	No		Number	01
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6. Are there Programmes taught only by visiting faculty? 

Yes		No	√	Number	-
-----	--	----	---	--------	---

7. New programmes introduced during  
The last five years                      UG 

Yes		No	√	Number	-
-----	--	----	---	--------	---

PG 

Yes		No	√	Number	-
-----	--	----	---	--------	---

Others (Specify) 

Yes		No	√	Number	-
-----	--	----	---	--------	---

8. How long does it take for the institution to introduce a new programme within the existing system? 

Does not arise					
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9. Does the institution develop and deploy action plans for effective implementation of the curriculum?      Yes       No

10. Was there major syllabus revision during the last five years? If yes, indicate the number. 

Yes	√	No		Number	01
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11. Is there a provision for project work etc. in the programme? If yes, indicate the number. 

Yes	√	No		Number	01
-----	---	----	--	--------	----

12. Is there any mechanism to obtain feedback on curricular aspects? From

a. Academic Peers	Yes	<input type="checkbox"/>	No	<input checked="" type="checkbox"/>
b. Alumni	Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>
c. Students	Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>
d. Employers	Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>
e. Any others	Yes	<input type="checkbox"/>	No	<input checked="" type="checkbox"/>

## Criterion II: Teaching- Learning and Evaluation

1. How are students selected for admission to various courses?

- |  |                                     |
|--|-------------------------------------|
| a. Through an entrance test developed by the institution         | <input checked="" type="checkbox"/> |
| b. Common entrance test conducted by the University / Government | <input type="checkbox"/>            |
| c. Through interview   | <input checked="" type="checkbox"/> |
| d. Entrance test and interview                                   | <input checked="" type="checkbox"/> |
| e. Merit at the previous qualifying examination                  | <input checked="" type="checkbox"/> |
| f. Any other (Specify)   | <input type="checkbox"/>            |
- (If more than one method is followed, kindly specify the weightages)

2. Highest and Lowest percentage of marks at the qualifying examination considered for admission during the previous academic year

Programme (UG and PG)	Open category		SC/ST category		Any other (specify)	
	Highest (%)	Lowest (%)	Highest (%)	Lowest (%)	Highest (%)	Lowest (%)
BA	100	30	100	30	-	-

3. Number of working days the last academic year

4. Number of teaching days during the last academic year

5. Number of positions sanctioned and filled

	Sanctioned / Filled	
Teaching	22	22
Non-teaching	12	11
Technical	Nil	Nil

6. a. Number of regular and permanent teachers (gender-wise)

Professors 

M	0	F	0
---	---	---	---

Readers (Associate Professor) 

M	12	F	05
---	----	---	----

Sr. Grade lecture (Asstt. Professor) 

M	03	F	02
---	----	---	----

Lecturers 

M	0	F	0
---	---	---	---

b. Number of temporary teachers (gender-wise)

Lecturers-Full-time

M	02	F	00
---	----	---	----

Lecturers-Part-time

M	0	F	0
---	---	---	---

Lecturers

(Management appointees) – Full time

M	0	F	0
---	---	---	---

Lecturers

(Management appointees)- Part time

M	03	F	05
---	----	---	----

Any other

M	0	F	0
---	---	---	---

Total

M	20	F	12
---	----	---	----

c. Number of teachers From the same State

32
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From other States

Nil
-----

\* **M- Male**    **F- Female**

Number                  %

7. a. Number of qualified/permanent teachers and their percentage to the total number of faculty

22	68.75%
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b. Teacher: student ratio

1 : 20
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c. Number of teachers with Ph.D. as the highest qualification and their percentage to the total faculty strength

03	12.5%
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d. Number of teachers with M.Phil as the highest Qualification and their percentage to the total faculty strength

09	37.5%
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e.	Percentage of the teachers who have completed UGC, NET and SLET exams	<table border="1" style="margin: auto;"><tr><td colspan="5" style="text-align: center;">8.33%</td></tr></table>					8.33%					
8.33%												
f.	Percentage of faculty who have served as resource persons in Workshop/ Semesters/ Conferences during the last five years	<table border="1" style="margin: auto;"><tr><td colspan="5" style="text-align: center;">16.66%</td></tr></table>					16.66%					
16.66%												
g.	Number of faculty development programmes availed by teachers (last five years)	1    2    3    4    5										
	UGC/FIP programme:	<table border="1" style="margin: auto;"><tr><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td></tr></table>										
	Refresher:	<table border="1" style="margin: auto;"><tr><td style="width: 20px; height: 20px;">1</td><td style="width: 20px; height: 20px;">3</td><td style="width: 20px; height: 20px;">4</td><td style="width: 20px; height: 20px;">1</td><td style="width: 20px; height: 20px;">1</td></tr></table>					1	3	4	1	1	
1	3	4	1	1								
	Orientation:	<table border="1" style="margin: auto;"><tr><td style="width: 20px; height: 20px;">0</td><td style="width: 20px; height: 20px;">0</td><td style="width: 20px; height: 20px;">0</td><td style="width: 20px; height: 20px;">0</td><td style="width: 20px; height: 20px;">1</td></tr></table>					0	0	0	0	1	
0	0	0	0	1								
	Any other (Specify) (seminar, workshop, Conference, training)	<table border="1" style="margin: auto;"><tr><td style="width: 20px; height: 20px;">13</td><td style="width: 20px; height: 20px;">08</td><td style="width: 20px; height: 20px;">10</td><td style="width: 20px; height: 20px;">02</td><td style="width: 20px; height: 20px;">25</td></tr></table>					13	08	10	02	25	
13	08	10	02	25								
h.	Number of faculty development programmes organized by the college during the last five years	1    2    3    4    5										
	Seminars/ workshops/symposia on Curricular development, teaching-Learning, assessment etc.	<table border="1" style="margin: auto;"><tr><td style="width: 20px; height: 20px;">1</td><td style="width: 20px; height: 20px;">2</td><td style="width: 20px; height: 20px;">1</td><td style="width: 20px; height: 20px;">1</td><td style="width: 20px; height: 20px;">2</td></tr></table>					1	2	1	1	2	
1	2	1	1	2								
	Research management	<table border="1" style="margin: auto;"><tr><td style="width: 20px; height: 20px;">0</td><td style="width: 20px; height: 20px;">0</td><td style="width: 20px; height: 20px;">1</td><td style="width: 20px; height: 20px;">0</td><td style="width: 20px; height: 20px;">0</td></tr></table>					0	0	1	0	0	
0	0	1	0	0								
	Invited/endowment lectures	<table border="1" style="margin: auto;"><tr><td style="width: 20px; height: 20px;">0</td><td style="width: 20px; height: 20px;">0</td><td style="width: 20px; height: 20px;">0</td><td style="width: 20px; height: 20px;">0</td><td style="width: 20px; height: 20px;">1</td></tr></table>					0	0	0	0	1	
0	0	0	0	1								
	Any other (Specify)	<table border="1" style="margin: auto;"><tr><td style="width: 20px; height: 20px;">0</td><td style="width: 20px; height: 20px;">0</td><td style="width: 20px; height: 20px;">0</td><td style="width: 20px; height: 20px;">0</td><td style="width: 20px; height: 20px;">0</td></tr></table>					0	0	0	0	0	
0	0	0	0	0								
8.	Number and percentage of the course where predominantly the lecture method is practiced	Number		%								
		<table border="1" style="margin: auto;"><tr><td colspan="5" style="text-align: center;">80%</td></tr></table>					80%					
80%												
9.	Does the college have the tutor-ward system?	Yes		No								
		<input type="checkbox"/>		<input checked="" type="checkbox"/>								
	If yes, how many students are under the care of a teacher?	<table border="1" style="margin: auto;"><tr><td style="width: 100px; height: 20px;"></td></tr></table>										
10.	Are remedial programmes offered?	<table border="1" style="margin: auto;"><tr><td style="width: 20px; height: 20px;">Yes</td><td style="width: 20px; height: 20px;">√</td><td style="width: 20px; height: 20px;">No</td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;">Number</td><td style="width: 20px; height: 20px;">1</td></tr></table>					Yes	√	No		Number	1
Yes	√	No		Number	1							
11.	Are bridge course offered?	<table border="1" style="margin: auto;"><tr><td style="width: 20px; height: 20px;">Yes</td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;">No</td><td style="width: 20px; height: 20px;">√</td><td style="width: 20px; height: 20px;">Number</td><td style="width: 20px; height: 20px;">-</td></tr></table>					Yes		No	√	Number	-
Yes		No	√	Number	-							
12.	Are there Course with ICT-enabled teaching-learning processes?	<table border="1" style="margin: auto;"><tr><td style="width: 20px; height: 20px;">Yes</td><td style="width: 20px; height: 20px;">√</td><td style="width: 20px; height: 20px;">No</td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;">Number</td><td style="width: 20px; height: 20px;">1</td></tr></table>					Yes	√	No		Number	1
Yes	√	No		Number	1							



13. Is there a mechanism for:
- a. Self appraisal of faculty? Yes  No
- b. Student assessment of faculty performance? Yes  No
- c. Expert/ Peer assessment of faculty performance? Yes  No
14. Do the faculty members perform additional Administrative work? Yes  No

If yes, the average number of hours spent by the faculty per week

6 hours

### Criterion III: Research, Consultancy and Extension

1. How many teaching faculty are actively involved in research?  
(Guiding student research, managing research projects etc.)
- | Number | % of total |
|--------|------------|
| 06     | 25%        |

2. Research collaborations

- a) National Yes  No
- If yes, how many? 06

- b) International Yes  No
- If yes, how many?

3. Is the faculty involved in consultancy work? Yes  No
- If yes, consultancy earnings/ year (average of last Two years may be given)

4. a. Do the teachers have ongoing/ completed research projects?
- If yes, how many? On going - 03 Yes  No
- Completed- 04

b. Provide the following details about the ongoing research projects

Major projects	Yes		No	√	Number		Agency		Amt.	
Minor projects	Yes	√	No		Number	04	Agency	UGC	Amt.	2,20,000/-
College Projects	Yes		No	√	Number		Agency		Amt.	
Industry sponsored	Yes		No	√	Number		Agency		Amt.	
Any other (specify)	Yes		No	√						
No. of student research projects	Yes		No	√	Number	Agency sanctioned by the College				

5. Research publications:

International journals	Yes		No	√	Number	
National journals-referred papers	Yes	√	No		Number	02
College journals	Yes	√	No		Number	02
Books	Yes	√	No		Number	09
Abstracts	Yes	√	No		Number	02
Any other (Specify)	Yes		No	√	Number	
Awards, recognition, patents etc. if any (specify)						

6. Has the faculty

a) Participated in Conferences?

Yes	√	No		Number	12
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b) Presented research papers in Conferences?

Yes		No	√	Number	
-----	--	----	---	--------	--

7. Number of extension activities organized in collaboration

with other agencies/NGOs (such as Rotary/Lions Club)?

02
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(Average of last years)

8. Number of regular extension programmes organized by NSS and NCC etc. (average of last two years)

NSS	NCC
02	0

9. Number of NCC Cadets/units

M		F		Unit	
---	--	---	--	------	--

10. Number of NSS Volunteers/units

M	40	F	60	Unit	01
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### Criterion IV: Infrastructure and Learning Resources

1. (a) Campus area in acres	<input type="text" value="11.57 Acres"/>
(b) Built up area in Sq. Meters (*1 sq.ft.=01.093 sq.mt)	<input type="text" value="386580 sq.m."/>
2. Working hours of the Library	
(a) On working days	<input type="text" value="8 hours"/>
(b) On holidays	<input type="text" value="Nil"/>
(c) On Examination days	<input type="text" value="8 hours"/>
3. Average number of faculty visiting the library/day  (average for the last two years)	<input type="text" value="20"/>
4. Average number of faculty visiting the library/day  (average for the last two years)	<input type="text" value="20"/>
5. Number of journals subscribed to the institution	<input type="text" value="20 nos."/>
6. Does the library have the open access system?	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
7. Total collection (Number)	Titles      Volumes
a. Books	<input type="text" value="5000"/> <input type="text" value="10,300"/>
b. Text books	<input type="text" value="3000"/> <input type="text" value="7000"/>
c. Reference books	<input type="text" value="2500"/> <input type="text" value="3300"/>
d. Magazines	<input type="text" value="60"/> <input type="text" value="150"/>
e. Current journals	
Indian journals	<input type="text" value="20"/>
Foreign journals	<input type="text" value="Nil"/>

f.	Peer-reviewed journals	Nil					
g.	Back volumes of journals	227					
h.	E-resources						
	CDs/DVDs	18					
	Database	02					
	Online journals	2100					
	Audio-visual resources	01					
i.	Special collections (Numbers)						
	Repository (World Bank, OECD, UNESCO etc.)	Yes	<input checked="" type="checkbox"/>	No		Number	02
	Interlibrary borrowing facility	Yes		No	<input checked="" type="checkbox"/>	Number	
	Materials acquired under special Schemes (UGC, DST etc.)	Yes	<input checked="" type="checkbox"/>	No		Number	02
	Materials or Competitive examinations including Employment news, Yojana etc.	Yes	<input checked="" type="checkbox"/>	No		Number	06
	Book bank	Yes	<input checked="" type="checkbox"/>	No		Number	355
	Braille materials	Yes		No	<input checked="" type="checkbox"/>	Number	
	Manuscripts	Yes		No	<input checked="" type="checkbox"/>	Number	
	Any other (specify)	Yes		No	<input checked="" type="checkbox"/>	Number	

8. Number o books/ journals/ periodicals added during the last two years and their total cost

	The year before last 2009-10		Last Year 2010-11	
	Number	Total Cost (Rs.)	Number	Total Cost (Rs.)
Text books	250	27000/-	350	65000/-
Reference Books	112	13000/-	145	40000/-
Other books	Nil	Nil	Nil	Nil
Journals/ Periodicals	01	900/-	02	2000/-
Encyclopedia	Nil	Nil	Nil	Nil
Any other (specify)	Nil	Nil	Nil	Nil

9. Mention the

Total carpet area of the Central Library (in sq. ft.)

1920 sq.ft.

Number of departmental libraries

08

Average carpet area of the departmental libraries

150 sq.ft

Seating capacity of the Central Library (Reading room)

70 Nos.

10. Status of Automation of Library

Not initiated

Fully automated

partially automated

11. Percentage of library budget in relation to the total budget

4.15%

12. Services/facilities available in the library (If yes, tick in the box)

Circulation	<input checked="" type="checkbox"/>
Clipping	<input checked="" type="checkbox"/>
Bibliographic compilation	<input checked="" type="checkbox"/>
Reference	<input checked="" type="checkbox"/>
Reprography	<input checked="" type="checkbox"/>
Computer and Printing	<input checked="" type="checkbox"/>
Internet	<input checked="" type="checkbox"/>
Inter-library loan	<input type="checkbox"/>
Power back up	<input checked="" type="checkbox"/>
Information display and notification	<input checked="" type="checkbox"/>
User orientation/ information literacy	<input checked="" type="checkbox"/>
Any other (specify)	<input type="text"/>
13. Average number of books to the issued/returned per day	<input type="text" value="50 Nos."/>
14. Ratio of library books to the number of students enrolled	<input type="text" value="20 : 1"/>
15. Computer Facilities	
Number of computers in the college	<input type="text" value="25"/>
Number of Departments with computer facilities	<input type="text" value="08"/>

Central computer facility (Number of terminals)

05
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Budget allocated for purchase of computers during the last academic year

50,000/-
----------

Amount spent on maintenance and upgrading Of computer facilities during the last academic year

44,000/-
----------

Inter Facility Connectivity

Dialup	Broadband	Others (Specify)
	√	

Number of nodes/ computers with Internet facility

16
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16. Is there a Workshop/Instrumentation Centre?

Yes	No	Available from the year
	√	

17. Is there a Health Centre?

Yes	No	Available from the year
	√	

18. Is there Residential accommodation for

Faculty?

Yes  No

Non-teaching staff

Yes  No

19. Are there student Hostels?

Yes  No

If yes, number of students residing in hostels

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Male

Yes		No		Number	
-----	--	----	--	--------	--

Female

Yes		No		Number	
-----	--	----	--	--------	--

20. Is there a provision for

- |     |                          |     |                                     |    |                                     |
|-----|--------------------------|-----|-------------------------------------|----|-------------------------------------|
| (a) | Sports fields            | Yes | <input checked="" type="checkbox"/> | No | <input type="checkbox"/>            |
| (b) | Gymnasium                | Yes | <input type="checkbox"/>            | No | <input checked="" type="checkbox"/> |
| (c) | Women's rest rooms       | Yes | <input checked="" type="checkbox"/> | No | <input type="checkbox"/>            |
| (d) | Transport                | Yes | <input type="checkbox"/>            | No | <input checked="" type="checkbox"/> |
| (e) | Canteen/ Cafeteria       | Yes | <input checked="" type="checkbox"/> | No | <input type="checkbox"/>            |
| (g) | Vehicle parking facility | Yes | <input checked="" type="checkbox"/> | No | <input type="checkbox"/>            |



## Criterion V: Student Support and Progression

### 1. a. Student strength (2010-11)

(Provide information in the following format, for the past two years)

Student Enrolment	UG			PG			M. PHIL			Ph. D.			Diploma/ Certificate			Self-Funded		
	M	F	T	M	F	T	M	F	T	M	F	T	M	F	T	M	F	T
Number of students from the same State where the college is located	187	261	448	-	-	-	-	-	-	-	-	-	36	19	55	-	-	-
Number of students from other States	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Number of NRI students	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Number of foreign students	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-

**M- Men, F-Female, T-Total**

### b. Dropout rate in UG and PG (average for the last two batches) (2009-10 and 2010-11)

Number                      %

UG

541	54%
-----	-----

PG

-	-
---	---

### 2. Financial support for students: (last year) 2010-11

Number                      Amount

Endowments:

-	-
---	---

Freeships: (BPL students)

05	9000/-
----	--------

Scholarship (Government)

121	2,57,600/-
-----	------------

Scholarship (Institution) (for best graduate)

03	9000/-
----	--------

Number of loan facilities:

-	-
---	---

Any other financial support (specify)

-	-
---	---

3. Does the college obtain feedback from students on their campus experience? Yes  No

4. Major cultural events (data for last year)

Events	Organised			Participated		
	Yes	No	Number	Yes	No	Number
Inter-collegiate	√		01	√		02
Inter-university		√			√	
National		√			√	
Any other (Specify)		√			√	

5. Examination Results (data of past five years)

Results	UG					PG					M. Phil				
	1	2	3	4	5	1	2	3	4	5	1	2	3	4	5
Pass Percentage	47	62	67	59	78	-	-	-	-	-	-	-	-	-	-
Number of first classes	3	0	1	0	5	-	-	-	-	-	-	-	-	-	-
Number of distinctions	0	0	0	0	03	-	-	-	-	-	-	-	-	-	-
Ranks (if any)	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-

(\* Add more columns if not adequate)

6. Number of overseas programmes on campus  
And income earned:

Number	Amount	Agency
Nil		

7. Number of students who have passed the following Examinations during the last five years

NET	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
SLET	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
CAT	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
TOEFL	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
GRE	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
GMAT	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Civil services (IAS/IPS/IFS)	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Defence Entrance	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Other services	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Any other (Specify)	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

8. Is there a Student Counselling Centre? Yes  No

9. Is there a Grievance Redressal Cell? Yes  No

10. Does the college have an Alumni Association?

Yes	No	Formed in the year
<input checked="" type="checkbox"/>	<input type="checkbox"/>	2004

11. Does the college have a Parent-teachers Association?

Yes	No	Formed in the year
<input type="checkbox"/>	<input checked="" type="checkbox"/>	

### Criterion VI: Governance and Leadership

1. Has the institution appointed a permanent principal? Yes  No

If, Yes, denote the qualifications?

MA

If No, for how long has the position been vacant?

2. Number of professional development programmes held for the Non-teaching staff (last two years)

01	0
----	---

3. Financial resources of the college (approximate amount)  
-Last year's data

Grant-in-aid

Nil

Fee from aided courses

Nil

Donation

Nil

Fee from Self-funded courses

8000/-

Any other (specify)

Nil

4. Statement of Expenditure (for last two years) 2009-10 2010-11

Item (Out of total budget)	Before last	Last year
% spent on the salaries of faculty	71.39	81.96
% spent on the salaries of non-teaching employees including contractual workers	13.07	7.76
% spent on books and journals	0.41	0.44
% spent on Building development	3.07	1.71
% spent on hostel and other student amenities	0.99	0.41
% spent on maintenance-electricity, water, telephones, infrastructure	0.26	3.07
% spent on academic activities of departments- laboratories, green house, animal house, field trips etc.	4.68	1.5
% spent on research, seminars etc.	0.13	2.10
% spent on miscellaneous expenditure	6	1.05

**Note:-** The institution may provide the details regarding the above table as per the heads of accounts being maintained. However, care may be taken to cover the above items.

5. Dates of meetings of Academic and Administrative Bodies during the last two years:

	Last year 2010-11	Year before last 2009-10
Governing Body	14.05.10 01.07.11, 2.12.11	29.05.09
Internal Adm. Bodies (mention only three most important bodies)		
(a) IQAC	24.05.11	12.05.09, 20.02.10
(b) Academic council	02.08.10 30.12.10	20.02.10
(c) Committee for Internal Examination	26.07.10 11.10.10	25.07.09 10.10.09
Any others (specify)	-	-

6. Are there Welfare Schemes for the academic community?

Loans:

Yes  No

Medical allowance

Yes  No

Any other (specify)

-

7. Are there ICT supported/ Computerised units/ processes/ activities for the following?

- |                                  |     |                                     |    |                                     |
|----------------------------------|-----|-------------------------------------|----|-------------------------------------|
| a) Administrative section/Office | Yes | <input checked="" type="checkbox"/> | No | <input type="checkbox"/>            |
| b) Finance Unit                  | Yes | <input checked="" type="checkbox"/> | No | <input type="checkbox"/>            |
| c) Student Admissions            | Yes | <input checked="" type="checkbox"/> | No | <input type="checkbox"/>            |
| d) Placements                    | Yes | <input type="checkbox"/>            | No | <input checked="" type="checkbox"/> |
| e) Aptitude Testing              | Yes | <input type="checkbox"/>            | No | <input checked="" type="checkbox"/> |
| f) Examinations                  | Yes | <input checked="" type="checkbox"/> | No | <input type="checkbox"/>            |
| g) Student Records               | Yes | <input checked="" type="checkbox"/> | No | <input type="checkbox"/>            |

### Criterion VII: Innovative Practices

1. Has institution established Internal Quality Assurance Mechanisms? Yes  No

2. Do students participate in the Quality Enhancement Initiatives of the Institution? Yes  No

3. What is the percentage of the following student categories In the institution?

- |                      |        |
|----------------------|--------|
| a. SC                | 3.34%  |
| b. ST                | Nil    |
| c. OBC               | 18.75% |
| d. Women             | 58.25% |
| e. Differently-abled | -      |
| f. Rural             | 100%   |
| g. Tribal            | Nil    |
| h.                   |        |

4. What is the percentage of the following category of staff?

	Category	Teaching staff	%	Non-teaching staff	%
a	SC	1	4.16	1	10
b	ST	1	4.16	Nil	-
c	OBC	2	8.33	1	10
d	Women	7	29	Nil	-
e	Physically challenged	0		0	-
f	General Category	20	83	08	80
g	Any other (specify)	-	-	-	-

5. What is the percentage incremental academic growth of the following category of students for the last two batches?

Category		At Admission		On completion of the course	
		Batch I (2007-08)	Batch II (2008-09)	Batch I (2009-10)	Batch II (2010-11)
a	SC	41.77	57.82	38.25	51.41
b	ST	40.81	Nil	44.78	Nil
c	OBC	49.55	49.10	46.39	44.09
d	Women	50.73	55.47	44.91	47.09
e	Physically challenged	No	No		
f	General Category	54.98	56.55	46.99	46.38
g	Any other (specify)	No	No		

<b>C) Profile of the Departments</b>		<b>Response</b>	
1.	Name of the Department	Assamese	
2.	Year of Establishment	1981	
3.	Number of Teachers sanctioned and preset position	03	03
4.	Number of Administrative Staff	Nil	
5.	Number of Technical Staff	Nil	
6.	Number of Teachers and Students	2011-12, T-6, S- 588 2010-11, T- 5, S- 482 2009-10, T- 4, S- 468 2008-09, T- 4, S- 469 2007-08, T- 4, S- 476	
7.	Demand Ratio (No. of seats: No. of application)	Does not arise	
8.	Ratio of Teachers to Students	1:98	
9.	Number of research scholars who had their master's degree from other institutions	Nil	
10.	The year when the curriculum was revised last	Last Year	
11.	Number of students passed NET/SLET etc. (last two years)	Does not arise	
12.	Success Rate of students (What is the pass percentage as compared to the University average?)	67.33%	
13.	University Distinction/Ranks	01	
14.	Publications by faculty (last 5 years)		
15.	Awards and recognition received by faculty (last two years)	02 (Ph.D.)	
16.	Faculty who have Attended National and International Seminars (last five years)	02	
17.	Number of National and International seminars (last five years)	Nil	
18.	Number of teachers engaged in consultancy and the revenue generated	Nil	
19.	Number of Ongoing projects and its total outlay.	Nil	
20.	Research projects completed during last two & its total outlay	Nil	
21.	Number of inventions and patents	Nil	
22.	Number of Ph.D theses guided during the last two years	Nil	
23.	Number of Books in the Departmental Library, if any	Above 300	
24.	Number of Journals/Periodicals	01	
25.	Number of Computers	01	
26.	Annual Budget	Nil	

\* Use separate sheets for each department (If applicable)

<b>C) Profile of the Departments</b>		<b>Response</b>	
1.	Name of the Department	<b>Economics</b>	
2.	Year of Establishment	1981	
3.	Number of Teachers sanctioned and preset position	03	04
4.	Number of Administrative Staff	Nil	
5.	Number of Technical Staff	Nil	
6.	Number of Teachers and Students (Last five years)	2006-07, T-4, S-44 2007-08, T-4, S- 37 2008-09, T- 4, S- 67 2009-10, T-4, S-47 2010-11= T-4, S-61	
7.	Demand Ratio (No. of seats: No. of application	1:20	
8.	Ratio of Teachers to Students	1:15	
9.	Number of research scholars who had their master's degree from other institutions	Nil	
10.	The year when the curriculum was revised last	2010-11	
11.	Number of students passed NET/SLET etc. (last two years)	NIL	
12.	Success Rate of students (What is the pass percentage as compared to the University average?)	75% and above.	
13.	University Distinction/Ranks	1 <sup>st</sup> class - 02	
14.	Publications by faculty (last 5 years)	Published articles.	
15.	Awards and recognition received by faculty (last two years)	Nil	
16.	Faculty who have Attended National and International Seminars (last five years)	National – 03	International - 01
17.	Number of National and International seminars (last fiveyears)	Nil	
18.	Number of teachers engaged in consultancy and the revenue generated	Nil	
19.	Number of Ongoing projects and its total outlay.	01 MRP (Rs/ 50000)	
20.	Research projects completed during last two & its total outlay	Nil	
21.	Number of inventions and patents	Nil	
22.	Number of Ph.D theses guided during the last two years	Nil	
23.	Number of Books in the Departmental Library, if any	100	
24.	Number of Journals/Periodicals	02	
25.	Number of Computers	01	
26.	Annual Budget	Does not arise	

\* Use separate sheets for each department (If applicable)



<b>C) Profile of the Departments</b>		<b>Response</b>	
1.	Name of the Department	<b>Education</b>	
2.	Year of Establishment	1981	
3.	Number of Teachers sanctioned and preset position	03	03
4.	Number of Administrative Staff	Nil	
5.	Number of Technical Staff	Nil	
6.	Number of Teachers and Students	2006-07, T- 03, S-243 2007-08, T-03, S- 202 2008-09, T- 03, S- 222 2009-10, T- 03, S- 241 2010-11, T- 03, S- 266	
7.	Demand Ratio (No. of seats: No. of application)	Does not arise	
8.	Ratio of Teachers to Students	1:120	
9.	Number of research scholars who had their master's degree from other institutions	Nil	
10.	The year when the curriculum was revised last	Last year 2011	
11.	Number of students passed NET/SLET etc. (last two years)	Nil	
12.	Success Rate of students (What is the pass percentage as compared to the University average?)		
13.	University Distinction/Ranks	4 students got first class in TDC	
14.	Publications by faculty (last 5 years)	1	
15.	Awards and recognition received by faculty (last two years)	Nil	
16.	Faculty who have Attended National and International Seminars (last five years)	Three faculty members	
17.	Number of National and International seminars (last five years)	Nil	
18.	Number of teachers engaged in consultancy and the revenue generated	Nil	
19.	Number of Ongoing projects and its total outlay.	Nil	
20.	Research projects completed during last two & its total outlay	Nil	
21.	Number of inventions and patents		
22.	Number of Ph.D theses guided during the last two years	Nil	
23.	Number of Books in the Departmental Library, if any	200	
24.	Number of Journals/Periodicals	1	
25.	Number of Computers	1	
26.	Annual Budget	Does not arise	

\* Use separate sheets for each department (If applicable)

<b>C) Profile of the Departments</b>		<b>Response</b>	
1.	Name of the Department	<b>English</b>	
2.	Year of Establishment	1981	
3.	Number of Teachers sanctioned and preset position	03	03
4.	Number of Administrative Staff	Nil	
5.	Number of Technical Staff	Nil	
6.	Number of Teachers and Students		
7.	Demand Ratio (No. of seats: No. of application)	Does not arise	
8.	Ratio of Teachers to Students		
9.	Number of research scholars who had their master's degree from other institutions	Nil	
10.	The year when the curriculum was revised last		
11.	Number of students passed NET/SLET etc. (last two years)	Nil	
12.	Success Rate of students (What is the pass percentage as compared to the University average?)		
13.	University Distinction/Ranks	Nil	
14.	Publications by faculty (last 5 years)		
15.	Awards and recognition received by faculty (last two years)		
16.	Faculty who have Attended National and International Seminars (last five years)		
17.	Number of National and International seminars (last five years)		
18.	Number of teachers engaged in consultancy and the revenue generated		
19.	Number of Ongoing projects and its total outlay.	Nil	
20.	Research projects completed during last two & its total outlay	Nil	
21.	Number of inventions and patents	Nil	
22.	Number of Ph.D theses guided during the last two years	Nil	
23.	Number of Books in the Departmental Library, if any		
24.	Number of Journals/Periodicals	Nil	
25.	Number of Computers	01	
26.	Annual Budget	Does not arise	

\* Use separate sheets for each department (If applicable)

<b>C) Profile of the Departments</b>		<b>Response</b>	
1.	Name of the Department	<b>Geography</b>	
2.	Year of Establishment	1993	
3.	Number of Teachers sanctioned and preset position	01	01
4.	Number of Administrative Staff	Nil	
5.	Number of Technical Staff	2+2=4	
6.	Number of Teachers and Students	02/81	
7.	Demand Ratio (No. of seats: No. of application)	Does not arise	
8.	Ratio of Teachers to Students	1:40	
9.	Number of research scholars who had their master's degree from other institutions	Does not arise	
10.	The year when the curriculum was revised last		
11.	Number of students passed NET/SLET etc. (last two years)	Nil	
12.	Success Rate of students (What is the pass percentage as compared to the University average?)		
13.	University Distinction/Ranks	Nil	
14.	Publications by faculty (last 5 years)	16	
15.	Awards and recognition received by faculty (last two years)	Ph.D., M.Phil.	
16.	Faculty who have Attended National and International Seminars (last five years)		04
17.	Number of National and International seminars (last five years)		
18.	Number of teachers engaged in consultancy and the revenue generated		
19.	Number of Ongoing projects and its total outlay.		01
20.	Research projects completed during last two & its total outlay		01
21.	Number of inventions and patents		
22.	Number of Ph.D theses guided during the last two years	Nil	
23.	Number of Books in the Departmental Library, if any	105	
24.	Number of Journals/Periodicals	01	
25.	Number of Computers	03	
26.	Annual Budget	15,000/-	

\* Use separate sheets for each department (If applicable)

<b>C) Profile of the Departments</b>		<b>Response</b>	
1.	Name of the Department	<b>History</b>	
2.	Year of Establishment	1981	
3.	Number of Teachers sanctioned and preset position	03	03
4.	Number of Administrative Staff	Nil	
5.	Number of Technical Staff	Nil	
6.	Number of Teachers and Students	2006-07, T- 3, S- 54 2007-08, T- 3, S- 54 2008-09, T- 9, S- 39 2009-10, T- 3, S- 41 2010-11, T- 3, S- 42	
7.	Demand Ratio (No. of seats: No. of application)	1:20	
8.	Ratio of Teachers to Students	1:15	
9.	Number of research scholars who had their master's degree from other institutions	Nil	
10.	The year when the curriculum was revised last	2011	
11.	Number of students passed NET/SLET etc. (last two years)	Nil	
12.	Success Rate of students (What is the pass percentage as compared to the University average?)	75%	
13.	University Distinction/Ranks	Nil	
14.	Publications by faculty (last 5 years)	01	
15.	Awards and recognition received by faculty (last two years)	Nil	
16.	Faculty who have Attended National and International Seminars (last five years)	B. Das, Nationa-19, Int. 2 D. N. Barman, National- 18, Int.- 3 P.K. Sarma, National-02, Int.- Nil	
17.	Number of National and International seminars (last five years)	01	
18.	Number of teachers engaged in consultancy and the revenue generated	Nil	
19.	Number of Ongoing projects and its total outlay.	Nil	
20.	Research projects completed during last two & its total outlay	Nil	
21.	Number of inventions and patents	Nil	
22.	Number of Ph.D theses guided during the last two years	Nil	
23.	Number of Books in the Departmental Library, if any	250	
24.	Number of Journals/Periodicals	02	
25.	Number of Computers	01	
26.	Annual Budget	Nil	

<b>C) Profile of the Departments</b>		<b>Response</b>	
1.	Name of the Department	<b>Philosophy</b>	
2.	Year of Establishment	1990	
3.	Number of Teachers sanctioned and preset position	03	
4.	Number of Administrative Staff	Nil	
5.	Number of Technical Staff	Nil	
6.	Number of Teachers and Students		
7.	Demand Ratio (No. of seats: No. of application)	Does not arise	
8.	Ratio of Teachers to Students	1:75	
9.	Number of research scholars who had their master's degree from other institutions	Nil	
10.	The year when the curriculum was revised last	Last year 2011	
11.	Number of students passed NET/SLET etc. (last two years)	Nil	
12.	Success Rate of students (What is the pass percentage as compared to the University average?)		
13.	University Distinction/Ranks	One student got 1 <sup>st</sup> class	
14.	Publications by faculty (last 5 years)	1+1	
15.	Awards and recognition received by faculty (last two years)	1 state award	
16.	Faculty who have Attended National and International Seminars (last five years)	03	
17.	Number of National and International seminars (last five years)	Nil	
18.	Number of teachers engaged in consultancy and the revenue generated	Nil	
19.	Number of Ongoing projects and its total outlay.	01	
20.	Research projects completed during last two & its total outlay	Nil	
21.	Number of inventions and patents		
22.	Number of Ph.D theses guided during the last two years	Nil	
23.	Number of Books in the Departmental Library, if any	200	
24.	Number of Journals/Periodicals	1	
25.	Number of Computers	01	
26.	Annual Budget	Does not arise	

\* Use separate sheets for each department (If applicable)

<b>C) Profile of the Departments</b>		Response	
1.	Name of the Department	<b>Political Science</b>	
2.	Year of Establishment	1981	
3.	Number of Teachers sanctioned and preset position	03	
4.	Number of Administrative Staff	Nil	
5.	Number of Technical Staff	Nil	
6.	Number of Teachers and Students	3-397	
7.	Demand Ratio (No. of seats: No. of application)	1:20	
8.	Ratio of Teachers to Students	1:126	
9.	Number of research scholars who had their master's degree from other institutions	Nil	
10.	The year when the curriculum was revised last	2011-12	
11.	Number of students passed NET/SLET etc. (last two years)	Nil	
12.	Success Rate of students (What is the pass percentage as compared to the University average?)		
13.	University Distinction/Ranks	Nil	
14.	Publications by faculty (last 5 years)	02	
15.	Awards and recognition received by faculty (last two years)	01	
16.	Faculty who have Attended National and International Seminars (last five years)	05	00
17.	Number of National and International seminars (last five years)	00	
18.	Number of teachers engaged in consultancy and the revenue generated	02	00
19.	Number of Ongoing projects and its total outlay.	Nil	
20.	Research projects completed during last two & its total outlay	No	
21.	Number of inventions and patents	No	
22.	Number of Ph.D theses guided during the last two years	No	
23.	Number of Books in the Departmental Library, if any	200	
24.	Number of Journals/Periodicals	Nil	
25.	Number of Computers	01	
26.	Annual Budget	Does not arise	

\* Use separate sheets for each department (If applicable)

## **Part II: Evaluative Report**

### **A. Executive Summary**

In its 30 Years of glories existence, Puthimari College has been the torch bearer of a large rural region on the bank of the River Puthimari, distance by around 60 km from the state headquarter Guwahati.

The existence of the college has brought about a growth of higher education in the backward region. The college has Produced thousands of graduate and many of them are now placed in high position in state and Central Government services.

The college is imparting education in Arts stream following the guidelines and Curriculum prepared by the affiliating University. Though the college does enjoy the privilege of revising and modifying the Curriculum, it always endeavours to translate the objectives of the Curriculum a reality. Feedback on Curriculum is regularly obtained from students, Peers and guardians and the findings is sent to the University for omission and commission.

The College maintains discipline in teaching- learning and evaluation aspects. Regular class, continuous Comprehensive evaluation and change over to modern method of teaching and the hall marks of its excellence as a teaching centre.

The college has made substantial progress in fostering the spiritual of research, consultancy and extension. The faculties have taken it as a mission to carry on research in the post-assessment period and as a result three faculties have completed PhD, 13 have completed M Phil while more 75% of the faculties are at present engaged in research and project. The college has also carried an extension services in the local areas by arranging seminar, conducting health camp etc.

There is a noticeable infrastructural development in the last decade. A Girls' hostel is under construction. The college avails the facilities of sports, games, and cultural activities of the high satisfaction of the students.

The Library with stock of 10000 books, 20 journals, and free e-resources can meet the needs of the students demand for learning resources.

In the areas of student support, Governance and execution on innovative practices, the college has made a steady progress. Despite the disadvantage in many aspect, the college continues to strive in its quest for excellence.

## **B. Criterion-wise Evaluative Report**

### **1. Criterion I: Curricular Aspects**

#### **1.1. Curriculum Design and Development**

##### **1.1.1 State the vision and mission of the institution, and how it is communicated to the students, teachers, staff and other stakeholders?**

The college is situated in a rural area and most of its inhabitants depend on agriculture. They are financially not sound and as a result their children are unable to prosecute higher studies in the institutions of urban areas. Many of the deserving students have to give up studies due to poor transport system and lack of money.

But with the establishment of the college the people of this locality are able to send their children to the college for receiving higher education with a small cost. The girl students are benefited specially as almost 70% of the students are girls and it is very hard for them to go away from their villages for studies. Every year more than 600 students are admitted in to the under graduate course and nearly 120 students come out successful receiving BA degree from the college.

The college communicates vision and mission to the students, teachers, staff and stakeholders through prospectus, academic meeting, students orientation programme held at the beginning of the session and in the meeting of Guardians and Stakeholders held every year.

##### **1.1.2. How does the mission statement reflect the institution's distinctive characteristics in terms of addressing the needs of the society, the students it seeks to serve, institution's traditions and value orientations?**

With a view to fulfill the mission, the college has attempted to impart quality education to the students through qualified teachers in respective subjects.

The college organizes career and counseling programme for students in order to make them mentally and morally fit to compete with the present situation.

With the help of that some of our students are able to get Govt. jobs and other find themselves fit for earning their daily livings.

Besides, in order to make the students understand the society and community service the college organizes the health awareness camp in remote areas and students are also engaged in survey relating to health, environment of the area. Further, the college with the



help of Extension Education Centre also organized blood donation camp at the college premises where a number of students, teachers and staff donated blood.

In respect of value based education, the college has also organized value based education programme in the college where the students and teachers took active part.

The college also organized Yoga and health awareness programme in the college with a view to make the teachers, employees and students mentally and physically sound.

**1.1.3. Are the academic programmes in line with the institution's goals and objectives? If yes, give details on how the curricula developed/adopted, address the needs of the society and have relevance to the regional/national and global trends and developmental needs? (access to the Disadvantaged, Equity, Self development, Community and National Development, Ecology and environment, value orientation, Employment, ICT introduction, Global and national demands and so on)**

So far as our efforts are concerned, we are of the opinion that the goals and the objectives of the institution are in line with the academic programmes that are being currently pursued. But we are not empowered to formulate the curriculum since the affiliating university (Gauhati University) exclusively prepares the entire programme. However, our college executes the programme with limited resources, i.e. small number of teachers, low infrastructure, and limited fund. The college runs all academic programmes by preparing an academic calendar, a fruitful teaching plan, a routine with optimum number of classes distributed on the basis of UGC guidelines. Besides, we execute various programmes relating to academic activities such as blood donation camp, health awareness camp, survey, workshop etc through NSS and Extension Education Centre from time to time. Economically disadvantaged students are provided with Book Bank facility, and Students Aid Fund. The BPL students who secure at least 60% of marks in the concerned qualifying examinations are admitted free. Awareness about the environment issues is created by conducting programmes with the help of the L.C.D. projector and the internet. Besides, the institution facilitates the students to know about the present national and global needs as well as demands on various aspects.

**1.1.4. How does the curriculum cater to inclusion/integration of Information and Communication Technology (ICT) in the curriculum, for equipping the students to compete in the global employment markets?**

The curriculum provided by the university has enough scope to cater to the inclusion of information and communication technology. One year certificate course in computer

education for TDC 1<sup>st</sup> year (Major) has been introduced in the college. The programme aims to provide the students the basic knowledge in computer and internet use. Moreover, the departments have taught and encouraged the major students in their respective subjects. LCD projector is used in the class on time to time so as to enhance their interest about the subject matters. It is hoped that all the exposure will help the students to get themselves aware with the national and the global employment market.

**1.1.5. Specify the initiative and contributions of the institution in the curriculum design and development process. (Need assessment, development of information database, feedback from faculty, students, alumni, employees and academic peers, and communicating the information and feedback for appropriate inclusion and decisions in statutory academic bodies, membership of BOS and by sending agenda item etc.)**

The college is affiliated to Gauhati University and the curriculum is designed by the university. The faculty of the college therefore, hardly gets any scope to design the curriculum and develop the same. The teachers, however, express their views and offer suggestions whenever they receive opportunity to communicate with the university members. Sometimes they offer comments by writing on the newspaper.

## **1.2 Academic Flexibility**

### **1.2.1 What are the range of programme options available to learners in terms of Degree, Certificates and Diplomas?**

At present the range of programme options available to learners is to confer B.A (arts) in eight disciplines. However, a certificate programme on computer education has also been undertaken.

### **1.2.2 Give details on the following provisions with reference to academic flexibility, value addition and course enrichment:**

**(a) Core options:-** The University generally decides the core subjects of the course. Students can have the option of selecting among the 8 disciplines in the arts stream for core course.

**(b) Elective options:-**The institution facilitates the students to opt for a group of elective subjects as directed by the Academic Council of the college on the basis of certain needs and advantages and is communicated to the students through academic prospectus of the college.

**c) Add on courses:** The institution runs two add on courses-

(i) Spoken English and (ii) Computer Education

Both these courses are added keeping in view the poor background of the students in English who come from regional vernacular background, and also looking at the growing need of computer education in day to day life.

**d) Interdisciplinary course:** The teachers of the institution run an interdisciplinary course on Environment studies.

**(e) Flexibility:** There is provision for the students to shift from one discipline to the other within the time frame as notified by the academic council of the college.

**(f) Flexibility in time frame:** The institution conducts degree programme only. So the students have to complete the course within a stipulated period of time as directed by the affiliating university.

**1.2.3 Give details of the programmes and other facilities available for international students (if any)**

No. There are no international students.

**1.2.4 Does the Institution offer any self-financed programmes in the institution? If yes, list them and indicate how they differ from other programmes, with reference to admission, curriculum, fee structure, teacher qualification and salary etc.**

Yes, the institution offers a self-financed computer education programme. This is a one year certificate course by which B.A. 1<sup>st</sup> year major students are trained up in computer literacy. The fee structure is Rs. 100/- per year. Curriculum is arranged by the instructor/tutor. Experienced teachers are appointed by the authority and salary is fixed by the authority as per Wage Fund theory.

## 1.3. Feedback on Curriculum

### 1.3.1 How does the college obtain feedback on curriculum?

The college obtains timely feedback on curriculum through means and methods. The Performa as developed by NAAC is usually used for obtaining feedback.

- a) **Students-** Students can offer their views on curriculum through the Feedback - Performa distributed at the middle of a session every year.
- b) **Alumni-** Performa modeled after NAAC-guideline is distributed among the outgoing students for collecting feedback on curriculum.
- c) **Parents-** Parents are invited to take part in general meeting on academic discussion. However, it is seen that the parents hailing from a rural society, mostly uneducated fail to offer comments on curriculum.
- d) **Employers/industries-** Feedback is obtained through Performa.
- e) **Academic peers-** It is through Performa that the academic peers express their views on curriculum.
- f) **Community-** It is through students and general meeting that the community can offer comments on curriculum.

### 1.3.2 How is the above feedback analyzed and the outcome/suggestions used for continuous improvements, and communicated to the affiliating university for appropriate inclusion?

The feedback collected from students, alumni, parents, employers, academic and community is analyzed among the faculty in the Departmental meeting and the outcome of the suggestions are used for continuous improvements, and the head of the institution initiates the task of monitoring. The outcome/suggestion on curriculum is communicated to affiliating university or the concerned departments in the contact programmes on academic affairs whenever organized by the university. Article with critical comment on the curriculum is also contributed by the faculty to the local newspaper.

## **1.4. Curriculum update**

### **1.4.1. What are the frequency and the basis for syllabus revision and what are the major revisions made during the last two years?**

The syllabus is prepared by university exclusively. The university changes the syllabus in every three years. A major change of syllabus occurred last year due to introduction of semester system in the under graduate level.

### **1.4.2 How does the institution ensure that the curriculum bears a thrust on core values adopted by NAAC?**

It is observed by the institution that the curriculum adopted by the university bears a thrust on core values of NAAC. Since the curriculum is exclusively prepared by the university, the institution hardly gets any chance and scope for modifying, updating or enriching the curriculum.

### **1.4.3 Does the institution use the guidelines of statutory bodies (UGC/AICTE/State Councils of HE and other bodies) for developing and/ restructuring the curricula?**

The curricular is developed and restructured exclusively by the university. So, it is not applicable to the institution.

### **1.4.4 How are the existing courses modified to meet the emerging/changing national and global trends?**

Not applicable.

## **1.5 Best Practices in Curricular Aspects**

### **1.5.1 What is the quality sustenance and quality enhancement measure undertaken by the institution during the last five years in curricular aspects?**

In regard to quality sustenance and quality enhancement, some practical measures have been undertaken by the college in curricular aspects. For instance, class assignment, home assignment, sessional paper, student-teacher dialogue, departmental seminar, field trips are held from time to time. These best practices on curricular aspects are continued in such a way so that the students can be able to think logically and analytically.

### **1.5.2 What best practices in ‘Curricular Aspects’ have been planned/implemented by the institution?**

Conducting departmental seminar, assigning sessional paper, teacher student dialogue, departmental survey, self evaluation, remedial classes, tutorial classes, counseling on curriculum, continuous comprehensive evaluation are some of the important aspects in curriculum which need to be considered as best practices that have been planned as well as implemented by the institution.

#### **For Re-accreditation**

The same assessment framework will be used. However, additional information has to be provided for the following probes:

**1. What were the evaluative observations made under Curricular Aspects in the previous assessment report and how have they been acted upon.**

Following the evaluative observation of the previous assessment report, the college has introduced subjects like Alternative English, Geography Major and Elective Assamese. Career oriented certificate course in Computer Education has been introduced. The Department of English has organized workshop on spoken English for the development of the communication skill of the students of the college. The college however fails to introduce post graduate course in any subject because of financial constraints. (**Annexure- 26 (A to D)**)

**2. What are the other quality sustenance and enhancement measures undertaken by the institution since the previous Assessment and Accreditation with regard to Curricular Aspects?**

Following the suggestion of NAAC, Regular mechanism such as organization of seminars, workshop on syllabi, Academic Innovations are conducted by the college now and then.

\* Response to questions from 1.1.1 to 1.5.2 should be based on data of five years after accreditation.

## **2. Criterion II: Teaching-Learning and Evaluation**

### **2.1 Admission Process and student profile.**

#### **2.1.1 How does Admission to the institution ensure wide publicity to the admission process?**

- a. **Prospectus** - Yes, the institution ensures wide publicity to admission through Prospectus.
- b. **Institutional Website:- No.**
- c. **Advertisement in Regional/National Newspaper:-No.**
- d. **Any other (specify) - Notice board, Banner and Poster:- Yes.**

#### **2.1.2 How are the students selected for admission to the following course? Give the cut off percentage for admission at the entry level-**

- a. **General** - Admission to the General student is strictly made on merit-basis. The question of cut off mark does not arise since the demand for seats could be met by the existing number of seats open for admission.
- b. **Professional** - The College does not offer any professional course.
- c. **Vocational** - The college does not offer any vocational course.

#### **2.1.3 How does the Institution ensure transparency in the Admission process?**

Admission process is quite transparent. The list of the selected students is made on the merit basis. Because of the availability of the seats, almost all applicants get admitted which is subject to the authenticity of the documents they have submitted.

#### **2.1.4. How do you promote access to ensure equity?**

Steps have been taken for ensuring equity among the students of all levels-

- a) **Students from disadvantaged community** - Students from disadvantaged Community is officially supported so that they can obtain Govt. scholarship.
- b) **Women** - Women are encouraged by various ways for going through higher education. The college takes pride in the fact that its girl students often outshine the boys in academic achievements.
- c) **Differently-abled:-**Differently abled students are offered economic assistance by the college.

- d) **Economically-weaker sections** - For uplift of the economically weaker sections, the college offers free studentship to the meritorious students from BPL and 5 numbers of seats are reserved for this.
- e) **Sports personnel-** Sports personnels are offered the opportunity to participate in Inter-college Competition. Remedial measures are taken up to facilitate their teaching and learning.
- f) **Any other (specify)- No.**

## **2.2 Catering to Diverse Needs**

### **2.2.1. Is there a provision for assessing the students' knowledge and skills before the commencement of the programme? If yes, give details on the institution to bridge the knowledge gap of the incoming students for the enabling them to cope with the programme to which they are enrolled.**

The advanced learner can be recognized from their performance in previous examinations and by conducting entrance test. In the same way we can select the poor or slow learners. Apart from this way we also judge the students from the unit test held from time to time. Orientation on the subject and special classes are conducted for upgrading the incoming students.

### **2.2.2. How does the institution identify slow and advanced learners? Give details on the strategies adopted for facilitating slow and advanced learners.**

The institution identifies the slow and advanced learners by conducting unit test, seminar and overall performance in the classroom. There is a provision to upgrade the slow learners by the remedial and tutorial classes. The advanced learners are facilitated for further and extensive studies by personal counseling and providing them with learning resources.

### **2.2.3. Does the institution have a provision for tutorials for the students? If yes, give details.**

The institution has a provision for tutorial classes for the students. The provision is maintained and implemented through daily class-routine. Approximately 10 to 20 percent of the total classes per subject are allotted for tutorial classes.



**2.2.4 Is there a provision for mentoring of students or any similar process? If yes, give details.**

The college keeps provision for mentoring of students. The college has Career and Guidance Cell that conducts programmes for orienting students on personality and skill development.

**2.2.5 How does the institution cater to the needs of differently-abled students?**

The differently abled students are offered personal attention and institutional assistance.

## **2.3 Teaching-Learning Process**

**2.3.1 How does the institution plan and organize the teaching-learning and evaluation schedules? (Academic calendar, teaching plan and evaluation blue print, etc.)**

The institution properly plans and organizes the teaching learning and evaluation schedules before the beginning of academic session. In preparing Academic Calendar the authority entrusts the responsibility to the Academic Calendar Committee and on the basis of the guideline of Academic calendar the departments follow accordingly.

Moreover, in preparing the teaching plan, each and every Head of the dept. takes initiative for all round development of the learners in terms of cognitive, affective and psychomotor objectives. Hence, the parameters in all respects are properly followed. So the learning level of the students is enhanced.

Regarding evaluation, the institution conducts two unit tests for annual system and one sessional test for semester system as scheduled in the academic calendar. The blue print is prepared by the Academic Council.

**2.3.2 What are the various teaching-learning methods (lecture method, interactive method, project-based learning, computer-assisted learning, experimental learning, seminars and others) used by the teachers? Give details.**

Various teaching learning methods are used by the teachers to improve the teaching learning process. Lecture method is commonly used according to the level of learners. Apart from lecture method the teachers try to use permissive style of teaching i.e. project based learning, CAI, experimental learning and seminar. Experimental learning takes place through visiting different places, educational tour, participating N.S.S. activities, health camp etc. The

teachers apply these methods so that the cordial relationship between the teacher and the taught exists, and the learners can have easy access to the understanding level rather than memory level.

**2.3.3 How learning is made students-centric? What are the institutional strategies, which contribute to acquisition of life skill, knowledge management skills and lifelong learning?**

Learning is made student- centric by laying emphasis on affective and psychomotor objectives along with providing learning experiences relevant to the objectives and the need of the learners.

In order to enhance life skills of the students, the institution conducts some programmes through N.S.S. and Extension Education Centre, Extra Curricular activities, value based programme, personality development programme, social awareness, and student directed seminars and so on.

**2.3.4 How does the institution ensure that the students have effective learning experiences? (Use of modern teaching aids and Jet tools)**

The institution ensures that the students have effective learning experiences by using projected aids like computer, projector, slides, internet etc. Through these aids the teachers transmit the message, knowledge and skills to the learners effectively. The teachers use these aids keeping in view the curriculum and the number of the students.

**2.3.5 How do the students and faculty keep pace with the recent developments in the various subjects?**

The faculty members keep pace with the recent developments in their subjects by attending Refresher/short term courses, seminar, brainstorming conference, national and international conference, library study and internet. The knowledge and experience thus perceived by the teachers are directly transmitted to the students through conducting seminars and interacting sessions.

**2.3.6 Are there departmental libraries for the use of faculty and students? If yes, how effectively are they used for the enhancement of teaching and learning?**

Yes, each and every department has departmental library for the use of faculty and students.

The students of respective departments are given counseling for effective use of departmental library at the beginning of academic session. The students are familiarized for effective use of library in such a way that their reading habits are formed. For this, the Head of the Department makes arrangements to keep the record of issuing books and other relevant materials.

**2.3.7 Has the institution introduced evaluation of the teachers by students? If yes, how is the feedback analyzed and implemented for the improvement of teaching?**

The institution has introduced a system of teachers' self-evaluation by the students. For this purpose, the authority supplies the evaluation form of marking rating of 10 points. After rating, all faculty members discuss the different traits in which the members lag behind. In this way, feedback is analyzed and implemented for the improvement of teaching.

## **2.4. Teacher Quality**

**2.4.1 How are the members of the faculty selected? Does the college have the required number of qualified and competent teachers to handle all the courses? If not, how does the institution cope with the requirements?**

The faculty members are selected as per UGC regulations. The college has not required number of qualified teachers to handle all the courses. But the institution tries to cope with the requirement through appointing contractual teachers for management.

**2.4.2 How does the college appoint additional faculty to tech new programmes/modern areas of study (Biotechnology, IT, Bioinformatics etc.)? How many such appointments were made during the last three years?**

The college appoints the faculty to teach new programme through local advertisement on contractual basis. In last three years 3 faculties were appointed.

**2.4.3 What efforts are made by the management for professional development of the faculty? (eg. Research grants, study leave, deputation to national/international conferences/seminars, training programmes, organizing national/international conference etc.)? How many faculties have availed these facilities during the last three years?**

Many efforts are made by the management for professional development of the faculty by Research grant, deputation to national /international seminars, conference etc. Faculties have availed these facilities during last three years.

**2.4.4 Give details on the awards/recognitions received by the faculty during the last five years?**

No.

**2.4.5 How often does the institution organize training programmes for the faculty in the use of?**

- a) **Computers**
- b) **Internet**
- c) **Audio Visual Aids**
- d) **Computer-Aided packages**
- e) **Material development for CAL, multi-media etc.**

The college organizes training programmes for the faculty in the use of computer, internet Audio-Visual Aids by the experts invited by the authority time to time.

## **2.5 Evaluation Process and Reforms**

**2.5.1. How are the evaluation method communicated to the students and other institutional members?**

Evaluation methods are communicated to the students through prospectus, academic calendar based on university guideline and on proper notification from time to time. In addition to this Internal examination committee conducts students' orientation at the beginning of academic session.

**2.5.2. How does the institution monitor the progress of the students and communicate it to the students and their parents?**

The institution monitors the progress of the students by monitoring cell. The convener of the cell monitors the progress of student after conducting C.C.E. and communicates their performance directly to their parents as well as students. Besides, every faculty member looks after their behaviour, attitude, thinking level by organizing some programmes from time to time.

**2.5.3. What the mechanism is for redressal of grievance regarding evaluation?**

There are two mechanisms for redressing grievances regarding evaluation. One is the external examination and the other is internal examination. In case of external examination, if students have any grievances regarding evaluation, they can apply to the university through principal of the institution.

In case of internal examination, the answer scripts are given to the students for personal verification. Then these are again submitted to the department concerned. If anomalies are detected, revaluation or correction is done.

**2.5.4. What are the major evaluation reforms initiated by the institution/ affiliating University? How does the institution ensure effective implementation of these reforms?**

G.U. has introduced semester system in undergraduate level from last year, 2011. For the semester system the university has worked out a new model of question paper emphasizing objective type questions which carry marks varying from 1 to 10.

For Annual system it carries 90 marks in theory paper and 10 marks for internal assessment. In case of semester system, 80% of marks are set for theory paper and 20% of marks for internal assessment. The institution ensures effective implementation by following the structure instructed by the affiliating university.

**2.6. Best practices in Teaching-learning Process**

**2.6.1. Details any significant innovations in teaching/learning/evaluation introduced by the institution?**

Besides performing the scheduled duties on regular class and timely evaluations, the college initiates Best Practices in conducting student Oriented Departmental Seminar, regular counseling by the faculty and exposure of students to use library resources and e- resources under the guidance of the respective teachers are notable innovations in this area.

## **For Re-accreditation:**

The same assessment framework will be used. However, additional information has to be provided for the following probes:

- 1. What were the evaluative observations made under Teaching-Learning and evaluation in the previous assessment report and how have they been acted upon?**

In the following observations regarding teaching-learning and evaluation in the previous assessment reports, the NAAC team/peer team has pointed out that there is no special programme for advanced learners. Moreover, to make the teaching and learning effective, traditional learner centered chalk and talk method can be supplemented by use of audio-visual aids like OHP, slide projector, TV, computer and Educational CDs etc. In addition to this, they have pointed out to form students' forum and Debate and literary societies.

Regarding participation in National and international seminar the team has suggested improvement of professional skill of the teachers.

The above observations have been implemented to some extent. To make the teaching learning effective and interesting the teachers should transmit their knowledge and skill by using audio-visual aids.

Regarding participation in national and international seminar, almost all teachers have been motivated to publish their seminar papers. Apart from this, there are a Students' Union and Debate and Literary Section to widen knowledge and improve communication skill. The union organizes different competition for developing different values.

- 2. What are the other quality and enhancement measures undertaken by the institution since the previous Assessment and According with regard to Teaching-Learning and Evaluation?**

In order to sustain and enhancement of quality in respect of teaching, learning and evaluation each and every department prepares teaching plan and the faculty members follow the step in such a way so that desirable learning objectives can be achieved. As a good practice, remedial classes, tutorial classes, self appraisal are still conducted. Each department tries to increase the success rate in the respective subject and particularly in Major course the ratio of pass percentage is increasing.

In a nutshell, the above mentioned aspects relating to academic enhancement have been more emphasized in order to sustain quality.

\* Response to questions from 2.1.1 to 2.6.1 should be based on data of five years after accreditation.

### **3. Criterion III: Research, Consultancy and Extension**

#### **3.1 Promotion of Research**

**3.1.1 Is there a Research Committee to facilitate and monitor research activity? If yes, give details on its activities, major decisions taken (during last year) and composition of the Committee.**

There is no Research committee, but there is a project committee that conducts project/survey and encourages research. The project committee's decision is to survey on socio-economic aspects of the locality every year. The committee also conducts orientation programme for promoting research skill among the students.

**3.1.2 How does the institution promote faculty participation in research? (providing seed money, research grants, leave, other facilities)**

Seed money Rs. 5000/-is given to the faculty at the time of Ph.D. Registration.

**3.1.3 Does the institutional budget have a provision for research and development? If yes, give details.**

The institutional budget has a provision for research and development. A healthy amount of rupees is allotted for conducting research and survey every year.

**3.1.4 Does the institution promote participation of students in research and development? If yes, give details.**

Yes, the institution conducts survey time to time through Departments and project committee.

**3.1.5 What are the major research activities? If yes, give details?**

No.

**3.1.6 Give details of the initiatives taken by the institution for collaborative research (with national/foreign Universities/Research/Scientific organizations / Industries/NGOs)**

No.

## 3.2 Research and Publication Output

3.2.1 Give details of the research guides and research students of the institution (Number of students registered for Ph.D. and M/ Phil., fellowship/scholarship, funding agency, Ph.Ds and M. Phils awarded during the last five years, major achievements, etc.)

Ph.D. Registered - 13 (faculty)

Funding Agency - self

Ph.D. award - 3 (faculty)

M.Phil. - 11(faculty)

3.2.2 Give details of the following:

b) Departments recognized as research centers – No.

c) Faculty recognized as research guides -No

d) Priority areas for research -No

e) Ongoing Faculty Research Projects (minor and major projects, funding from the Government, UGC, DST, CSIR, AICTE, Industries, NGO or International agencies)

MRP- 3 funded by UGC.

f) Ongoing Student Research projects (title, duration, funding agency, total funding received or the project). - No

3.2.3 What are the major achievements of the research activities of the institution (findings contributed to subject knowledge, to the Industry needs, community development, patents etc.)?

Community Development (i) Survey on Health and Hygiene

(ii) Flood problem

3.2.4 Are there research papers published in referred journals by the faculty? If yes, give details for the last five years including citation index and impact factor.

Yes, two Research papers were published in a book with ISBN .

3.2.5 Give list publications of the faculty.

- |    |  |                             |
|----|--|-----------------------------|
| a. | Books-----                                     | 09                          |
| b. | Articles-----                                  | 626                         |
| c. | Conference/Seminar Proceedings-----            | 03                          |
| d. | Course materials (for Distance Education)----- | Nil                         |
| e. | Software packages or other learning materials- | Nil.                        |
| f. | Any other (specify)-----                       | 30 poems, 25 short stories. |



### 3.3 Consultancy

#### 3.3.1 List the broad areas of consultancy services provided by the Institution during the last five years (free of cost and /or remunerative). Who are the beneficiaries of such consultancy?

The institution provides consultancy to the students as well as local communities by inviting experts from the outside.

List of the last five years-

Sl. No.	Subject matter	Organized by	year	Participant
1.	Rural women empowerment	Women cell	2006	
2.	HIV & AIDS	NSS Unit	2006	
3.	Domestic Violence act 2006	Women cell	2009	

#### 3.3.2 How does the institution publicize the expertise available for consultancy services?

Yes, the institution publicizes the expertise by inviting the local needy community to the programmes.

#### 3.3.3 How does the institution reward the staff for the consultation provided by them?

At the beginning of the session, the head of the institution arranges a function for rewarding the faculty and staff.

#### 3.3.4 How does the institution utilize the revenue generated through consultancy services?

There is no provision for revenue generation through consultancy service.

### 3.4 Extension Activities

#### 3.4.1 How does the institution promote the participation of students and faculty in extension activities? (NSS, NCC, YRC and other NGOs)

The institution promotes the participation of students and faculty in extension activities with the help of (a) NSS and (b) Extension Centre of the institution.

**3.4.2 What are the outreach programmes organized by the institution? How are they integrated with the academic curricula?**

The institution organized the following outreach programme-

Sl. No.	Name of the programme	Organized by	Year	No.of participants
1.	Blood donation camp	NSS	2006	54
2.	HIV & AIDS awareness	NSS	2007	
3.	Awareness programme on domestic violence act, 2006	Women Cell	2008	
4.	Health camp	Extension Education centre	2012	700
5.	Health concerned survey	Extension Education centre	2012	20

**3.4.3 How does the institution promote college-neighbourhood network in which students acquire attitude for service and training, contributive to community development?**

The institution promotes service and training, contributing to community development through NSS unit, Extension education centre, Women Cell, Disaster Management Group etc.

**List of works**

Sl. No.	Unit	Works	Year
1	NSS	(a) Blood donation	2006
		(b) HIV & AIDS awareness camp	2007
2	Extension Education Centre	(a) Free Health Camp	2012
3	Women Cell	(a) Empowerment of women in rural areas	2009
		(b) Awareness programme on Domestic Violence act, 2006	2008
		(c) Vocational training course on Mushroom Development training	2007
		(d) Vocational training course on fashion technology	2006

**3.4.4 What are the initiatives taken by the institution to have a partnership with University/Research institutions/ Industries/ NGOs etc. for extension activities?**

The institution has been taking initiatives to have a partnership with NGO for extension activities.

**3.4.5 How has the local community benefited by the institution? (Contribution of the institution through various extension activities, outreach programmes, partnering with NGOs and GOs)**

The local community has been benefited by the institution through extension activities, outreach programmes, partnering with NGO.

By the free health camp 700 poor people were checked up by 5 doctors and free medicines were supplied to them.

Again, by the various vocational trainings the institution is helping them to be a self employed earner

By imparting the knowledge about various need based concept like Domestic violence, attempts are made to empower the rural women in this locality.

**3.4.6 How has the institution involved the community in its extension activities? (Community participation in institutional development, institution-community networking etc.)**

The community is invited to participate in the programme and it is communicated through the local NGO.

**3.4.7 Any awards or recognition received by the faculty/students/ Institution for the extension activities? - No**

### **3.5 Collaborations**

**3.5.1 Give details of the collaborative activities of the institution with the following organizations:**

- **Local bodies/community**

(i). A Blood Donation Camp was held in collaboration with Ilora Vigyan Manch and Guwahati Medical College & Hospital in the college campus on 9<sup>th</sup> Sept., 2006. The Programme was a success with two doctors supervising the work and 54 persons donating blood to mark the occasion.

(ii). A free Health check-up and Free Medicine Distribution camp was organised in collaboration with CRU, NER (Guwahati), Press club, Rangia and Farmers club Japia on 8<sup>th</sup> January, 2012 in Japia, Kamrup. The camp started with an inaugural meeting and was followed by the registration of 490 patients. The patients were treated by nine doctors deputed by Health Department, Govt. of Assam. The registered patients were provided free medicines after free health check-up. At the end of the programme the teachers and the students of the college visited many surrounding families for a survey on Health & sanitation of the area.

(iii). A Health Awareness Programme cum Workshop was held on 26<sup>th</sup> August, 2006 at Dihina village of Hazo in association with Dakshin Rangia Press Club and CRU. Free health check-up was conducted by several doctors and free medicines were distributed in the camp. Around 500 villagers enjoyed the free medical facilities provided in the workshop.

- **State-** A UGC sponsored national seminar was organized by the staff of Puthimari College in collaboration with All Assam College Employees' Association on 5<sup>th</sup> and 6<sup>th</sup> February, 2010.
- **National-** Nil
- **International-** Nil
- **Industry-** Nil
- **Service sector-** Nil
- **Agriculture sector-** Nil
- **Administrative Agencies-** Nil
- **Any other-** Nil

### **3.5.2 How has the institution been benefited from the collaboration?**

- a) Curriculum development
- b) Internship
- c) On-the-job training
- d) Faculty exchange and development
- e) Research
- f) Consultancy
- g) Extension
- h) Publication
- i) Student Placement

The institution has been benefited in terms of Research and Extension from the collaborative activities. The health camps enabled the college to come in terms with different social organizations and communities and the problems they have faced. The seminar on the role of Non-teaching staff opened up ways for thinking and researching on an otherwise neglected area.

### 3.5.3 Does the institution have any MoU/MoC/ mutually beneficial agreements signed with

- ⇒ Other academic institutions
- ⇒ Industry
- ⇒ Other agencies

The institution has no MOU/MOC/mutually beneficial agreements signed with any other academic institutions, industry and other agencies.

## 3.6 Best Practices in Research, Consultancy and Extension

### 3.6.1 What are the significant innovations / good practices in Research, Consultancy and Extension activities of the institution?

The Blood donation and Health camps inspired the people of the area, the students and the teachers of the college to donate blood and provide service for the needy people. It helped many poor people to regain their lost health. The institution organized a national Seminar for the benefit of the Non Teaching Staff.

#### **For Re-accreditation:**

The same assessment framework will be used. However, additional information has to be provided or the following probes:

#### **1. What were the evaluation observations made under research, Consultancy and Extension in the previous assessment report and how have they been acted upon?**

The previous assessment report observed the most of the faculty members has no Research degree such as M.Phil and Ph.D degree. But at present the numbers of faculty members with Teaching experience has been shown below.

Total No. Of Teachers	M.Phil. holders	Ph.D. completed	Ph.D. on going
24	11	03	12

The previous assessment Report suggested to form a Research Cell to enrich/ update the knowledge of class room teaching. The institution has formed a Project Committee to uplift the same. The cell advise to the all concerned to do their Research work and survey time to time.

As has been suggested by the previous report, the college has obtained 12 B registration with UGC act.

Following the suggestion of NAAC Report, the area of overall development of faculty is seriously addressed and at present 22 number of faculty has attended 55 number national seminars and overall publication of faculty is seen increasing.

In case of Extension activities, the institution had organised Blood Donation camp and HIV and AIDS Postering as to increase the awareness of the community and students.

**2. What are the other quality sustenance and enhancement measures undertaken by the institution since the previous Assessment and Accreditation with regard to Research, Consultancy and Extension?**

(2). In the area of Research, consultancy and Extension, certain measure are taken for quality sustenance and enhancement in the post accreditation period. Study leaves are allowed to the faculty in their demand. The college organised two UGC sponsored National seminars in the last five years as a means to encourage research activities among the faculty members. The Extension Education cells, NSS and Women cell are offer grants by the college for organizing various programmes.

<b>Total Faculty</b>	<b>Ph. D Holder</b>	<b>M. Phil</b>	<b>Ph.D. Ongoing</b>	<b>MRP done</b>	<b>MRP ongoing</b>	<b>National seminar organized</b>	<b>Survey done</b>
24	03	11	12	04	03	02	02

\* Response to questions from 3.1.1 to 3.6.1 should be based on data of five years after accreditation

## **4. Criterion IV: Infrastructure and Learning Resources**

### **4.1 Physical Facilities**

#### **4.1.1 What are the infrastructure facilities available for?**

**(a) Academic Activities:-** The infrastructure facilities available for academic activities are – There are fourteen classrooms including seven major classrooms. The classrooms are equipped with desk, bench, platform, table, chair, black board, duster, chalk pencils and electronic fans and lights. The college has one central library along with the departmental libraries. The library contains around ten thousand books, twenty journals and eight newspapers. Each departmental library contains good number of books and journals. The teachers and students are provided with computer facilities with a computer laboratory and with a computer in each department. Teachers of the college can have access to internet facility. Students can use internet through department, library and computer training classes. The departments of Education and Geography have laboratories for students. The college possesses LCD projector and reprography facilities.

**(b) Co-curricular activities:-** The college encourages co-curricular activities for promoting games, sports, cultural and literacy activities. The college is well-equipped with musical instruments, well-equipped auditorium and playground for both outdoor and indoor games. The college publishes magazines and wall magazines for inspiring students in literacy and otherwise creative activities.

#### **4.1.2. Enclose the Master Plan of the college campus indicating the existing physical infrastructure and the projected future expansions.**

4.1.2 Master plan See- (*Annexure- III*)

#### **4.1.3. Has the institution augmented the infrastructure to keep pace with its academic growth? If yes, specify the facilities and the amount spent during the last five years.**

The institution tries to maintain a balanced co-relation between the infrastructure and its academic growth. In order to meet the growing number of students a spacious room as Boys' Common Room has been constructed along with a room for students' union. A girls' hostel is being constructed in order to accommodate the girl students coming from far-off places. A computer centre has been opened up in order to give the students the basic skills in

computer education that has a growing demand today. Furniture and computer sets have been purchased for the aforesaid developmental works.

**4.1.4. Does the institution provide facilities like common room, separate rest rooms for women students and staff?**

Yes, it provides facilities like common rooms for boys and girls separately and Students' Union room.

**4.1.5. How does the institution plan and ensure that the available infrastructure is optimally utilized?**

The Institution plans and ensures that the available infrastructure is optimally utilized through Academic council'

**4.1.6. How does the institution ensure that the infrastructure facilities meet the requirements of the differently-abled students?**

There is no such provision.

**4.2 Maintenance of infrastructure**

**4.2.1. What is the budget allocation for the maintenance of (last year's data)**

- a) Land - Nil
- b) Building - Rs. 1236904/-
- c) Furniture - Rs. 26,675/-
- d) Equipment - Rs. 35000/-
- e) Computers - Rs. 71750/-
- f) Vehicles - Nil

Through the GB and the development committee's decision, the authority takes proper strategies to utilize the allocation to optimum level.

**4.2.2 How does the institution ensure optimal utilization of budget allocated for various activities?**

The institution ensures optimal utilization of the allotted budget with active involvement and sincere effort of the Developmental Committee.

**4.2.3 Does the institution appoint staff for maintenance and repair? If not, how are the infrastructure facilities, services and equipment maintained?**

No, by inviting experts from time to time, repairing work is done.



### **4.3 Library as a Learning Resource**

#### **4.3.1 Does the library have a Library Advisory Committee? What are its major responsibilities?**

There is a Library Advisory Committee called Library Development Committee in the college. The committee is entitled to frame rules and regulations for the management of the library, preparations of annual budget for the library, selections and purchase of books, journals and equipment besides monitoring performance of the library services to the students.

#### **4.3.2. How does the library ensure access, use and security of materials?**

The library follows the rules and regulations in conformity with the library science guidelines for ensuring access to use and security of materials.

The books are displayed in order for the convenience of the readers. Latest arrivals are displayed on journal-display rack. The library maintains the Online Public Access Catalogue (OPAC) for easy and immediate access to the searched books on information.

The library has a spacious reading room open for the readers from 9 am to 5 pm on working days. Readers can borrow books throughout the year from it.

For ensuring security of the material the library has introduced the device of recording through CCTV cameras. However, readers are not allowed to the stock room with bag and baggage.

#### **4.3.3 What are the various support facilities available in the library? (computers, internet, band width, reprographic facilities etc)**

The library avails the facilities of computer, internet and reprography.

#### **4.3.4 How does the library ensure purchase and use of current titles, important Journals and other reading materials? Specify the amount spent on new books and journals during the last five years.**

The library ensures the use of current titles and important journals as recommended by the concerned department subject to the approval of the Library Development Committee. Readers are oriented from time to time on new resources of the library. Besides, the list of the new arrivals is hung up on the Library Notice Board, and the new books are displayed for the readers.

The details of the amount spent on new books and journals during the last five years are given below-

<b>Years</b>	<b>Amount in Rs.</b>
2006-07	1,54,000/-
2007-08	2,27,000/-
2008-09	3,38,000/-
2009-10	48,000/-
2010-11	1,22,000/-

**4.3.5 Give details on the access of the on-line and Internet services in the library to the students and faculty? (hours, frequency of use, subscriptions, licensed software etc.)**

Readers can have access to the online and Internet service in the library from 2pm to 5 pm on the working days. One reader is allowed to use at best one hour a day to use net. The library has availed the facility of INFLIBNET.

**4.3.6 Are the library services computerized? If yes, to what extent?**

Library service in the institution has been computerized for data entry, indexing the articles/journals, and steps have been taken up to introduce Barcode technology for issuing books.

**4.3.7 Does the institution make use of INFLIBNET/DELNET/IUC facilities? If yes, give details.**

The institution makes use of INFLIBNET facility and obtains the service of free software (SOUL) and free online books and journals.

**4.3.8 What initiatives are taken by the library staff to enrich the faculty and students with its latest acquisitions?**

The library organizes orientation programme to highlight the scope and facility rendered by it. Besides, information about latest acquisitions is imparted through notice and display of books.

**4.3.9 Does the library have interlibrary borrowing facility? If yes, give details of the facility.**

No.

**4.3.10 What are the special facilities offered by the library to the visually and physically-challenged persons?**

No.

#### **4.3.11 List the infrastructural development of the library over the last two years**

The library has made substantial development in infrastructure in the last two years. The achievements include:

- (i) Introduction of Internet facility in 2009-10.
- (ii) Introduction of separate bound volume section (2010-11)
- (iii) Introduction of separate current periodical section (2010-11)

#### **4.3.12 What other information services are provided by the library to its users?**

The librarian serves the readers by selecting the books asked by the reader in any areas. Besides, the library keeps a notice board for imparting information on ICT and career development.

### **4.4 ICT as Learning Resource**

#### **4.4.1 Does the Institution have up-to-date computer facility? If yes, give details on the available hardware and software (Number of computers, computer-students ratio, stand alone facility, LAN facility, configuration, licenced software etc.)**

Yes, -Number of Computers	-	25
Computer Student ratio	-	1:4
Stand alone facility	-	No
LAN facility	-	Yes
Configuration	-	Yes
Licensed software etc.	-	Yes.

#### **4.4.2 Is there a central computing facility? If yes, how is it utilized for staff to students?**

Yes. Through LAN facilities.

#### **4.4.3 How are the faculty facilitated to prepare computer-aided teaching/ learning materials? What are the facilities available in the college for such efforts?**

Each department has a computer and there is an Electronic Projector and a Lap Top to provide facilities to the students.

#### **4.4.4 Does the Institution have a website? How frequently is it updated? Give details.**

Yes. It is in the process of updating.

**4.4.5 How often does the institution plan and upgrade its computer system? What is the provision made in the annual budget for update, deployment and maintenance of the computers in the institutions?**

The institution makes yearly plan by allotting required fund for upgrading its computer system.

**4.4.6 How are the computers and their accessories maintained? (AMC etc.)**

The accessories are safely maintained and updated from time to time by inviting experts.

**4.5 Other Facilities**

**4.5.1 Give details of the following facilities:**

**a) Capacity of the hostels (to be given separately for boys and Girls).**

At present the institution has no hostel facility. The construction of Girls' Hostel under UGC scheme is under process.

**b) Occupancy**

Does not arise.

**c) Rooms in the hostel (to be given separately for boys and Girls)**

Does not arise.

**d) Recreational facilities**

The institution provides recreational facilities by arranging programmes on art, culture, games and sports.

**e) Sports and Games (Indoor and Outdoor) facilities**

The college has the facility for indoor and outdoor games like-Foot ball, Volley ball, badminton, Discus through, Javelin, Kabadi.

**f) Health and Hygiene (Health Care centre, Ambulance, Nurse, Qualified Doctor) (full time/part time etc.)**

The college does not have the required fund for establishing Health and Hygiene centre.

**4.5.2 How does the institution ensure participation of women in intra and inter-institutional sports competitions and cultural activities?**

Institution organizes college week every year as per Academic Calendar. The best performers are allowed to participate in inter-college and state-level competitions. Women's participation is always encouraged. It is noteworthy that the women outshine their male counterparts in various competitions that the college may boast of.

**4.5.3 Give details of the common facilities available with the Institution (Staff room, day care centre, common room for students, rest rooms health centre, vehicle parking, guest house, Canteen telephone, internet café, transport, drinking water etc.)**

The college avails the following facilities:

- (i) One union Hall for students
- (ii) One common room for Boys.
- (iii) One common room for Girls.
- (iv) A spacious vehicle parking, three cycle stands.
- (v) Drinking water facilities, four tube wells and running water.
- (vi) A canteen for staff and students.

## 4.6 Best Practices in Infrastructure and Learning Resources

### 4.6.1 What innovations/best practices in 'Infrastructure and Learning Resources' are in vogue or adopted/adapted by the institution?

The introduction of computer, internet, and LCD projector to complement the traditional methods of teaching is a best practice in the said area. The departments have proposed guest lecture by subject expert teachers from neighboring institutions.

#### **For Re-accreditation:**

The same assessment framework will be used. However, additional information has to be provided for the following probes:

#### **1. What were the evaluative observations made under Infrastructure and Learning Resources in the previous assessment report and how have they been acted upon?**

Following the suggestion of NAAC in the previous assessment, the college has laid emphasis on development of infrastructure and learning resources. Previously neglected playground is developed and at present the college has well equipped playgrounds for major and minor games. Numbers of classrooms are increased and there are separate common rooms for boys and girls. The facility of reprography, book bank, computer and internet facility are the certain noticeable infrastructural development the college can boast of.

The college library that was viewed to be ill-organized in the previous assessment is now substantially developed and computerized. Besides, the library has introduced SOUL 2.0 software package for its convenience. The previous report found that the numbers of books (5300) and 15 journals were not proportionate to the number of the students. The library at present, may boast of a rich stock which 10,300 books and 20 journals.

#### **2. What are the other quality sustenance and enhancement measures undertaken by the institution since the previous Assessment and Accreditation with regard to Infrastructure and Learning Resources?**

The college continues to take up sincere steps for the development of infrastructure and learning resources. The boundary wall construction is carried on and the task is nearly completed. Certain departments open up departmental library which is sponsored by the concerned teachers themselves, and students have easy access to the books available in the departmental stock. Each department is equipped with spacious room and computer and internet facility. Running water facility is a new development of college infrastructure. Besides, the college always lays emphasis on keeping its environment neat, clean and hygienic for ideal teaching learning exercise.

- Responses to questions from 4.1.1 to 4.6.1 should be based on data of five years after accreditation.

## 5. Criterion V: Student Support and Progression

### 5.1 Student Progression

**5.1.1 Give the socio-economic profile (General, SC/ST, OBC etc.,) of the students of the last two batches.**

The socioeconomic profile of the college for last two years is given below-

Year	General			SC			ST			OBC			G. Total	
	M	F	Total	M	F	Total	M	F	Total	M	F	Total	M	F
2009-10	160	245	405	11	7	18	0	0	0	30	47	77	201	299
2010-11	187	261	448	6	9	15	0	0	0	40	48	88	233	318

**5.1.2 What are the efforts made by the Institution to minimize the dropout rate and facilitate the students to complete the course?**

The institution has the provision of Remedial coaching and tutorial classes for minimizing the dropout rate and special classes are engaged to complete the course.

**5.1.3 On an average, what percentage of the students progress to further studies and for employment? Give details for the last two years (UG to PG to Ph.D. and or to employment)**

Approximately 35.6 % of the successful student progress to further studies and around 25% get employment every year. The details of the last two years is shown below-

Year	% of students progress to further study	% of students' progress to employment
2009-10	30	22
2010-11	41	27

**5.1.4 How does the institution facilitate the placement of its outgoing students? What proportion of the graduating students has been employed? (average of last five years)**

There is no provision to facilitate the placement of outgoing student. Around 20% of graduating students have been employed.

**5.1.5 How does the institution facilitate and support students for appearing and qualifying in various competitive examinations? Give details on the number of students coached, appeared and qualified in various competitive examinations (Average of last five years) (UGC-CSIR-NET, SLET GATE, CAT, GRE, TOFEL, GMAT, Civil Services- IAS, IPS, IFS, Central/State services etc.)**

Though there is no provision for such facility, students are oriented for the development of their competency skill.

**5.1.6 Give a comparative analysis of the institutional academic performance with reference to other colleges of the affiliating University and the university average. (Pass percentage, Distinctions, Gold medals and University Ranks, Marks obtained in relation to university average etc. (Last five years' data)**

Year	Puthimari College				Pass percentage of G.U.	Other college
	Pass percentage	Gold Medal	Distinction	1 <sup>st</sup> Class		
2006-07	68.80	Nil	Nil	03	70.27	Data not available
2007-08	62.30	Nil	Nil	Nil	68.19	
2008-09	69.29	Nil	Nil	01	65.60	
2009-10	58.51	Nil	Nil	Nil	62.38	
2010-11	78.09	Nil	03	05	74.33	

## **5.2 Students Support**

**5.2.1 Does the institution publish its updated prospectus, handbook and other student information material annually? If yes, what is the information disseminated to students through these publications?**

The Prospectus, Academic Calendar and College Magazine are published annually and thereby student related information regarding admission, examination, course structure, fee- structure and on various academic and co-curricular activities are disseminated to the students.

**5.2.2 Does the institution provide financial aid to students? If yes, specify the type and number of scholarships/free studentships given to the students during the last academic session.**

The college has provision for financial aid to the students.

- (i) Poor Aid Fund provides economic assistance to the student in every year. 49 students received economic assistance last year.
- (ii) There is a provision for free admission to 10 meritorious students hailing from Below Poverty Line.

**5.2.3 Give details of scheme for student welfare? (Insurance, subsidized canteen facilities, special diets, student counseling support, “earn while you learn” scheme etc.)**

The college has infrastructural facilities for the welfare of the students as provided by subsidized canteen, Poor Aid Fund, Book Bank facilities etc. Student counseling support is executed by organizing programme on Career Guidance and competency building of students.



#### 5.2.4. What type of support services is available to overseas students?

There is no support service for overseas students as there is no student from outside the nation

#### 5.2.5. Give details of the placement and counseling services for the students?

Yes, the college has no placement avenue of its own. But it has been producing graduates who get employment subsequently. Moreover, Career Counseling Cell arranges counseling among the students on immediate and future prospects of employment and studies.

(The details of the services are shown below in the table)

Year and date	Name of Programme	Total Participant	
		Student & Teachers	Resource person
25.08.07	Awareness Programme on Career Counseling	95	02
16.07.08	Avenues for self employment	34	04
29.08.09	Motivation towards career	176	02
19.11.09	Opportunities of recruitment in Indian Army	200	02
20.11.09	ICA scholarship examination. Sponsored by ICA, Maligaon.	80	
03.12.09	Awareness Programme on various allied health service courses.	150	02
04.09.10	Awareness Programme on Career Counseling	112	01
05.10.10	Seminar on Vocational Training in collaboration with Indian Cans Education Pvt. Ltd.	97	03
2010-11	Career Counseling on Career prospects in IT sector and Engineering trends in IT sector. Collaboration with NIIT, Maligaon centre.	103	03
2011-12	Seminar on Career Building about the present corporation scenario. Conducted by the Institution of Computer Accountants (A union of ICA Infotech Pvt. Ltd.)	78	01

#### 5.2.6. How does the institution encourage and develop entrepreneurial skills among the students?

The institution encourages and develops entrepreneurial skills among the students by counseling through experts from various entrepreneurs time to time as listed in the table in (5.2.5.)

**5.2.7. Does the faculty participate in academic and personal counseling? If yes, give details on services provided during the last academic year?**

The faculty participates in academic and personal counseling by organizing seminar and workshop to that effect besides they are also involved in personal counseling from time to time. A Programme on Career Counseling on Career Prospect in IT sector and Engineering trends was organized in the last year.

**5.2.8. Is there a separate guidance and counseling centre for women students? If yes, enumerate the activities of the centre.**

The Women Cell in the college takes care to guide and counsel the women students by organizing various programmes as cited in the table below.

Year	Activities done	No. of resource persons.	No. of participants.
2010	Awareness programme on Domestic Violence act, 2006	01	85
2009	Seminar on Empowerment of women in rural areas.	02	150
2007	Vocational training course on Mushroom Development training.	02	21
2006	Vocational training course on fashion technology.	02	40

**5.2.9. Is there a Cell/Committee constituted for prevention/action against sexual harassment of women student? If yes, detail its constitution and enumerate its activities (issue addressed during the last two years)**

Grievance and Redressal Cell of the college looks into the matters related to women students.

**5.2.10. Does the institution have a grievance Redressal cell? If yes, what are its functions? Detail the major grievances redressed during the last two years.**

Yes, the cell functions to solve the problems of students and staff related grievance and complaint. No Major grievances took place in the history of the college.

**5.2.11. Is there a provision for acquiring computer skills/ literacy for all students, in the curriculum? If yes, give details on how it is imparted, and level of proficiency.**

The college attempts to ensure computer literacy for the major course-students by allowing them to take admission in computer literacy course at a minimum cost of only Rs. 100/- per year.

**5.2.12. What value-added courses are introduced by the institution to develop life skills, career training, community orientation, good citizenship and personality development of students?**

The college does not avail value added courses. However, Spoken English, Personality Development Programme etc. are conducted.

**5.2.13. How does the institution ensure safety and security of the students, faculty and the institutional assets?**

For ensuring safety, the college has the fire control instrument and it largely depends upon the services of the Night Chowkider, CC Camera etc.

**5.3. Student Activities**

**5.3.1. Does the institution have an Alumni Association? If yes,**

- (i) List its current office bearers
- (ii) List its activities during the last two years
- (iii) Give details of the top ten alumni occupying prominent positions.
- (iv) Give details of the contribution of alumni to the growth and development of the institution.

The institution has an Alumni Association establish in 2002.

(i). The current office bearer of the association is as listed below:-

Convener	:-	Sri Pratap Kr. Barman
President	:-	Mr. Sarat Kr. Kalita
Vice President	:-	Mr. umesh Ch. Kalita
Secretary in Chief	:-	Mr. Kripanath Sarma
Joint Secy.	:-	Rahul Amin, Sunil Kr. Kakati
Asstt. Secy.	:-	Tarini Kalita
Orga. Secy.	:-	Bipul Ch. Kalita
Treasurer	:-	Amarendra Sarma
Members	:-	23 (twenty three)

(ii). In the last two years, Alumni Association of the college contributed to the infrastructural development of the college by setting up a garden and by providing running water facility.

(iii). The list of the top ten Alumni is as follows:-

<u>Name</u>	<u>Position</u>
1. Himangshu Sarma	: Asstt. Manager (Delhi Metro Rail)
2. Rajib Das	: Asst. Proff., Puthimari College.
3. Nilotpal Sarma	: Asstt. Professor, Puthimari College.
4. Ajit Saloi	: Lecturer, Bidya Bharati College
5. Kartik Das	: Asstt. Teacher, Leza High School
6. Nityananda Pathak	: Lecturer, P.H.B. Junior College
7. Bhumika Devi	: Lecturer, Borka Madhya Kampith College.
8. Ravisankar Shandilya	: Railway Station Master.
9. Nirupama Deka	: Advocate, Rangia
10. Ajit Deka	: Advocate, Rangia

(iv). The Alumni association is actively involved with the development of the college and is co-operative to the extension and infrastructural development of the college.

**5.3.2. How does the institution encourage its students to participate in extra-curricular activities including sports and games? Give details on the achievements of students during the last two years. (Institution level/inter-collegiate/Inter-University/Inter-state/National/International)**

Every year college week is arranged by the college as scheduled in the Academic Calendar through the union body. In the college week, competitions are held in the field of culture, literary events and sports. In the last two years hundred students participated in cultural and sports competitions. In the last year the participants from the college obtained 1<sup>st</sup> position in Lokageet in youth festival and 2<sup>nd</sup> position in Volley Ball competition in youth festival.

**5.3.3. How does the institution involve encourage students to publish materials like catalogues, wall magazines, college magazine, and other materials? List the major publications/materials brought out by the students during the previous academic session.**

Students publish the writing through wall magazine and college magazine. The wall magazine is entirely contributed by the students with their writings and the magazine contains writings from the student and staff.

**5.3.4. Does the institution have a Student Council or any similar body? Give details on its constitution, major activities and funding.**

The institution has a Students' Union. The union is constituted in a democratic manner following its constitution. The union runs the college week, renders social service, monitors the problems of the students and co-operates in various activities of the college. The union is funded by the authority from the fund raised with students' fees.

**5.3.5. Give details of the various academic and administrative bodies and their activities (academic and administrative), which have student representations on them.**

Students have no representation in the academic and administrative bodies of the college. But, the authority avails of their service in maintaining discipline and in conducting co-curricular activities.

**5.3.6. Does the institution have a mechanism to seek and use data and feedback from its graduates and from employers, to improve the growth and development of the institution?**

The institution has a mechanism for obtaining feedback as executed by distribution, collection and analysis of data through feedback Performa.

## **5.4. Best practices in Student and Progression**

**5.4.1. Give details of institutional best practices towards Students Support and Progression?**

The institution is always up and doing to encourage the students in their activities other than teaching learning in the classroom. The principal appoints teachers-in charge for each department of the Students' Union. Students are given a sense of democracy through their election under the guidance of the teachers. They are also engaged in Extension Work and Social Service of it. Cultural functions are held occasionally with hope to widening their cultural outlook.

## **For Re-accreditation:**

The same assessment framework will be used. However, additional information has to be provided for the following probes:

### **Additional information for Re-accreditation**

**1. What were the evaluative observations made under Student Support and Progression in the previous assessment report and how have they been acted upon?**

In addition to the facilities provided so far, the college has been always up and doing to accelerate the already existing facilities for the progress of the students. Guidance and Counseling Cell has been arranging programmes to show the students avenues of employment. For this, they have invited different institutions to show them the ways of employment. Welfare service to the students has been enhanced by increasing the fund for the purpose. Teachers take initiative in the smooth conduct of the festivals by the students such as Saraswati Puja and Milad-E- Mehfil. The area of co-curricular activities has been widened further so as to facilitate the students to have more participation. As for the recreation measures of the students, one Boys' Common Room and one Girls' Common Room have been built. One union hall has been built for the easy holding of the functions of the students. A vogue of holding stage ragging has been created in order to stop the menace of ragging. As for the training in parliamentary democratic system, students are guided to hold election for their union in a democratic manner. The contesting candidates are asked to campaign in an open stage where the teachers always remain present.

The volunteers of the NSS and the Rover and Ranger are funded to join in national level programmes. The NSS volunteers of the college extended active participation in the National Games held in Guwahati in 2009.

**2. What are the other quality sustenance and enhancement measures undertaken by the institution since the previous Assessment and Accreditation with regard to Student Support and Progression?**

In the previous assessment, the evaluative observation on student support and progression was positive. The peer team was satisfied with the performance of the academic programme, Career and Guidance Cell, NSS Unit, the Rover and Ranger and Alumni Association. Of course, it expresses a little bit of reservations with the employment cell. It is noteworthy worthy that, attempts are on to accelerate the existing programmes the institution.

\* Responses to questions from 5.1.1 to 5.4.1 should be based on data of five years after accreditation.

## **6. Criterion VI: Governance and Leadership**

### **6.1 Institutional Vision and Leadership**

#### **6.1.1 State the Vision and Mission statement of the institution and give details on how the institution.**

- a) Ensure that the vision and mission of the institution is in tune with the objectives of the Higher Education policies of the Nation?**
- b) Translates its vision statement into its activities?**

With a view to fulfill the mission, the college has attempted to impart quality education to the students through qualified teachers in respective subjects.

The college organizes career and counseling programme for students in order to make them mentally and morally fit to compete with the present situation.

With the help of that some of our students are able to get Govt. jobs and other find themselves fit for earning their daily livings.

Besides, in order to make the students understand the society and community service the college organizes the health awareness camp in remote areas and students are also engaged in survey relating to health, environment of the area. Further, the college with the help of Extension Education Centre also organized blood donation camp at the college premises where a number of students, teachers and staff donated blood.

In respect of value based education, the college has also organized value based education programme in the college where the students and teachers took active part.

The college also organized Yoga and health awareness programme in the college with a view to make the teachers, employees and students mentally and physically sound.

### **6.1.2 Enumerate the Management's commitment, leadership-role and involvement for effective and efficient transaction of the teaching-learning processes.**

Roles of Management in smooth functioning the affairs of the college is encouraging. It has been promoting a similar sincere commitment in different ways for effective running of the institution. In this respect, the following areas of works can be mentioned here.

- (i) Preparation of Annual action plan with collective efforts for general management.
- (ii) Preparation of Annual budget for financial management.
- (iii) Preparation of Annual and Academic plan for Academic Management.
- (iv) Preparation of Construction and Development plan for infrastructural Development.

Management is closely associated with the teaching-learning process of the college. The activities like-preparation of teaching plan, Distribution of syllabus, Maintenance of progress record of day to day teaching, holding of academic discussion between the teacher and the taught, Maintenance of merit and performance record are keeping on views of the management for information and necessary action.

### **6.1.3 How does the management and the head of the institution ensure that responsibilities are defined and communicated to the staff of the institution?**

The management keeps up a process to communicate and define the responsibilities to the staff at the beginning of each Academic session. The process has been maintained by holding a good deal of deliberation among the members of the staff on Annual Academic plan of the college. In addition to that arrangement for meeting the members of the staff has been made every now and then by the Head of the institution to discuss various matters related to the responsibility of the staff. The Head of the institution also keeps personal contact with the members of the staff to inculcate a good sense of understanding among the members and to create a dutiful attitude in their minds.



**6.1.4 How does the Management/Head of the institution ensure that adequate information (from feedback and personal contacts etc.) is available for the management, to review the activities of the institution?**

To review the activities of the institution there is a process of collecting information regarding various activities done by the members of the staff. All the teaching departments are to follow a record keeping procedure of their day to day works and the same is to send to the Head of the institutions at the end of each academic month with a description of their own observation. Moreover, there is a process of monitoring the academic affairs through personal visit from department to department, once or twice a month by the Head of the institution or by the Vice Principal of the college to review the activities as a whole.

**6.1.5 How does the management encourage and support involvement of the staff for improvement of the effectiveness and efficiently of the institutional processes?**

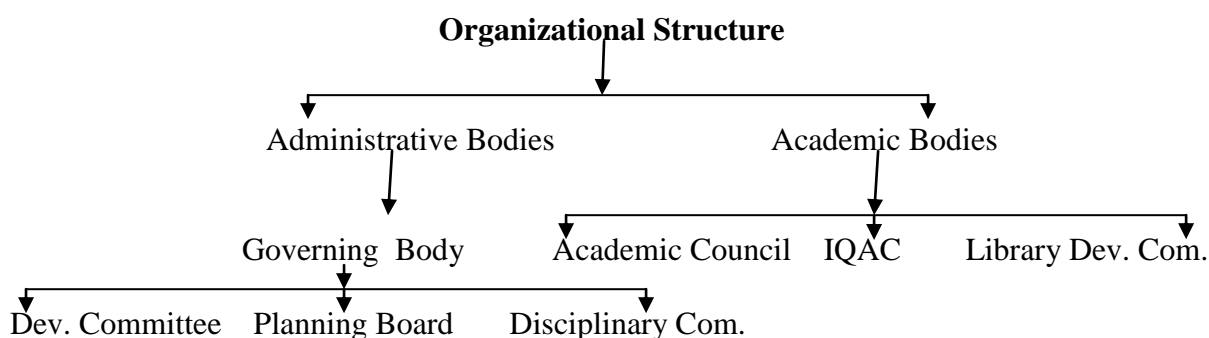
In this institution, it has been considered as a matter of much concern to the management. The management pays sincere attention to the matter of encouragement and support of involvement of the staff. There is a system of collecting performance record from every department and sub-committee involved with various activities of the institution. After collecting the performance record of the individuals the management can justify the rate of involvement of individuals in various activities of the institution and accordingly offers certain rewards or gifts as a token of incentive to the persons showing good rate of involvement in their works. Usually it is done at the end of each academic session by arranging a general meeting of the members of the staff.

**6.1.6 Describe the leadership role of the Head of the institution, in governance and management of the institution.**

In governance and management of the institution, the Head of the institution plays a supportive role. His style of work is more participative and less Directive. He likes to incorporate group recommendation and intends to be careful to see that the new standards are met. He allows group members to work out any task to realize the responsibility and to have encouragement for more involvement. Always avoids confrontation and prefers careful supervision in Academic discussion for emphasizes the importance of new necessary change and competence with new practices.

## 6.2 Organizational Arrangements

**6.2.1 Give the organizational structure and details of the academic and administrative bodies of the institution. Give details of the meetings held, and the decisions taken by these bodies, regarding finance, infrastructure, faculty recruitment, performance evaluation of teaching and non-teaching staff, research and extension activities, linkage and examinations held during the last two years.**



Sl. No.	Name of Committee	Annexure , Decision & Date of meetings
1	Governing Body	Annexure -4
2	Planning and Development	Annexure -5
3	Library Development Committee	Annexure -6
4	Academic Council	Annexure -7
5	IQAC	Annexure -8

**6.2.2 To what extent is the administration decentralized? How does the institution collaborate with different sections/departments and personnel of the institution to improve the quality of its educational provisions?**

The Administration of the college is decentralized by establishing Academic council and other sub committees. They take decisions on academic and other related activities. Then decisions are sent to all HODs and to the office staff for their execution. The HODs are specially entrusted to look after the academic executions.

**6.2.3 Does the institution have effective internal coordination and monitoring mechanisms? It yes, specify.**

Yes. Academic monitoring of the institution is done through daily progress report of the classes. Again internal monitoring is accomplished through a monitoring committee.

**6.2.4 Does the institution have a Grievance Redressal Cell for its employees? If yes, what are its functions? List the number of grievance redressed during the last two years.**

Yes. The Cell discusses the complaints of the employees and tries its best to give justice to all concerned. On its failure, complaints are sent to the Governing Body. However no grievance of any kind has come to the Cell during last two years.

**6.2.5 How many times does the management meet the staff in an academic year? What are the major issues discussed during the last meeting?**

The management has the vogue to meet the staff at least three times in an academic year. The major issues discussed in the meeting were relating to (i) Introduction of semester system in TDC classes (ii) Invitation to NAAC for re-accreditation.

**6.2.6 Is there a Cell to prevent sexual harassment on women staff? How effective is the functioning of the Cell?**

Yes. The complaint regarding sexual harassment on women staff first comes to the purview of the Women Cell. Then it goes to the authority of the institution. However, no complaint regarding it has been lodged with the Cell in the last two years. It is noteworthy that the women Cell has engaged itself in programmes of moral and vocational education of the institution.

### **6.3 Strategy Development and Deployment**

**6.3.1 Describe the procedure of developing the perspective intuitional plan. How are the Teachers, Students and Administrators involved in the planning process?**

The plans of institution are made with the help of Planning & Development Committee which consist of the representatives of the Governing Body, the teachers' unit and the ministerial staff.

**6.3.2 How are the objectives communicated and deployed to all levels, to ensure individual employee's contribution for the institutional development?**

The objectives of the institution are communicated and deployed to all levels in order to ensure individual contribution of the employee's for institutional development. They are found in terms of the Prospectus and the Academic Calendar. Moreover, the principal discusses them in a meeting usually convened by the beginning of each academic session.

**6.3.3 List the different committees constituted for the management of different institutional activities? Give details of the meetings held and the decisions taken, regarding academic management, finance, infrastructure, faculty, research, extension and linkages, and examinations held during the last two years.**

List of different committees constituted for the management of different institutional activities are given as below-

Sl. No.	Name of Committee	Annexure, Decision & Date of meetings
1	Governing Body	Annexure -4
2	Planning and Development	Annexure -5
3	Library Development Committee	Annexure -6
4	Academic Council	Annexure -7
5	IQAC	Annexure -8
6	Project Committee	Annexure -9
7	Academic Calendar Preparation Committee	Annexure -10
8	Class Routine Preparation Committee	Annexure -11
9	Prospectus Preparation Committee	Annexure -12
10	Admission Sub Committee	Annexure -13
11	Students Aid Fund Disbursement Committee	Annexure -14
12	Computer Training Co-ordination Committee	Annexure -15
13	Publication Board	Annexure -16
14	Extension Education Centre	Annexure -17
15	Beautification Committee	Annexure -18
16	NSS	Annexure -19
17	Internal Examination Committee	Annexure -20
18	Career Guidance Cell	Annexure -21
19	Festival fees fund distribution committee	Annexure -22

**6.3.4 Has the institution and MIS in place, to select, collect, align and integrate data and information on the academic and administrative aspects of the institution?**

No.

**6.3.5 Does the institution use the various data and information obtained from the feedback, in decision-making and performance improvement If yes, give details.**

The institution has its mechanism to collect various data and information obtained from the feedback of students and the sub-committee. The analysis of all this plays an important role in taking decisions and performance improvement. The Academic Council is all the more instrumental to sent decision on academic improvement to the authority.

**6.3.6 What are the institution's initiatives for promoting co-operation sharing of knowledge, innovations and empowerment of the faculty? (Skill sharing across departments, creating/providing conducive environment, etc.)**

The institution arranges meeting at least two times a year among the faculty members to encourage promoting co-operation in the spheres of knowledge, innovation and empowerment of the faculty. It has a sweet environment where the faculty members can share knowledge across departments. Departmental seminars, for instance, are arranged with faculty members of other departments as resource persons, observers and chair persons.

**6.4. Human resource Management**

**6.4.1 What are the mechanisms for performance assessment (teaching, research, service) of faculty and staff? (Self-appraisal method, comprehensive evaluation by students and peers). Does the institution use the evaluations to improve teaching/research of the faculty and service of the faculty by other staff? If yes, how?**

The self appraisal method is the mechanism for the assessment of performance of the faculty. The institution is very much careful to use the evaluations to improve teaching. Consultations with the resourceful faculty of other departments on the deficit are made oft and on in order to improve teaching and research.

**6.4.2 What are the welfare measures for the staff and faculty/ (mention only those which affect and improve staff well-being, satisfaction and motivation)**

There is a Staff Welfare Fund in the college with the members of both teaching and non-teaching staff as its members. They have raised fund for the purpose on monthly contribution basis. The fund is now in a position to sanction loan of Rs. 1 lakh to each member within the provision of its constitution.

**6.4.3 What are the strategies and implementation plans of the institution, to recruit and retain faculty and other staff who have the desired qualifications, knowledge and skills?**

In case of the recruiting and retaining of the teaching staff, the latest U.G.C. guidelines are followed. The guidelines of the Govt. of Assam are followed while appointing the members of the non- teaching staff.

**6.4.4 What are the criteria for employing part-time/ adhoc faculty? How are the recruitment conditions of part-time/adhoc faculty different from that of the regular faculty? (e.g. Salary structure, workload, specializations).**

The appointment of part time/adhoc faculty is made on the basis of the latest U.G.C. norms with certain variations. The salary structure for a faculty of this category is fixed by the Governing Body. The workload for him/her is minimized as far as possible by the HOD concerned.

**6.4.5 What are the policies, resources and practices of the institution that support and ensure the professional development of the faculty? (Eg. Budget allocation for staff development, sponsoring for advanced study, research, participation in seminars, conferences, workshops, etc. and supporting membership and active involvement in local, state, national and international professional associations).**

The institution has no budget provision for the support of professional development of the faculty. Of course, the management encourages the faculty members with a seed money of Rs.5000.00 for Ph.D. each if it is applied for. However the management always ready to sanction duty leave to any faculty if he/she is going for any professional program.

**6.4.6 How do you assess the needs of the faculty development? Has the institution conducted any staff development programmes for skill up-gradation and training of the staff? If, yes give details.**

The change in syllabus designed by the affiliating university and fast changes in the world of knowledge all around lead the institution to think of the faculty development. The faculties are allowed to participate in professional developmental programmes such as Orientation Course, Refresher Course, Short- term Course , State, National and International Level Seminars. Every academic session is begun with an academic meeting where the faculties raise the merits and demerits of the ongoing course along with their plans for the session to come. The authority tries to meet the demerits with the limited resources. Incentives in the form of rewards are given to the faculties who outshine others in different areas. Moreover, seminars are held with experts in different areas as resource persons. Faculties are here given a chance to interact with the resource persons. Way back in 2005 A.C. Bhagawati, former vice chancellor of Arunachal University, Dr.Kamini Choudhury, Professor, Veterinary College, Guwahati and Dr. Maheswar Kalita, professor, Cotton College, had introductions with the faculties for their professional uplift.

**6.4.7 What are the facilities provided to faculty? (Well-maintained and functional office, infrastructure and other space to carry out their work effectively etc.)**

Separate rooms for with adequate number of chairs and tables, almirah and computer sets have been provided each department. Toilets facilities are also made available to the faculty and the other staff. Internet facilities are made available to each departments and to the library.

**6.5 Financial Management and Resource Mobilization**

**6.5.1 Does the institution get financial support from Government? If yes, mention the grants received in the last three years under different heads. If no, give details o the sources of revenue and income generated during the last three years?**

Yes the institution get financial support from the Government as follows-

Year	Name of the Grant
2008-09	Recurring grant for staff salary – Rs. 91,34,500 UGC grant ----- -Rs. 1,65,000 Assam Govt ----- Rs. 5,00,000
2009-10	Recurring grant for staff salary – Rs. 96,89,878 UGC grant ----- Rs. 6,56,000
2010-11	Recurring grant for staff salary– Rs 2,42,60,753 UGC grant ----- Rs. 4,22,000 Infrastructure Dev. Grant From Assam Govt. ----- Rs. 9,40,000

**6.5.2 What is the quantum of resources mobilized through donations? Give information for the last two years.**

The institution has no resource mobilization through donation after it has been brought under Deficit Grant- in- Aid System and currently provincialisation.

**6.5.3 Is there adequate budget to cover the day-to-day expenses? If no, how is the deficit met?**

The institution makes a budget with the limited resources to cover the day to day expenses.

**6.5.4 What are the budgetary resources to fulfill the institution’s mission and offer quality programmes? (Budget allocations over the past two years (provide income expenditure statements))**

The budget resources are used to fulfill the institution’s mission and offer quality programmes for last two years as follow-

Year	Income (Rs)	Expenditure
2009-10	1,17,10,720	1,17,10,720
2010-11	2,73,02,343	2,73,02,343

**6.5.5 Are the accounts audited regularly? If, yes, give the details of internal and external audit procedures and the audit reports for last two years.**

Yes. The accounts are audited regularly. External audit is done by Government auditors and internal audit is done by two experts which are appointed by the Governing Body. The report of last audit in Annexure- 23 (A & B)

**6.5.6 Has the institution computerized its finance management system? If yes, give details.**

No. The institution is in the process of computerization of the entire office management system.



## 6.6 Best Practices in Governance and Leadership

### 6.6.1 What are the significant best practices in Governance and Leadership carried out by the institution?

Every activities of the college are done in a decentralized way i.e. the authority consults concerned committees before executing any plan and programme.

#### **For Re-accreditation:**

The same assessment framework will be used. However, additional information has to be provided for the following probes:

#### **1. What were the evaluative observations made under Organisation and management in the previous assessment report and how have they been acted upon?**

The evaluative observation in previous assessment states that the organization and management of the college are governed on the basis of rules and regulations laid by both the affiliating university and the State Govt. of Assam. The Governing Body consists of 20 members and 29 sub committees and many temporary committees look after different areas.

The college still continues its best practices in the area of organization and management. The Governing Body consists of 20 members with a president and the Principal of the college as member secretary. At present there are 26 active sub committees for management of different areas in Academic and Non-Academic aspects. For example, there are committees for admission, preparation of Prospectus, Routine, Internal and External Examination, Career Guidance Cell, Grievance and Redressal Cell, Internal Audit mechanism of the college is still fair and active. Students' Union is formed in a democratic manner.

#### **2. What are the other quality sustenance and enhancement measures undertaken by the institution since the previous Assessment and accreditation with regard to Organization and management?**

Organization and management of the college are fair and active. Various committees are annually formed and their performance is monitored from time to time by the Head of the Institution Students' Union is guided by teachers in charge. In organization & management, the power is decentralized is as planned, and executed by various sub committees.

The economic security of the permanent teachers is secured as they get UGC revised scale including pension. However, the system of Contributory Provident Fund (CPF) has been abolished by the Govt. of Assam as the institution has been provincialised. In stead, thje process of the Group Provident Fund (GPF) is under way.

\* Response to questions from 6.1.1 to 6.6.1 should be based on data of five years after accreditation.

## **7. Criterion VII: Innovative Practices**

### **7.1 Internal Quality Assurance System**

#### **7.1.1 What mechanisms have been developed by the institution for quality assurance within the existing academic and administrative systems?**

The college has IQAC an Academic Council which play a pivotal role in smooth functioning of Academic and Administrative system of the institution. The IQAC is constituted with most of the HODs and other faculty members and the AC comprises all the HODs. Hence, for the uplift of Academic and Administrative matters of the college both the IQAC and AC take up strategies and formulate mechanisms.

#### **7.1.2 What are the functions carried out by the above mechanisms in the quality enhancement o the institution?**

In order to enhance the quality of the institution both the IQAC and the Academic Council suggest for the examination reforms such as holding of unit test, class tests on lessons, home assignment etc., changing of teaching methods, introduction of need- based programmes like vocational programme and value based programme. Besides, to enhance the creativity and the practical knowledge of the students, suggestions are also initiated for holding of seminar, extension services and community services.

#### **7.1.3 What role is played by students in assuring quality of education imparted by the institution?**

The students actively take part in class room activities. Their regular attendance is a common sight. They meet the teachers, and often come to the departments for different within and outside the course.

#### **7.1.4 What initiatives have been taken up by the institution to promote best practices in the institution? How does the institution ensure that the best Practices have been internalized?**

The institution has taken up some good practices since last five years. The institution facilitates free admission to five meritorious BPL students every year. The college has an aid fund for poor students. There is the Book Bank facility for the poor and meritorious students. The best graduates with major are awarded every year by the in the institution.

### **7.1.5 In which way has the institution added value to the quality enhancement of students?**

The college realizes the importance of values for the production of human resources. Hence, at the time of admission itself an orientation lecture is delivered by the principal every year. The principal emphasizes the role of education, especially higher education, in human life and stresses the necessity of rules and regulation for the running of an institution. He also explains the motto of the college. A workshop was held on Reiki and Meditation on 02.11.2006 in the initiative of the Women's Cell of the college to mark the importance of mental health for education. Besides, each teacher of the college tries to deter the students from falling into juvenile mal-practices.

## **7.2 Inclusive practices**

### **7.2.1 What practices have been taken up by the institution to provide access to students from the following sections of the society:**

- a) Socially-backward**
- b) Economically-weaker and**
- c) Differently-abled**

The access to the students of socially-backward, economically weaker and differently-abled is as follows -

**(a) Socially-backward:-** The institution helps the socially backward students in getting scholarship from Social Welfare Department. They have been receiving scholarship for the last five years.

**(b) Economically weaker:-** The institution has been providing monetary aid as well as book bank facilities to the economically weaker section of students through Students Aid Fund and the Book Bank. BPL students get free admission subject to a limitation. However, personal helps in monetary from the faculty is also a regular practice to the financially backward students.

**(c) Differently-abled:-** If students of this type come to the institution, they also are able to get the above mentioned facilities from the authorities.

**7.2.1 What efforts have been made by the institution to recruit (i) Staff from the disadvantaged communalities? Specify?**

- a) teaching
- b) non-teaching

The institution recruits the staff from the disadvantaged communities as per govt. guideline.

**7.2.2 What special efforts are made to achieve gender balance amongst students and staff?**

The institution has played an important role to achieve gender balance among the students and the staff through various ways-

- (a) By inviting resource person on women empowerment with the help of Women Cell from time to time.
- (b) The female students are inspired by the teachers through discussion about the uplift of women in the National and International level.
- (c) By inspiring women students to participate in various co-curriculum activities.
- (d) Women teachers take an important role in various fields of activities in the institution.

**7.2.3 Has the institution done a gender audit and/or any gender-related sensitizing courses for the staff/students? Give details.**

Yes. The institution always audits the male and female students in respect of their academic career and other curricular activities.

**7.2.4 What intervention strategies have been adopted by the institution to promote the overall development of students from rural/tribal backgrounds?**

Our institution is situated purely in a rural area where most of the parents are engaged in agriculture and un-organized sectors. Therefore, students of this area are purely of rural base and most of them also extend their helping hand to the parents to earn their livelihood. Sometimes authority is compelled to extend the Date of admission, especially for II and III year students. Moreover, faculties also extend their helping hand to the poor students at time of admission and forms filling up the forms for examination. Again, our institution always fixes a lower fees-structure than other colleges. Sometimes faculty members also visit the house of the students to know them in person.

**7.2.5 Does the institution have a mechanism to record the incremental academic growth of the students admitted from the disadvantaged sections?**

No. Because no case of this type has arisen so far.

**7.2.6 What initiatives have been taken by the institution to promote social-justice and good citizenship amongst its students and staff? How have such initiatives reached out to the community?**

The institution takes proper steps to promote social justice and good citizenship amongst its students and staff through various ways-

- (a) There is a Students Union for the welfare of the students. The union consisting of 10 portfolios is formulated by the general election following the Supreme Court guide lines. After the fulfillment the various portfolios, the Principal provides teachers in charge against each secretary. The institution provides limited fund to the union for a year. The union makes a budget against each secretary and passes it in the union meeting. Then it submitted to the in-charge treasurer to release the amount against the budget allocation. Before, ending the session they have to submit the audited report to the authority. In this way, the institution tries to teach the students to be good citizens.

Again, through various programmes social work, are done by the extension service centre, NSS and Rover and Ranger volunteers. The aim is to teach the students to help the community without any personal interest.

### **7.3 Stakeholder relationships**

**7.3.1 How does the institution involve all its stakeholders in planning, implementation and evaluation of the academic programmes?**

Institution tries to involve the stakeholders in planning, implementation and evaluation of the academic programmes by nominating the representative in various committees say, College Development and Construction Committee, Purchasing Committee, Examination Committee etc. Moreover, the institution invites the stakeholder to different functions for their active and kind co-operation.

### **7.3.2 How does the institution develop new programmes to create an overall climate conducive to learning?**

When the institution, wants to develop the new programmes authority gives a call to some selected stakeholders and discusses the matter thoroughly. They adopt resolutions and send them to the GB. Then the GB takes the decision. Our institution is trying to open the commerce stream and accordingly the GB is also in favour of this decision; but financial constrain restricts the hope. By the time, State Govt. has stopped the recruitment of new faculty and concurrence for a long time.

### **7.3.3 What are the key factors that attract students and stakeholders, to the institution and result in stakeholder satisfaction?**

Our institution has a dynamic and energetic young staff who are always ready to devote themselves to the academic and related services to an optimum level. They run regular classes along with other community services. This is one of the key factor which is attract the surrounding community to the institution. Along with this key factor, other factor is that our institution is producing 1<sup>st</sup> class major graduate from time to time. Our examination system is completely free from any unfair means which attract the people towards it. Because they feel secure here for healthy academic career of their words.

### **7.3.4 How does the institution elicit the cooperation from all stakeholders to ensure overall development of the students, considering the curricular and co-curricular activities, research, community orientation and the personal/spiritual development of the students?**

The institution always looks forward to the cooperation from the stakeholders in all activities. Therefore, they are invited whenever the necessity arises. Sometimes the institution also organizes social service activity in the surrounding society to get greater co-operation from the stakeholders and to make the students feel at home in with the institution and the society at large.

### **7.3.5 How do you anticipate public concerns in your current and future programme offerings and operations?**

At the day of admission in BA programme we call the guardians and the authority express their views on current and future programmes. Messages to all concerned to extend co-operation to college family are sent to from time to time as a result. A section of the concerned guardians come forward to the institution and exchange their views with the faculty and the authority.

### **7.3.6 How does the institution promote social responsibilities and citizenship roles among the students? Does it have any exclusive programme for the same?**

The institution always tries to promote social responsibilities and citizenship roles among the students through various programmes. It has Extension Education Centre, an NSS Unit, Rover and Ranger Unit and Women Cell to carry out the programmes. The Extension Education Centre arranges blood donation camps, value based education programmes and free health camps from time to time. On January 8, 2012 a free health camp was held in Japia. Community services are arranged by the NSS occasionally in the surrounding society. Flood is an occasional havoc that effects the surrounding. So, at the time of flood, the college family comes out to the help of the victims. The members of the Rover and Ranger Unit participate in the functions of the college to maintain institutional discipline and to have a smooth functioning of the same. The Women Cell holds discussions in the surrounding society to enhance awareness among the women folk. Awareness programme on “Domestic Violence Act., 2006” was held in 2009. The act has been translated into Assamese and distributed in the surrounding society. Two NSS volunteers of the college participated in the National Integration Camp in Sriperembudur from June 22 to July 3, 2009 conducted by Rajiv Gandhi National Institute for Youth Development. Volunteers of the Rover and Ranger of the institution participated in the Nature Study and Environmental Awareness Camp from 26 to 31 May, 2006. Again, they participated in the North-East Mini Jamburi Service Camp from 17 to 21 December of the same year. They also had participated in the State Level Nipun Test Camp held from 2 to 7 September, 2006.

### **7.3.7 What are the institutional efforts to bring in community-orientation in its activities?**

The college has taken up certain sincere steps for community orientation as programmed and executed by various units of the college such as women’s cell, Extension Education Cell, NSS, College Unit of National Communal Harmony Programmes etc. Programmes on HIV & AIDS awareness, Communal Harmony, Awareness Programme on Domestic Violence Act 2006, Awareness of Rural Women have been successfully organized in recent times.

**7.3.8 How does your institution actively support and strengthen the neighbourhood communities? How do you identify community needs and determine areas of emphasis for organizational involvement and support.**

Our institution actively support and strengthen the neighborhood communities through performing various community services. The institution recently organized a Free Health Camp in very remote area where majority people belongs to SC/ST community. The information of the needy communities is obtained with the help of local NGOs.

Moreover, the rural women are mostly illiterate and that is why they face many problems. So the Women Cell launches number of programmes to benefit the local women folk. Last five years Women Cell organized discussions on “Rural Women Empowerment”, Domestic Violence Act, 2006.” The Cell also got the act to translate into Assamese and distributed among the women folk of the locality.

**7.3.9 How do the faculty and students contribute in these activities?**

The faculty and students always participate and take a active role in community services. Even Principal himself takes an active role in such services and meets the rural people in a homely environment.

**7.3.10 Describe how your institution determines student satisfaction, relative to academic benchmarks? Do you update the approach in view of the current and future educational needs and challenges?**

The class room is an institutional mechanism where students sometime feel bored. But when they are called by the institution to participate in a outreach community programme, they feel delighted. Soon after it, they always discuss the matter with the faculty about the aim and objectives of community services and decide to carry on survey in the area. The Faculties prepare a Questioner for the students and try to make a report. This way we try to obtain academic benchmarks from the community services.

Yes, we are trying to update the approach in view of current and future educational needs and challenges through adopting a village to observe and solve their problems as far as possible.



### **7.3.11 How do you build relationship?**

- ⇒ **to attract and retain students**
- ⇒ **to enhance students performance and**
- ⇒ **to meet their expectations of learning**

Our college publishes advertisement for admission, highlighting the subjects and the courses with major. Students are given orientation regarding the courses and facilities offered by the institutions and their responsibilities at the outset of the session. Students are allowed to change their subjects, even major, according to their interest within the month of admission. *Stage ragging* in the presence the teachers in the very first week of the commencement of the classes is held so as to protect them from the menace of ragging. Departments take special care to advise the respective teachers on various aspects for their all round development. Major students are given a chance to have homely relations with their won departments so that they are at ease to express themselves to the teachers. **Symposium**, student directed seminar, departmental seminar, discussion in the form of debate and quiz are commonly held by the departments in order to enhance the performance of the students. Positive attitudes are always shown to the students if and when they want to pursue any new course or kind of study that are likely to employ them earlier. In addition, they keep themselves in touch with the outgoing students, particularly of their own departments and encourages them to furtherance their future course. The institution has the provisions for free studentships for the meritorious students of BPL category and the deprived students. There is a student aid fund to help the poor students. Moreover, poor students who don't fall under the above categories are financially helped by some teachers in their hour of academic needs.

### **7.3.12 What is your complaint management process? How do you ensure that these complaints are resolved promptly and effectively? How are complaints aggregated and analyzed or use in the improvement of the organization, and for better stakeholders-relationship and satisfaction?**

The institution has established a Grievance and Reddressal cell in order to entertain complaints from the students, guardians and stake holders. The complainants have an easy access to the cell. Grievances are always solved amicably to the better health of the institution. Till date, no complained has come that goes beyond limit of the college.

### **For Re-accreditation:**

The same assessment framework will be used. However, additional information has to be provided for the following probes:

#### **1. How are the Core Values of NAAC reflected in the various functions of the institution?**

As an institution of Higher Education, Puthimari College is always up and doing for the development in an educationally and economically backward locality in N.E. Region. The institution has been imparting higher education to thousands of students over the years at an accessible cost and convenience. As a result, sizable percentage of students has been added to the total percentage of India higher education. Attempts have been on to produce ideal citizen for the nation and thus to contribute to the human resource development. The college always tries to inculcate the sense of nationalism among the students by celebrating the red letter days like Independence Day and the Republic Day, and thereby taking an advantage to talk on the sacrifice of our great leaders. The sense democracy is permeated among the students by holding election of the Students' Union in the manner of the country's election procedure. A system of holding stage ragging among the old and the new students is invoked in order to fight the menace of ragging. The Communal Harmony Campaign of the nation is celebrated in the college with the active participation of both the teachers and the students every year. As for the product of the nation is concerned, a sizable number of alumni have occupied different posts in both the state and national level.

To look up for the global employment market is a world phenomenon today. Information technology, as is clear, is the bedrock of the aforesaid market. Though the college has no scope to cover the entire area of present day information technology it is trying its best to give the learners at least the basics of it. For the purpose, it has been training students on the basics of computer. Students can make use of computer and internet through the guidance of the teachers. The Career and Guidance cell has always been instrumental in providing information on employment and on the scope for further studies in the area of their interest. Thus it has been serving the students as a platform for global competency.

The college always maintains a secular character in every sphere of its activities. That the merit in any branch of learning should be encouraged is completely clear in its activity. A fair admission procedure based on merit, incentive to the meritorious and needy students, recognizing the best performers in sports, art and culture are hallmarks of the activities. Programmes on value based education are held from time to time.

Following the suggestion the previous assessment the institution has taken initiative to complement traditional lecture method of teaching with the use of modern aids/technique of teaching such as computer, internet, projector etc. Moreover, students are encouraged to use e-resources also.

To keep pace with the vision of the college, a quest for excellence has been the hall mark of the entire activities of the institution. Emphasis is laid on faculty development. The encouragement imparted to research and extension of education has paid rich dividends. Three teachers have completed Ph.D. Degree, nine have completed M.Phil Degree and there are 13 are pursuing Ph.D. works.

Teachers take to attend national seminars and I.D. programmes regularly. A few faculties are regularly publishing articles on newspapers on contemporary social-political issues. Facilities in communication, library and sports are improved; guidance and counseling cell and book bank facility are strengthened. Regular classes and continuous comprehensive evaluation of the students are notable signs of excellence of the college. Despite the limitations, the college continues to strive on its quest for excellence.

\* Responses to questions from 7.1.1 to 7.3.11 should be based on data of five years after accreditation

## 1. Evaluative Report of the Departments (If applicable)

### DEPARTMENTAL PROFILE ASSAMESE DEPARTMENT

#### 2. Faculty Profile – Adequacy and competency of faculty :

There are only Three (3) permanent teachers and Three (3) Contractual teacher in the department. The academic condition in terms of quality of faculty and learning transfer process is healthy and adequate. They are very sincere and active.

#### Details of faculty :

Name of the teacher	Designation	Qualification	Research	Teaching Experience
R. N. Bhattacharyya	Associate Prof. & H o D	M.A., M. Phil	5Years	25Years
Dr. A. D. Baruah	Associate Prof.	M.A., M.Phil, Ph. D.	9Years	24Years
Dr. P. Talukdar	Associate Prof.	M.A., M. Phil, Ph.D.	9Years	24 Years
K.K. Sarma	Lecturer (Contractual)	M.A.	Nil	1Year
N. Sarma	Lecturer (Contractual)	M.A.	Nil	4 Months
B. Deka	Lecturer (Contractual)	M.A.	Nil	4Months

#### 3. Students Profile – Entry level competencies, socioeconomic status etc.

Students are admitted on merit basis. The economic condition of the people near Puthimari College is very poor. So the students of the college come from rural background from low and middle income group. Most of the students are weak in English. The subject is preferred equality by both boys and girls. However, they have command in regional language.

Sl. No.	Class	Socioeconomic				Total
		Sc	255ST	OBC	General	
1	TDC Part – I	09	Nil	60	186	255
2	TDC Part – II	03	Nil	17	87	107
3	TDC Part – III	03	Nil	11	72	86

#### 4. Change made in the course during the past two years and the contribution of the faculty to those change.

The course is prepared by G.U. The department has no role to change the course. But in the recent past the university syllabus of degree course were modified to make it more relevant and update in 2006 and last year it is again modified for semester system.

## 5. Trends in the success and dropout rate of the students during the last two years.

Class	2009-10				2010-11			
	Appeared	Pass	Result %	No. of failed/pending	Appeared	Pass	Result %	No. of failed/pending
Part-I (M)	13	09	69.23%	04	08	05	62.5%	03
General	250	162	64.8%	88	249	158	63.45%	91
Part-II (M)	11	10	90.9%	01	11	05	45.5%	06
General	141	134	95%	07	155	140	90.3%	15
Part-III (M)	11	07	63.6%	04	04	03	75%	01

In 2007 one student secured 1<sup>st</sup> class and distinction in major in B.A. Final Examination securing 4<sup>th</sup> position in G.U.

## 6. Learning resources of the department – Library computers, Laboratories and other sources-

The Department has one departmental library. It was established in 1990. Three are above 300 text and reference books and one journal- Garioshi.

There is a computer in the department to keep the department records.

## 7. Modern teaching method practiced and uses ICT in teaching-learning.

Generally lecture method is used in the classes. At the same time other methods like group discussion question-answer method, seminar etc. are used also. Apart from these procedures, tutorial classes and home assignment are also arranged by the faculty.

## 8. Participation of teachers in academic and personal counseling of students-

The faculty members of the development are very interested for personal guidance to the students. They are very helpful to the students and always encourage the students for their future development. Students are guided depending on their interest of subject. The faculty members regularly participate in special classes for poor learners. To improve the knowledge and attention of the students specially in major students. The faculty members encourage them for personal discussion outside their classroom and they are supplied some important books and notes from the departmental library also. On the other hand the department organizes educational tour every year for improvement of skill & knowledge of the students in practical feel. Students-teacher relationship in the department is excellent. They are guided for minor research also.

**9. Details of faculty development programmes and teachers who have been benefited during the past two years.**

For improvement of their skill and knowledge, the faculty members of the department have participated in various refresher/seminar/workshops in the past two years. The teachers are actively engaged in research work. Dr. P. Talukdar, Associate Professor of the dept. specially engaged in troop leader of the voluntary service in 33 national games, Olympic day under auspices of the National Olympic committee & taking part of Olympic day run on 2006 at Guwahati Participated in North-East regional Scout/Guide comp. etc.

Name of the teacher	Orientation/Refresher course	Seminar/Workshops	Conferences
R. N. Bhattacharyya		Health camp workshop at Japia Village on 2012	
Dr. A. D. Baruah		UGC sponsored National seminar at Dhing College, Nagaon in 2012  National seminar in 2006 at G. U.	International conference in 2005 at Sankardev Kalakhetra, Ghy.
Dr. P. Talukdar	One STC at Academic staff college, G.U. on 2011	Two National seminar in 2005, 2006 at G.U. and Sankardev Kalakhetra, Ghy.  Three National seminar in 2006 at G.U.  Workshop on Reiki Meditation on 2006 at Puthimari College.  National seminar on 2007 at Sankardev Kalakhetra.  Workshop on woman manager in H. E. organized by G. U. on 2010.  Translation workshop under Akhil Bharatia Sahitya Parisad on 2010.  Industrial exposure programme for college students organized by Assam Govt. on 2008.	Two International Conferences in 2005 at Goalpara College and Sankardev Kalakhetra.  International Conference in 2007 at Sankardev Kalakhetra.

**10. Participation/Contribution of teachers to the academic activities including teaching, consultancy and research.**

Dr. A. D. Baruah and Dr. P. Talukdar, Associate Professors of Assamese Department have already been awarded Ph. D. Degree from G.U. on 2007 and 2011 respectively. The topic of research work of Dr. A. D. Baruah is “Bagmibar Nilomani Phukanar Jiban aru Sahitya Kriti : Eti Samikshatmak Adhayan” under Dr. Manjula Devi and the topic of research of P. Talukdar is Adidasamar Samikshatmak Adhayan under Dr. Bani Sarma.

This year the dept. has applied for holding a UGC sponsored National Seminar at the college premise on the topic “Folklore is a medium for imparting traditional knowledge among the people.”

The faculty members also take part as resource person in different local organization also.

Sl. No.	Faculty	Articles	Books	Major Projects	Minor Project
1	R. N. Bhattacharyya	01	-	-	01
2	Dr. A. D. Baruah	07	-	-	01
3	P. Talukdar	05	-	-	-

**11. Collaboration with other department/institutions at the state, National and International levels and their outcome during the past two years.**

The Dept. has not yet adopted such planes. From this year, we will try our best to follow.

**12. Priority areas for research and details of the ongoing projects, important and note worthy publication of the faculty, during pass two years.**

The faculty members have nearly 12 articles in various reputed journals to their credit for last four years. This year, the dept. try best to publish a departmental magazine by name ‘Subash’.

**13. Placement record of the past students and the contribution of the department to aid students placement.**

Near about 200 students completed their B. A. degree in Assamese dept. with Major and 150 in Simple. A large member of students engaged themselves in various job like business, teaching, State Govt. Office and Company. But all record is not available in the dept. Mr. Tarini Das, Mr. Nilotpal Sarma, Mrs. Bhumika Devi, the outgoing students of the dept. have been serving as Lecturer in P. B. A. College, Puthimari College and Borka College respectively.

**14. Plan of action of the dept. for the next five year.**

**Plan of actions are as follows :**

- (i) The Dept. proposes to publish a departmental bulletin.
- (ii) Departmental wall magazine.
- (iii) Research project on- Local colloquial language of greater Puthimari area.

## Evaluation Report of the Department of Economics

### 15. Faculty Profile:- Adequacy and competency of faculty:

The department of Economics was introduced in our college from the very beginning i.e. from 1981. Presently the department has 4 full time teachers, that is three Associate Professors and one full time Assistant Professors (Non-sanctioned). The academic condition in terms of quality and learning process of the faculty is adequate. All the teachers of the department performs their duties sincerely and regularly.

Name of the teachers	Designation	Qualification	Research Experience	Teaching Experience
Sri. Lakshmi Dhar Talukdar	Associate Prof.	MA, M.Phil	5 years	24 years.
Sri Parag Ch. Kalita	Associate prof.	MA, LLB.	3 years	21 years
Md. Miran Ali	Associate Prof.	MA (Double), B.Ed.	3 years	20 years
Sri Rabin Sarma	Assistant Prof.	M.Sc., M.Phil	3 years	18 years

### 16. Student Profile:- Entry level of competencies, socio-economic status, language proficiency etc.-

All the students of our college comes from rural area. Most of the students are belongs to local income group. Students are mostly proficiency in Assamese. OF course some students can also speaks Hindi and English. The subject is opened for both generals but the number of girls is increasing standby.

Sl. No.	Class	Socio economic status				Total
		SC	ST	OBC	General	
1	TDC I (Major)	1	-	6	15	21
2.	TDC-I General	5	2	7	41	55
3	TDC-II (Major)	-	-	3	8	11
4	TDC-II (General)	2	1	4	16	23
5	TDC-III (Major)	1	0	3	7	11
6	TDC-III (General)	1	-	1	4	6
<b>Total</b>		<b>10</b>	<b>03</b>	<b>23</b>	<b>71</b>	<b>127</b>



**17. Change made in the courses or programmes during the past two years and the contribution of the faculty to those changes.**

The college is under Guwahati University. The university takes every responsibility of changing or modifying the syllabi of the courses or programmes. Therefore, the college has no role to play to such changes. However, the executive council of the university which takes responsibility of such changes has constituent members from the colleges selected by our teachers.

**18. Trends in the success and dropped out rates of students during the last two years**

Class	2009-10					2010-11				
	Appeared	Pass		Result	No. of drop out	Appeared	Pass		Result	No. of drop out
		1 <sup>st</sup> class	2 <sup>nd</sup> class				1 <sup>st</sup> class	2 <sup>nd</sup> class		
TDC-I(M)	4		3	75%	1	6		4	66.6%	2
TDC-I(G)	24		7	28.78%	17	23		9	39%	14
TDC-II(M)	6		5	83.33%	1	5		4	80%	1
TDC-II(G)	4		4	100%	1	11		9	81.8%	2
TDC-III(M)	5		4	80%	1	6	1	5	100	Nil
TDC-III(G)	4		3	75%	1	4	0	4	100	Nil
<b>Total</b>	<b>47</b>		<b>26</b>		<b>22</b>	<b>55</b>	<b>1</b>	<b>35</b>		<b>19</b>

**19. Learning resources of the department- Library, computers, Laboratories and other resources**

The department has its own library which is quite rich in collection of books and journals. It has one computer with internet facility. Students and teachers normally consult the departmental library and the central library. The faculty members subscribe the journals and keep it in the departmental library for their use of students.

**20. Modern teaching methods practiced and use of ICT in teaching learning LCD and computers are frequently used for comprehensive teaching lecture method is normally followed.**

Apart from this procedure tutorial classes and home assignments are also arranged by the faculty. The faculty members also use ICT, departmental seminar, teacher students dialogue etc. in teaching learning process. Teachers are available beyond class hours during vacations for academic interaction with students.

**7. Participation of teachers in academic and personal counseling of students.**

Teachers of the departmental are always available of personal guidance to the students. They are very helpful to the students and encourage them for future prospects. There is a remedial class arrangement for disadvantage students minority community students.

**8. Details of the faculty development programmes and teachers who have been benefited during last two years.**

**Participated in various Refreshers/Orientation courses and seminars/workshops and thus it improved their skill.**

Name of teacher	Refresher/Orientation	Seminar/workshop	Conference
Sri. Lakshmi Dhar Talukdar	Nil	National- 2 International- 1	Nil
Sri Parag Ch. Kalita	Nil	National 1	Nil
Md. Miran Ali	Nil	National -1 (Workshop)	Nil
Sri Rabin Sarma	Nil	National -2	Nil

**21. Participation/ Contribution of teachers to the academic activities including teaching, consultancy and research.**

Almost all faculty members are engaged in research work and all four teaching members have been registered for Ph.D. work under them in the recent part.

Sl. No.	Faculty	Articles	Books	Project (Major)	Project (Minor)
1	Sri. Lakshmi Dhar Talukdar	1 (ISBN)			On going MRP
2	Sri Parag Ch. Kalita	1 (ISBN)			
3	Md. Miran Ali	2 (Magazine)			
4	Sri Rabin Sarma				

**22. Collaboration with other departments/institutions at the state, national and International levels and their outcome during the past two years.**

The department has a plan to introduce such programme.

**11. Priority areas for Research and details of the on going projects, important and noteworthy publications of the faculty during past two years.**

Two of the faculty members have published two articles in ISBN publication-which are available in the department.

**12. Placement record of the past students and contribution of the department to aid student placements.**

Nil

**23. Plan of action of the department for the next five years.**

Despite various constraints the department has plans to do the following action plan in coming five years.

(a) At least four awareness programme on

(i) Consumer protection and on

(ii) Small family norms.

24. Collaboration with other institution.

**EVALUATIVE REPORT OF THE DEPARTMENT OF EDUCATION,  
PUTHIMARI COLLEGE, SONESWAR, KAMRUP (ASSAM).**

**(1) FACULTY PROFILE – ADEQUACY AND COMPETENCY OF FACULTY..**

The faculty as a separate discipline was introduced in the year 1981. Presently the department has three fulltime teachers and one contractual teacher. The academic condition in terms of quality of faculty and learning transfer process is healthy and adequate. All the teachers of the department are sincerely engaged in scholarly pursuits. However, shortage of teachers in the department has now started affecting adversely the efficiency of the staff.

Name of the teachers	Designation	Qualification	Teaching experience
Gitanjali Kalita Choudhury..	Associate Prof. & H.O.D.	M.A., M.Phil, B. Music.	23 Years.
Ranjit Ch. Choudhury..	Associate Prof.	M.A.	19 Years.
Pratap Kr. Barman..	Associate Prof.	M.A.	19 Years.

**(2) STUDENT PROFILE- ENTRY LEVEL COMPETENCIES, SOCIOECONOMIC STATUS, LANGUAGE PROFICIENCY ETC.**

Students are admitted strictly on merit students largely come from rural backward from low and middle income group. Students are mostly proficient in regional language. The subject is preferred equally by both the genders and the number of girls is increasing steadily for the last three years.

2010-11.

Sl. No.	Class	Socio economic status.				Total
		SC	ST	OBC	GEN	
1	B.A.1 <sup>st</sup> Year.	09	Nil	60	186	255
2	B.A. 2 <sup>nd</sup> Year	03	Nil	17	87	107
3	B.A. 3 <sup>rd</sup> Year	03	Nil	11	72	86

**(3) CHANGES MADE IN THE COURSES OR PROGRAMMES DURING THE PAST TWO YEARS AND THE CONTRIBUTION OF THE FACULTY TO THOSE CHANGES. :-**

In the recent past the University syllabi were modified to make it more relevant and update in 2003. The University has introduced semester system in undergraduate courses from last year (2011-12)

**(4) TRENDS IN THE SUCCESS AND DROPOUT RATES OF STUDENTS DURING THE PAST TWO YEARS:-**

Class	2009-10				2010-11			
	Appeared	Pass	Result %	No. of failed	Appeared	Pass	Result %	No. of failed.
B.A. 1 <sup>st</sup> year	G- 121 M-06	93 06	76% 100%	28 00	148 13	62 10	42% 76%	86 03
B.A. 2 <sup>nd</sup> year	G- 86 M- 05	35 05	40% 100%	51 00	85 05	44 05	51% 100%	41 00
B.A. 3 <sup>rd</sup> year	G- 34 M-05	24 05	70% 100%	10 00	41 03	36 03(1 <sup>st</sup> class-1)	81% 100%	05 00

The outstanding result of the department is that 100% succeeded in Major course. The dropout rate in general course is increasing.

**(5) LEARNING RESOURCES OF THE DEPARTMENT- LIBRARY- COMPUTER, LABORATORIES AND OTHER RESOURCES:-**

The department has its own library. There are about 200 books in the departmental library. It has got one computer and internet facility. It has a well equipped laboratory. Students and teachers normally consult the departmental library and central library which is quite rich in old and new books. The college subscribes the journals University News & Yojana etc.

**25. MODERN TEACHING METHODS PRACTICE AND USE OF ICT IN TEACING LEARNING.:-**

LCD projector and computer are used for comprehensive teaching. Lecture method is normally followed. Apart from this procedure tutorial class, home assignment, departmental seminar, group discussion, sessional paper are also arranged by the faculty. Teachers are available beyond class hour for academic interaction with students.

Teaching learning methods in use.

Lecture based	Computer based	Project based	Experimental learning	Seminar	Field work/ Survey.
Yes	Yes	-	Yes	Yes	Yes(Survey).

**(7) PARTICEPATION OF TEACHERS IN ACADEMIC AND PERSONAL COUNSELLING OF STUDENTS:-**

Teachers of the department are always available for personal guidance to the students. They are very helpful to the students and encourage them for future prospects. Faculty members guide the students depending on their interest of subjects. Teachers take remedial classes for students. In addition, students with difficulties are encouraged to have personal discussion outside their class room. Due to this, the student's teacher's relationship in the department has always remained excellent. Students now feel free to seek advice from any teacher at any time of the day in the department.

**(8) DETAILS OF FACULTY DEVELOPMENT PROGRAMMES AND TEACHERS WHO HAVE BEEN BENEFITED DURING THE LAST TWO YEARS:-**

The teachers of the department have improved their skill by participating in various refresher/ short term courses and seminar/workshops. They regularly act as examiners, scrutinizers.

Name of the teachers	Refresher/short term course.	Seminar/Workshop	Conference
Gitanjali Kalita Choudhury.	Nil	Seminar(National) - 2, Workshop-1(2011)	Nil.
Ranjit \ch. Choudhury.	Attending refresher course .From 4 <sup>th</sup> July to 9 <sup>th</sup> July at GU.2011.	Workshop- 1	Nil
Pratap Kr. Barman.		Attended NSS training in 2011.	Nil.

**PARTICIPATION/CONTRIBUTION OF TEACHERS TO THE ACADEMIC ACTIVITIES INCLUDING TEACHING, CONSULTANCY AND RESEARCH.**

Name of the teachers	Articles	Books	Major Project	Minor/Dept. Project/Survey.	Others.
G.K. Choudhury.	08	Nil	Registered for PHD research.	Completed one survey.	Nil
R.C. Choudhury.	02	Nil	Nil	Nil	Nil
P.K. Barman.	02	Nil	Nil	Nil	Nil

**26. COLLABORATION WITH OTHER DEPARTMENTS/INSTITUTION, AT THE STATE NATIONAL/INTERNATIONAL LEVELS AND THEIR OUTCOME DURING THE PAST TWO YEARS.**

**G.K. Choudhury- Life member of National Council for teachers education.**

**(11) PRIORITY AREAS FOR RESEARCH AND DETAILS OF THE ONGOING PROJECTS, IMPORTANT AND NOTEWORTHY PUBLICATIONS OF THE FACULTY, DURING PAST TWO YEARS.**

G.K. Choudhury has registered for PHD work and published one seminar paper.

**(12) PLACEMENT RECORD OF THE PAST STUDENTS AND THE CONTRIBUTION OF THE DEPARTMENT TO THE STUDENT PLACEMENT.**

At present the placement record are not available in the department but past out Major students have been engaged in teaching activity.

**(13) PLAN OF ACTION OF THE DEPARTMENT FOR THE NEXT FIVE YEARS.**

The department plans to initiate MRP and survey in different priority areas.

## Departmental Profile

### Department of English

#### 27. Faculty Profile—

English, as it is a compulsory subject, was introduced at the time of the establishment of the college that is in the year 1981. However, English as a major subject was introduced in 1992. At present three faculties are working in the department against three sanctioned posts. The faculty strength of the department is as follows:

Name of the Teacher	Designation	Qualification	On Going Research	Teaching Experience
Phuleswar Deka	Associate Professor	MA, PGDTE, M. Phil.	Ph. D.	20 years
Rajib Das	Assistant Professor	M. A. M. Phil.	Ph. D.	9 years
Purabi Goswami	Assistant Professor	M. A. M. Phil.	Ph. D.	4 years

**28. Students' Profile—** entry level competencies, socio-economic status, language proficiency etc.

The entry level competency of the students is not encouraging. Only about 5 percent of the admitted students score more than 60% or 60% in their H. S. final examination. Most of the students are economically poor. The language proficiency of the students especially in English needs improvement. Roughly, the socio-economic status of the students can be shown through the following table:

Year	General		SC		ST		OBC	
	M	F	M	F	M	F	M	F
2009-2010	160	245	11	7	0	0	30	47
2010-2011	187	261	6	9	0	0	40	48

#### **29. Changes made in the courses or programme during the last five years and contribution of the faculty to those changes:**

The three years degree course is transformed into semester system in the year 2011 with a modified syllabus. The faculty members of the college can hardly make any contribution to those changes as the affiliating university takes the sole responsibility.

#### **30. Trends in the success and dropout rates of students during the last five years:**

Year	General	Major
2006-07	68.80%	80%
2007-08	62.30%	78.5%
2008-2009	69.29%	90.9%
2009-2010	58.5%	66%
2010-2011	78.09%	75%

### **31. Learning resources of the department— library, computers, laboratories and other resources.**

The department possesses a departmental library with 180 books and subscribes a journal. The library is open for use only for the major students. The department has one computer set with internet connection which can be used by the students.

### **32. Modern Teaching methods practiced and use of ICT in teaching-learning.**

To make the classroom affairs more of dialogic, attempts are made by the teachers to ensure students' involvement in the class. For this purpose students are assigned to write summaries of the class lectures and are encouraged to ask questions. Apart from this, the progress of the students are checked through unit tests and assignments. Moreover, the traditional chalk and talk method is complemented by frequent use of projector and internet for the classes.

### **33. Participation of teachers in academic and personal counseling of students:**

The faculties of the department are open to counseling of students. Students often come to the department for academic and personal queries and confusions. The faculties provide best possible suggestions for their academic development. In many cases the teachers of the department give monetary aid to the poor students.



**34. Details of faculty development programme and teachers who have been benefited during the last five years.**

The faculties have participated in different long and short term courses, seminars and workshops in the last five years. The list of the same is given below:

Name of Teacher	Refresher/ Orientation Programme	National Seminars/ Workshops
Phuleswar Deka		<ol style="list-style-type: none"> <li>1. National Seminar at Puthimari College on 12<sup>th</sup> and 13<sup>th</sup> October 2007. Paper-title- Impact of Ethnic Crisis in Economic Development of the North-East.</li> <li>2. National Seminar at SBMS college, Sualkuchi on 2<sup>nd</sup> and 3<sup>rd</sup> November 2007. Paper-tilte- Ethnic Crisis and Socio-Economic Development of Assam.</li> <li>3. State level Seminar at Bajali college, on 18<sup>th</sup> and 19<sup>th</sup> December, 2009. Paper-title- Problems and Techniques of Teaching Poetry in Secondary level.</li> </ol>
Rajib Das	RC- 5 <sup>th</sup> to 25 <sup>th</sup> December, 2011, Academic Staff College, GU	<ol style="list-style-type: none"> <li>1. National Seminar at Puthimari College on 12<sup>th</sup> and 13<sup>th</sup> October, 2007. Paper title- Ethnicity and Quest for Identity in Assam.</li> <li>2. National Seminar at Goreswar college on 2<sup>th</sup>, 3<sup>rd</sup> November, 2010. Paper-Title— Non- Violence Protests after Gandhi.</li> <li>3. National Seminar at Puthimari college on 5<sup>th</sup> and 6<sup>th</sup> February, 2010. Paper title- Role of Non-Teaching Staff in Academic Development of Rural Colleges.</li> <li>4. National Seminar at Barbhag college on 1<sup>st</sup> and 2<sup>nd</sup> February, 2012. Paper-title- Role of Women in Woman Empowerment.</li> </ol>
Purabi Goswami	OP- 2 <sup>nd</sup> to 29 <sup>th</sup> November, 2009, Academic Staff College, GU RC- 8 <sup>th</sup> to 28 <sup>th</sup> November, 2010, Academic Staff College, GU	<ol style="list-style-type: none"> <li>1. National Seminar at Barnagar College on 29<sup>th</sup>, 30<sup>th</sup> January, 2010. Paper-Title— “Tamed Subjects: A Reading of Mamoni Raisom Goswami’s Devipithar Tej, Udang Bakach and Nangath Chahar.</li> <li>2. National Seminar at Goreswar college on 2<sup>th</sup>, 3<sup>rd</sup> November, 2010. Paper-Title— Gandhian Aura: A Reading of Rja Rao’s</li> <li>3. National Seminar at Barama College on 28<sup>th</sup>, 29<sup>th</sup> July, 2011. Paper-Title— On Translating Culture: Reading Mamoni Raisom Goswami’s Under the Shadow of Kamakhya.</li> </ol>

**35. Participation/ Contribution of teachers to the academic activities including teaching, consultancy and research.**

Along with the usual teaching duties in the college the faculties of the department get engaged in free coaching classes organized by different NGOs and other such groups.

Name of faculty	Extra teaching classes
Phuleswar Deka	Classes for TET at Pub Kamrup College, Baihata Chariali, 2011.
Rajib Das	Free Coaching classes at Pub Kamrup College, Baihata Chariali, 2011 organised by Prakshalan, an NGO. Classes for TET at Boromboi, Kamrup.
Purabi Goswami	Free Coaching classes at Pub Kamrup College, Baihata Chariali, 2011 organised by Prakshalan, an NGO.

**36. Collaboration with other departments/ institutions at the state, National and International level and their outcome during the past five years.**

The department has no collaboration with other departments/ institutions at the state, national and international level.

**11. Priority areas for research and details of the ongoing projects, important and noteworthy publications for the faculty, during last five years.**

The list given below covers the research area and articles published:

Name of faculty	Ph D research area	Articles published	Research article published	Research Project
Phuleswar Deka	Interpreting the Creative Principles in Bernard Shaw with special reference to select plays.	Around 30 articles published in leading Assamese dailies.	Problems and Techniques of Teaching Poetry in Secondary Level. Published in Bajali College Journal.	NIL
Rajib Das	Race, Identity and Human Relationship: A Study of Select Plays of Girish Karnad.	Around 30 articles published in leading Assamese dailies	.	NIL
Purabi Goswami	The Poetics of Transference: A Study of Some of Mamoni Raisom Goswami's Works in Translation.	Women's Text: A Reading of Virginia Woolf's Mrs Dalloway	1. On Gaze: A Study of Mamoni Raisom Goswami's Devipithar Tej, Udang Bakach	NIL

			and Nangath Chahar. 2. Story- Telling and Gita Hariharan's When Dreams Travel. Published in The Marginal Voice; International journal of humanities and social sciences, vol-1, 2010 & vol-2, 2011	
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**12. Placement record of the past students and the contribution of the department to aid student placements.**

The faculties help the students in getting placement by counseling them for different job opportunities. One of the faculty members Mr.Rajib Das did his BA from this department. More than 25 students who did BA with major in English from this department are serving in various departments such as college, schools, postal, railway etc.

**37. Plan of action of the department for the next five years:**

The department is gearing up with different plans for the coming five years. For instance, the department is planning to publish an ISSN qualified journal every year. The department is planning to open a functional course in English for the development of conversational and writing skills of the students. The bridge course for the prospective BA students will be strengthened. A Minor Research Project will be done on Proficiency Level of English in the level of class IX and X of neighbouring High and Higher Secondary Schools.

## DEPARTMENT OF GEOGRAPHY

### 38. Evaluative Report of the Department of Geography, Puthimari College,

#### 1. Faculty Profile- adequacy and competency of faculty:

In the college the subject Geography was introduced in 1993. Major course introduced in 2008. In the department (i) Dr.Sirajuddin Ahmed (since 02-08-1993) against sanction post and (ii) Champak Kr. Das (Since 04-09-1995) against non-sanction post have been working as lecturer in the department. To run the department at least five teachers is necessary. Therefore, the college authority appoints two part timer teachers to run the department. The competency of the faculties is given below.

Name of the teacher	Designation	Qualification	Research Experience	Teaching Experience
Dr.Sirajuddin Ahmed	Assistant Professor. Stage-II	MA.,Ph.D.	11 years	19 years
Sri Champak Kr.Das	Assistant Professor.	MA.,M.Phil	Nil	17 years
Sri Kaveri Devi	Assistant Professor.	MA	Nil	2 years
Sri Sri Bandana Saloi	Assistant Professor.	MA, B.Ed.	Nil	1 years

#### 39. Student profile – entry level competencies, socioeconomic status, Language proficiency, etc.

All students are allowed to admit. They are come from rural background from low and middle income group. Their language is Assamese and has workable knowledge of English. The socioeconomic status of the students is given below (Session-2010-11).

Sl.No.	Class	Socioeconomic status				Total
		SC	ST	OBC	General	
1	TDC-I-(Major)	-	-	02	05	07
2	TDC-I-(General)	01	-	02	23	26
3	TDC-II-(Major)	-	-	-	05	05
4	TDC-II-(General)	01	-	03	08	12
5	TDC-III-(Major)	-	-	-	04	04
6	TDC-III-(General)	-	-	01	05	06

#### 3.Changes made in the courses or programmes during the past two years and the contribution of the faculty to those changes.

The college is affiliated to Gauhati University. Hence, the college has no role to play such changes. Recently, from 2011 the University introduced semester system in UG courses and modified syllabus.

**40. Trends in the success and dropout rates of students during the past two years.**

Class	2009-10				2010-11			
	Appeared	Pass	Result %	No.Failed	Appeared	Pass	Result %	No.Failed
TDC-I-(M)	05	04	80%	01	07	05	71.4%	02
TDC-I-(G)	23	18	78.3%	05	26	20	76.9%	06
TDC-II-(M)	04	04	100%	0	05	04	80%	01
TDC-II-(G)	08	08	100%	00	12	09	75%	03
TDC-III-(M)	-	-	-	-	04	04	100%	00
TDC-III-(G)	02	02	100%	00	06	05	83.3%	01

**41. Learning resources of the department – library, computers, laboratories and other resources.**

The department has its own small library having 126 books and journals. The department has two sets of computers and internet connection with one set. In the department there is two laboratory rooms, one for major and one for general students. The laboratory is well equipped. Students use the books, journals, computer and other equipments regularly.

**42. Modern teaching methods practiced and use of ICT in teaching-learning.**

In class room lecture methods is normally followed. Projector is used to present some diagrams, maps, models, etc. through slide show. Tutorial class is assigned by the faculty. Remedial class is done properly. Personal books are provided to the student. Photo copy of some important topics and articles which are not available in common books are provided to students.

**43. Participation of teachers in academic and personal proficiency of students.**

In the beginning of a session a time-bound lesson plan is made for the benefit of students and it is monitored by the faculty from time to time. We the faculty members are always available for personal guidance to the students. The department has decided to carry out socioeconomic survey with the help of TDC 3<sup>rd</sup> year student of their respective village. In this regard the questionnaire and survey scheduled covering the objectives of the study are prepared by the faculty. The procedure of data analysis in Excel software is taught in the department. Besides, departmental seminar is arranged to discuss some syllabus oriented important matters.

**44. Details of faculty development programmes and teachers who have been benefited during the past two years.**

Dr. Sirajuddin Ahmed (HOD) has been participating in various Refresher/ Orientation courses and Seminars/ Workshops. The record of participation in development programmes in last two years is given below.

Name of teacher	Refresher/ Orientation courses	Seminars/ Workshops	Conferences
Dr. Sirajuddin Ahmed (Regular on sanctioned post)	RC(ID)- 2008 in GU RC(ID)- 2011 in GU	Seminar-(1) 12 <sup>th</sup> Nov.2010, At Barbhag College, Nalbari Seminar-(2) 11 <sup>th</sup> Dec. 2010, At Cotton College, Guwahati Workshop- 17 Dec.2011, At university of Science and Technology, Meghalaya.	Nil
Sri champak Kr. Das (Regular on non-sanctioned post)	Nil	Nil	Nil
Smti. Kabari Devi (Part timer)	Nil	Nil	Nil
Smti. Bandana Saloi (Part timer)	Nil	Nil	Nil

**45. Participation/ contribution of teachers to the academic activities including teaching, consultancy and research.**

Only Dr. Sirajuddin Ahmed engaged in research work and the activities done by him in the recent past is mention below.

Sl.No.	Faculty	Article publish	Book publish	Major Projects	Minor Projects
1	Dr. Sirajuddin Ahmed (Regular on sanctioned post)	07	Nil	Nil	02(two)
2	Sri champak Kr. Das (Regular on non-sanctioned post)	Nil	Nil	Nil	Nil
3	Smti. Kabari Devi (Part timer)	Nil	Nil	Nil	Nil
4	Smti. Bandana Saloi (Part timer)	Nil	Nil	Nil	Nil

**46. Collaboration with other departments/ institutions, at the State, National and International levels, and their outcome during the past two years.**

The department has no collaboration with the department of other colleges/ institutions at the state, national and International levels. I, Dr. Sirajuddin Ahmed have been taking classes in Environmental Studies and guiding the students in doing the practical work of this subject. Sometimes I teach environmental education to the student of Education department. I also appointed as observer in departmental seminar of Economics, Political Science and Philosophy department.

**11. Priority areas for Research and details of the ongoing projects, important and noteworthy publications of the faculty, during past two years.**

The department has been given emphasis on preparing socioeconomic survey report in the neighbouring villages of the college. The main objectives of the work is to find out the socioeconomic condition of rural areas, their problems and prospects and also to suggest for proper use of natural resources available in the villages through which village community uplift their standard of living. The faculty member has seven publications in various journals, news papers and magazine. Department has completed two Minor Research Projects.

**12. Placement record of the past students and the contribution of the Department to aid student placements.**

The Department has no proper placement records of student. From this year Depart like to keep records of placement.

**47. Plane of action of the department for the next five years.**

The department has plans – (a). to publish one of our Minor Research Projects “Women’s Role in Rural Development in Assam”.

(b). to purchases GIS software for the benefit of students.

I. to continue village survey with a view to teach research methodology and also to create interest in research work.

(d).The department of Geography is going to publish an annual journal in collaboration with the department of English of the college.

## **EVALUATIVE REPORT OF THE DEPARTMENT OF HISTORY.**

### **(1) Faculty profile-adequacy and competency of the faculty.**

The faculty was introduced from the session 1990-91. Presently there are three teachers serving against sanctioned Post and one as contractual teacher. All the teachers are engaged sincerely in academic activities. However, one teacher has retired from service on the 31<sup>st</sup> Dec/2011

Name of teacher	Designation	Qualification	Research expire	Teaching experience
P.K.Sarma	Associate Prof.	M.A.B.T	-	21 Years
D.N.Barman	Do	M.A	1 ½ Years	19 Years
B.Das	Do	M.A	6 Years	15 Years

### **(2) Student Profile-entry level competencies, scio-economic status language proficiency etc:-**

Students largely come from rural background from low and middle income group. Students can understand Hindi and mostly proficient in Regional language. Few students have workable knowledge of English.

### **(3) Changes made in the courses or programs during the past two years and the contribution of the faculty to those changes:-**

The college is a constituent unit of Gauhati University, Gauhati. Hence the college has no role to play in such changes. However the faculty members to be active part in workshops or other such and give suggestions programs in framing and modifying the University syllabi of the degree courses from time to time. In the recent part the University syllabi were modified to make it more relevant and update in 2003. However, Semester system has been introduced in Gauhati University from 2011 and accordingly the syllabi has also been changed.



**(4) Trends in the success and dropout rates.**

2009 2010					2010 -2011								
Class	Appeared	Pass		Result %	NO Failed/Pending	Appeared	Pass		Result %	NO Failed / Pending	O B C	S T	SC
		1 <sup>ST</sup> Class	2 <sup>nd</sup> Class				1 <sup>st</sup> class	2 <sup>nd</sup> class					
TDC-I	M-10	-	7	70%	03	03	-	03	100%	-	-	-	-
	Gen	-	8	50%	08	05	-	05	100%	-	02	-	-
TDCII	M-7	-	5	71%	02	08	-	07	87%	01	-	-	--
	G-7	-	7	100%	-	05	-	05	100%	-	-	-	-
TDC III	M-3		3	100%	-	05	02	02	80%	01	-	-	-
	G-6		5	64%	01	08	-	07	88%	07	-	-	--

Two students degree 3<sup>rd</sup> year class secured 1<sup>st</sup> class and distinction marks in final examination held in 2011 the dropout rate is found almost nil.

**(5) Learning resources of the departments-library, computers laboratories and other resources:-**

The department has its own library with some collection of books and journals. It has one computers and internet facility. Both students and teachers use the departmental library and also the central library. The faculty members subscribe the journals and keep it in the library for their use and also for student's use. The college subscribes Indian journals on social science.

**(6) Modern teaching methods practiced and use of ICT in teaching-learning.**

LCD Projectors and computers are used for comprehensive teaching. Lecture method is normally followed. Tutorial classes, home assignments are also arranged by the faculty. Teachers are available beyond class hours and during vacations for academic interaction with students.

**(7) Participation of teachers in academic and personal counseling of students :-**

Teachers are available always for personal guidance to the students. Faculty members guide the students depending on their interest of subjects. Special coaching classes are arranged for the weaker pupil. They

also help in their personal needs outside the classroom. Thus, the student-teacher relationship is very friendly and encouraging.

**(8) Details of faculty development programs and teachers who have been benefitted during the past two years:-**

The faculty members of the department have improved their skill by participating in various Refresher/ Orientation courses and Seminars/ Workshops. They regularly act as examiners and activity engaged in research works. There are also some research publications. For addition that the dept. organized a UGC sponsored National Seminar at the college Premise in 2007 on the topic “Ethnics and Conflict in the North East in Historical perspective.

Name of teacher	Orientation/Refresher	Seminar/Workshop/Lecture.	Conference.
P.K. Sarma	Nil	Nil	Nil
D.N. Barman.	Nil	10(seminar), Recourse person, 2(workshop).	Nil
B. Das	Nil	03(seminar), 01(Lecture).	Nil

**(9) Participation/contribution of teachers to the academic activities including teaching consultancy and research.**

Almost all faculty members are engaged in research work. Two of the History Department have doing research project. One member has also done M.R.P under U.G.C.

SL. NO	Faculty	Article	Book	Major Project	Minor Project
1	P.K. Sarma	02	Nil	Nil	Nil
2	D.N.Barman	250	02	01	Nil
3	B.Das.	07	Nil	01	01

**(10) Collaboration with other dept/institutions, at the state, National and International levels and their out come during the past two years:-**

D.N. Barman- Life member of Indian History Congress.

B. Das- Life member of Indian History Congress, NEIHA, and Asom Buranji sabha.

**(11) Priority areas for research and details of Ongoing Projects, important and noteworthy publication of the faculty during the past two years.**

**Research Paper/Articles/Proceeding/Abstracts**

Name of Faculty	Name of Book/Journal	Theme of Paper- Proceeding	Theme of Paper Abstract	Title	Year	Seminar conference	Statr e/Nat ional / inter nation al
P.K. Sarma	Nil	Nil	Nil	Nil	Nil	Nil	Nil
D.N.Barman	Book			Aei Desh Aei Samaj	2005		
	Book			Raijmel	2010		
	Book(Ed)			Chasar Ayog	-		
	do			Natun Prithivi			
	do			Samikhan			
	Articles			Patharughatar Ran			
	do			Rangiar Raijmel			
	do			Bihu Aru Sampriti			
	do			Juktibadar Akhlat Asom			
	do			Adhunik Charbak			
	do			Baishnavadar Patharat Asomia Jati			
	do			Bhupen Hazarikar Adarsha			
BINITA DAS	Proceeding Book	Empowerment of tribal women of Assam with special reference of Thengal Kacharis		Empowerment of tribal women of Assam.	2007	Seminar	State
	Absrtact		The social Aspect of the Bhakti movement of Assam	The social Aspect of the Bhakti movement of Assam : In the context of Indian bhakti movement	2007	Confer ence	Inter nation al

	Abstract		Historicity of Naraka-Bhagadutta as refelected in the Mahabharata	Sources of Ancient Assam History	2007	Seminar	National
	Abstract		An overview on the role and status of plains tribal women stepping in to 21th century.	Empowerment of women stepping in to 21 <sup>st</sup> century	2007	Seminar	National
	Proceeding	Educational status of women in colonial Assam with reff to the contribution of the Missionaries		status of women in colonial Assam	2008	Seminar	National
	Proceeding	Folk beliefs and practices of illness among the Thengal kacharis		Helth care system among the tribal people of Assam	2010	Seminar	State level
	Preoceding	An overview		Role of N.A.S. in the administration of	2010	Seminar	National

	on few Major issues of the administration of higher education		higher education			
Preceding	The Issues of Ethnic movement in NE India with Special respect Bodo Movement		Ethnicity in NE India .....	2011	Seminar	National
Abstract		Education and empowerment of plains tribal women of Assam with special reference to the Thengal Kachari women	Economic Empowerment of women	2012	Seminar	National
Abstract		Religious tradition and beliefs of the Thengal Kacharis	Tradition/entiquity and evaluation in N.E.			

**(12) Placement record of the past students and the contribution of the department to aid student placements.**

Almost 50 students are able to take placement in different fields like service business etc.

We, the faculty members of the department other then counseling and suggestions to choose their profession. The dept has no any other means to aid them in placements.

(13) **Plan of action of the department for the next five years.**

The college is a rural based institution. Despite various difficulties, the dept proposes to adopt a research Project on local History of freedom movement of the existing region and regular publication of a department or bulletin. Decides to conduct National Seminar in the coming days.

**EVALUATIVE REPORT OF THE DEPARTMENT OF PHILOSOPHY, PUTHIMARI COLLEGE, SONESWAR, KAMRUP (ASSAM).**

**(1) FACULTY PROFILE – ADEQUACY AND COMPETENCY OF FACULTY..**

The faculty as a separate discipline was introduced in the year 1990. Presently the department has three fulltime teachers and one contractual teacher. The academic condition in terms of quality of faculty and learning transfer process is healthy and adequate. All the teachers of the department are sincerely engaged in scholarly pursuits.

Name of the teachers	Designation	Qualification	Teaching experience
Diparani Bhattacharyya.	Assistant Prof. & H.O.D.	M.A. (Double).	21 Years.
Thrimal Ch. Deka.	Associate Prof.	M.A., B.Ed.	20 Years.
Kartik Sarma.	Assistant Prof.	M.A.	19 Years.

**(2) STUDENT PROFILE- ENTRY LEVEL COMPETENCIES, SOCIOECONOMIC STATUS, LANGUAGE PROFICIENCY ETC.**

Students are admitted strictly on merit. Students largely come from rural backward from low and middle income group. Students are mostly proficient in regional language. The subject is preferred equally by both the genders and the number of girls is increasing steadily for the last three years.

**2010-11.**

Sl. No.	Class	Socio economic status.				Total
		SC	ST	OBC	GEN	
1	B.A.1 <sup>st</sup> Year.	G- 1	Nil	1	67	69
		M- 1			15	16
2	B.A. 2 <sup>nd</sup> Year	G-		01	30	31
		M-			05	05
3	B.A. 3 <sup>rd</sup> Year	G-			11	11
		M-			04	04

**(3) CHANGES MADE IN THE COURSES OR PROGRAMMES DURING THE PAST TWO YEARS AND THE CONTRIBUTION OF THE FACULTY TO THOSE CHANGES. :-**

In the recent past the University syllabi were modified to make it more relevant and update in 2003. The University has introduced semester system in undergraduate courses from last year.

**(4) TRENDS IN THE SUCCESS AND DROPOUT RATES OF STUDENTS DURING THE PAST TWO YEARS:-**

Class	2009-10				2010-11			
	Appeared	Pass	Result %	No. of failed	Appeared	Pass	Result %	No. of failed.
B.A. 1 <sup>st</sup> year	G- 42	35	83%	07	55 16	29 09	52%	26 07
	M- 11	05	45%	06			56%	
B.A. 2 <sup>nd</sup> year	G- 46	26	56%	20	32 04	23 03	72%	09 01
	M- 05	05	100%	00			75%	
B.A. 3 <sup>rd</sup> year	G- 13	12	92%	01	14 07	13 06	92%	01 01
	M- 06	01	16%	05			85%	

**(5) LEARNING RESOURCES OF THE DEPARTMENT- LIBRARY- COMPUTER, LABORATORIES AND OTHER RESOURCES:-**

The department has its own library. There are about 200 books in the departmental library. It has got one computer and internet facility. Students and teachers normally consult the departmental library and central library which is quite rich in old and new books. The faculty member's subscribed the journals and keep it in the library for their use and also students use. The college subscribes the journals "Indian Philosophical quarterly".

**(6) MODERN TEACHING METHODS PRACTICAL AND USE OF ICT IN TEACING LEARNING.:-**

LCD projector and computer are used for comprehensive teaching. Lecture method is normally followed. Apart from this procedure, tutorial classes, home assignment, departmental seminar, group discussion, sessional paper questionnaire method are also arranged by the faculty. Teachers are available beyond class hours for academic interaction with students.

Teaching learning methods in use.

Lecture based	Computer based	Project based	Experimental learning	Seminar	Field work.
Yes	Yes	-	-	Yes	Yes

**(7) PARTICEPATION OF TEACHERS IN ACADEMIC AND PERSONAL COUNSELLING OF STUDENTS:-**

Teachers of the department are always available for personal guidance to the students. They are very helpful to the students and encourage them for future prospects. Faculty members guide the students depending on their interest of subjects. Teachers take remedial classes. In addition, students with difficulties are encouraged to have personal discussion outside their class room. Due to this, the students teachers relationship in the department has always remained excellent. Students now feel free to seek advice from any teacher at any time of the day in the department.



**(8) DETAILS OF FACULTY DEVELOPMENT PROGRAMMES AND TEACHERS WHO HAVE BEEN BENEFITED DURING THE PAST TWO YEARS:-**

The teachers of the department have improved their skill by participating in various refreshers/ short term courses and seminar/workshops. They regularly act as examiners, scrutinizers.

Name of the teachers	Refresher/short term course.	Seminar/Workshop	Conference
Diparani Bhattacharyya.	Refresher course-2 from 29 the Nov. to 18 <sup>th</sup> Dec, 2010 and 10 <sup>th</sup> March to 27 <sup>th</sup> March, 2011 at ASC,. GU.	Seminar(National) - 3	Nil.
Thrimal Ch. Deka.	Nil.	Seminar (National) 2	Nil
Kartik Sarma.	. Refresher course-1 from 29 the Nov. to 18 <sup>th</sup> Dec, 2010.at ASC, GU.	Seminar(National)- 3.Workshop- 1	Nil.

**(9) PARTICIPATION/CONTRIBUTION OF TEACHERS TO THE ACADEMIC ACTIVITIES INCLUDING TEACHING, CONSULTANCY AND RESEARCH.**

Faculty members are engaged in research works.

Name of the teachers	Articles	Books	Major Project	Minor/Dept. Project/Survey.	Others.
Diparani Bhattacharyya.	05	01	Nil	01(Dept).	Documentary Direction- 5
Thrimal Ch. Deka.	04	Nil	Registered for PHD Research.	01(Dept)	Nil
Kartik Sarma.	02	Publisher- 02	Nil	01(Dept)	Nil

**(10) COLLABORATION WITH OTHER DEPARTMENTS/INSTITUTION AT THE STATE, NATIONAL AND INTERNATIONAL LEVELS AND THEIR OUTSCOME DURING THE PAST TWO YEARS.**

**Faculty are engaged with Schopenhauer, Philosophical society.**

**(11) PRIORITY AREAS FOR RESERCH AND DETAILS OF THE ONGOING PROJECTS, IMPORTANT AND NOTEWORTHY PUBLICATIONS OF THE FACULTY, DURING PAST TWO YEARS.**

1. Diparani Bhattacharyya- Engaged in film production and direction and publication and NGO work, departmental project.
2. Thirmal Ch. Deka. – Engaged in PHD research on a critical study of moral Philosophy of Kant, Registered in 2011 and departmental project.
3. Kartik Sarma- Engaged in departmental project and NGO work, publication and departmental project. Assam scout guide and Manab Bikash Kendra(Life member).

**(12) PLACEMENT RECORD OF THE PAST STUDENTS AND THE CONTRIBUTION OF THE DEPARTMENT TO THE STUDENT PLACEMENT.**

During last five year merely 10 past students are engaged in teaching and other field.

**13) PLAN OF ACTION OF THE DEPARTMENT FOR THE NEXT FIVE YEARS.**

The department plans to initiate MRP and survey in different priority areas.

## EVALUATION REPORT OF THE DEPARTMENT OF POLITICAL SCIENCE, PUTHIMARI COLLEGE

### 1. Faculty Profile – adequacy and competency of faculty

The faculty as a separate discipline was introduced from the very beginning i.e. from 1981. Presently the department has only two full time teachers and one teacher on contractual basis. The academic condition in terms of quality of faculty and learning transfer process is healthy and adequate. All the three teaches of the department are sincerely engaged in teaching learning process. But the shortage of teachers has now started affecting adversely the efficiency of academic staff.

<i>Sl. No.</i>	<i>Name of the teacher</i>	<i>Designation</i>	<i>Qualification</i>	<i>Research experience</i>	<i>Teaching experience</i>	<i>Remarks</i>
1.	Mrs. Pranati Das Choudhury	HOD and Assoc. Professor	M.A. (Double) M. Phil.	Nil	31 years	
2.	Mr. Debanand Sarma	Assoc. Professor	M.A.	Nil	22 years	
3.	Mr. Nagendra Nath Patowari	Assoc. Professor	M.A., PGDM	Nil	20 years	Retired on 01-01-2012
4.	Ms. Hiran Saloi	Lecturer (Contractual)	M.A.	Nil	03 months	

### 2. Student Profile – entry level competencies, socio-economic status, language proficiency etc.

Students are admitted strictly on merit (on mark basis). Students largely come from rural background from low and middle income group. Students are mostly proficient in mother tongue “Assamese” and in Hindi. They also have workable knowledge of English. The subject is preferred equally by both the genders and the number of girls is increasing steadily for the last few years.

<i>Sl. No.</i>	<i>Class</i>	<i>Socio-economic status</i>				<i>Total</i>
		<i>SC</i>	<i>ST</i>	<i>OBC</i>	<i>General</i>	
1.	TDC I year	04	00	31	203	238
2.	TDC II year	03	00	18	53	84
3.	TDC III year	01	00	04	52	57

**3. Changes made in the courses or programmes during the past two years and the contribution of the faculty to those changes.**

The college is a constituent unit of Gauhati University. Hence, the college has no role to play in such changes. In the recent past the University syllabi of the degree courses were modified to make them more relevant and update in 2011-12.

**4. Trends in the success and dropout rates of students during the past two years.**

Class	Major and General	2009-2010				2010-2011			
		Appeared	Pass	Result	No failed/pending	Appeared	Pass	Result	No failed/pending
TDC I Yr	Major	19	12	63%	07	05	03	60%	02
	General	156	85	54%	71	158	86	54%	72
TDC I Yr	Major	05	04	80%	01	13	13	100%	00
	General	59	47	79%	12	52	33	63%	19
TDC III Yr	Major	09	7	77%	02	06	05	83%	01
	General	26	17	69%	09	33	29	88%	04

**5. Learning resources of the departments – library, computers, laboratories and other resources.**

The department has its own library. There is a good collection of books and journals. It has got one computer. Students and teachers normally consult the departmental library and the central library which is quite rich in old and new books.

**6. Modern teaching methods practiced and use of ICT in teaching-learning**

LCD projector is provided for comprehensive teaching. Lecture method is normally followed. Apart from this procedure, tutorial classes and home assignment are also arranged by the faculty. Teachers are available beyond class hours and during vacations for academic interaction with students.

## 7. Participation of teachers in academic and personal counselling of students

Teachers of the department are always available for personal guidance to the students. They are very helpful to the students and encourage them for future prospects. Teachers regularly participate in special coaching classes for students belonging to SC, ST and minority communities. In addition, students with difficulties are encouraged to have personal discussion outside their class rooms. Due to this the students-teacher relationship in the department has always remained excellent. Students now feel free to seek advice from any teacher, at any time of the day in the department.

## 8. Details of faculty development programmes and teachers who have been benefitted during the past two years

The teachers of the department have improved their skill by participating in various Refreshers / orientation courses and seminars / workshops. They regularly act as examiners, head examiners etc.

<i>Name of the teachers</i>	<i>Orientation / Refresher courses</i>	<i>Seminars / workshops</i>	<i>Conferences</i>
Mrs. Pranati Das Choudhury	STC in Poultry Science	2+1	-
Mr. Debanand Sarma	-	2+1	-
Mr. Nagendra Nath Patowari	-	2	-

## 9. Participation / Contribution of teachers to the academic activities including teaching, consultancy and research

<i>Sl. No.</i>	<i>Faculty</i>	<i>Articles</i>	<i>Books</i>	<i>Major projects</i>	<i>Minor projects</i>
1.	Mrs. Pranati Das Choudhury	05	-	Registered in Ph.D.	UGC sponsored MRP
2.	Mr. Debanand Sarma	10	-	-	-
3.	Mr. Nagendra Nath Patowari	10	1	-	-

**10. Collaboration with other departments / institutions at the state, National and international levels and their outcome during the past two years**

Mrs. Pranati Das Choudhury is life member of North-East association and life member of ACTA.

Mr. Debananda Sarma is also life member of NEPSA and ACTA. He is also member of Natun Sahitya Parisad and life member of Ilora Vigyan Mancha, Assam.

Mr. Nagendra Nath Patowary is a member of ACTA.

**11. Priority areas for research and details of the ongoing projects, important and noteworthy publications of the faculty, during past two years**

The faculty members have nearly 40 publications in various journals, seminars abstracts for the last 5 years.

**12. Placement record of the past students and the contribution of the department to aid student placement**

From this year the department would like to keep records of placement. At present the records are not available in the department.

**13. Plan of Action of the department for the next five years**

Despite various constraints, the department has plans to introduce certificate course on “Rural Development”.

Also the department plans to initiate mini-research project on ‘Women empowerment’ related to the locality.

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## **D . Declaration by the Head of the Institution**

I certify that the data included in this Self Study Report (SSR) are true to the best of my knowledge.

The SSR is prepared by the institution after internal discussions, and no part thereof has been outsourced.

I am aware that the peer team will validate the information provided in this SSR during the peer team visit.

Place : Puthimari College

Date: 15.2.2012

Signature of the head of the Institution  
with Seal

(DULAL CH. MAHANTA)  
Principal  
Puthimari College  
Soneswar  
Kamrup; Assam

**Annexure- I**

23236351, 23232701, 23237721, 23234116  
23235733, 23232317, 23236735, 23239437



ज्ञान-विज्ञान विमुक्तये

विश्वविद्यालय अनुदान आयोग  
बहादुरशाह जफर मार्ग,  
नई दिल्ली-110 002

UNIVERSITY GRANTS COMMISSION  
BAHADURSHAH ZAFAR MARG  
NEW DELHI-110 002

June, 2005

F. 8-141/2005 (CPP-I)

The Registrar,  
Gauhati University,  
Guwahati-781 014 (Assam).

12 1 JUN 2005

**Sub:- List of Colleges prepared under Section 2 (f) & 12 (B) of the UGC Act, 1956-Inclusion of New Colleges.**

Sir,

I am directed to refer to your letter No. GU/UGC/V(12)/2f/2004/858 dated 15<sup>th</sup> February, 2005 on the subject cited above and to say that the name of the following College has been included in the list of Colleges prepared under Section 2 (f) of the UGC Act, 1956 under the head Non-Government Colleges teaching upto Bachelor's Degree:-

<u>Name of the College</u>	<u>Year of Establishment</u>	<u>Remarks</u>
Puthimari College, Soneswar-781 382, <u>District Kamrup (Assam)</u>	1981	The College is eligible to receive Central assistance in terms of the Rules framed under Section 12 (B) of the UGC Act, 1956.

The documents submitted by the College have been accepted by the Commission.

Yours faithfully,

(V.K. Jaiswal)  
Under Secretary

**Copy to:-**

1. The Principal, Puthimari College, Soneswar-781 382, District Kamrup (Assam)
2. The Secretary, Government of India, Ministry of Human Resource Development, Department of Secondary & Higher Education, Shastri Bhawan, New Delhi-110 001.
3. The Secretary to the Government of Assam, Higher Education Department, Gauhati (Assam).
4. The Deputy Secretary, UGC, North-Eastern Regional Office, 3<sup>rd</sup> Floor, House FED, Rental Block-5, Beltola- Basistha Road, Dispur, Guwahati-781 006 (Assam).
5. Section Officer, FD-III Section, UGC, New Delhi.
6. All Sections, UGC, New Delhi.
7. Guard file.



  
(Prem Chand)  
Section Officer

Attested  
  
Principal  
Puthimari College  
Soneswar, Kamrup



Annexure- II (A)

No. F.05-90/2007/(NERO) / 6687



PHONE : 061- 226721 (0)  
 FAX : 061- 226766  
 UNIVERSITY GRANTS COMMISSION  
 NORTH EASTERN REGIONAL OFFICE  
 3<sup>rd</sup> FLOOR, HOUSFIELD RENTAL BLOCK - V  
 BELTOLA - BARSISHA ROAD  
 DISPUR, GOWAHATI - 781006, ASSAM  
 Website : [www.ugc.ac.in](http://www.ugc.ac.in)



Dated : 22 JAN 2010

The Accounts Officer,  
 University Grants Commission  
 North-Eastern Regional Office  
 Dispur, Guwahati - 781006, Assam.

Subject: Release of Grants-in-aid to College Development and Merged Schemes during XI Plan Period.

Sir,  
 I am to convey the sanction of the University Grants Commission for the payment of Rs.3,87,000/- (Rupees Three lakh eighty seven thousand only) to Puthimari College, Soneswar- 781 302 Kairampur, Assam as per details given below as 1st instalment of the grant.

Sl No.	Item	Grant allocated (Rs.)	Grant already released	Grants being released	Total grants paid
1	Books and Journals	1,50,000/-	1,33,000/-	17,000/-	1,50,000/-
2	Equipments	2,50,000/-	--	2,50,000/-	2,50,000/-
3	Maintenance and Equipment	--	--	--	--
4	Construction/Extension/Renovation of Building (Specify type of Building)	6,50,000/-	--	--	--
5	Improvement of facilities in existing premises	1,50,000/-	--	90,000/-	90,000/-
6	Enhancement of initiative for competence building	--	--	--	--
7	Examination reform	--	--	--	--
8	Educational innovation	--	--	--	--
9	Field work/Study tours	50,000/-	--	30,000/-	30,000/-
10	Extension activities	50,000/-	--	--	--
	Total:	13,00,000/-	1,33,000/-	3,87,000/-	5,20,000/-

Attested

Principal  
 Puthimari College  
 Soneswar, Kairampur

Centul/.....2



-5-

5. The College shall maintain proper accounts of the expenditure out of the Grants, which shall be utilized, only on approved items of the expenditure.
6. The Utilization Certificate to the effect that the grant has been utilized for the purpose for which it has been sanctioned shall be furnished to the University Grants Commission as early as possible after the close of current financial year.
7. The assets acquired wholly or substantially out of University Grants Commission's Grant shall not be disposed or encumbered or utilized for the purposes other than those for which the Grant was given without proper sanction of the University Grants Commission and should, at any time the college ceased to function, such assets shall revert to the University Grants Commission.
8. A Register of Assets acquired wholly or substantially out of the grant shall be maintained by the College in the prescribed form.
9. The grantee institution shall ensure the utilization of grants in aid for which it is being sanctioned / paid. In case non-utilization / part utilization, the simple interest @ 10% per annum as awarded from time to time on unutilized amount from the date of draw to the date of refund as per provisions contained in General Financial Rules of Govt. of India will be charged. The College shall follow strictly all the instructions issued by the Government of India from time to time with regard to reservation of pools for Scheduled Caste/ Scheduled Tribe/ OBC etc.
10. The College shall fully implement the Official Language Policy of Union Govt. and comply with the Official Language Act, 1963 and Official Languages (use for official purposes of the Union) Rules, 1975 etc.
11. The sanction issues in exercise of the delegation of powers vide Commission Office Order No. 25/02 dated may 01, 1992.
12. An Amount of Rs. \_\_\_\_\_ out of the grant of Rs. \_\_\_\_\_ sanctioned vide letter of even number dated \_\_\_\_\_ has been utilized by the College for the purpose for which it was sanctioned.
13. The funds to the extent are available under the Scheme.
14. The accounts of the grantee institution are subject to the inspection by the office of the UGC.
15. The terms & conditions of the grant have been accepted by the College.
16. You are requested to indicate the date of implementation of this scheme. This date should be within six months from the date of receipt of grants from UGC.

- Copy forwarded for information and necessary action to:
1. The Principal, Puthiamari College, Science St- 781 382, Kamrup, Assam. He/She is requested to abide by the instructions/guidelines of sanction order.
  2. The Registrar, Gauhati University, Gauhati- 781 014
  3. The Secretary to State Govt of Assam (Education Department) Bonga, Gauhati
  4. Accountant General, Govt. of India, (A & E), Maidamergam, Bhubai, Gauhati- 29
  5. Guard File.
  6. Office Copy

*[Signature]*  
 Dy. Secretary  
 UGC-NEBO

*[Signature]*  
 Assistant  
 Puthiamari College  
 Gynaiswar, Kamrup

*[Signature]*  
 Dy. Secretary  
 UGC-NEBO



**Governing Body Meeting**  
**Puthimari College, Soneswar**  
Date- 14.05.2010

*Annexure- IV*

**Resolutions-**

1. Confirmation of last proceedings.
2. Approve the proposals of Academic Council
  - (a) Grouping of subjects
  - (b) Computer training for Major students
  - (c) Introduction of commerce stream and Maths/Stats as subject in degree course
  - (d) Granting permission for arrangement of Vocational Training.
3. Constitution of com. to take decision for new stream and subjects.
4. Fixation of remuneration for teachers engaged in teaching Environmental study.
5. Authorise Principal to appoint teacher in Environmental study.
6. Authorise A.C. to arrange short term vocational training course.
7. Enhancement of fee- Electricity and union.
8. Enhancement of consolidated salary and contractual pay.
9. Authorise principal to arrange for contractual appointment.
10. Authorise Computer co-ordination com. to organise training.
11. Approval of Prospectus and Academic Calendar for print and publish.
12. Approval of appointment of sub committees.
13. Approval of Annual budget.
- 14.
15. Approval of Dev. Com. Proposals  
for- Infrastructure development.  
Construction of Girls' common room.
16. Authorise Principal to take initiative for getting grant from MP.
17. Authorise Principal to carry out Printing, Purchasing works at the beginning of new academic session.
18. Approve the proposals of Planning Board in respect of UGC grant.
19. Approve the pending matter of contractual appointment of 2009-10.
20. Accept the progress report or Dev. Com. Regarding construction of boundary wall.
21. Approval of regular expenditure of the college.
22. Approve the decision of Advisory com. Remedial Coaching for utilisation of grant.
23. Authorise Principal to open a term deposit of one year with 70% tuition fee.
24. Authorise Principal to open a Savings Bank account to deposit 70% tuition fee in SBI, Soneswar from current year.
25. Authorise Library Dev. Com. to provide more informative and competitive Journals for the students.
26. Authority to career counseling cell for arrangement of orientation programme for banking service and other competitive service this year.
27. Approval of membership of teacher representative and member of non-teaching staff.

Vote of thanks- by the secy.  
Presidents speech

Declaration of the end of the agenda.

<b>Summery of the Last Proceedings of the G.B. Puthimari College, Soneswar</b>
--

**Meeting held on** : 29.05.2009

1. Request for President to be on chair.
2. Condolence to be observed at the death of Lt. U.C. Kumar.
3. Introduction of the members.
4. Wel-come address by the Secy.
5. Explain the agenda.
6. Read out the last proceedings.
7. Discussion on Academic Development of the college with regard to New session.
  - (a) Proposal of Academic Council.  
Introduction of New Course, vocational Course, IGNOU convergence Course.
  - (b) Enhancement of fee.
  - (c) Contractual appointment.
8. Matters related to preparation for new session.
  - (a) Approval of prospectus, Academic Calendar, Routine etc.
  - (b) Approval of Appointment of various sub committees.
  - (c) Constitution of Construction Development Committee.
  - (d) Approval of Requisition various materials and sanction required amount to fulfill the need.
  - (e) Free studentship.
  - (f) Best practice.
9. Physical Development regarding. (Planning Board Proposals)
  - (a) Construction of Boys' Common Room
  - (b) Boundary Wall Construction.
  - (c) Completion of Women Hostel
  - (d) Improvement of Toilet facilities for women and office worker.
  - (e) Extension of Girls' Common Room.
  - (f) Painting of Roof of the College Building.
  - (g) Ceiling work of Room No. 1 to 8.
  - (h) Repairing of furnisher.

**U.G.C. Grant regarding (XI plan proposal as prepared by planning Board)**

- To utilise the grant for which the same is sanctioned.
  - Books and Journals for Departmental Libraries.
  - Equipment for Departments and Office.
10. Approval of various matters.
    - (a) Contractual appointment.
    - (b) Contractual appointment of computer operator and night watch man.
    - (c) Expenditure made through out the year.
    - (d) Utilisation of grant received from Govt. for Library.
    - (e) Amount of Rs. spent from college fund for completion of classroom building.
    - (f) Approval of Annual Budget.

11. Enhancement of consolidated salary for employees of non-sanction post for last year and coming year.

1

- Resolution- 1:-** Confirmation of last proceedings.
- Resolution- 2:-** Approval for holding vocational training and Authorise principal to apply for convergence course.
- Resolution- 3:-** Authorise principal to carryout computer training course for Major Students.
- Resolution- 4:-** Decision for grouping of combination of subjects in TDC 1<sup>st</sup> year.
- Resolution- 5:-** Decision for conduct unit test instead of terminal and Annual Exam.
- Resolution- 6:-** Decision for enhancement of fee
- Resolution- 7:-** Decision for enhancement of consolidated salary.
- Resolution- 8:-** Decision for appointment of faculty and 3<sup>rd</sup> grade 4<sup>th</sup> grade on contractual basis.
- Resolution- 9:-** Approval of appointment of various sub committees in the college.
- Resolution- 10:-** Approval of prospectus and Academic Calendar for 2009-10.
- Resolution- 11:-** Authority to principal for purchasing of stationary, Electrical and Household for the college as per procedure and for printing works.
- Resolution- 12:-** Decision for preparation of Annual Budget.
- Resolution- 13:-** Decision for carry out the ongoing process of Best Practice in the college.
- Resolution- 14:-** Approve the decision of construction committee with regard to modification of structural plan of Womens' Hostel in the college.
- Resolution- 15:-** Approve the utilisation report of UGC fund under 10<sup>th</sup> plan period.
- Resolution- 16:-** Decision for constitution of Building committee as per UGC guidelines.
- Resolution- 17:-** Decision made for constitution of college Development Committee.
- Resolution- 18:-** Decision for approval of proposals send by the planning board for consideration of UGC authority under 11<sup>th</sup> plan period.
- Resolution- 19:-** Decision to convey thanks and gratitude to MP A Taimur for MPLAD grant and authorize principal to do the needful for construction of Boy's Common Room with the help of the grant.
- Resolution- 20:-** Approve the decision for sending a project of Rs. 30,00,000/- for Development from MP Monmohan Singh under MPLAD scheme.

**Resolution- 21:-** Decision for construction of boundary wall along the boundary of the college.

**Resolution- 22:-** Decision made for painting of C.I. sheet roof of the college building.

**Resolution- 23:-** Approve the regular expenditure of the college.

### **Summary of the last sitting of the G.B**

**Puthimari College, Soneswar, Kamrup (Assam)**

**Held on 01-07-2011**

- Res. 1 -Last Preceding was confirmed.
- Res. 2 -Approved the grouping of subjects in B.A. 1<sup>st</sup> Semester
- Res. 3 -Granted permission to continue computer Training course Rate of course Fee fixed at rupees 100/-
- Res.4 - Granted authority to Academic Council for arrangement of short term Vocational training
- Res.5 -Granted authority to carrier counseling cell for arrangement for Guidance And counseling Programme
- Res.6 -Approved the prospectus and Academic Calendar for the Session 2011-12
- Res.7 -Approved the appointment of various sub committees
- Res.8 -Approved the enhancement consolidated Salary
- Res.9 -Approved the fixation of remuneration for contractual appointment
- Res.10 -Approval for Purchasing of stationary etc
- Res.11 -Approval for repairing and establishment related works
- Res.12 -Approved of utilisation for infrastructure Development Grant
- Res.13 -Approved of utilisation for Publishing of Magazine
- Res.14 -Approved of utilisation for construction of G.C. R
- Res.15 -Approval of utilisation for U.G.C Development Grant for purchasing of Books, Journals and Equipments.
- Res.16 -Proposal for a Project for Sports complex grant from U.G.C
- Res.17 -Approval of College Annual Budget
- Res.18 -Approval of fees enhancement
- Res.19 -Approval of regular working expenditure of the college from 15-05-2010 to 30-06-2011
- Res.20 -Authority to Principal for appointment individuals on contractual basis
- Res.21 -Authority for circulation of advertisement
- Res.22 -Authority to appoint computer teacher
- Res.23 -Approval for rectification of date of placement in Sr. Scale and Selection Grade Scale of Pay
- Res.24 -Approval of Promotion of a lecture from Asst. Prof to Sr. Asst Prof
- Res.25 -Proposal for regularization of service of a 4<sup>th</sup> Grade Employee
- Res.26 -Duty leave granted for joining in carrier advancement programme for 6 Persons.
- Res.27 -Resolution for convening a joined meeting of G.B + IQAC +Planning Board
- Res.28 -Authority to continue the best practice in the college
- Res.29 -Proposal for mass involvement of the faculty members with, Major or Minor research projects
- Res.30 -Resolution with an appeal to U G C authority for accepting the utilisation Of Remedial coaching grant after extended period

## **Planning Board**

*Annexure-V*

- 06-05-09      Decision taken for Purchasing of Books and Journals implementation of existing facilities extension of Toilet facilities for women for purchasing
- 20-11-09      Preparation of proposal for various constriction for submission to UGC NERO
- 12-05-10      Planning strategy for utilization of UGC grant .Decision for providing internet facility and LAN connectivity and remedial coaching.



**Library Development Committee  
Puthimari College**

*Annexure-VI*

SESSION 2009-2010

No of Sitting=01

Date=20-08-09

Chair Person=Mrs. P Das Choudhury

Proposals:

- No.1 Proposed to start Internet facility in the Library
  - No.2 Proposed to adopt Library Budget for the Session 2009-10
  - No.3 Proposed to collect Library Books by the development concerned
  - NO.4 Proposed to subscribe two more Journal and News Paper
  - NO.5 Proposed to provide 2 books to the individual students registered under Book Bank facility
- .....

**Library Development Committee  
Puthimari College**

**SESSION 2010-2011**

**No of Sitting=01**

**Date=19-06-2010**

**Chair Person=Mrs. P Das Choudhury**

Proposals:

- No.1 Proposed to acquire library books from the grant received from UGC 11<sup>th</sup> Plane
  - No2 Proposed to adopt Library Budget for the Session 2010-11
  - No3 Proposed to issue books from the book bank to those who are poor and meritorious
  - No4 Proposed to request to the authority for immediate repairing of the damaged floor of the Library
  - No5 Proposed to issue more books to the faculty members of the College for home study
- .....

**Academic Council  
2010-11 Session**

*Annexure-VII*

Proposals

- 1 Proposed to introduce commerce stream in HS Course
- 2 Introduce new prospects Academic Calendar Daily Class-routine for the session 2010-11
- 3 Grouping in combination of TDC 1<sup>st</sup> Year
- 4 Introduce convergence Scheme of IDOL and IGNOU in the College
- 5 Introduce computer literacy programme as mandatory for Major students in TDC

Nos of Sitting: 03.      1.20-02-2010  
   2 02-08-2010  
   3 30-12-2010

---

**Academic Council  
2011-12**

Proposals:

- 1 Proposed to introduce Functional English course for the students in 2011-12 session
- 2 Introduce B Ed course in the college
- 3 Certificate course on cutting/embroidery for girls student
- 4 Introduce training programme on Acting/Petrography in the college during the session
- 5 Organize a UGC sponsored seminar in the college under the auspicious of academic council
- 6 Computer literacy Programme as mandatory for the Major students
- 7 Proposed a Record Keeping system for Semester System in TDC 1<sup>st</sup> semester by committee

Nos of Sitting :03  
1. 25-05-2011  
2. 30-06-2011  
3. 04-08-2011

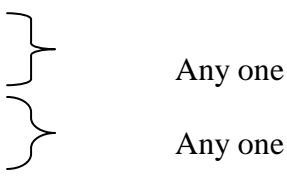
1. The meeting resolved that the unit tests of TDC-3<sup>rd</sup> year (Major & General) will have to be conducted by the Department concerned and the department concerned shall have to deposit the mark sheets and necessary documents to the Internal Examination management committee. The departments will hold two tests of 50 marks each paper.
2. In respect of Internal assessment of TDC 1<sup>st</sup> yr. (Major & General) and TDC-2<sup>nd</sup> yr. (Major & General) the meeting adopts resolution that the Internal Examination Committee will conduct the two unit tests during the session of 24 marks each paper of one-hour duration. Out of those two U.T. the depts. will offer marks as internal assessment and submit to the G.U. as and when needed.

In regards to H.S. classes, it decided that there will be one test examination of 100 marks each paper within the timeframe of three hours for the H.S. 1<sup>st</sup> yr. and H.S. 2<sup>nd</sup> yr. classes. Both the examination will be conducted by the Internal Examination Committee
3. The meeting decides the time of all examinations as follows-
  - (a) TDC-1<sup>st</sup> yr. (Major & General) and TDC 2<sup>nd</sup> yr. (Major & General) unit tests.
    - (i) **Ist Unit:-** It should be finished by the 24th Sept./09.
    - (ii) **2nd Unit Test:-** It should be commenced by the 2nd week of Nov./09.
  - (b) **H.S. 1<sup>st</sup> yr. & 2<sup>nd</sup> yr.:-** These should also be started by the 2nd week of Nov/09.
4. The members discuss the affairs that may help the all-round development of the teachers and students in order to promote the creativity; the meeting suggests the teaching and non-teaching unit to organize at least one seminar in a session at the college premises involving the family members of the college.
5. Resolved that the college authority be requested to adopt necessary measures for introduction of commerce course in the college from this session.
6. It is resolved that for the benefit of students, the introduction of a mobile repairing training and fishery development training workshops be executed in the college during this session and the Academic Council of the college be requested to take necessary measures for their implementation. Besides, the meeting conveys thanks and gratitude to Mr. R. N. Bhattacharyya, HOD, and Dept. of Assamese who comes forward to take initiative in this regard.
7. With a view to bringing up the students and creating the thrust of students towards computer literacy, the meeting decides with resolution that the introduction of computer literacy course be started for the T.D.C. 1<sup>st</sup> yr. (Major) students during this session and fixed Rs. 100/- fee per student for the purpose, which will be realised at the time of admission. The coordinator is advised to inform the matter to the convenor, Daily Class Routine Preparation Committee for allotting one class per day for the purpose and convenors, Prospectus and Academic Calendar committee for necessary action.

8. The meeting also resolved that a workshop or seminar shall have to be arranged for the non-teaching staff to increase their work efficiency

**Resolutions IQAC Meeting Held on 20– 02- 2010**

Apart from existing system, which is formulated by the decision of the I.Q.A.C. as given below-?

1. The meeting proposes to appeal to the authority to introduce commerce stream in the H.S. 1<sup>st</sup> Year from the session 2010-2011.
2. The meeting resolves to appeal to the teachers and the other staff members to extend financial assistance if and when necessary for supporting the newly introduced steam.
3. Along with Assamese, English and Economics the commerce stream will have Accountancy, Business Studies Mathematics, Banking and Statistics.
4. As for the combination of subjects in TDC classes have been made as follows-
  1. English
  2. MIL (Assamese)
  3. History
  4. Philosophy
  5. Political Science
  6. Elect. Assamese
  7. Economics
  8. Education
  9. Elect. English

The combination will come into force from the session 2010-2011 (only or TDC 1<sup>st</sup> Year)

5. The council requests to the authority to introduce convergence scheme of IDOL and IGNOU from the session 2010-2011 in the courses which were proposed the previous year. The courses are
  1. Certificate in Disaster Management.
  2. Certificate in Environment Studies.
  3. Certificate in Consumer Protection.
  4. Certificate in Rural Development.
  5. Computer Literacy Programme.

6. Each department will conduct a unit test in the H.S. classes within 45 minutes or each. And a test will be finally held as usual. The test will be of 100 marks.
7. There should be a provision in the admission form for the guardians' contact number.
8. Guardians and Alumni meet should be held by hook or crook this year.

**Resolutions IQAC Meeting Held on 24- 05- 2011**

- 1). The meeting resolved that a Works Shop will have to be conducted among the TDC1st year (Major & General) students and Staff by the IQAC to communicate the Rule and Regulations of newly introduced Semester System.
  - 2) The meeting resolved to make New Record Books for Marks entry and Attendance Books.
-

**Project work committee  
2010-11**

*Annexure-IX*

**Proposals**

1. Proposed to held departmental seminar in the degree level on 20.08.10.
2. Proposal was taken for orientation programme for the students of degree level.
3. Proposal was taken to supply information to various deptt. On 22.09.10.
4. Proposed to have information from the teachers of various deptt. In regards seminar on 24.09.10.

Nos. of sitting 04.

**Project work committee**

**Proposals**

1. Proposal was taken for orientation prlgramme for the students of degree level on August 19<sup>th</sup>/11.
2. Proposed to held departmental seminar in degree level on 02.09.11.
3. Proposal was taken to supply information to various deptt on 02.09.11.
4. Resolved that Project Work Committee will participate in a socio-economic survey organized by the extension education centre of Puthimari College in Japia village on 26the Dec., 11.

No. of sitting 03.

**ACADEMIC CALENDAR COMMITTEE.**

*Annexure- X*

**PROPOSALS:-**

**Date of meeting- 10-06-2011.**

- (i) Decides to prepare an Academic calendar on the basis of the guideline given by GU for the session 2011-12(Semester mode and Annual mode).**

**Date of meeting:-**

- (i) Meeting decides to incorporate internal evaluation time, sessional exam time and duration and also to incorporate the student counseling, departmental meeting, student teacher dialogue etc. as discussed in the meeting.**

**ROUTINE COMMITTEE- 2010-11.**

*Annexure- XI*

**PROPOSALS-**

**Date of meeting- 15-06-2011.**

- (i) Proposed to enhance the one Major class for each Major subject.**
- (ii) Proposed to include one computer theory class in a week.**
- (iii) Proposed to include two Major tutorial class for each Major subject.**



## **PROSPECTUS PREPARATION COMMITTEE.YEAR- 2010.**

*Annexure- XII*

### **RESOLUTIONS-**

#### **Date of meeting- 10-05-2010.**

- (i) Be it resolved that the prospectus should be prepared so that various information regarding the academic and administrative matters of the institutions can be exhibited before the new comers.
- (ii) Resolved that the prospectus should be prepared within the stipulated period that the authority instructed.

#### **Date of meeting- 20-05-2010.**

- (i) Be it resolved that the draft of prospectus can be treated as final and submitted to the authority.
- (ii) The meeting resolved that the college authority be requested to take necessary step for the printing and publication of the prospectus in **time**.

### **YEAR- 2011.**

- (i) The meeting resolved to prepare the Prospectus within the time frame so that the same can be distributed to the new comers along with admission forms.
- (ii) Be it resolved that the combination of subject of both Major and subsidiary subjects of the semester system should be shown vividly in the prospectus for students convenience.
- (iii) It is resolved that the Prospectus Preparation committee should study the rules and regulation laid down by GU regarding the semester system.

#### **Date of meeting- 22-05-2011.**

- (i) The meeting with a resolution resolved to except the draft of the Prospectus with a slight change and requested the authority to do the needful for its publication.

## Proceeding of Admission Committee, 2011-12

*Annexure- XIII*

The important resolutions which were taken in the meeting of the admission committee held on 26-05-2011 are as follows

- (i) It is resolved that the following dates are taken regarding the ongoing admission process-

Class	Date of issue of forms	Last date of submission form
HS 1 <sup>st</sup> year	03.06.2011	11.06.2011
TDC 1 <sup>st</sup> year	03.06.2011	10.06.2011

- (ii) Class                      Date of admission  
HS 1<sup>st</sup> Yr.                      17.06.2011  
TDC 1<sup>st</sup> yr                      14.06.2011

2. It is resolved that the selected members are appointed to perform the different admission work smoothly as follows-

- (i) Serialization of forms  
(ii) Verification of documents (iii) Subject record and verification (iv) Registration form issue and record (v) Identity card issue (vi) Attendance Record (vii) collection of fees (viii) Announcer (ix) Revenue

3. Resolved that the meeting had approved the Budget (total Rs. 8000/-) for the purposes of incurring contingency expenditure needed for various admission work.

4. The meeting decides to allow admission to the HS 1<sup>st</sup> year would be upto 250 students and for TDC part-I will be 300 students on the Basis of merit and also decides to follow the following criteria of the government rules.

MOBC/OBC- 15%

SC- 07%

SC (P) 10%

ST(H)- 05%

Disabilities- 03%

5. The committee decides to entrust the Hospitality charge Mr. P. K. Barman and MR. R. Sarma for admission purpose.

**Students Aid Fund  
2009-10**

*Annexure- XIV*

Decision taken

1. Applicants must be admitted in respective classes.
2. Financial help will be provided to the students belonging BPL Group.
3. Applicants must submit the Photostat copy of BPL card with last exams marksheet.
4. Nobody can avail the financial aid for twice in a year.
5. Decides to provide financial help to 24 nos. of students for this session amount in Rs. 14,000/-

Sitting 2 nos. Dates 18.09.2009  
01.12.2009

2009-10

Decision taken;

1. Only bonafide student can apply for financial help.
2. Financial help will be provide to BPL group students.
3. Applicants must submit the Photostat of BPL card along with marksheet of last exam. Appeared.
4. Nobody can avail the financial help for twice in a year.\
5. Decides to provide financial help to 213 nos. of students during the session.  
Release amount Rs. 13,200/-

Sitting 2 nos.

Date 15.11.2010

20.09.2011

14.12.2011

\*\*\*\*\*

**COMPUTER EDUCATION TRAINING CENTRE- 2009-10.**

*Annexure- XV*

**PROPOSALS:-**

Date of meeting- 20-07-2009.

- (i) Appointment of computer teachers.
- (ii) Course fixed- "Basic of Computer education".
- (iii) Course is only for the student of TDC 1<sup>st</sup> year (Major).

**SESSION- 2010-11.**

Date of meeting- 10-01-2011.

- (i) Proposed to purchase three new computers for practical classes.

**PUBLICATION BOARD, SESSION- 2009-10.**

*Annexure- XVI*

**PROPOSALS:-**

**Date of meeting- 07-01-2009.**

- (i) Proposed to publish the Bulletin (News letter) during the session 2009-10.
- (ii) Proposed to publish the Research journal “concept” within the session.

**Date of meeting- 04-01-2010.**

- (i) Proposed to publish translated book on Domestic violence Act, 2005.

**Date of meeting- 11-02-2010.**

- (i) Submission and approval of expenditure of the publication works.

**EXTENSION EDUCATION CENTRE.**

*Annexure-X VII*

09-02-2010.- General meeting decides to conduct a Law awareness programme at Village-Dwigunpar in association with Rangia Bar Association on 23-02-2010.

17-12-2011- General meeting held and decides to conduct a Health awareness and distribution of free medicine and free health checkup camp at Village- Japia(SC, ST). on 08-01-2012 in association with NGO, CRU, Rangia Press Club, Japia Farmers Club.

**The proposal taken by the Beautification Committee**

*Annexure- XVIII*

1. Making a pacca alter on the bottom of the trees of college campus.
2. New garden in front of Boys common Room and Dept of Eco, Eng., & History.
3. Renovation of the existing garden.
4. Painting and cleaning of the Martyrs alter and Flag hoisting ground.
5. Curtains in office & table cloth in depts., library, etc.
6. Purchasing of flower tub and dustbins.

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## NSS.

### *Annexure- XIX*

25-03-2011- Meeting held on 25-03-2011 decide to conduct a Street Play on 03-03-2011 by the NSS student volunteers at Baihata Chariali on a weekly market day to aware the people in general about the impact of HIV –AIDS in support of “ Red Ribbon Project- phase II” of Indian government.

07-10-2010- General meeting is held and decide to conduct a Clean Drive by the NSS volunteers of the college at Kamalpur on 15-10-2010 and awareness on “Anti tobacco”.



**Internal Examination Sub Committee  
2010-11**

*Annexure- XX*

Decision Taken:

- 1 The internal examinations of the the college will be conducted by the concerning as per standing resolution of the Internal Examination Sub Committee
- 2 Two Tests for internal assessment of TDC 1<sup>st</sup> , 2<sup>nd</sup> & 3<sup>rd</sup> year will be conducted as per University.
- 3 Dec ides to fix time (1 hours ) and marks (24) of internal assessment for Major and General Course
- 4 Decides to held department unit Test and Annual examination for HS course

Sitting:03	Dates of meeting
	1 26-07-2010
	2 11-10-2010
	3 04-12-2010

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**Internal Examination Sub Committee  
2009-10**

Decision Taken:

- 1 Attendance in internal examination is compulsory for students
- 2 Major entrance test will be conducted by respective deptt and mark sheet will be submitted to internal examination Sub committee
- 3 The internal examination of the college will be conducted by the concerning dept as per standing resolution of the meeting of Internal Examination Sub Committee
- 4 To avoid the class cancellation , only one test of 100 marks for HS 1<sup>st</sup> and 2<sup>nd</sup> year will be conducted during the session 2009-10

Sitting: 03 Nos

25-07-09  
10-10-09

**Internal Examination Sub Committee  
2009-10**

Decision

1. Attendance in internal examination is compulsory for students.
2. Major entrance test will be conducted by respective deptt. And mark sheet will be conducted by respective deptt and marksheet will be submitted to internal examination sub committee.
3. The internal examination of the college will be conducted by the concerning dept as per standing resolution of the meeting of Internal exam. Sub committee.
4. To avoid the class cancellation, only one test of 100 marks for HS 1<sup>st</sup> and HS 2<sup>nd</sup> yr will be conducts during the session 2009-10.

**CAREER COUNSELLING UNIT, SESSION- 2009-10.**

*Annexure- XXI*

**PROPOSALS :-**

(1) Date of meeting- 26-08-2009.

(i) Awareness programme on “opportunities of study of different job oriented course” with collaboration of ICA, Maligaon, Guwahati on 29-08-2009.

(2) Date of meeting- 12-11-2009.

(i) Awareness programme on “opportunities and methods of recruitment in the Indian Army” with the collaboration Director office of the recruitment in Indian Army on 19-11-2009.

(ii) To held ICA scholarship Exam sponsored by ICA Maligaon on 20-11-2009.

(3) Date of meeting: - 29-11-2009.

(i) Awareness programme on opportunities of study of different Allied health services with the collaboration of Down Town College of Allied health services on 03-12-2009.

**SESSION- 2010-11.**

**Date of meeting – 01-09-2010.**

(i) To organized a counseling programme on how to face the interview in public and private sector on 04-09-2010.

**Date of meeting- 01-10-2010.**

(i) Proposed to organize a vocational training for job guaranteed with the collaboration of India can Education private limited on 05-10-10.

**Date of meeting- 02-12-2010.**

(i) To organize a seminar on career prospect and emerging trends in IT sector with collaboration of NIIT, Maligaon centre on 04-12-2010.

**FESTIVAL FEES DISTRIBUTION SUB-COMMITTEE- 2010.**

*Annexure- XXII*

**RESOLUTUIONS:-**

Date of meeting- 28-10-2010.

- (i) Resolved that out of collection of fees Rs. 25,700/-, 70% for celebration Saraswati puja and 30% for Millad A Mehphil should be allotted for smooth functioning.
- (ii) Be it resolved that the president of both the festival be requested to submit the accounts audited by the auditors to the authority of the college within 15 days of celebration.

YEAR- 2011.

Date of meeting-15-12-2011.

- (i) It is resolved that out of total collection of money of Rs. 29,250/-, 70% and 30% of money be allotted to Saraswati puja and Millad A Mehphil respectively for the celebration of the same.
- (ii) Be it resolved that the authority be requested to release the amount in the name of the President of the festival celebration committee viz .Saraswati puja and Millad A Mehphil.
- (iii) It is also resolved that the President of the two festivals be requested to submit the audited the accounts to the Principal within 15 days of celebration.