

ANNUAL QUALITY ASSURANCE REPORT

2008-09

Name of the Institution: **THE GARGAON COLLEGE**

**Dist: Sivasagar
P.O. Simaluguri
Assam Pin:-785686**

Year of Report: **2008-09**

Report submitted to NAAC by IQAC, The Gargaon College

Part –A: The Plan of action chalked out by the IQAC in the beginning of the year towards quality enhancement and the outcome achieved by the end of the year

The present report covers the period from June 2008 to May 2009. This is the fifth report being prepared and presented by the IQAC for favour of NAAC assessment with regard to the progress of Gargaon College since its first accreditation in the year 2004. As a sequel to the previous reports, this report contains the various steps of development of the College in its onward march towards quality enhancement. The present report reflects the continuous measures being undertaken for capacity building to raise the standard of the College. During the last five years the College has taken various steps to increase its capabilities in its academic, administrative and financial activities, notwithstanding the limitations imposed by the Government or due to lack of funds to develop certain areas. Like the previous years, the IQAC held a few discussions with the Principal with regard to its plan of action in the beginning of the academic session in 2008. As reported earlier, the IQAC developed a systematic approach to undertake various academic as well as other works by constituting a few sub-committees with the members of the teaching faculty. The IQAC mainly focused on Admission issues, preparation of the College Prospectus, Academic Calendar, the General Class Routine, application of the curriculum, functioning of the College Central Library, computerization, maintenance of the College Website, feedback of

students, organizing seminars and workshops, organizing a Book Fair, workings of the Alumni Association, development of sports facilities and organizing sports meets, extension activities, maintenance of the Code of Conduct, maintenance of the Student Charter etc. It has been observed that most of the said issues have been satisfactorily achieved by the term end.

Since the College is completing 50 Glorious Years of service in 2009, the session 2008-2009 is being celebrated as the *GOLDEN JUBILEE YEAR* of the College. The College Authority and the IQAC worked out the initial agenda to organize meetings for the *Golden Jubilee Celebration* of the College (2008-2009). The agenda included academic, sports, cultural, as well infrastructure development of the College. Since the celebration will come to a close in September 2009, it is hoped that new activities will be further added to the agenda.

Part-B:

1. Activities reflecting the goals and objectives of the institution:

All the activities that have taken place in 2008-09 have been an outcome of the planning and policies of the College authority. The IQAC has made satisfactory contribution in the execution of the plans and policies of the College authority. The students of the College in general have been well motivated in their academic as well as co-curricular activities. Some of the salient features/ activities reflecting the goals and objectives of the College during the year 2008-09 are mentioned below:

1. The College has succeeded in producing a sizeable number of graduates through a better teaching learning environment.

2. All the departments of Arts, Science and Commerce has attempted to nurture the talents and abilities of the students through regular interactions and also by engaging the students in departmental activities like seminars, presentations, group discussion, assignments, class tests, inter-personal discussion, meetings etc. Some of the departments have put up Wall Magazines wherein the creative writings of the students are displayed. The departments in the Science section arranged periodical Field Studies during the session with respect to their areas of study / practical work.
3. Students were encouraged to enhance their performances not only in their respective academic subjects but also in their co-curricular activities. In this respect students were advised to regularly read their textbooks, reference books, consult the library, borrow books from departmental libraries, to visit other libraries like the District Library, Dibrugarh University Library etc. Students were also provided with necessary reading materials by the teachers as and when it was available. The Internal examinations like Class/ Unit Tests are considered to be an important evaluation tool through which students are guided to achieve better results. Question Papers of the previous years were separately discussed in the respective departments, especially among the students who have pursued Major subjects. Along with the academic performances, students were widely encouraged to participate in all the co-curricular activities that were conducted in the College.

4. Students were encouraged by the teachers to acquire the skills of learning not only in the Classroom but also to develop a critical outlook with regard to their syllabus and textbooks. Students were generally encouraged to take note of the lectures as per their abilities. The weaker students were advised to be more attentive and develop better writing skills. Like the previous years, students were asked to develop their general communication skills by giving more stress on the English language. Since many of the teachers have been attending Refresher Courses and Orientation Courses, it is assumed that the teachers have been satisfactorily taking their assigned classes. The Principal reviewed the general routine and urged upon the teachers to complete the courses as per the teaching schedules and well ahead of the final examinations.

5. The Head of the Departments generally allots the Classes to their respective teachers in the concerned departments. It has been a general practice that certain papers are taught only by the respective teachers who have a specialization and expertise in the particular papers. Yet, some of the departments shuffle the allotments as required and found to be necessary. Random tests in the form of oral questions are also practiced in the Classrooms to evaluate the students' interest and abilities. In the Science section students are mostly evaluated by their assigned practical works. In the Commerce section various case studies of business related matters are discussed.

6. Students are enlightened of the human values of life, especially through the social science subjects like Sociology, Education, Political Science, History and the Literature based subjects in Assamese and English. The ideals, speeches and thoughts of the saints and philosophers of the Nation as well as others are discussed from time to time.
7. The NSS Unit of the College has played an important role to render meaningful welfare service to the society. Many of the teachers of the College are also engaged in various socio-cultural activities in and out of the College. The Students Union of the College has also contributed a lot as per their ability towards the welfare of the students and the people in general. The NSS Unit along with the active cooperation of a few teachers have groomed some students to act as volunteers in some special occasions like the Annual College Week, Seminars, Debating competition, Sports Meets etc. In this way the students have been able to learn a lot while exchanging their services with people who visited the college on various occasions.
8. The College authority has provided financial assistance to the socially, economically and academically disadvantaged students of the weaker sections of the society.
9. As practiced in the previous years, students who showed the potential in sports and games were encouraged by the College authority to participate in recognized sports meets.

10. The teachers have always been encouraged to accomplish research oriented studies. The College authority inevitably encourages teachers to participate in International/ National/ State level seminars, conferences and workshops. Many of the teachers have participated and presented papers in various seminars/ workshops being held in different parts of the state. Apart from that, the College has also been holding such events. The College authority encourages relevant seminars and workshops to be organized in the College for the greater benefit of the students and the society at large.

11. The Librarian of the College has been engaged in upgrading the Central Library by increasing the number of books and journals, computerization, internet access, open access of books and by providing a better reading hall environment to the students. By obtaining relevant training in the INFLIBNET Centre in Ahmedabad, the Librarian has been continuously making efforts to install and operate the SOUL package in the Library.

2. New academic programmes initiated (UG and PG):

Two new programmes (UG & PG) under Distance Education / ODL System have been introduced in the College in the year 2008 to provide opportunity of higher education. (a) The College has been chosen as one of the Study Centres of the Krishna Kanta Handique State Open University, a Government Institution for Distance learners under ODL system. Over 100 students were enrolled in the first batch of the BPP Course. In 2008-09, 147 students were enrolled in various programmes like BA, B.Com, BCA, BBA, BMC etc. In the BPP Course 89 students were admitted (Arts and Computer).

(b) The IGNOU Convergence Scheme has been introduced in the College and the College has been recognized as a Partner Institute. There are various optional courses in this system of learning and classes have already started in the College Study Centre. Altogether 62 students were enrolled in various Certificate, Diploma, Bachelor Degree, Master Degree and PG Diploma Courses.

Both the Study Centres have been allotted office and classrooms in the College premises. The offices are fully computerized and they are looked after by the respective Coordinators. The Principal is the designated Head of the two centres.

3. Innovations in curricular design and transaction:

Since the Three Year Degree Course in the College is conducted under Dibrugarh University, there is no scope for the College to make further changes/ amendments in the syllabus already prescribed by the University.

4. Inter-disciplinary programmes started:

Due to non-adjustment of the normal class routine and also due to the unavailability of teachers to take up classes no such inter-disciplinary courses could be organized.

5. Examination reforms implemented:

Like the previous year, and as per the discussions held in the meetings of the HOD's and the recommendation of the IQAC most of the departments in the College have developed a practice of discussing question papers of the previous

years. The Unit Tests and Terminal Examinations were conducted by the respective departments. The tests were held by the departments keeping in view the extent to which the courses were covered and taught in the classes. The final year examinations were held satisfactorily as conducted by Dibrugarh University and the Assam Higher Secondary Education Council.

6. Candidates qualified: NET / SLET / GATE etc.

None

7. Initiative towards faculty development programmes:

(i) The College authority has all along been supporting the cause of teacher development either through participation or organizing academic programmes or in carrying out research projects. The following teachers of the College attended Refresher Courses in various Universities in the year 2008-2009:

1. Mr. Dilip Kumar Deka (*Geog.*)---- NEHU ---- 22.7.08 to 12.8.08
2. Mr. Paban Kumar Gogoi (*Pol. Sc.*)---- NEHU ---- 14.10.08 to 05.11.08
3. Mr. Ramananda Das (*Pol. Sc.*)--- Gauhati Univ.---- 15.12.08 to 04.1.09
4. Mr. Binod Gogoi (*Comm.*)-.M. Azad Univ.,Hyderabad-17.12.08- 06.1.09
5. Mrs. Rashmirekha Saikia (*Eng.*) –Hyderabad Univ--- 02.1.09 to 22.1.09
6. Dr. Krishnajyoti Handique (*Eco.*)--- Gauhati Univ.--- 19.1.09 to 08.2.09
7. Mr. Paban Kumar Gogoi (*Pol. Sc.*) --- JNU--- 06.4.09 to 01.5.09

(ii) *Faculty development:*

- ✎ Dr. Ranjana Gogoi, Lecturer in the Dept. of Statistics attended a two day Faculty Development Programme on '*Predictive Analysis Software and Solutions*', organized by SPSS Inc. Chicago, USA (South Asia Office). The programme was held at Dibrugarh University on Sept.19 & 20, 2008.

- ✦ Ms. Tutul Bortamuli, Lecturer in the Dept. of Zoology attended a Workshop on '*Development and Optimization of Combined Plant / Microbe Technologies for Bioremediation of Soils Contaminated with Hydrocarbons and Heavy Metals*' organized jointly by University of Sydney, Australia and Institute of Advanced Study in Science and Technology (IASST), Guwahati from Sept. 29 to Oct. 1, 2008.
- ✦ Dr. Saumarjyoti Mahanta, Lecturer in the Dept. of Geology attended a one day Media Workshop on '*Oil Field Operations and Environmental Management*' organized by ONGCL, Nazira on Oct. 25, 2008.

8. Total number of seminars / workshops conducted:

(i) A UGC Sponsored Seminar on '*Indigenous Tools and Technology in North East India: Retrospect and Prospect*' was held on September 30 and October 1, 2008 in the College. The Seminar was organized by the Department of History, Gargaon College. The seminar was inaugurated by Prof. Jogendranath Phukan, Retired Head, Dept. of History, Gauhati University. The Keynote address of the seminar was delivered by Dr. Hemendranath Dutta, Director of Archeology, Govt. of Assam. The other noted dignitaries in the seminar were Shri Dilip Kr. Buragohain, Ex-Principal, Gargaon College, Shri Ranjit Buragohain, BDO, Sonari and Dr. Hemanta Kr. Phukan, Principal, Sibsagar Girls College. A large number of participants took part in the seminar in which altogether 23 Papers were presented. The Coordinator of the seminar was Mrs. Monjumoni Gogoi Dhar, Head, Dept. of History, Gargaon College.

(ii) A UGC Sponsored National Seminar on '*Recent Trends in Biodiversity: Exploitation, Conservation and Management*' was held in the College on November 14 and 15, 2008. The seminar was organized by the Dept. of Botany, Gargaon College. The seminar was inaugurated by Dr. Rajen Chakravorty, Director, CMER and Training Institute, Central Silk Board, Jorhat. Prof. M. Islam of Dibrugarh University presided over the session and the key note address was delivered by Prof. S.K. Sharma, Dean, Faculty of Sciences, Gauhati University. The other dignitaries present in the seminar were Dr. Sabitri Bordoloi, Scientist, IASST- Guwahati and Dr. P.K. Bordoloi, Head, Dept. of Physics, Cotton College, Guwahati. Altogether 36 Papers were presented in the seminar. The Coordinator of the seminar was Dr. Manjit Gogoi, Lecturer in the Dept. of Botany.

(iii) The IQAC organized a TDC Students Seminar on the theme '*The Problems and Prospects of Learning in the Classroom*' on 22nd November 2008. Altogether 18 Papers were presented by the TDC students in the seminar which was chaired by Shri Ghana Hazarika, a retired Lecturer of Sibsagar College and a noted social worker of this region.

(iv) A Drama Workshop was organized in the College in July 2008. Mr. Pranjal Mech from NSD, New Delhi, conducted the Workshop for the students in the College auditorium. The trainees presented a Play in the end of the Workshop depicting the present social-economic life of the people through a 'Body and Mind' coordination.

In connection with the year long Golden Jubilee Programme of the College, a 20 Day Drama Workshop was also conducted from December 1 to 20, 2008. The participating students were trained up by Mr. Anupam Bora from NSD, New Delhi and by other noted dramatists like Mr. Prasanta Sharma, Mr. Simanta Phukan, Mr. Kumud Kalita and Mr. Gautam Sharma. Mr. Pranab Duwarah, Lecturer in the Dept. of Assamese was the Coordinator of the Workshop.

(v) Vivekananda Kendra (Sivasagar Branch) organized the 'Uttishthata Jagrata Competition' among the TDC students of the College on 20th September 2008. Altogether 56 students participated in the competition.

A One-Day Workshop was also held in this connection on 1st November 2008. The entire programme was organized for the greater benefit of the students with regard to the ideals and philosophy of Swami Vivekananda. The programme was conducted with Dr. Pranab Sandilya as the Teacher In-Charge.

9. Research project:

a) Newly implemented:
None

b) Completed:

- (i) Mrs. Poly Konwar (*Lecturer in Education*) --- M.Phil (2008)
- (ii) Mr. Bitupal Borgohain (*Lecturer in English*) --- M.Phil (2008)
- (iii) Mr. Anil Tanti (*Lecturer in Commerce*) --- M.Phil (2009)

10. Patents generated, if any:

None

11. New collaborative research programmes:

None

12. Research grants received from various agencies:

Mr. Binod Gogoi, Lecturer in the Dept. of Commerce received financial assistance from UGC-Minor Research Project in March, 2009 for a sum of Rs.1,10,000.00 (Rupees One Lakh Ten Thousand only).

13. Details of Research scholars:

Mrs. Meghali Bora, Lecturer in the Dept. of Commerce has undertaken a Minor Research Project entitled '*Lending to priority sector by Assam Gramin Vikash Bank – A Study on Agricultural sector in Bokakhat Sub-Division*' in the year 2008-09.

14. Citation index of faculty members and impact factor:

Not available.

15. Honours / Awards to the faculty:

(1) Mr. Anil Tanti, Lecturer in the Department of Commerce was awarded the '*Shramikpran Sarbeswar Bordoloi Asom Sahitya Sabha Award*' for the year 2008.

(2) Ms. Tutul Bortamuli, Lecturer in the Department of Zoology was felicitated and honoured in the College for her

exceptional discovery of a new species of amphibia, *Rhacophorus suffry*, for which the College has received international recognition. Ms.Bortamuli is currently engaged in her Ph.D work.

16. Internal resources generated:

The College is managing internal resources in a very limited way. There has been some income from Staff Quarter rent, Hostel rent, Canteen, Xerox facility in the Central library etc. The College authority has been able to generate some income by selling fish from its Fishery near the Boys Hostel.

17. Details of departments getting SAP, COSIST (ASSIST) / DST, FIST, etc. assistance / recognition:

None

18. Community services:

- (i) As part of the community service rendered to the locality and in collaboration with UNICEF, the NSS Unit of Gargaon College organized the second phase of 'Child Birth Registration Camp' at

Lakwa Tea Estate from February 1 to 7, 2008 under the leadership of Programme Officer Mr. Pranab Duwarah, Lecturer in the Dept. of Assamese and Assistant Programme Officer Mr. Anil Tanti, Lecturer in the Dept. of Commerce. The first phase of the camp was held at the same venue in July 2007.

- (ii) The NSS Unit of the College undertook a Fund Raising Campaign in the College in September 2008 to provide flood relief to the flood affected people of Upper Assam.

- (iii) National Communal Harmony Day – The NSS Unit of Gargaon College observed National Communal Harmony Day at Simaluguri on November 25, 2008 in the presence of teachers, students and the general public as suggested by the Ministry of Home Affairs, Govt. of India.

19. Teachers and Officers newly recruited:

1. Mr. Bitupal Borgohain, Lecturer in English – 14.2.2009
2. Mrs. Kabita Phukan, Lecturer in Mathematics – 14.2.2009
3. Mr. Khagen Bezboruah, Grade IV – 01.12.2008

20. Teaching – non teaching staff ratio:

Teachers – 75 : Non-teaching staff – 27 => 2.7: 1

21. Improvements in the library services:

A new Intel server with the following system configuration has been installed in the Central Library of the College.

Intel SR 1530AH (S3000AH, 1Uchassis with 2HDD carriers) Intel Quad Core 3.2 GHz Processor, Mirroring system. LSI SW RAID 0,1,1,0 Intel Matrix Storage 0,1,5 support 350 Watt Power Supply, SR1530 2Nos. Blower Fan, SR1530 fixed drive maintenance Kit, Basic dinRail Kit, 32MB 500GB HDD, Moserbear SATA DVD Writer (multiburner), Offline UPS 800VA / 1000, 19" TFT Monitor

The SOUL software provided by INFLIBNET, Ahmedabad has been installed and data processing is going on. Till filing of this report, a total number of 350 records has been entered in the database.

One Auto Cut stabilizer (4KVA) is installed in the Internet Section of the Library.

During this period, binding of a number of books and journals has been done manually by the bearers of the Library staff. The processing of the newly arrived books has also been done.

During this period 4 nos. of both side open steel racks of 6'X6'X1.8' (thickness 22G), 03 Steel Book Case 6.5'X4'X1.8 (thickness 22G), 03 Steel Journal displayer racks (15 Chambers) has been procured to keep the text books, reference books and journals respectively, 2'X4' size 11 tables have been

procured for use of the readers in the main stock room of the library. Moreover 6 (six) readers' tables with partition for a sitting capacity of 6 persons at a time has been procured.

22. New books / journals subscribed and their value:

1. Text Books ----- 1504 Copies ----- Rs.387620.00
2. Reference Books ----- 63 Copies ----- Rs. 29980.00
3. Newspapers ----- National Daily (English) – 2 Nos.
National Weekly (English) – 1 No.
Regional Daily (English) – 1 No.
Regional Daily – 05 Nos.
Assamese Weekly – 1 No.
4. Magazines and Journals – Current Subscription = 32 Nos.

23. Courses in which student assessment of teachers is introduced and action taken on student feedback:

Although no new course was introduced in the College for student assessment of teachers, yet the Principal initiated student feedback which is confidential in nature. The Principal has taken necessary steps to resolve the issues.

24. Unit Cost of Education:

INCOME:

1	Govt. Grant for Salary	Rs.26686688.00
2	Fees Income (100%)	Rs. 1106580.00
3	Building development Fees	Rs. 707900.00
4	Admission Fees	Rs. 101580.00
5	Hostel Fees	Rs. 159720.00
6	Library Fees	Rs. 648765.00
7	Science Fees	Rs. 92560.00
8	Maintenance Fees	Rs. 589050.00
9	Total Revenue receipt	Rs.30092843.00

EXPENDITURE:

1	General a/c (salary)	Rs.349400.00
2	Building a/c	Rs.633456.00
3	Hostel a/c	Rs.170424.00
4	Library a/c	Rs.681872.00
5	Science a/c	Rs. 51917.00
6	Maintenance	Rs.505737.00
7	Total Expenditure	Rs.2392806.00

$$\begin{aligned} \text{UNIT COST} &= (\text{Total revenue receipt} - \text{Total expenditure}) / \text{Total enrolment} \\ &= \text{Rs.30092843.00} - \text{Rs.2392806.00} / 1683 \\ &= \underline{\text{Rs.16459.00 per student}} \end{aligned}$$

25. Computerization of administration and the process of admission and examination results, and issue of certificates:

As reported in the previous AQAR, the College administration has been computerized along with the accounts section. The admission process is conducted manually and thereafter it is entered in the computers.

26. Increase in the infrastructural facilities:

There has been a significant increase in the infrastructural facilities in the College in 2008-09. The College authority has made efforts to upgrade the facilities with whatever resources that have been available so far.

- (a) A new laboratory is being constructed above the Botany building for the Dept. of Fishery and Sericulture, which is included in the Career Oriented Course.
- (b) The existing Examination Cell has been made more secure by putting up iron gates on the doors and iron grills on the windows.
- (c) The Floor of the Boys Common Room has been renovated. The Girls Common Room has been renovated with tile fittings.
- (d) Construction work is underway on top of the old science building. The top floor is expected to facilitate classrooms and laboratories.
- (e) Construction works of the first storey of the Women's hostel is also going on with UGC grants.
- (f) A new chamber has been allotted for the office of the Vice Principal with necessary office furniture.
- (g) A new footpath has been built within the premises to facilitate movement to and from the classrooms.

- (h) The water supply system in the Teachers Common Room has been improved with the installation of a new water-pump system.
- (i) The windows in the Library have been fitted with iron grills to make the storage of books more secure.
- (j) Construction works of a permanent Examination building has started recently.
- (k) The Canteen has been shifted from its earlier location and it has been relocated near the Commerce building.
- (l) A new shed to park bicycles and two wheelers is due to be constructed near the auditorium.
- (m) The laboratory in the Dept. of Chemistry has been upgraded by replacing the Petrol based plant with a new LPG connection. The necessary gas pipelines have been installed in the laboratory and have become operational. It was duly inspected and verified by the Regional Marketing Officer of Indane, Tinsukia, Assam.

27. Technology upgradation:

A Computer Server system has been set up in the Central Library. The SOUL package has been installed and database processing is going on and is likely to become operational by the session 2009-10.

28. Computer and internet access and training to teachers and students:

As mentioned above the College has made satisfactory progress in computerizing its administration and the library along with provision for internet access.

The IQAC has been able to set up a better Internet connection through Broadband. With the aid of the LAN facility that has been set up, almost 07 terminals are being used for internet access through the Broadband connection. Students and teachers are allowed to browse the internet in the Central Library on a regular basis.

29. Financial aid to students:

Students Aid Fund- *List of students for the session 2008-2009*

Sl.No.	Name	Class	Caste	Amount (Rs.)
1	Prasanta Borgohain	B.Sc I	OBC	475.00
2	Rassian Dowari	"	"	2755.00
3	Deepak Gogoi	"	"	2755.00
4	Mohsin Ahmed	"	GL	1500.00
5	Mustaq Hussain	"	"	2850.00
6	Nabajyoti Nath	"	OBC	1000.00
7	Bidyut Bikash Bora	"	"	1000.00
8	Rimpy Chetia	BA I	"	2195.00
9	Papari Chutia	"	"	2195.00
10	Simi Boruah	"	"	1000.00
11	Tarun Shyam	"	ST	1000.00
12	Abhijit Borpatragohain	"	OBC	2195.00
13	Indrani Borgohain	"	OBC	2195.00

14	Amina Begum	BA II	GL	1500.00
15	Sumpi Dutta	"	OBC	1500.00
16	Bhaskar Koch	BSc II	"	1000.00
17	Kadir Ahmed	"	GL	1000.00
18	Debajit Konwar	BA III	OBC	1000.00
19	Abhijit Gogoi	"	"	500.00
20	Hemanta Gogoi	"	"	1000.00
21	Purabi Borah	"	"	1000.00
22	Anupam Borah	"	"	1500.00
23	Jitmoni Konwar	"	"	1000.00
24	Chanya Borgohain	"	"	1000.00
25	Papu Hazarika	HS I	SC	2110.00
26	Madhusmita Borboruah	BA II	GL	1000.00
27	Rupanjali Sahu	"	"	1000.00

Total = Rs.39225.00

(Rupees Thirty-nine thousand two hundred twenty-five only)

It is to be noted that due to late arrival of some of the scholarships, (previous years) payments were made phase-wise to the recipients once it was received in the College office and processed.

30. Activities and support from the Alumni Association:

The Alumni Association has been quite cooperative with the activities of the College. As a part of its initiative, the Alumni Association decided to construct the first storey building above the Commerce building. The foundation stone of the same was laid on the occasion of the Golden Jubilee Opening Function on September 7, 2008.

31. Activities and support from Parent-Teacher Association:

Like the previous years the Parents and Guardians of the students of the College visits the College whenever required. A cordial relationship is maintained among the Teachers, Staff, Students and Parents / Guardians of the College. In cases of

misconduct or indiscipline on the part of students, the Principal issues notices or contacts any parent / Guardian over the telephone if and when it is necessary. It has been observed that the parents/ Guardians visit the Girls and Boys Hostel regularly. Generally the Parents/ Guardians are quite supportive of the decisions and policies of the College authority and also in the activities and functions of the various departments.

Apart from that the Dept. of Geology organized a Guardian Meeting on September 26, 2008 to apprise the Guardians about the students of the Department.

The Dept. of Assamese observed Teachers Day as 'Student-Teacher-Guardian' Interaction Programme in a vivid way.

32. Health services:

Like the previous years, the College seeks the assistance of two Govt. Medical Officers, Dr. Labanya Gogoi and Dr. Pradyut Konwar. Students, including the boarders in the Girls and Boys Hostel are rendered medical treatment by the two Doctors immediately whenever they are available. The College authority also helps the students in receiving treatments from the Govt. Civil Hospital at Nazira

33. Performance in sports activities:

The Gargaon College Football Team became the Zonal Champions in the Dibrugarh University Inter-College Football Competition (2008-09). The Competition was held from September 8 to 11, 2008 at Gargaon College Playground in which five colleges under DU participated.

34. Incentives to outstanding sportspersons:

There is provision in the College to admit sportspersons of outstanding merit in Sports Quota.

35. Students achievements and awards:

- Mr. Biswajit Gogoi and Ms. Sahida Rahman of the College secured first class in Chemistry in the TDC Final Examination under Dibrugarh University in 2008.
- Ms. Dolirani Ghosh and Mr. Antareep Hatikakoti (*TDC students*) of the College was awarded the State Bank of India Talent Award in 2008.
- Mr. Nilanjan Mahanta, a TDC student of the College was awarded the First Prize in 'Poem Composition Competition' which was held in Lakhimpur College, Assam in 2008.
- Gargaon College was adjudged the 2nd Best Team and Ms. Pronamee Borgohain was adjudged as the 3rd Best Debater in the All Assam Inter-College Debating Competition held at HNS Jhanji College, Assam on 6th December 2008.

- An Essay Writing Competition was held at Gargaon College on the occasion of Asom Divas in Dec.2008. The theme of the competition was *"Contribution of Suikapha in the Formation of a Greater Assamese Nationality"*. Among the participants, Ms.Anju Begum won the first prize, Mr.Arun Konwar the second prize and Mr.Sirjya Rajkhowa the third prize.

- In order to provide some incentive and encourage the student community, the College authority decided to constitute a few prizes in the form of mementos and cash prizes from the session 2008-09 onwards for students of Gargaon College excelling in the field of academics, music, drama, literary, sports and best library user. Subsequently the following students were awarded on the basis of their performances in various disciplines in memory of some dedicated personalities of the society: (i) Mr. Biswajit Gogoi, Mr. Madhurjya Phukan and Mr. Partha Protim Buragohain were awarded with the *"Bholanath Gogoi Memorial Academic Excellence Award-2008"* (ii) Ms. Gitashree Sarmah was awarded with the *"Manu Handique Memorial Best Singer Award-2008"* (iii) Mr. Nilanjan Mahanta was awarded with the *"Nilakanta Borchetia Memorial Best Actor award-2008"* (iv) Ms. Sumona Mohan was awarded the *"Muhi Gogoi Memorial Best Actress Award-2008"* (v) Ms. Pronamee Borgohain was awarded the *"Nomal Konwar Memorial Literary Excellence Award-2008"* & (vi) Ms. Peenaz Hazarika was awarded the *"Best Library User Award-2008"*.

36. Activities of the Guidance and Counselling Unit:

The Career Counseling and Guidance Cell of the College organized various programmes in 2008-09 under the able guidance of Mr. Dilip Kumar Deka, Lecturer in the Dept. of Geography.

- (i) A one day Workshop on Computer Accounts for students was held in the College on August 9, 2008 under the aegis of Industrial Computer Accounts (ICA). The theme of the Workshop was '*Training on Computer Accounts*'.
- (ii) A seminar on '*Industrial Opportunities in Assam*' was held in the College on August 9, 2009. The seminar was graced by Mr. Rajib Sabhapandit, Project Manager, DIC, Sivasagar as a Resource Person.
- (iii) A Career Counselling Programme was held in the College under the patronage of ONGCL, Assam Asset- Nazira on December 11, 2008. The theme of the programme was '*Career Guidance – Career options after 10+2*'. Dr. Sanjeeb Acharya, an MBA from California, USA and a Post-Doctorate from Toronto, Canada delivered a valuable speech on various options of career building. The session was attended by a few officials of ONGCL,

Nazira, a large number of students and also by a few teachers of the College. A lot of interaction took place in the programme and Dr.Acharya offered various suggestions and information to the queries.

37. Placement services provided to students:

During the year 2008-09 no significant placement services were reported.

38. Development programmes for non-teaching staff:

The College authority granted two months leave (Jan. to Feb.) in 2009 to one computer personnel of the College to acquire advanced computer training in one reputed computer institute based in Guwahati. The training received is expected to help the computer network system in the College, especially due to the setting up of the LAN system as well as the server in the Central Library.

39. Healthy Practices of the institution:

The Governing Body of the College is the highest authority / body which manages and oversees the management of the College. The Principal ensures that all the Students, Teachers and Non-teaching staff maintain the rules and regulations in the

College as laid down in the prospectus of the College and as per Govt. Rules. In order to sustain a sound academic environment in the College and to produce good human beings / maintain better citizenship the following healthy practices are followed:

1. Maintenance of College Discipline, Rules and Regulations
2. Awareness of the Goals and Objectives of the College
3. Regular attendance in all the Classes
4. Adherence to the Code of Conduct
5. Maintenance of Students Attendance Registers
6. Maintenance of Teachers Attendance Registers
7. Maintenance of Non-teaching Staff Registers
8. Wearing of College Uniform by the students during College hours
9. Regular interaction of teachers and students
10. Participation in extra-curricular activities
11. Respecting the dignity of hard work
12. To acquire more knowledge by reading good books
13. To perform better in tests and examinations
14. Maintenance of Departmental profiles
15. An atmosphere of informality, mutual trust and affection permeates in the entire College campus.
16. Staff meetings are regularly organized by the Principal to discuss relevant issues.
17. The College approaches different issues by adopting a collective decision-making process.

18. A Students Magazine is published annually by the College
19. Different Committees are formed to accomplish specific works.
20. Adequate maintenance / up-gradation and proper utilization of infrastructure and buildings
21. Feedbacks are obtained from the students and other stakeholders by the Principal to make improvements in the College
22. The Principal regularly interacts with the HOD's to run the Departments efficiently
23. Wall Magazines are published by some of the Departments

40. Linkages developed with National / International, academic / Research bodies:

A few teachers of the College have developed certain linkages with some research bodies based on their individual subjects of research.

41. Any other relevant information the institution wishes to add:

1. The College Freshman Social was held on 12th July 2008 to welcome the new students to the College. Dr. Nagen Saikia, retired Professor in Assamese of Dibrugarh University and former President of Assam Sahitya Sabha graced the occasion as the Chief Guest. He delivered a noteworthy speech while inspiring the student community.
2. A Table Tennis Coaching Centre was established in the College on the initiative of Dr. Pranab Sandilya, IQAC Coordinator and Head, Dept. of English. The Coaching Centre is open for students as well as children as

an extension service to the neighbouring locality with an aim of nurturing young and budding talents. The centre was inaugurated by Mr. Rajib Thapa (ACS), Magistrate, Nazira Civil Administration on 17th July 2008. A Management Committee of the College comprising the Principal, a few teachers and the Coach looks after the Centre. So far 22 students (both school & college) have joined the Centre and regular coaching is imparted to them by the appointed coach (an alumni of the College), Mr. Dhrubajit Sarma.

3. A centre for arts and crafts was started in the College in August 2008 and is being run under the aegis of the College every Saturday for children of the neighbouring locality. Ms. Reeta Khanikar, an alumni of the College and MFA from Shanti Niketan, Kolkata is the Art Faculty of the Centre.
4. The 17th All Assam Tanu Konger Memorial Inter College Debating Competition was held on 20th September 2008 in the College on the topic '*The Proposed Indo-US Civil Nuclear Deal will Accelerate the Socio-Economic Growth of India*'. Dr. Pradip Bhuyan, Registrar, Dibrugarh University inaugurated the Competition. Ms. Mahasweta Devi of JB College, Jorhat was adjudged as the Best Debater, while Mr. Bijayshankar Neog of Dibrugarh University won the 2nd prize and Mr. Dhruvajyoti Thakuria of Sikkim Manipal University received the 3rd prize and Mr. A.A. Gogoi of Kakojan College received the 4th prize. The Dibrugarh University team was adjudged as the best team. Dr. Krishnajyoti Handique, Lecturer in Economics was the organizing secretary of the competition.
5. A three day long Book Fair was organized in the College from Sept. 21 to 23, 2008 as one of the programmes of the Golden Jubilee Celebrations. The student community as well as others was highly benefited by the large number of books that were on sale at a discounted

price. A few mobile book agencies of the state like *Anwasha, Sateertha and Shabda* took part in the Fair.

6. Shri Tankeswar Chetia, a veteran freedom fighter and Ex-MLA of Nazira and one of the founder member of the Steering Committee of Gargaon College donated a book grant of Rs.10,000/- to the Library on the occasion of the Golden Jubilee Opening Function on September7, 2008.
7. The IQAC organized a Workshop on Examination for the HS and TDC students on the theme "Techniques of Preparation and Application of Writing Skills" on 12th Dec.2008. The workshop was divided into two sections: (i) Arts and Commerce and (ii) Science.
8. A Medical Camp was organized by Rotary Club of Nazira in collaboration with Gargaon College at a remote village 'Khamon' in Sivasagar District. A team of 7 Doctors including Paediatric, Dentist, General Physicians, Ayurvedic Doctors and 2 Pharmacists attended the camp. The camp was held at the Bidyakung Jatiya Vidyalaya, Khamon on 7th March, 2009.
9. Career Oriented Courses:
 - (i) *Tourism:* The Dept. of History is conducting a half yearly Career Oriented Course in 'Tourism' with financial assistance from UGC. Mr. Bitul Chetia, Lecturer in History is the Course Coordinator. A total of 13 students completed the course in 2008.
 - (ii) *Seed Technology:* A one year Career Oriented Course in Seed Technology was conducted under the Dept. of Botany with grants from UGC. Four students were admitted for the course in 2007-08. Mrs. Eva Zaman, Lecturer in Botany was the Course Coordinator.
 - (iii) *Sericulture:* It is a one year Career Oriented Course financed by UGC. Five students completed the course in

2008 and a total of 17 students were enrolled for the session 2008-09. The Course Coordinator is Dr. Manjit Gogoi.

- (iv) *Industrial Fishery*: This course is conducted by the Dept. of Zoology and it is financed by UGC. Four students completed the course in 2008 and five students are undergoing the course for the session 2008-09. Mr. Benu Gogoi, Lecturer in Zoology is the Course Coordinator.

Part – C: Detail the plans of the institution for the next year:

Since the College will be going through the process of reaccreditation by NAAC by the end of 2009, the IQAC has already made correspondences with NAAC to maintain the official procedures.

In this regard the IQAC has been able to convince the authorities of NAAC to provide financial assistance to hold a Workshop in the state level on the theme '*Role of IQAC in the Reaccreditation Process*' on August 7 and 8, 2009. A few sub-themes have also been included along side the main theme. A few Resource Persons from the NAAC recommended panel and others have already given their consent to participate in the Workshop.

The College authority plans to continue with the general academic, environmental, social and other extension activities as maintained in the previous years. The College also plans to execute and implement the UGC schemes and guidelines in letter and spirit as per the XI Plan notifications. The Principal is optimistic to raise the academic as well as infrastructure facilities of the College to cover up those areas which need further attention. The Principal expects the teacher and the student community as well as all the stakeholders to

cooperate with the College authority to sustain the good work that has already been achieved to raise the overall quality of the College. The College authority, with the active support of the Academic Bodies like the UGC, NAAC and the State Government, further hopes to realize its mission and vision to achieve total quality in all respects in the coming academic years.
