KOKRAJHAR GOVT. COLLEGE

THE ANNUAL QUALITY ASSURANCE REPORT (AQAR) OF THE IQAC

ACADEMIC SESSION: 2016-2017

Part – A

1.Details of the Institution

1.1 Name of the Institution

> Kokrajhar Govt. College

1.2 Address Line 1

> W/NO-6, KOKRAJHAR

Address Line 2

> PO & DIST- KOKRAJHAR

City/Town

> KOKRAJHAR

State

> ASSAM (BTC)

Pin Code

> 783370

Institution e-mail address

> principalkokgc@gmail.com

Contact Nos.

> 03661- 270245

Name of the Head of the Institution:

> DR.BINOY KUMAR BRAHMA

Tel. No. with STD Code:

> 03661- 270245

Mobile:

> 09435483329

Name of the IQAC Co-ordinator:

Dr. CHINMOY BHATTACHARJEE

Mobile:

09435214136

IQAC e-mail address:

coordinatorkokgc@gmail.com

1.3 **NAAC Track ID***(For ex. MHCOGN 18879)*

ASCOGN11282

1.4 **NAAC Executive Committee No. &Date:**

NAAC/MSS/Cert_A&A/2004/276 dated 17/05/2004

1.5Website address:

www.kgc.ac.in

Web-link of the AQAR:

1.6Accreditation Details

Sl.No.	Cycle	Grade	CGPA	Year of Accreditation	Validity Period
1	1st Cycle	B	71.05	2004	2009
2	2nd Cycle	B	2.23	2015	2020
3	3rd Cycle				
4	4th Cycle				

1.7 Date of Establishment of IQAC :   DD/MM/YYYY   19 / 08 / 2002

1.8 AQAR for the year   2016 - 17

1.9 Details of the previous year's AQAR submitted to NAAC after the latest Assessment and Accreditation by NAAC

   i. AQAR – 2015-16 submitted to NAAC on 02.09.2016 (uploaded on college website)

1.10Institutional Status

University   State ☐ Central ☐ Deemed ☐ Private ☐

   Affiliated College   Yes ☑   No ☐

Constituent College   Yes [ ]   No [ ]

Autonomous college of UGC   Yes [ ]   No [ ]

Regulatory Agency approved Institution   Yes [ ]   No [ ]

   (eg. AICTE, BCI, MCI, PCI, NCI)

Type of Institution: Co-education [√]   Men [ ]   Women [ ]

                        Urban [√] Rural [ ] Tribal [√]

Financial Status: Grant-in-aid [ ]   UGC 2(f) [√]   UGC 12B [√]

                        Grant-in-aid + Self Financing [ ]   Totally Self-financing [ ]

1.11 Type of Faculty/Programme

        Arts [√]   Science [√] Commerce [ ] Law [ ] PEI(Phys Edu) [ ]

        TEI (Edu) [ ] Engineering [ ]   Health Science [ ]   Management [ ]

        Others(Specify)   [.]

1.12 Name of the Affiliating University *(for the Colleges)*   GAUHATI UNIVERSITY, GUWAHATI

1.13 Special status conferred by Central/ State Government-- UGC/CSIR/DST/DBT/ICMR etc

Autonomy by State/Central Govt. / University   [ ]

University with Potential for Excellence   [ ]   UGC-CPE   [ ]

DST Star Scheme   [ ]   UGC-CE   [ ]

UGC-Special Assistance Programme   [ ]   DST-FIST   [ ]

UGC-Innovative PG programmes   [ ]   Any other (*Specify*)   GOVERNMENT COLLEGE

UGC-COP Programmes   [ ]

2.IQACComposition and Activities

2.1 No. of Teachers

| 09 |

2.2 No. of Administrative/Technical staff

| 01 |

2.3 No. of students

| 00 |

2.4 No. of Management representatives

| 01 |

2.5 No. of Alumni

| 00 |

2. 6 No. of any other stakeholder and

community representatives

| 01 |

2.7 No. of Employers/ Industrialists

| 00 |

2.8 No. of other External Experts

| 00 |

2.9 Total No. of members

| 12 |

2.10No. of IQAC meetings held   : | 04 |

2.11 No. of meetings with various stakeholders: No. | 04 | Faculty | 02 |

           Non-Teaching Staff /Students | | Alumni | | Others | 02 |

2.12Has IQAC received any funding from UGC during the year?   Yes | | No | √ |

If yes, mention the amount | |

2.13Seminars and Conferences (only quality related)

(i) No. of Seminars/Conferences/ Workshops/Symposia organized by the IQAC

      Total Nos. | 06 | International | | National | | State | |

Institution Level | 06 |

(ii) Themes

1. IQAC celebrated Gandhi Jayanti cum international non-violence day on 02.10.2016 by conducting a seminar on *"Gandhian concept of non-violence in present context"*. Two resource persons Dr.Arun Kumar, Associate Professor & Head, Dept of English, Kokrajhar Govt. College and Mr. Sushanta Narrzary, Associate Professor & Head, Dept of History, delivered speeches on above mentioned theme on that day.
2. IQAC in collaboration with NTPC Salakati, organised a seminar on *"Public participation in promoting integrity and eradicating corruption"*on 05.11.2016 in connection with Vigilance awareness week. In this seminar Mr. Sujit Varke of NTPC delivered a talk on the above mentioned theme.
3. IQAC in collaboration with Dept. of Education, Kokrajhar Govt. College organised a seminar on *"Importance of National Education Day"*on 11.11.2016.Two resource persons Mr Haren C. Roy, Retired Associate Professor & Head, Dept of Political Science, Kokrajhar Govt. College and Mr. Sushanta Narrzary, Associate Professor & Head, Dept of History, delivered speeches on above mentioned theme on that day.
4. In connection with International Mother Language Day on 21.02.2017 a seminar was organised where Ramen Ch. Muchahary, Principal Basugaon College acted as resource person and delivered a lecture on " *Importance of Mother Language*"

5. IQAC in collaboration with ASTEC Assam, celebrated National Science Day 2017 on 28th February 2017. In this connection a seminar was organised where Mrs. Yutika Narzary, Assistant Professor, Dept of Botany, Bodoland University & Mr. Leeladhar Chouhan, Assistant Professor, Dept of Physics, Kokrajhar Govt. College as resource persons delivering presentations on the topics *"Biotechnology"* and *"Science & technology for specially abled persons"* .

6. A seminar was organised 10.03.2017, where Dr. Yasuke Yamane, Assistant Professor, Tokoha University, Japan elaborately presented a paper on *"Tornadoes in North East India"*. In the same seminar another reasercher from Tokyo University presented a paper on *"Rainfall activities in North East India"*.

2.14Significant Activities and contributions made by IQAC

i) Maintenance of teaching execution record
ii) Analysis of Yearly results of the College
iii) Observance of National Science Day
iv) Observance of World Environment day.
v) Analysis of feedback from students.
vi) Timely activities performed in the adopted schools
vii)Observance of Teachers' Day
viii)Observance of National Education Day
ix) To supply all departments the new syllabus of Bodoland university.
x) Publication of Annual College Bulletin

2.15 Plan of Action by IQAC during last academic year and its outcome

The plan of action chalked out by the IQAC in the beginning of the year towards quality
    enhancement and the outcome achieved by the end of the year

Plan of Action	Achievements
(i) To make an archive of class notes of teachers on college website.	(i) Process has been initiated.
(ii) To open email-id in the college website domain.	(ii) Process has been initiated.
(iii) To upload publications in college website.	(iii) Process has been initiated.
(iv) To publish a research journal from the college.	(iv) No such activity could be conducted
(v) To conduct career counselling programmes for different competitive examinations through career counselling cell.	(v) One program could be conducted.
(vi) To conduct regular health checkups in the college.	(v) No such activity could be conducted
(vii) To take initiative for teacher exchange programme among local colleges.	(v) No such activity could be conducted
(viii) To adopt three higher secondary schools by the college.	(viii) Two higher secondary school were adopted
(ix) To continue the orientation programme for graduate teachers.	(ix) Due to paucity of fund the programme could not be conducted
(x) To organize a programme on Gandhian thought.	(x) A seminar on Gandhian thought was organised on Gandhi Jayanti.
xi) To organise National Education Day	xi) National Education Day was successfully observed
xii) To introduce PG courses	(xii) All the modalities for opening and running of PG courses in Mathematics, Chemistry & English under Bodoland University have been successfully completed. Classes to start from 2017-18 session
xiii) To appoint new warden for Girl's Hostel	xiii) New warden has been appointed.

The Academic Calendar of the year has been attached as Annexure-I (2.15).

2.16 Whether the AQAR was placed in statutory body Yes √ ☐

Management ☐ Syndicate ☐ Any other body √

Provide the details of the action taken

Being a government College, there is no such Governing Body, instead of this there is a Board of Governors of the College and the AQAR was placed before it and obtained approval.

Part – B
Criterion – I

1. Curricular Aspects

Level of the Programme	Number of existing Programmes	Number of programmes added during the year	Number of self-financing programmes	Number of value added / Career Oriented programmes
PhD	00	00	00	00
PG	00	00	00	00
UG	02 (B.A. and B.Sc.)	00	00	00
PG Diploma	00	00	00	00
Advanced Diploma	00	00	00	00
Diploma	00	00	00	00
Certificate	00	00	00	00
Others	02 (H.S. Arts and H.S. Science)	00	00	00
Total	04	00	00	00
Interdisciplinary	00	00	00	00
Innovative	00	00	00	00

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

Core and Elective option

(ii) Pattern of programmes:

Pattern	Number of programmes
Semester	B.A. and B.Sc
Trimester	Nil
Annual	H.S. Arts & H.S. Science

1.3 Feedback from stakeholders*Alumni ☐   Parents ☐   Employers ☐   Students √

(On all aspects)

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

* An analysis of the feedback has been attached in Annexure-II (1.3)

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

> There is no such scope for the College as the affiliating university is the authority for such measures. There was no such change from the university during the year.

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

> 1. A computer center under RUSA was established.
> 2. Sociology was introduced in undergraduate course

Criterion – II

2. Teaching, Learning and Evaluation

2.1 Total No. of permanent faculty

Total sanctioned strength	Existing faculty	Asst. Professors	Associate Professors	Professors	Others	Vacant
75	62	35	27	--	00	13

2.2 No. of permanent faculty with Ph.D.   17

2.3 No. of Faculty Positions Recruited (R) and Vacant(V) during the year

Asst. Professors		Associate Professors		Professors		Others		Total	
R	V	R	V	R	V	R	V	R	V
00	13	0	0	0	0	0	0	0	13

2.4 No. of Guest and Visiting faculty and Temporary faculty

00		00		15

2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended Seminars/ Workshops	04	04	01
Presented papers	04	20	00
Resource Persons	00	00	03

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

1. Use of LCD projector & Public Address system with hands free remote microphones in theory classes of big size classes of general courses

2.7 Total No. of actual teaching days during this academic year   174

2.8 Examination/ Evaluation Reforms initiated by the Institution

a) Engagement of flying squad to assist invigilators during examination.

b) Provision for showing evaluated answer scripts of college examinations to students for their self -analysis and reformation.

c) Introduction of fully printed seat labels with Roll code and Roll number which facilitates proper seat allotment to examinees during college examinations.

d) Monthly class test system for continuous evaluation has been introduced.

e) For continuous evaluation Seminars, Quizzes, Assignments are conducted departmentally

f) Remedial classes are held occasionally for slow learners.

2.9   No. of faculty members involved in curriculum restructuring/revision/syllabus development as member of

Board of Study $\boxed{01}$ Faculty $\boxed{00}$ Curriculum Development workshop $\boxed{00}$

2.10 Average percentage of attendance of students $\boxed{75\%}$

2.11 Course/Programme wise distribution of pass percentage:

Title of the Programme	Total no. of students appeared	Division			
		I (%)	II (%)	III (%)	Pass (%)
BA (Major)	235	31.38	66.49	2.13	80.00
BA (General)	132	3.45	74.14	22.41	43.93
BSc (Major)	68	52.46	47.54	0.00	89.71
BSc (General)	06	0.00	100.0	0.00	100.00

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

a) The IQAC, through the Head of the Institution reviews and analyses the Board/University results and, in consultation with the HoD's, necessary corrective measures for improvement are adopted accordingly.

b) The IQAC makes sure that the remedial classes, tutorials etc. are held by the respective departments as per the "Post-result review and analysis meeting" resolutions.

c) The IQAC reviews and analyses the feedback from the students and the guardians and places the outcome before the Principal for the discussion and necessary action, through the Academic Council.

d) The IQAC makes sure that every department fulfils the academic and extra-curricular demands like departmental seminar, quiz, debate, group discussion, sessional test, class test etc.

e) The IQAC extends its full cooperation to the Academic Monitoring Committee of the college for its smooth functioning in monitoring academic improvement.

f) The IQAC conducts inclusive meeting among the students, guardians and teachers for statistical performance analysis of the students.

2.13 Initiatives undertaken towards faculty development

Faculty / Staff Development Programmes	Number of faculty benefitted
Refresher courses	06
UGC – Faculty Improvement Programme	02
HRD programmes	00
Orientation programmes	00
Faculty exchange programme	00
Staff training conducted by the university	00
Staff training conducted by other institutions	00
Summer / Winter schools, Workshops, etc.	04
Others	01

2.14 Details of Administrative and Technical staff

Category	Number of Permanent Employees	Number of Vacant Positions	Number of permanent positions filled during the Year	Number of positions filled temporarily
Administrative Staff	35	01	--	--
Technical Staff	02	--	--	--

Criterion – III

3. Research, Consultancy and Extension

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

> a) The IQAC, through the head of the institution, urges the concerned funding authorities in order to keep the laboratories and libraries up-to-date.
>
> b) It also urges upon the authorities to provide easy access to Internet and Journals so as to keep the faculty members in touch with the latest happenings in different fields.
>
> c) The IQAC regularly passes information to the faculty members regarding research proposal invitations from agencies like UGC, DST, DBT, CSIR, ICHR etc.
>
> d) It assists the faculty members in applying for major and minor research projects and participation in different national and international seminars, workshops, conferences etc with relevant information.
>
> e) The IQAC encourages the departments for organizing UGC sponsored national seminars on latest research field

3.2 Details regarding major projects

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

3.3 Details regarding minor projects

	Completed	Ongoing	Sanctioned	Submitted
Number	08	00	00	08
Outlay in Rs. Lakhs	2.01	--	--	2.01

3.4 Details on research publications

	International	National	Others
Peer Review Journals	09	01	00
Non-Peer Review Journals	00	00	00
e-Journals	02	01	00
Conference proceedings	01	00	00

3.5 Details on Impact factor of publications:

Range | 4.621-5.56 | Average | 5.090 | h-index | -- | Nos. in SCOPUS | -- |

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

Nature of the Project	Duration Year	Name of the funding Agency	Total grant sanctioned	Received
Major projects	-	0	0	0
Minor Projects	02	UGC	0	2.01
Interdisciplinary Projects	--	--	00	00
Industry sponsored	--	--	00	00
Projects sponsored by the University/ College	--	--	00	00
Students research projects *(other than compulsory by the University)*	--	--	00	00
Any other(Specify)	--	--	00	00
Total (Rs. In Lakhs)	--	--	--	2.01

3.7 No. of books published i) With ISBN No. | 01 |

Chapters in Edited Books   05

ii) Without ISBN No.   01

3.8 No. of University Departments receiving funds from

UGC-SAP [ ]   CAS [ ]   DST-FIST [ ]

DPE [ ]   DBT Scheme/funds [ ]

3.9 For colleges   Autonomy [ ]   CPE [ ]   DBT Star Scheme [ ]

INSPIRE [ ]   CE [ ]   Any Other (specify)   UGC

3.10 Revenue generated through consultancy   No fund was generated through consultancy

3.11 No. of conferences organized by the Institution

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

3.12 No. of faculty served as experts, chairpersons or resource persons   09

3.13 No. of collaborations   International 00   National 00   Any other 00

3.14 No. of linkages created during this year   00

3.15 Total budget for research for current year in lakhs :   2.01

From funding agency   UGC   From Management of University/College   00

Total   2.01

3.16 No. of patents received this year

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

3.17 No. of research awards/ recognitions received by faculty and research fellows of the institute in the year

Total	International	National	State	University	Dist	College
03	00	01	02	00	00	00

3.18 No. of faculty from the Institution who are Ph.D. Guides

00

and students registered under them

00

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

00

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

JRF 00   SRF 00   Project Fellows 00   Any other 00

3.21 No. of students Participated in NSS events:

College level 01   State level 01

National level 00   International level 00

3.22 No. of students participated in NCC events

College level 00   State level 16

National level 06   International level 00

3.23 No. of Awards won in NSS:

University level 00   State level 00

National level 00   International level 00

3.24 No. of Awards won in NCC:

University level 00   State level 18

National level 08   International level 00

3.25 No. of Extension activities organized

University forum 01   College forum 23

NCC 02   NSS 02   Any other 02

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

1. On 16th August, 2016, Consultancy & Career Counselling Cell and Anti-Ragging Cell, Kokrajhar Govt. College jointly in collaboration with IQAC, conducted a Career Counselling programme on the theme "*Defence Service as a Career*". An army representative having Major rank, belonging to Army Camp, Patharghat, Kokrajhar acted as resource person. On the same day another talk was organised by Anti-Ragging Cell of the college on the theme "*Anti-Ragging Awareness*", where the chairman of NEIDAN Foundation, Kokrajhar acted as resource person.

2. Kokrajhar Govt College, organised Teachers Day centrally, on 5th September 2016, at Old Science Gallery of the College, where as many as eight numbers of eminent retired professors of different disciplines were felicitated. Several retired and serving teachers of the college put forward their views on prospects and challenges of teaching at college level in the meeting organised in this occasion. It is to be motioned here that on Teachers Day 2016, Dr. Basanta Kumar Das, Assistant Professor and Head, Department of Chemistry and Leeladhar Chouhan, Assistant Professor from department of Physics were awarded Certificate of Appreciation by Department of Higher Education, Government of Assam for their contribution to college-school linkage program run by DHE, Assam.

3. Kokrajhar Govt. college adopted Kokrajhar Girls' Higher Secondary school, Kokrajhar on 20.09.2016 with a motive to extend its extension education services to that school as a part of college-school linkage program.

4. IQAC in collaboration with dept of Philosophy of the college celebrated Gandhi Jayanti cum international non-violence day on 02.10.2016 by conducting a seminar on "*Gandhian concept of non-violence in present context*". Two resource persons Dr. Arun Kumar, Associate Professor & Head, Dept. of English, Kokrajhar Govt. College and Mr. Sushanta Narzary, Associate Professor & Head, Dept. of History, delivered speeches on above mentioned theme on that day.

5. On 20th October, 2016, the Consultancy & Career Counselling Cell of Kokrajhar Govt. College, in collaboration with Potential Coaching Institute of Guwahati organized an Entrance Test for Higher Secondary Science students aspiring for Medical and Engineering. The top three candidates would be provided with scholarships and assistance for Medical and Engineering Coaching.

6. IQAC, in association with coordinator of Spoken tutorial Ms Anjalee Basumatary organised a meet on 21.10.2016 for the undergraduate students of the college. In this meeting the IQAC coordinator Dr. Chinmoy Bhattacharjee formally inaugurated the IT skilled training programme from NMEICT, MHRD, Govt. of India, conducted by IIT Bombay. Ms Anjalee Basumatary gave a brief speech on the benefits of the Spoken tutorial programme and students were formally enrolled to the course on the same day.

7. IQAC, in collaboration with Kokrajhar Govt. College Student's Union observed National Unity Day and Vigilance awareness week starting from 31st October 2016 to 6th November 2016 through different programmes. On National Unity Day i. e. 31.10.2016 a pledge taking meet was organised where all the students, faculties and staffs of the college took pledge to preserve the unity, integrity and security of the nation.

8. IQAC in collaboration with NTPC Salakati, organised a seminar on "*Public participation in promoting integrity and eradicating corruption*" on 05.11.2016 in connection with Vigilance awareness week. In this seminar Mr. Sujit Varke of NTPC, Salakati delivered a talk on the above mentioned theme.

9. "*Sahitya Chora*", a unit of literary activities, Dept. of Assamese paid tribute to Dr. Bhupen Hazarika, on 05.11.2016.

10. IQAC in collaboration with Dept. of Education, Kokrajhar Govt. College organised a seminar on *"Importance of National Education Day"* on 11.11.2016. Two resource persons Mr Haren C. Roy, Retired Associate Professor & Head, Dept of Political Science, Kokrajhar Govt. College and Mr. Sushanta Narrzary, Associate Professor & Head, Dept of History, delivered speeches on above mentioned theme on that day.

11. Kokrajhar Govt. College, in collaboration with Bodoland University, Kokrajhar observed "Bodo Literary Day-2016" with a daylong colourful programme on 16.11.2016, in the premises of Bodoland University. Several distinguished personalities of Bodo literature participated in the symposium.

12. On 22.11.2016, the faculties of the Assamese department of the college conducted classes in Kokrajhar Girls' Higher Secondary school, which was adopted by the college.

13. The faculties of the Education department of the college conducted classes on 22.11.16, 23.11.16 & 25.11.16 in Kokrajhar Girls' Higher Secondary school for the class XI students. The school was adopted by the college in September 2016.

14. The department of Assamese organised an inter-college essay competition on the theme "*Dr. Indira Goswami as your favourite author*" for the class XII students of different institutes of the town. The department also organised a seminar on *Dr. Indira Goswami and her literary contribution*" on 29.11.2016 where Mr Joyanta Boro, Assistant Professor, Dept of Hindi and Ms Urmimala Mahela, Assistant Professor, Dept of English acted as resource persons. Certificates and prizes to the winners of the essay competition were distributed on that day.

15. On 30th November, 2016, The OIL India Super 30, Assam under the banner of Consultancy & Career Counselling Cell, Kokrajhar Govt. College conducted a written test for IIT-JEE aspirants of the College. On qualifying this test, students would be given 11 months free coaching for IIT-JEE with free food and Lodging. Thirty Six (36) students appeared the Test out of which two students Ms. Sudem Brahma Choudhury and Ms Ankita Das successfully cleared the test and they were called for personal interview.

16. On 1st December, 2016, Career Point (Kota), Guwahati Centre in collaboration with the Consultancy & Career Counselling Cell, Kokrajhar Govt. College conducted CP-STAR 2016-17, a national level scholarship cum rewarding Test.

17. NCC unit of Kokrajhar Govt. College in association with Kokrajhar Govt. College Students Union conducted a cleanliness drive inside the college campus on 19.01.2017.

18. The 35th Ishwan Mwshahary Memorial Day was observed at Kokrajhar Govt. College with a three-day long colourful programme on 30 &31st January 2017. The programme was organized by Kokrajhar Govt. College Bodo Students' Literary Society where as many as 21 school/ colleges took active participation. The programme was enlivened by organising various literary, academic and cultural competitions like Literary writing competition poem recitation, debate, quiz, drama, extempore speech, folk song and folk dance, group discussion etc

19. International Mother Language Day was observed at Kokrajhar Govt. College on 21.02.2017. It was organised by IQAC in collaboration with departments of Assamese, Bodo, Bengali and Hindi. In this connection a seminar was organised where Ramen Ch. Muchahary, Principal Basugaon College acted as resource person and delivered a lecture on " *Importance of Mother Language*"

20. IQAC in collaboration with ASTEC, Assam celebrated National Science Day 2017 on 28th February 2017. In this connection a seminar was organised where Mrs. Yutika Narzary, Assistant Professor, Dept of Botany, Bodoland University & Mr. Leeladhar Chouhan, Assistant Professor, Dept of Physics, Kokrajhar Govt. College as resource persons delivering presentations on the topics *"Biotechnology"* and *"Science & technology for specially abled persons"* .In the same programme several competitions like science quiz competition, science cartoon competition, science exhibition etc. were organised for school as well as undergraduate level students.

21. The Women Cell of the college observed ***International Women's Day*** on 08.03.2017.In the programme a talk on gender sensitization was organised for the students of the college. Dr. Prabir Ch. Brahma, consultant general practitioner in UK, Mrs. Anjalee Basumatary, Head of Physics department of the college and recipient of Sahitya Akademy award, 2016 and Dr. Chinmoy Bhattacharjee, Coordinator, IQAC of the college delivered thought provoking speeches on gender sensitization in the programme. An extempore speech was also held among the students to make them aware of women related issues. Prizes were awarded to the three best extempore speakers of the competition. The Women Cell also felicitated Mrs. Anjalee Basumatary, Head of Physics department of the college for receiving the prestigious Sahitya Akademy award, 2016 in the same programme.

22. A seminar was organised by IQAC in collaboration with department of Geography on 10.03.2017, where Dr. Yasuke Yamane, Assistant Professor, Tokoha University, Japan elaborately presented a paper on *"Tornadoes in North East India"*. In the same seminar another researcher from Tokyo University presented a paper on *"Rainfall activities in North East India"*.

23. The department of Education in collaboration with extension education cell and IQAC of the college organised seminar as well as classes in the adopted school viz. Kokrajhar Girls' Higher Secondary school on 11.04.2017. In this context seminars on the themes " *A study of Assamese Language and Literature*'' and *"The future of Bodo Literature and its opportunitie*s" were organised by the Assamese and Bodo departments of the college at the adopted school for class IX and X level students. On the same day special classes in the subjects of Mathematics and Science (Zoology part) were conducted for Assamese and Bodo medium students of class IX and X separately. Two associate professors of department of Mathematics and two assistant professors of Zoology department of the college conducted the special classes on that day.

24. Students union of the college, organized pre Bwisagu festival with a daylong colourful programme on 12th April 2017, in order to prop up cultural importance among the students. This programme was added with ethnic food festival, ethnic sports competition and cultural dance and songs competition.

25. The department of Bengali, Kokrajhar Govt. College paid tribute to Bengali poet Kazi Nazrul Islam on 24.05.2017. In this connection a poem recitation programme was arranged among the students of Bengali department of the college.

26. IQAC, in collaboration with department of Botany and Kokrajhar Govt. College Student's Union observed ***World Environment Day*** on 05.06.2017. In this connection a tree plantation programme was organised where as many as 116 saplings were planted and distributed among students/faculties of the college.

27. NSS unit of Kokrajhar Govt. College organised tree plantation programme and distributed saplings among villagers of NSS adopted village on 05.06.2017.

28. The department of Education, Kokrajhar Govt. College distributed some play materials and teaching aids to the adopted LP schools adopted schools namely, No.237 Boro Nalbari L.P. School and Dhupguri Ravapara LP School, on 08.06.2016.
29. NSS unit of Kokrajhar Govt. College distributed pen & copy among poor students of NSS adopted village on 08.06.2017.
30. NCC unit of Kokrajhar Govt. College conducted a cleanliness drive inside the college campus on 21.06.2017.

Criterion – IV

4.Infrastructure and Learning Resources

4.1 Details of increase in infrastructure facilities:

Facilities	Existing	Newly created	Source of Fund	Total
Campus area	5.42 acre	--	--	5.42 acre
Hostel area	2.18 acre	--	--	2.18 acre
Playground	2.28 acre	--	--	2.28 acre
Class rooms	33	03	BTC	36
Laboratories	23	01	RUSA	24
Seminar Halls	00	00	--	00
No. of important equipments purchased (≥ 1-0 lakh) during the current year.	02	--	--	02
Value of the equipment purchased during the year (Rs. in Lakhs)	--	45Lakhs	RUSA	

4.2 Computerization of administration and library

1. One laptop of IQAC was handed over to accounts section of the college, facilitating task of online submission of salary bills etc.
2. Several desktops of administrative section of the college were upgraded using RUSA fund.

4.3 Library services:

	Existing		Newly added		Total	
	No.	Value	No.	Value	No.	Value
Text Books	16146	1492757/-	--	--	16146	1492757/-
Reference Books	14178	1731220/-	2162	5,73,560/-	16340	2304780
e-Books	--	--	--	--	--	--
Journals	17	38,765/-	--	--	17	38,765/-
e-Journals	N-list	--	--	--	N-list	--
Digital Database	00	--	--	--	00	--

CD & Video	26	5,400/-	--	--	26	5,400/-
Others (specify)	00	--	--	--	00	--

4.4 Technology up gradation (overall)

	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Depart-ments	Others
Existing	63	16	23	02	00	10	24	07
Added	56	00	00	00	35	01	19	00
Total	119	16	23	02	35	11	43	06

4.5 Computer, Internet access, training to teacher's and students and any other programme for technology up gradation (Networking, e-Governance etc.)

1. E-Resource Spoken Tutorial software courses were provided to undergraduate students to make them aware of open source software. The tutorial also acts as self study material for the students.

2. A computer centre was established by utilizing financial assistance from RUSA.

3. Each department was provided with one laptop procured from RUSA grant.

4. A new biometric attendance machine with accurate iris scanner was installed for proper recording of attendance of faculties and college staff.

5. Digital LED display board was put in the administrative block for prompt display of notices.

6. Online system of salary bill preparation has been introduced.

4.6 Amount spent on maintenance in lakhs :

i) ICT   0.42

ii) Campus Infrastructure and facilities   43.69

iii) Equipment   3.48

iv) Others   24.27

                              Total :   71.86

<u>Criterion – V</u>

5. Student Support and Progression

5.1 Contribution of IQAC in enhancing awareness about Student Support Services

- A Digital LED display has been put in administrative block to facilitate prompt circulation of student related information.
- Bulk SMS system is available to send the information regarding students' percentage of attendance, marks obtained in various examinations etc.
- Accidental Safety Insurance Policy is implemented from current academic session for students, for any kind of accidental injury expenses. One of the students was reimbursed for accidental medical expenses from this scheme.
- HELP DESK system is available during the admission time to support the newcomers.
- The usual method of notifying on the notice board is also followed.
- Any information for student support is uploaded in the College website.
- The prospectus for admission into the college also provides lots of information about the college.
- Information about various types scholarships are circulated among the students time to time.

5.2 Efforts made by the institution for tracking the progression

- Monthly class test is conducted to track the progression of the students.
- Some departments have been conducting weekly seminars on their respective subjects concentrating on the syllabus.
- At the end of one semester course or annual course a statistical analysis is made on the basis of students' final result.

5.3 (a) Total Number of students

UG	PG	Ph. D.	Others (H.S. Class)
1607	00	00	881

(b) No. of students outside the state | 00 |

(c) No. of international students | 00 |

Men		Women	
No	%	No	%
1311	52.69	1177	47.31

I. Under Graduate Class

Last Year						This Year					
General	SC	ST	OBC	Physically Challenged	Total	General	SC	ST	OBC	Physically Challenged	Total
120	56	1111	264	02	1553	189	63	1039	315	01	1607

II. HS Class (10+2)

Last Year						This Year					
General	SC	ST	OBC	Physically Challenged	Total	General	SC	ST	OBC	Physically Challenged	Total
116	23	467	163	00	769	109	37	556	179	00	881

Demand ratio: UG 1:5   HS   1:3

Dropout %   :   UG 10.12   HS   8.78

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

> 1. Library and Career counseling cell has reference books for different competitive examination
> 2. IQAC informs the students about various competitive examinations periodically.

No. of students beneficiaries   05

5.5 No. of students qualified in these examinations

NET [ ]   SET/SLET [ ]   GATE [ ]   CAT [ ]

IAS/IPS etc [ ]   State PSC [ ]   UPSC [ ]   Others [ ]

5.6 Details of student counselling and career guidance

> IQAC, in collaboration with some of the coaching centres arranged mock tests for engineering/medical entrance examinations, mainly for 10+2 students.

No. of students benefitted

| 02 |

5.7 Details of campus placement

On campus			Off Campus
Number of Organizations Visited	Number of Students Participated	Number of Students Placed	Number of Students Placed
00	00	00	00

5.8 Details of gender sensitization programmes

- As per UGC regulation Internal Complaint Committee (ICC) was formed.
- The Women Cell of the college observed International Women's Day on 08.03.2017. In the programme a talk on gender sensitization was organised for the students of the college

5.9 Students Activities

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

State/ University level | 00 | National level | 03 | International level | 00 |

No. of students participated in cultural events

State/ University level | 00 | National level | 00 | International level | 00 |

5.9.2 No. of medals /awards won by students in Sports, Games and other events:

Sports: State/ University level | 00 | National level | 00 | International level | 00 |

Cultural: State/ University level | 00 | National level | 00 | International level | 00 |

5.10 Scholarships and Financial Support

	Number of students	Amount
Financial support from institution	01	5000.00
Financial support from government (SC scholarship)	197	Details of amount are not available as scholarships are directly credited to bank account of students by the respective disbursing agencies.
Financial support from government (ST scholarship)	1297	
Financial support from government (OBC scholarship)	1632	
Financial support from other sources (Sitaram Jindal Foundation)	01	

Post Matric Scholarship	00	
Ishan Uday Scholarship NER	13	Details not available
Number of students who received International/ National recognitions	00	

5.11 Student organised / initiatives

Fairs   : State/ University level | 00 | National level | 00 | International level | 00 |

Exhibition: State/ University level | 00 | National level | 00 | International level | 00 |

5.12 No. of social initiatives undertaken by the students | 00 |

5.13 Major grievances of students (if any) redressed: *No major grievance was registered*

Criterion – VI

6. Governance, Leadership and Management

6.1 State the Vision and Mission of the institution

> *Vision of the college:*
> To transform the college into a centre of excellence by way of quality education for the promotion and development of a progressive civil society is the vision of the college.
>
> *Mission of the college:*
> To promote scientific, rational and secular outlook among the people and to help people overcome economic backwardness, superstition and evil social practices.
>
> The motto of the college is *Discipline and Excellence*.

6.2 Does the Institution has a Management Information System

> - The college does not have open Management Information System. The student related information such as monthly class attendance, marks obtained in the unit test/sessional examinations etc. are displayed on the college notice board.
> - Bulk SMS system is available to send the information regarding student's percentage of attendance, marks obtained in various examinations etc.

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

6.3.1 Curriculum Development

> The College is affiliated to Gauhati University and follows the curriculum prepared/developed by the University. However, faculty members of several departments of the college contributed to syllabi development of the Bodoland University in this academic session.

6.3.2 Teaching and Learning

The college prepares an academic calendar at the beginning of each academic session along with teaching plans prepared by the individual departments. The teaching plan is executed in accordance with the academic calendar and is recorded in the teaching execution register departmentally and individually. Utmost efforts are made to make the teaching process more learner-centric. The progress of students is continuously tested and evaluated through monthly class Tests, Sessional Examinations, Viva, Projects, study tours, field studies, seminars, group discussions, class assignments etc. to fulfil requirements as mandated by the university. Students are always encouraged to join remedial classes / tutorials for improvement in their studies. There is a provision for supplying feedback forms to the outgoing students in every academic session to assess the teaching abilities of all the faculty members. The IQAC analyses the feedbacks received from students and apprise individually to all the faculty members and also encourages improving their overall performances.

6.3.3 Examination and Evaluation

The examinations for written external papers and internal and practical parts are conducted as per the guidelines set by the affiliating university. The college enjoys fame for conduction of free and fair examinations. More often than not, the college is selected as an evaluation zone and hence, most of the teachers are engaged as zonal officers, head examiners, examiners and scrutinizers. Further, teachers of the institution participate in such activities in other evaluation zones. The process followed in evaluation is the same as desired by the university. From this session the college as per direction of Assam Higher Secondary Education Council introduced CCTV surveillance system at the HS Spot Evaluation cum Scrutiny Zone of the college.

During examinations, fully printed seat labels with Roll code and Roll number has been continued, which facilitates proper seat allotment to examinees. Moreover, monthly class test system for continuous evaluation has been continued.

6.3.4 Research and Development

The faculty members carry on their MRPs utilising departmental laboratories as and when required. A computer centre under RUSA has been set up for meeting research/project requirements of student as well as faculties.

6.3.5 Library, ICT and physical infrastructure / instrumentation

Library:

Library has been enriched by procuring new books of an amount of Rs. 495000.00. The books were purchased from RUSA grant for all departments of the college. Two CCTV cameras were put in library reading room for proper surveillance.

ICT:

- A computer centre was established by utilizing financial assistance from RUSA.
- Each department of the college was provided with one laptop procured from RUSA grant.
- A new biometric attendance machine with accurate iris scanner was installed for proper recording of attendance of faculties and college staff.
- 13 new CCTV cameras were installed at different sites of the campus as well as Girls' hostel to strengthen surveillance system.
- GIS, SPSS and Mat lab software have been procured from RUSA grant.
- 5 No. of projectors, 3 No. of printers and one amplifier system were also purchased.
- A Digital LED display has been put in administrative block to facilitate prompt circulation of student related information.

Physical infrastructure:

Three temporary class rooms were constructed by BTC administration to meet inadequacy of classrooms in the college campus.

6.3.6   Human Resource Management

The college is run by the joint efforts of the IQAC and the office of the Principal. The human resource is managed amicably through substitute or extra duty in case some of teaching or non-teaching staff has to be temporarily out of the college for official, administrative or academic purposes. The college has a performance evaluation system through feedback from the students and the parents. For the development of the human resource, the college encourages its faculty members to pursue academic, intellectual and research related works apart from providing computer training to teaching and non-teaching staff from time to time.

6.3.7   Faculty and Staff recruitment

A) For the recruitment of teaching faculty selection is made by Assam Public Service Commission and appointment is made by the Department of Higher Education, Govt. of Assam.

B) For appointment of Grade-III and Grade-IV staffcandidates are called for interview through employment exchange, with due permission from the Department of Higher Education, Govt. of Assam. Selected candidates are appointed by the Principal and are approved by the concerned   higher authority.

6.3.8   Industry Interaction / Collaboration

No such interaction / collaboration were possible during the current academic session.

6.3.9   Admission of Students

The admission to the first semesters of BA/BSc and Higher Secondary (10+2) classes is entrusted to the Admission Committee constituted by the Principal for the purpose. Though merit is the sole basis for admission, reservation of seats as per government rules is also followed.

6.4 Welfare schemes for

Teaching	Kokrajhar College Sanchay Aru RindanSamabaySamity Ltd.
Non teaching	Kokrajhar College Sanchay Aru RindanSamabaySamity Ltd.
Students	• Students' Distress Fund • Accidental Safety Insurance Policy for students

6.5Total corpus fund generated

No provision for such fund exists as the institution is a government college.

6.6 Whether annual financial audit has been done   Yes [   ]   No [√]

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

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

Criterion – VII

7. Innovations and Best Practices

7.1 Innovations introduced during this academic year which have created a positive impact on the functioning of the institution.

1. **Digital LED display:** A digital LED display has been put in administrative block to facilitate prompt circulation of student related information. Wide range information related to college administration like dates of examination form fill up, admission schedule, holiday notice etc can be displayed in a compact & prompt way on the big LED screen. The students do not have to waste their time searching for such notices in conventional notice board.

2. **CCTV surveillance system:** 13 new CCTV cameras with infra red vision have been installed at different strategic locations like Students day Home, IQAC, Boys Hostel Old Campus entrance, Corridor of Science building, BRPL block, Assam type block-1, College Canteen, Girls' hostel campus, Library reading room to strengthen surveillance system of the campus. The system can store recorded video footage of 7 consecutive days. CCTV system has improved security of the college campus in a profound way.

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

Plan of action	Action Taken Report ATR
(i) To make an archive of class notes of teachers on college website.	(i) Process has been initiated.
(ii)To open email-id in the college website domain.	(ii) In the college website Mail Enable is provided as Windows Mail Server Platform, using which email id can be created.
(iii)To upload publications in college website.	(iii) Process has been initiated.
(iv) To publish a research journal from the college.	(iv) No such activity could be conducted
(v) To conduct career counselling programmes for different competitive examinations through career counselling cell.	(v) A Career Counselling programme on the theme "*Defence Service as a Career*" was conducted on 16.08.2016
(vi)To conduct regular health checkups in the college.	(vi) No such activity could be conducted
(vii)To take initiative for teacher exchange programme among local	(vii) No such activity could be conducted

colleges.	
(viii)To adopt three higher secondary schools by the college.	(viii) Two higher secondary schools were adopted
(ix)To continue the orientation programme for graduate teachers.	(ix) Due to paucity of fund the programme could not be conducted
(x)To organize a programme on Gandhian thought.	(x)A seminar on Gandhian thought was organised on Gandhi Jayanti on 02.10.2016.
(xi) To organise National Education Day	(xi) National Education Day was successfully observed on 11.11.2016 highlighting its importance to the students.
(xii)To introduce P.G. courses	(xii) All the modalities for opening and running of P.G. courses in Mathematics, Chemistry, English & Bodo under Bodoland University have been successfully completed. Classes to start from 2017-18 session
(xiii) To appoint new warden for Girls' Hostel	(xiii) New warden has been appointed.

7.3 Two Best Practices of the institution

> *1. Accidental Safety Insurance Policy for students*
>
> *2. e-Resource Spoken Tutorial software courses for undergraduate students.*

*Details have been provided in Annexure-III (7.3)

7.4 Contribution to environmental awareness / protection

> In each academic session, the students of Higher Secondary 1st Year and B.A./B.Sc. semester IV undertake an Environmental Field study as per their curriculum. The field study is conducted with a view to create awareness and participation among the students about various Environmental issues, problems and their solutions. For the academic session 2016-17, Environmental Field study was organized for the students of B.A./B.Sc. 4th semester and HS 1st year students on 6th February and 7th February, 2017 respectively.
>
> Department of Botany, in collaboration with IQAC and Kokrajhar Govt. College Student's Union observed **World Environment Day** on 05.06.2017. In this connection a tree plantation programme was organised where as many as 116 saplings were planted and distributed among students/faculties of the college. An awareness programme for students was also organised where the faculties of Botany department spoke on importance of afforestation with reference to changing climate across the world.

7.5 Whether environmental audit was conducted? Yes   No

√

7.6 Other relevant information the institution

Strength:

   a) Government financial support facility is available.

   b) Well established premier institution in Kokrajhar District.

   c) Stakeholder's involvement is highly appreciable.

   d) Alumni support is commendable.

   e) Performance in sports is very high.

   f) The college is rich in local culture and traditions.

   g) Located in a convenient place having good transportation of all forms.

Weakness:

   a) Shortage of adequate teachers strength

   b) Facilities required are not up to the mark.

   c) Sanitation and drainage facility needs improvement.

   d) Located in a politically volatile area.

   e) Inconsistent support from government.

Opportunities

   a) The institution has full potential in sports.

   b) Many departments of the college have scope for opening PG courses.

   c) The institution has scope for opening varieties type of vocational, hobbies and skill development courses.

   d) The institution has research opportunities.

Threats:

   a) Over burdened by the increasing number of students enrollment in every academic year.

   b) Insufficient infrastructure and human resource.

8.**Plans of institution for next year**

1. To prepare the database of passed out alumni by career counselling cell of the college and track their progression.
2. To prepare Alumni association website and link it with college official website.
3. To conduct a proper green audit of college campus.
4. To improve the overall status of cleanliness and hygiene of the college campus.
5. To initiate industry collaboration.
6. To organise an international seminar in the college.
7. To adopt village by the college as a part of extension services.
8. To introduce online admission system.

Co-ordinator, IQAC
Kokrajhar Govt. College
Kokrajhar.

(Dr. Chinmoy Bhattacharjee)

Coordinator, IQAC

(*Dr.Binoy Kr. Brahma*)

Chairperson, IQAC

ACADEMIC CALENDAR 2016-17
KOKRAJHAR GOVT COLLEGE, KOKRAJHAR

MONTH - YEAR	DATE	PARTICULARS
AUGUST 2016 SUN MON TUE WED THU FRI SAT 　1　2　3　4　5　6 7　8　9　10　11　12　13 14　15　16　17　18　19　20 21　22　23　24　25　26　27 28　29　30　31	CLASS DAYS : 1-6, 8-13, 17-20, 23, 24, 26, 29-31 = 22 days WORKING DAYS : 1-6, 8-13, 16 20, 23, 24, 26, 27, 29-31 = 24 days COLLEGE EVENT : 16, 27 HOLIDAYS : 15, 22, 25 SUNDAYS : 7, 14, 21, 28	Regular Classes of HS & TDC to continue from 1st August College Foundation Day, Freshmen Social Day & Publication of College Magazine Independence Day, Tithi of Sri Sri Madhabdev, Janmastomi
SEPTEMBER 2016 SUN MON TUE WED THU FRI SAT 　　　　　1　2　3 4　5　6　7　8　9　10 11　12　13　14　15　16　17 18　19　20　21　22　23　24 25　26　27　28　29　30	CLASS DAYS : 1, 2, 5-10, 13,14,16,17, 19-24, 26-30 = 23 days WORKING DAYS : 1, 2, 5-10, 13-17, 19-24, 26-30 = 24 days COLLEGE EVENT : 15 HOLIDAYS : 3, 12 SUNDAYS : 4, 11, 18, 25	Unit Test of HS-II & Sessinal Examinations of odd semesters from 23rd September KGCSU Election Tithi of Srimanta Sankardeva, Id-Uz-Zuha
OCTOBER 2016 SUN MON TUE WED THU FRI SAT 30　31　　　　　　1 2　3　4　5　6　7　8 9　10　11　12　13　14　15 16　17　18　19　20　21　22 23　24　25　26　27　28　29	CLASS DAYS : 1, 3-6, 18-22, 24-28 =16 days WORKING DAYS : 1, 3-6, 18-22, 24-28 =16 days HOLIDAYS :2, 7- 17, 29, 30 SUNDAYS : 2, 9, 16, 23, 30	Educational Field Trip to be arranged in the month of October Gandhi Jayanti, , Durga & Lakshmi Puja, Muharram, Kati Bihu, Kali Puja & Dewali
NOVEMBER 2016 SUN MON TUE WED THU FRI SAT 　　1　2　3　4　5 6　7　8　9　10　11　12 13　14　15　16　17　18　19 20　21　22　23　24　25　26 27　28　29　30	CLASS DAYS : 1-3, 7-12, 15-19, 21-26, 28-30=23 days WORKING DAYS : 1-5, 7-12, 15-19, 21-26, 28-30=25 days COLLEGE EVENT : 4-6, 16 HOLIDAYS : 14 SUNDAYS : 6, 13, 20, 27	Practical Examinations for Odd Semesters from 21st November Submission of examination forms for HS Final Exam. 2017 (Notification will be issued accordingly) Test examination for H.S. 2nd year Ishan Mushahary Memorial Day, Bodo Literary Day Guru Nanak's Birthday

ACADEMIC CALENDAR 2016-17
KOKRAJHAR GOVT COLLEGE, KOKRAJHAR

MONTH - YEAR	DATE	PARTICULARS
DECEMBER 2016 SUN MON TUE WED THU FRI SAT _ _ _ _ _ 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31	CLASS DAYS : 1, 3, 5-10, 12-17, 19-23=19 days WORKING DAYS : 1, 3, 5-10, 12-17, 19-24, 26-31=26 days HOLIDAYS : 2, 25 SUNDAYS : 4, 11, 18, 25	End Semester Examinations for Odd Semesters from 5th December **END SEMESTER VACATION** (24 December,2016 - 17 January,2017) Asom Divas (Sukapha Divas), Christmas Day
JANUARY 2017 SUN MON TUE WED THU FRI SAT 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31	CLASS DAYS : 18-21, 23-25, 27, 28, 30, 31=11 days WORKING DAYS : 2-7, 9-13, 17-21, 23-25, 27, 28, 30, 31=23 days HOLIDAYS : 14-16, 26 SUNDAYS : 1, 8, 15, 22, 29	Commencement of Even Semester Classes from 18th January, 2017 Practical Exam of H.S. Final year. Magh Bihu, Republic Day
FEBRUARY 2017 SUN MON TUE WED THU FRI SAT _ _ _ 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28	CLASS DAYS : 8-11, 13-18, 20-23, 25, 27, 28=17 days WORKING DAYS : 2-4, 6-11, 13 18, 20-23, 25, 27, 28=22 days COLLEGE EVENT : 1-7 HOLIDAYS : 1, 24 SUNDAYS : 5, 12, 19, 26	HS Final Year Exam will commence from 2nd week of February. (Exact dates shall be notified by AHSEC) Annual College Week Saraswati Puja, Sivaratri
MARCH 2017 SUN MON TUE WED THU FRI SAT _ _ _ 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31	CLASS DAYS : 1-4, 6-11, 14-18, 20-25, 27-31=26 days WORKING DAYS : 1-4, 6-11, 14 18, 20-25, 27-31=26 days COLLEGE EVENT : 31 HOLIDAYS : 12,13 SUNDAYS : 5, 12, 19, 26	HS First Year Exam shall be completed within March Sessional Examinations for Even Semesters in the 3rd week of March Students Day (Birth Anniversary of Bodofa U. N. Brahma) Dol-Yatra

ACADEMIC CALENDAR 2016-17
KOKRAJHAR GOVT. COLLEGE, KOKRAJHAR

MONTH - YEAR	DATE	PARTICULARS
APRIL 2017 SUN MON TUE WED THU FRI SAT 30 _ _ _ _ _ 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29	CLASS DAYS : 1, 3-8, 10-13, 17-22, 24-29=23 days WORKING DAYS : 1, 3-8, 10-13, 17-22, 24-29=23 days HOLIDAYS : 14, 15-16 SUNDAYS : 2, 9, 16, 23, 30	Declaration of HS-I result Admission & commencement of classes of HS-II year Practical Examinations for 6th Semesters from 22nd April Practical Examinations for 2nd & 4th Semesters from 23rd April Good Friday, Bohag Bihu
MAY 2017 SUN MON TUE WED THU FRI SAT _ 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31	CLASS DAYS : 2-6, 8, 9, 11-13, 15-20, 22-27, 29- 31=25 days WORKING DAYS : 2-6, 8, 9, 11-13, 15-20, 22-27, 29- 31=25 days HOLIDAYS : 1, 10 SUNDAYS : 7, 14, 21, 28	End Semester Examinations for Even Semesters from 2nd May May Day, Buddha Purnima
JUNE 2017 SUN MON TUE WED THU FRI SAT _ _ _ _ 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30	CLASS DAYS : 1-3, 5-10, 12-17, 19-24, 28-30=24 days WORKING DAYS : 1-3, 5-10, 12-17, 19-24, 28-30=24 days HOLIDAYS : 26,27 SUNDAYS : 4, 11, 18, 25	Commencement of 3rd and 5th Semester Classes from 1st June, 2017 Admission & commencement of HS-I & TDC-I Classes Id-Ul-Fitre
JULY 2017 SUN MON TUE WED THU FRI SAT 30 31 _ _ _ _ 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29	CLASS DAYS : Nil WORKING DAYS : 1, 3-8, 10-15, 17- 22, 24-29, 31=26 days SUNDAYS : 2, 9, 16, 23, 30	<u>SUMMER VACATION</u> (1st July - 31st July)

I. Analysis on feedback from students 2016-17

During the academic year 2016-17, feedback forms were distributed to the Under Graduate students (Major Course) 6th Semester whose attendance percentage in the classes were 60% and above. Among these, 166 Nos. of students submitted their responses giving ratings as per the forms set for evaluation against each teacher who dealt with them in their respective subjects/topics. The format of the feedback form was prepared on various aspects allocating weightage 1 to 5 with the legends "Below Average", "Average", "Good", "Very Good", "Excellent"and "Outstanding" respectively. The formats focus on the evaluation of the teachers on these key aspects viz., "Time Sense", "Subject Command", "Use of Teaching Method/Teaching Aids", "Helping Attitude", "Laboratory Interaction", and "Classroom Control".

The feedback of the students was analysed thoroughly and quantitatively by a committee formed by the Principal headed by Dr. Shibu Basak, Head & Associate Professor of the department of Mathematics of this college. The committee took the utmost care in analysing the various key aspects of the feedbacks and finally converted the ratings into equivalent percentage. A table showing the ratings of the teachers was prepared. The committee was instructed to categorise the teachers as per legends keeping in mind the overall rating points they obtained. For this purpose, the following rule was followed:

The scale of measurement measures the performance as Outstanding, Excellent, Very Good, Good, and Average according as score is not less than 90%, 80%, 70%, 60%, and 50%. Otherwise performance is Below Average.

The table shows that apart from a few teachers, all other teachers are consistently "Very Good". A few teachers were able to obtain the "Excellent mark" and "Outstanding" too. The committee put forward some suggestions to improve the quality of teaching of those teachers whose rating is below 60%. Also, they suggested all the teachers to improve the quality of teaching in accordance with the students' need. Further, it was suggested that the students be given a counselling for how to fill-up the feedback, just before the distribution of the forms for assessment as the committee observed that some of the students had assessed the teachers without knowing the meaning of some key aspects.

*****

1. Title of the practice : **Accidental Safety Insurance Policy for students**
2. **Goal:**
   a) To insure the students against any kind of accident occurred during the policy enforcement period up to a sum of Rs. 1 lakh.
   b) To help the students financially to get cured of any kind of injuries received in an accident.
   c) To lessen the financial burden of the poor parents for the treatment of accidental injuries of their wards.
3. **The Context:**
   Due to the increasing number of vehicles plying daily in the small but thickly populated Kokrajhar Town, occurrence of road accident has become a regular phenomenon. Moreover, the main road connecting the two National Highways runs through Kokrajhar Town which is too narrow for heavy vehicles. The small vehicles in both the formats, private and personal, ply through this road. This also creates lots of inconveniences in moving along this road. In addition to this rash driving by bikers and e-rickshaws has further complicated the road safety scenario of the town. Therefore, in spite of all the attention paid while crossing the road, accidents frequently occur. It is mentioned here that 70% of the students of the college daily commute from their residences in rural areas to the college located in the town. Keeping all these accounts in view, opening of accidental safety policy for the students is of utmost urgency.

4. **The Practice :**
   This year, on the day of admission, a sum of Rs. 128.00 (Rupees: One hundred twenty eight only) has been collected from all the students and the same amount in bulk for all the students has been deposited to the United India Insurance Company Ltd. This will cover insurance up to one lakh rupees. The names of the insured students are recorded in the Principal's Office. Whenever any accident occurs, the insurer can apply for expenses through the Principal of the college and he provides all the necessary information to the company for receiving the money through proper channels. This insurance policy will reduce the financial burden of the parents in handling the accidental cases.

5. **Evidence of Success :**
   In the year 2016 a student of degree 3rd semester was provided financial assistances for treatment of accidental injuries when he suffered a road accident.
6. **Problems Encountered and Resources Required**
   a) Initially, the students were not interested to open such a policy due to lack of proper and timely counselling.
   b) For maintenance of the accounts, some extra works were supposed to be done by the accounts branch for which additional human resource was required.

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1. Title of the Practice**: e-Resource Spoken Tutorial software courses for undergraduate students.**

2. Goal:

- To enhance basic IT skills of the students of all streams of the college
- To learn free and open source software (FOSS) though Audio-video demonstrations in self learning mode.
- To integrate our college students into digital India campaign through the knowledge imparted in this tutorial course

3. The Context:

National Mission on Education through ICT (NMEICT), MHRD, Govt. of India, has planned to spread IT Literacy all over India via distance learning mode. The Spoken Tutorial project, developed by IIT Bombay is the initiative of the 'Talk to a Teacher' activity of NMEICT. Accordingly, Department of Higher Education, Govt. of Assam directed all government colleges of Assam to implement the Spoken Tutorial project vide Letter No PC.HE/Misc./73/2015/27 dated 02-04-2016. Kokrajhar Govt. College was selected as Nodal College for implementation this course in Kokrajhar district of Assam.

4. The Practice

A faculty coordinator from department of Computer Science of the college was appointed for the implementation of the course. The steps to implement the course were

- 1st Step: A Master Batch list covering all the departments' students from Arts as well as Science stream was prepared. Next the Registration process was completed
- 2nd Step: The Semester Training Planner form on the website was filled in.
- 3rd Step: participant list was marked

After finishing these three steps the students will be formally enrolled for the Spoken Tutorial course. Thereafter the student will receive the tutorial material based upon his /her choice which is to be studied at home. There are wide varieties of courses like Java, C, C++, Perl, Python, Scilab, Linux, BASH, PHP, Scilab, JMol, Gchempaint, Cell Designer, Blender, GIMP, Inkscape etc are available in spoken tutorial platform. On successful enrolment certificates will be provided to the students. The college enrolled about 57 students in two phases during the academic session 2016-17.

5. Evidence of Success:

The Spoken Tutorial course was implemented for only one semester in 2016-17 academic session staring from January 2017; therefore academic achievement of the course cannot be pointed out in this session. However within one year time frame we expect the course to yield its desired goals.

6. Problems Encountered and Resources Required

a) Initially, there was a lot of difficulty to provide 2 hour lab session to first batch as computer centre was not established till the month of April.

b) It was challenging to enrol students of Arts stream as they showed less interest in computing.

b) The Computer science department runs with one permanent faculty and two contractual faculties, therefore the faculty coordinator has to put extra time and effort to run this tutorial training, in addition to her normal teaching workload.

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