

ANNUAL QUALITY ASSURANCE REPORT

2007-08

THE GARGAON COLLEGE

REPORT SUBMITTED TO NAAC BY IQAC, THE GARGAON COLLEGE

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The Gargaon College

Dist: Sivasagar

P.O. Simaluguri – 785686

ASSAM

**Sd/-
Dr. PRANAB SANDILYA
IQAC Coordinator**

**Sd/-
Dr. PUNYADHAR GOGOI
PRINCIPAL**

ANNUAL QUALITY ASSURANCE REPORT**2007-08**Name of the Institution: **THE GARGAON COLLEGE****Dist: Sivasagar
P.O. Simaluguri
Assam Pin:-785686**Year of Report: **2007-08*****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 between June 2007 to May 2008. The College authority along with the active support of the IQAC, the Teaching and Non-Teaching Staff and other stakeholders has been managing the academic, administrative and financial tasks of the College quite satisfactorily. The Principal, who also heads the IQAC, has nurtured a favourable atmosphere for the teaching and learning process in the College. The IQAC has followed the motto as laid down in the College prospectus: "To Provide Quality Education by Infusing a New Spirit among the Learners". With this motto in vision, the IQAC has endeavoured to inspire the student community to pursue knowledge in a fruitful way. Due to constant interaction between the Principal and the IQAC, both formal and informal, a direct link has been established with the College administration with regard to the decisions of the IQAC. The decisions mainly focused on Admission issues, preparation of the College Prospectus, Academic Calendar, and the General Class Routine, functioning of the College Central Library, maintenance of Boys and Girls Hostels, workings of the Alumni Association etc.

Two members of the IQAC were replaced by two new members of the Teaching Staff by the Principal in consultation with the Coordinator. It is expected that the new members will further strengthen the role of the IQAC. In its meeting held on 18th July'

07 the IQAC discussed about the New Methodology adopted by NAAC to assess and accredit HEI's from April' 07.

The IQAC felt that the following mentioned issues would further strengthen the vision statement of the College as per the changing needs of the student community and others associated with higher education:

1. To provide audio-visual facility in classroom teaching in a phased manner.
2. To provide academic mentoring to weak students.
3. To promote a Health Service Centre in the College.
4. To organize seminars / workshops on relevant issues.
5. To activate the Woman's Cell in the College.
6. To increase the teaching / working days of the College.
7. To provide computer training to the non-teaching staff.
8. To activate the various sub-committees for development activities.
9. To promote sports facilities for the students and others.

The IQAC has maintained the College Website with the necessary information. The process of updating the Website is in progress. The various constructions that are underway and those which are under final considerations do hold a promise to provide further new facilities to the future generation of students. About eighty/ ninety percent work of the College Auditorium is almost complete. Since the Auditorium is a multi-purpose one, the students and others have found a suitable place to organize various meetings, seminars, cultural programmes, indoor sports events, book fairs, exhibitions etc.

Part – B:

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

As laid down in its Prospectus, the College abides by its goals and objectives. All the activities that have taken place in 2007-08 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 2007-08 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. As laid down in the College Prospectus, 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.

Along with the activities broadly mentioned above, the IQAC has made an attempt to enhance the activities and the quality of such works through a plan of action. So far, the IQAC has been able to motivate and involve the teaching community to a certain extent only. Much remains to be done to attain a respectable position in its aims and objectives.

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

None

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.

1. Mr.Dimbeswar Das (Lecturer, Botany)----- SLET
2. Mr.Raktim Pator (Lecturer, History) ----- NET

7) Initiative towards faculty development programmes:

As said earlier, 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.

1. The following teachers have received financial support from UGC to carry out Minor Research Projects:

(a) Mr.Dwijen Nath (*Lecturer, Geography*) ----- Rs.100000.00

Topic:"*A Study on certain Anti-hepataities Ethno-medicinal plants of Sivasagar District*".

(b) Mrs. Rashmirekha Saikia (*Lecturer, English*) ----- Rs. 50000.00

Topic: "*Objectives of Teaching English and the Problems faced by the Teachers at the Secondary Level*".

2. Teachers who attended Refresher Courses / Orientation Courses:

1. Mr. Manjit Gogoi - ---RC ----- NEHU ----- Nov/ Dec.2007
2. Mr. Dwijen Nath ---- RC ----- Burdwan University ----- -Dec.2007
3. Dr. Nitali Borgohain Konwar – ----OC—Gauhati University – -Dec. 2007
4. Ms.Runjun Hazarika ---OC ----- Gauhati University ----- Dec.2007
5. Mr. Krishnajyoti Handique – RC - Calcutta University --Feb/ March 2008
6. Mr.B.N.Borkakoty – RC --- Gauhati University ----- March 2008
7. Dr.Saumarjyoti .Mahanta ----RC -----Gauhati University -----March 2008
8. Mr.Dimbeswar Das ---OC --- Himachal Pradesh University----- April 2008
9. Mr. Raktim Pator ---OC -----Himachal Pradesh University -----May 2008

8) Total number of seminars / workshops conducted :

(i) A one-day seminar cum workshop was held in the College on the topic "*Industrial Opportunities in Assam*". The programme was graced by Mr. Rajib Sabhapandit, Project Manager, District Industrial Centre (DIC) Sivasagar as Resource Person. The seminar / workshop was attended by nearly 200 students and about 25 teachers of the College.

(ii) A Popular Talk on Herbal Medicine was held in the College on 25th August 2007. Shri Gunaram Khanikar, a renowned Herbal Medicine specialist of Assam

delivered the Keynote address on Traditional Medicinal Plants and conducted a workshop to display the properties of some of the most important plants that are used for curing diseases. The programme was well attended by a large number of students, teachers and the staff, including people of the neighbouring locality. The programme was organized by IQAC.

(iii) A Popular Talk was organized by the IQAC on "*Yoga and Moral Education*" on 24th July, 2007 in the College. Dr.Kabid Kashyap, an expert on Yoga delivered a lecture on the topic with a few demonstrations of the values of this ancient Indian art of keeping the mind and body healthy at all times. The programme was well attended by a large number of students and a lot of interaction ensued in the programme.

(iv) A workshop/ camp was organised in the College on "*AIDS Awareness cum Blood Donation*" on 29th August 2007 in collaboration with 'Matri Kalyan Kendra', a Sivasagar based NGO. A few reputed Medical Officers graced the occasion with their expert talks.

(v) A seminar on "*Sampratic Asamiya Galpar Samajik Daibadhata*" (*The Present Social Responsibility of Assamese Stories / Novels*) was held in the College on 15th September 2007. The seminar was conducted under the chairmanship of Shri Kamal Kachari, President, Sivasagar District Sahitya Sabha. The Resource Person of the seminar was Mr.Partha Pradip Borah, a noted Assamese prose writer.

(vi) A seminar/ symposium on "*World Tourism Day*" was organized in the College on 27th September 2007. A Quiz Competition was also held on the occasion among the participants.

(vii) The Department of Assamese in association with the IQAC of the College organized a State Level Workshop on the topic "*Bharatar Uttar-Purbanchalat Prasalita Tibeto-Burmio Bhasa Samuh aru Aei Bhasa-bhasi Loksakalar Asomiya Bhasa Ucharanar Samachya*" (*The use of Tibeto-Burmese languages in the North-Eastern region of India and the problem of pronouncing Assamese Words by these groups of people*). The Resource persons included Dr.Nahendra Padun of Sibsagar College, Dr.Bhimkanta Boruah of Dibrugarh University and Dr.Upen Rabha Hakasum of Gauhati University. The workshop, held on 1st October 2007, was keenly followed by a large number of students, teachers, research scholars and others.

(viii) The College organized a National Seminar on "*Environmental Issues in North East India: Past, Present and Challenges Ahead*" in collaboration with Oil and Natural Gas Corporation Ltd. (ONGCL) Nazira, Assam on 10th and 11th May 2008. The seminar was organized to:

- (a) Review the present status of investigative works in environmental studies and gather relevant information.
- (b) Find out strategies for scientific and technology based exploration and formulation of specific result oriented programmes.

(c) Prepare a platform of environmental research and education on environmental problems, prospects and public awareness.

Extract of the main theme: "The subject of the seminar has been a global issue of the present century....Mankind has exploited the natural resources and exerted undue pressure on the environment, thus disturbing the equilibrium... environmental issues therefore needs realization of the grave situation by planners, thinkers, scientists, politicians, individuals and society so that the biosphere yields the greatest sustainable benefit..."

The thrust area was divided into the following sub-heads

- Health and Environment
- Role of Technology and Bio-informatics in Environment
- Community participation
- Law and Environment
- Development and Environment
- Environmental Issues and Social Welfare
- Risk and Management
- Traditional Knowledge and Practices
- Environmental Degradation and Conservation
- Environment and Mass Media

The seminar was inaugurated by Prof. Kulendu Pathak, Ex. Vice Chancellor, Dibrugarh University and Prof. Dulal Chandra Goswami, noted environmentalist and Collin McKenzie Professor of Anna University delivered the Key-note Address. Other Resource Persons in the seminar were Prof. S.P.Biswas of Dibrugarh University, Prof.P.J. Handique of Gauhati University, Prof.J.K.Gogoi of Dibrugarh University, Dr. S.N. Choudhury , a noted Sericulture Scientist, Dr. R.Duarah of NEIST and Dr. Paban Bora of NEIST. Other dignitaries included Mr.N.M. Hussain, Deputy Commissioner Sivasagar, Mr. S.P. Saikia,

SP Sivasagar, Mr.P. Saharia, GGM, ONGCL Nazira and Mr. D. Dash, DGM, ONGCL Nazira. Altogether 56 research papers were presented in the seminar by scholars belonging to various disciplines.

The Coordinator of the seminar was Dr.Saumarjyoti Mahanta and he was assisted by Mr.Manjit Gogoi, Dr. Raju Phukan, Dr. Pranab Sandilya and Dr.Homeswar Kalita as Assistant Coordinators.

9) Research projects:

a) Newly implemented:

(a) Mr.Dwijen Nath (*Lecturer, Geography*)

Topic:"*A Study on certain Anti-hepataities Ethno-medicinal plants of Sivasagar District*".

(b) Mrs. Rashmirekha Saikia (*Lecturer, English*)

Topic: "*Objectives of Teaching English and the Problems faced by the Teachers at the Secondary Level*".

b) Completed:

i) Mr. Homeswar Kalita, Lecturer in Commerce has been awarded Ph.D Degree by Dibrugarh University (28.8.07)

ii) Mr. Raju Phukon, Lecturer in Economics has been awarded Ph.D Degree by Dibrugarh University (28.8.07)

iii) Mr. Manjit Gogoi, Lecturer in Botany has been awarded Ph.D Degree by Dibrugarh University (20.5.07)

iv) Mrs.Meghali Borah (*Lecturer, Commerce*) ----- M.Phil (05.4.08)

v) Mr. Pankaj Nath (*Librarian*) ----- M.Phil (28.5.08)

vi) Mrs. Kabita Phukon (*Lecturer, Mathematics*) ---- M.Phil (30.5.08)

10) Patents generated, if any:

None

11) New collaborative research programmes:

None

12) Research grants received from various agencies :

(i) Mr.Dwijen Nath (*Lecturer, Geography*)---MRP (UGC)---Rs.100000.00

(ii) Ms.Rashmirekha Saikia (*Lecturer, English*)---MRP(UGC)-Rs.50000.00

13) Details of research scholars:

The following teachers are engaged in research work as per available records:

1. Ms.Tutul Bortamuli (*Lecturer*) ---Zoology --- Doing Ph.D
2. Ms.Monjumoni Gogoi (*Lecturer*)---History--- Doing Ph.D
3. Ms.Rina Handique (*Lecturer*)---Zoology---Doing Ph.D
4. Mr.Bidyananda Borkakoty (*Lecturer*) ---Education---Doing Ph.D

5. Mr.Chandraditya Gogoi (Lecturer)---Geology---Doing Ph.D
6. Mr.Dilip Kumar Deka (Lecturer)---Geography---Doing Ph.D
7. Mr.Anjan Konwar (Lecturer)---English---Doing M.Phil
8. Mr.Jitu Saikia (Lecturer)---English---Doing M.Phil
9. Ms.Poli Konwar Handique (Lecturer)---Education---Doing M.Phil
10. Mr.Dwijen Nath (Lecturer)---Geography---Minor Research Project-(UGC)
11. Ms.Rashmirekha Saikia (Lecturer)—English-- Minor Research Project-(UGC)

14) Citation index of faculty members and impact factor:

Not available.

15) Honors / Awards to the faculty:

None

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, with the active support of Mr.Benu

Gogoi, a Senior Lecturer in the Department of Zoology 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, FST, etc.

assistance/ recognition:

None

18) Community services:

As part of the community service rendered to the locality, the NSS Unit of Gargaon College organized a 'Birth Registration' programme in collaboration with UNICEF from 22nd to 28th July' 2007 in Lakwa Tea Estate of Sivasagar District. Keeping in mind the meager progress made in the Registration of Birth in the backward places of Assam, particularly in the tea tribe areas, the UNICEF has come forward to launch a project in collaboration with the NSS Units of different colleges of Dibrugarh University. An awareness campaign was launched in different places of Assam to activate this process. As a part of this mission the NSS Unit of Gargaon College also carried out an awareness campaign on the need and importance of "Birth Registration" in Lakwa Tea Estate of Sivasagar along with its two adjacent villages. Altogether 50 students of the College took part in the campaign with financial assistance from UNICEF. A training camp of the NSS volunteers was held

in the College. Dr. Pranjal Sarmah of Dibrugarh University and Md.Tayab Ullah of Nazira College imparted training to the NSS volunteers as Resource Persons.

Mr. Pranab Dowarah, Lecturer and Programme Officer of the NSS unit of Gargaon College, Mr.Anil Tanti, Assistant Programme Officer and Lecturer of the College and Mr.Anjan Konwar, Lecturer of the College imparted training to the participant volunteers.

19) Teachers and officers newly recruited:

1. Mr. Anil Tanti ---Lecturer, Commerce ----09.5.07
2. Mr. Dimbeswar Das ---Lecturer, Botany ---14.5.07
3. Mr. Raktim Pator --- Lecturer, History --- 02.7.07
4. Mr. Biju Phukon --- LDA ---- 25.4.08
5. Mr. Goutom Gogoi ---LDA ---29.4.08
6. Mr. Dipak Gogoi ---- Library Bearer ---29.4.08
7. Mr. Chandra Boruah ---- Grade IV ---- 23.5.08

20) Teaching – Non-teaching staff ratio:

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

21) Improvements in the library services:

One Internet browsing centre has been established in the Library with five terminals through Broadband Connection. A Local Area Network has been

established with the Office of the College and the IQAC during June'07 to May'08. At present the Gateway Server is operating from the office of the IQAC.

During this period, binding of a good number of books and journals have been done due to wear and tear. The work of processing the newly procured books in the library has also been completed.

The College Librarian attended a workshop at the initiative of the IQAC at the Information and Library Network Centre (INFLIBNET), an Autonomous Inter-University Centre of UGC, in Ahmedabad. The Centre has subsequently provided the SOUL Package (Software for University Libraries) to the College Central Library at free of cost. It is a state-of-the-art library management software, which is available in Network and College version. It contains MARC 21/ISO 2709 format for data exchange, Web OPAC facility and also Barcode, Catalogue Card and Spine Label printing facility. The process of installing the software in the College Library is in progress and is soon expected to become operational.

During the academic session, one Steel Shelve and Journal Displayer Rack has been purchased to keep/ display the reference books and Journals respectively.

22) New books/ journals subscribed and their value:

1. Text Books ----- 590 Copies ----- Rs.113094.00
2. Reference Books ----- 54 Copies ----- Rs. 61032.00
3. Newspapers ----- National Daily (English) – 2 Nos.
National Weekly (English) – 1 No.
Regional Daily – 5 Nos.
Assamese Weekly – 1 No.
4. Magazine and Journals - Current Subscription – 14 Nos.--- Rs.11290.00

23) Courses in which student assessment of teachers is introduced and the 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.24621876.00
2	Fees income (100%)	Rs. 1094580.00
3	Building development fees	Rs. 500100.00
4	Admission fees	Rs. 110280.00
5	Hostel fees	Rs. 163560.00
6	Library fees	Rs. 137790.00
7	Science fees	Rs. 87770.00
8	Maintenance fees	Rs. 583800.00
9	Total Revenue Receipt	Rs. 27299756.00

EXPENDITURE:

1	General a/c (salary)	Rs. 339200.00
2	Building a/c	Rs. 336463.00
3	Hostel a/c	Rs. 222689.00
4	Library a/c	Rs. 138791.00
5	Science a/c	Rs. 87049.00
6	Maintenance	Rs. 708404.00
7	Total expenditure	Rs. 1832596.00

$$\begin{aligned}
 \text{UNIT COST} &= (\text{Total revenue receipt} - \text{Total expenditure}) / \text{Total enrolment} \\
 &= \text{Rs.}27299756.00 - \text{Rs.}1832596.00 / 1668 \\
 &= \underline{\text{Rs.}15268.00 \text{ per student}}
 \end{aligned}$$

25) Computerization of administration and the process of admissions and examination results, issue of certificates:

The College administration is functioning with due computerization. The Accounts section is also functioning with computerization. The College administration / office, accounts section, the College central Library and the office of the IQAC has been put under one Local Area Network (LAN). The process of admission and examination works / results have also been computerized.

26) Increase in the infrastructural facilities:

Apart from some repairing works to some of the classrooms, there has not been any significant increase in the infrastructure in the College during the session.

27) Technology upgradation:

The College has been able to upgrade itself in a phased manner through computerization. With the acquisition of one Notebook computer (with financial assistance of NAAC) and one LCD Projector, the IQAC of the College has been able to provide visual assistance to various departments in important academic seminars.

The process of setting up a fast and latest Server system is being undertaken by the computerization section of the College. It is hoped that with the setting up of the Server system in the Library, and with the installation of the SOUL software package, access to the books will be much simpler.

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:

Govt. scholarships:

Other Backward Class ---- 07 students ----- Rs.13020.00 ---paid on 12.10.07
 11 students -----Rs.16225.00 ---paid on 17.10.07
 13 students -----Rs.19100.00 ---paid on 27.10.07
 14 students -----Rs.19130.00 ---paid on 06.11.07
 08 students ----- Rs.11710.00 ---paid on 14.12.07
 13 students -----Rs.19236.00 ---paid on 06.2.08
 05 students ----- Rs. 6103.00 ---paid on 18.3.08

Schedule Tribes ----- 06 students ----- Rs.11300.00 ---paid on 10.8.07

(For the session 2006-07)

Schedule Caste -----14 students ----- Rs.27105.00 ---paid on 25.8.07

(For the session 2004-05)

It is to be noted that due 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.

Students Aid Fund: *List of students for the session 2007-08*

Sl. No	Name	Class	Caste	Amount(Rupees)
1	Debabrata Sharma	HS I	GL	2275.00
2	Sankar Kripal Dutta	"	"	1275.00
3	Munin Konwar	"	OBC	2275.00
4	Pankaj Kr. Nath	"	"	1800.00
5	Prasanta Gogoi	"	"	2275.00
6	Niranjan Chetia	"	"	2275.00
7	Pranjal Bordoloi	B.Sc I	GL	990.00
8	Pranamee Borgohain	"	OBC	1500.00
9	Rubi Likson	BA I	"	1330.00
10	Sangeeta Choudhury	"	GL	1000.00
11	Juri Rajkhowa	"	OBC	2330.00
12	Pawanjyoti Mohan	"	"	2330.00
13	Pankaj Saikia	"	"	1800.00
14	Chumpi Dutta	"	GL	1210.00
15	Manashjyoti Saikia	HS II	OBC	1000.00
16	Anupam Borah	BA II	"	1500.00
17	Mukut Chetia	"	"	1000.00
18	Jitamoni Konwar	"	"	1000.00
19	Santanu Konwar	"	"	500.00
20	Purabi Borah	"	"	1000.00
21	Hemanta Gogoi	"	"	1000.00
22	Deben Tanti	"	TGL	500.00
23	Abhijit Gogoi	"	OBC	1000.00
24	Sanjoy Saikia	B.Sc I	"	1000.00
25	Keshab Changmai	B.Sc II	"	500.00
26	Uttam Nath	"	GL	1000.00

27	Tarun Nath	"	"	1000.00
28	Partha Protim Gogoi	B.Sc 3rd	"	1000.00
29	Rashmi Gogoi	B.A. 3rd	"	500.00
30	Smita Konwar	"	"	1000.00
31	Purnima Konwar	"	"	1000.00
32	Munmi Bhattacharya	"	Gl.	1000.00

Total = Rs.41165.00

(Rupees Fortyone thousand one hundred and sixtyfive only)

30) Activities and support from the Alumni Association:

The Alumni association assembled on a few occasions in the College premises to discuss about their role in the developmental activities of the College. It has been learnt that they are planning to construct a building in the College as part of their contribution toward the welfare of the College.

31) Activities and support from the 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.

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:

(i) The Dibrugarh University Inter-College Football tournament (Sivasagar Zone) was held at Gargaon College from 14th to 16th November 2007. The Gargaon College Team attained the first position in Zonal final and played with distinction upto the semi-final stage.

(ii) The Dibrugarh University Inter-College Volleyball tournament was held at Gargaon College on 5th and 6th Dec. 2007. The College hosted the championship with exemplary organization. Altogether 16 Teams participated in the tournament in which Gargaon College became the champions.

34) Incentives to outstanding sportspersons:

The Gargaon College Volleyball Team which became the Inter-College Champions in 2007 was felicitated in the College by the Principal along with the teaching and non-teachng staff.

35) Student achievements and awards:

Mr. Ratan Konwar, a TDC IIIrd year student secured the 2nd prize in the All Assam Bhupen Hazarika Sangeet Competition held at K.C. Das Commerce College, Guwahati on 6th Nov.'07.

36) Activities of the Guidance and Counselling unit:

The Guidance and Counselling Unit of which Mr. Dilip Kumar Deka is the Convener, suggests the students of the various means like newspapers, magazines, the internet etc. through which they may get acquainted to various prospective career options.

As said earlier, some of the teachers of the College have been providing career related information and data in the Classroom itself. The teachers share relevant information and data with the students even in informal situations. The overall academic atmosphere is quite healthy considering its rural background. Apart from such guidance, the Central Library of the College has also been a major source of books, journals, newspapers etc

37) Placement services provided to students:

The outgoing students of TDC IIIrd year were advised to take up some short term job oriented courses, especially computer courses. The students were informally advised to approach ONGCL (Nazira / Sivasagar), GAIL (Sivasagar / Lakwa), NIIT, ICA etc. for training as well as for placements. The students were also advised to approach the local print / electronic media for placements. The students were also advised to join Self Help Groups / NGO's located within the district. The students were also advised to take advantage of various Govt. schemes like short term loan facilities to set up their own entrepreneurial work. The students were also informed about loan facilities offered by Nationalized Banks.

38) Development programmes for non-teaching staff:

A few members of the office staff have undergone basic training in computer applications.

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:

None.

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

1. A Group Discussion on "*Social Responsibility is a must for the Corporate World*" was held in the Department of Commerce on 27th August 2007.

2. The All Assam Tanu Konger Memorial Inter-College Debating Competition was held on 8th September 2007. The topic of this edition of the competition was "*In the Present Scenario, Illegal Migration is the Most Threatening Factor for the Survival of the Indegeneous People of Assam*". Altogether 12 Colleges participated in the competition. Ms. Mahasweta Devi was declared the winner of the competition. J.B. College, Jorhat was declared as the best team of the competition.

3. A College Newsletter "AALOK" (First Edition) was published and inaugurated on 6th November 2007. The Newsletter is expected to reflect the various intellectual exercises of the teachers and students as well as other activities.

4. The Hon'ble **Chief Minister of Assam, Shri Tarun Gogoi** visited the College on 26th November 2007. He praised the College for its noteworthy activities in academics as well as others. He wished the College a bright future which is on the verge of completing 50 Years of its glorious existence. The College will be stepping into the Golden Jubilee Year in 2008-2009.

5. A Book-Fair was organized in the College premises by 'Anwesa', a book selling agency of Guwahati from 30th August to 1st September 2007. The students were highly benefited by the various relevant as well as other books which was made available at a discounted price.
6. The College Foundation Day was observed in the College on 7th September 2007 with a day long programme.
7. The newly constructed UGC Women Hostel Building was formally inaugurated on 21st July 2007 by Shri Sarat Saikia, Parliamentary Secretary (Education), Govt. of Assam and President, Governing Body-Gargaon College. The new building is expected to accommodate an additional 35 to 40 students.
8. The various Departments in the College publish Wall-Magazines to provide an opportunity to the creative writings of the students as well as to develop a critical outlook. The Wall-Magazine '*Sati Joymati*' published by the Dept. of History was inaugurated by Dr.Gunaram Khanikar on 25th August 2007. The Magazines published by the other Depts. are '*Blossoms*'- Dept. of English; '*Ramdheni*'- Dept. of Assamese; '*Rodali*'- Dept. of Sociology; '*Uttaran*'- Dept.of Political Science and '*Resonance*' – Dept. of Physics.
9. The Dept. of Assamese publishes an Annual Journal named '*Jagriti*'.

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

The College authority is expecting to run the College smoothly with the help and cooperation of all the stakeholders associated with this College of higher education. The College Management Committee (Governing Body) is the highest body to adopt the plans and policies of the College as per Govt. rules and regulations.

Apart from this, the Principal has planned to execute the mission and vision of the College by taking into confidence all the Heads of the various Departments. In this regard he has also held a meeting with the IQAC and the Teaching Staff to make the teaching–learning process fruitful and result oriented. By adopting the Academic Calendar for the next session, the Principal has requested all the members of the teaching staff to be punctual in their classes and complete their tasks in time. He stressed on the need to complete the courses in time so that the students face minimal difficulty in approaching their syllabus. The IQAC has advocated the use of A/V techniques in as many classrooms.

Since the College will be celebrating 2008-2009 as its Golden Jubilee Year, a number of discussions have taken place in the College with regard to the Opening and Closing Functions and other programmes. The IQAC has suggested the Principal on various issues relating to the celebration of the Golden Jubilee in a worthy manner.
