

# KOKRAJHAR GOVT. COLLEGE

## THE ANNUAL QUALITY ASSURANCE REPORT (AQAR) OF THE IQAC ACADEMIC SESSION: 2015-2016

### 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:

Mobile:

IQAC e-mail address:

1.3 NAAC Track ID (For ex. MHCOCN 18879)

1.4 NAAC Executive Committee No. & Date:

1.5 Website address:

Web-link of the AQAR:

#### 1.6 Accreditation Details

| Sl. No. | Cycle                 | Grade | CGPA  | Year of Accreditation | Validity Period |
|---------|-----------------------|-------|-------|-----------------------|-----------------|
| 1       | 1 <sup>st</sup> Cycle | B     | 71.05 | 2004                  | 2009            |
| 2       | 2 <sup>nd</sup> Cycle | B     | 2.23  | 2015                  | 2019            |
| 3       | 3 <sup>rd</sup> Cycle |       |       |                       |                 |
| 4       | 4 <sup>th</sup> Cycle |       |       |                       |                 |

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

1.8 AQAR for the year

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

The latest NAAC inspection was carried out in September 2015 and hence no AQAR has been submitted after the inspection.

#### 1.10 Institutional Status

University  State  Central  Deemed  Private

Affiliated College Yes  No

Constituent College Yes  No

Autonomous college of UGC Yes  No

Regulatory Agency approved Institution Yes  No

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

Type of Institution: Co-education  Men  Women

Urban  Rural  Tribal

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

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

#### 1.11 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. IQAC Composition and Activities

|   |                                 |
|---|---------------------------------|
| 2.1 No. of Teachers   | <input type="text" value="09"/> |
| 2.2 No. of Administrative/Technical staff                         | <input type="text" value="01"/> |
| 2.3 No. of students   | <input type="text" value="00"/> |
| 2.4 No. of Management representatives                             | <input type="text" value="01"/> |
| 2.5 No. of Alumni   | <input type="text" value="00"/> |
| 2.6 No. of any other stakeholder and<br>community representatives | <input type="text" value="01"/> |
| 2.7 No. of Employers/ Industrialists                              | <input type="text" value="00"/> |
| 2.8 No. of other External Experts                                 | <input type="text" value="00"/> |
| 2.9 Total No. of members  | <input type="text" value="12"/> |

2.10 No. of IQAC meetings held : 25

2.11 No. of meetings with various stakeholders: No.  Faculty   
Non-Teaching Staff / Students  Alumni  Others

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

If yes, mention the amount

2.13 Seminars and Conferences (only quality related)

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

Total Nos.  International  National  State   
Institution Level

(ii) Themes

1. IQAC in collaboration with Department of Chemistry, Kokrajhar Govt. College, celebrated National Science Day 2016 on 29<sup>th</sup> February 2016. In this connection a seminar was organised with Dr. Chinmoy Bhattacharjee, Assistant Professor, Dept of Physics, Kokrajhar Govt. College & Dr. Jyotishmoy Borah, Assistant Professor, Dept of Chemistry, B.B. Engineering College as resource persons on the topics “*Life & Works of Professor C. V. Raman*” and “*Polymer Planet*” on the same day.
2. The IQAC, organised a workshop on LINUX operating system with Mr. Ajit Kumar Das Assistant Professor, Department of Bodoalnd University as resource person, on 24<sup>th</sup> May 2016. The purpose of the workshop was to acquaint the faculties of the college with LINUX operating system.
3. The IQAC in collaboration with the Department of Education, BTC, organised a “*Five Days Orientation Programme for Mathematics and Science Graduate Teachers of Kokrajhar District and Western Part of Chirang District*” from 22<sup>nd</sup> to 26<sup>th</sup> June 2016. The objective of the workshop was to improve quality of science and mathematics teaching among the graduate teachers.

2.14 Significant 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 and parents
- vi) Timely activities performed in the adopted schools
- vii) Organization of Workshop for Science graduate teachers.
- viii) Holding of separate Guardians meet for Science and Arts students
- ix) Conduct of workshop on LINUX operating system
- x) Organization of free health checkup in the college.
- xi) Introduction of students’ safety insurance policy

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 enhance the ICT infrastructural facilities of the college                | (i) Increased in existing free internet data access to 30GB with download speed up to 4Mbps, the college website upgraded to dynamic one.                                   |
| (ii) To improve the results in university exams                                 | (ii) The percentage of 1 <sup>st</sup> class rank holders has increased.  |
| (iii) To install CCTV cameras.  | (iii) CCTV cameras have been increased to 8 by installing 4 new cameras   |
| (iv) To improve library facilities  | (iv) Library is fully automated, OPAC has been installed.   |
| (v) To continue faculty, office staff and student improvement related activity  | (v) A Workshop has been conducted on Linux and a seminar was conducted on National Science Day.   |
| (vi) To strengthen Career and Consultancy cell                                  | (vi) Three career counselling programmes were organised.  |
| (vii) To conduct Extension and Inclusion programmes towards community building. | (vii) Different programmes have been organised in adopted schools including a Five Days Orientation Programme for the improvement of the quality education in school level. |
| (viii) To conduct a proper green audit of the institution                       | (viii) Proper green audit could not be conducted  |
| (ix) To upgrade the skills of the non-teaching staff.                           | (ix) No programme could be conducted.   |
| (x) To make endeavour to involve more faculty members in research work          | (x) Initiative has been taken by IQAC to make aware the teachers about different research funding agencies for research work  |

*\*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  No   
Management  Syndicate  Any other body

Provide the details of the action taken

Being a Govt. 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   | 0                                   | 00   |
| PG Diploma             | 00                               | 00   | 00                                  | 00   |
| Advanced Diploma       | 00                               | 00   | 00                                  | 00   |
| Diploma                | 00                               | 00   | 00                                  | 00   |
| Certificate            | 01                               | 00   | 01                                  | 00   |
| Others                 | 02 (H.S. Arts and H.S. Science ) | 00   | 00                                  | 00   |
| <b>Total</b>           | 06                               | 00   | 01                                  | 01   |
| 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 joint Computer laboratory for Mathematics and Statistics was established

## 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               | 46               | 16                   | Nil        | Nil    | 13     |

2.2 No. of permanent faculty with Ph.D.

18

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  |
| 01               | 13 | 0                    | 0 | 0          | 0 | 0      | 0 | 0     | 13 |

2.4 No. of Guest and Visiting faculty and Temporary faculty

00

00

22



2.5 Faculty participation in conferences and symposia:

| No. of Faculty               | International level | National level | State level |
|------------------------------|---------------------|----------------|-------------|
| Attended Seminars/ Workshops | 04                  | 07             | 02          |
| Presented papers             | 10                  | 43             | 04          |
| Resource Persons             | 01                  | 00             | 02          |

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 176

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

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

Board of Study 01 Faculty 01 Curriculum Development workshop 05

2.10 Average percentage of attendance of students 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)             | 181                            | 44.64    | 44.64  | 10.72   | 92.82    |
| BA (General)           | 125                            | 0.00     | 0.00   | 100%    | 53.60    |
| BSc (Major)            | 36                             | 68.75    | 31.25  | 0.00    | 88.88    |
| BSc (General)          | 02                             | 0.00     | 0.00   | 0.00    | 0.00     |
| HS (Arts)              | 239                            | 7.69     | 33.85  | 58.46   | 81.58    |
| HS (Science)           | 80                             | 10.26    | 62.82  | 26.92   | 97.50    |

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

| <i>Faculty / Staff Development Programmes</i>  | <i>Number of faculty benefitted</i> |
|--|-------------------------------------|
| Refresher courses                              | 05                                  |
| UGC – Faculty Improvement Programme            | 02                                  |
| HRD programmes                                 | 00                                  |
| Orientation programmes                         | 01                                  |
| Faculty exchange programme                     | 00                                  |
| Staff training conducted by the university     | 00                                  |
| Staff training conducted by other institutions | 00                                  |
| Summer / Winter schools, Workshops, etc.       | 13                                  |
| Others   | 00                                  |

### 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 | 33                            | 03                         | 03   | 06                                     |
| Technical Staff      | 02                            | 00                         | 00   | 00                                     |

### 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              | 02        | 09      | 00         | 02        |
| Outlay in Rs. Lakhs | 4.16      | 22.00   | --         | 4.16      |

##### 3.4 Details on research publications

|                          | International | National | Others |
|--------------------------|---------------|----------|--------|
| Peer Review Journals     | 29            | 16       | 01     |
| Non-Peer Review Journals | 02            | 14       | 06     |
| e-Journals               | 00            | 03       | 00     |
| Conference proceedings   | 02            | 01       | 00     |

##### 3.5 Details on Impact factor of publications:

Range  Average  h-index  Nos. in SCOPUS

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

| Nature of the Project   | Duration Year | Name of the funding Agency | Total grant sanctioned | Received |
|---|---------------|----------------------------|------------------------|----------|
| Major projects  | -             | 0                          | 0                      | 0        |
| Minor Projects  | 02            | U.G.C                      | 22.00                  | 2.64     |
| Interdisciplinary Projects  | --            | --                         | 00                     | 00       |
| Industry sponsored  | --            | --                         | 00                     | 00       |
| Projects sponsored by the University/ College                           | --            | --                         | 00                     | 00       |
| Students research projects<br>(other than compulsory by the University) | --            | --                         | 00                     | 00       |
| Any other(Specify)  | --            | --                         | 00                     | 00       |
| Total (Rs. In Lakhs)  | --            | --                         | 22.00                  | 2.64     |

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

Chapters in Edited Books

ii) Without ISBN No.

3.8 No. of University Departments receiving funds from

UGC-SAP  CAS  DST-FIST   
DPE  DBT Scheme/funds

3.9 For colleges  
Autonomy  CPE  DBT Star Scheme   
INSPIRE  CE  Any Other (specify)

3.10 Revenue generated through consultancy

3.11 No. of conferences organized by the Institution

| Level               | International | National | State | University | College         |
|---------------------|---------------|----------|-------|------------|-----------------|
| Number              | 00            | 00       | 00    | 00         | 03              |
| Sponsoring agencies | --            | --       | --    | --         | BTC and College |

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

3.13 No. of collaborations International  National  Any other

3.14 No. of linkages created during this year

3.15 Total budget for research for current year in lakhs :

From funding agency  From Management of University/College

Total

3.16 No. of patents received this year

| Type of Patent |         | Number |
|----------------|---------|--------|
| National       | Applied | 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 |
|-------|---------------|----------|-------|------------|------|---------|
| 00    | 00            | 00       | 00    | 00         | 00   | 00      |

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

and students registered under them

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

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

JRF  SRF  Project Fellows  Any other

3.21 No. of students Participated in NSS events:

College level  State level

National level  International level

3.22 No. of students participated in NCC events

|                |    |                     |    |
|----------------|----|---------------------|----|
| College level  | 11 | State level         | 00 |
| National level | 20 | 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         | 01 |
| National level   | 02 | International level | 00 |

3.25 No. of Extension activities organized

|                  |    |               |    |           |    |
|------------------|----|---------------|----|-----------|----|
| University forum | 03 | College forum | 16 |           |    |
| NCC              | 00 | NSS           | 04 | Any other | 07 |

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

Kokrajhar Govt. College, in collaboration with Kokrajhar Municipal Board organised “**Cleanliness Programme**” on 13/08/2015 where Kokrajhar Govt. College Students Union, K.G.C.B.S.L.S, N.S.S unit and Bharat Scout & Guides unit of the college took active part with a view to clean the college campus and produce healthy and hygienic atmosphere.

The Women Cell, Kokrajhar Govt. College, conducted a counselling programme for the differently abled students on 25.08.2015 in the Department of Education.

Being the nodal department for school adoption programme, the Department of Education, in collaboration with IQAC, Kokrajhar Govt. College organized an art competition among the students of two adopted schools namely, No.237 Boro Nalbari L.P. School and Dhupguri Ravapara LP School.

The Department of Physics conducted a seminar on the theme “*International Year of Light-2015*” on 04.09.2015 at Old Library Building of the college campus. The goal of the seminar was to highlight the importance of light and light based technologies in daily life of people.

Kokrajhar Govt College, in its history of existence, for the first time, organised Teachers day centrally, with pomp and gaiety on 5<sup>th</sup> September 2015, at Old Science Gallery of the College, where as many as eight numbers of eminent retired professors of different disciplines were felicitated. On this occasion, the department of Bodo inaugurated its first annual magazine “SONANI MALA”

NSS unit of Kokrajhar Govt College adopted a village namely Joybhum which is 7 km away from Kokrajhar town on 07.09.2015.

“*Sahitya Chora*”, a unit of literary activities, Dept of Assamese paid tribute to Dr. Bhupen Hazarika, on 08.09.2015, where Mr. Gobinda Boro, the IQAC coordinator delivered a lecture as the chief guest.

The Department of Hindi, Kokrajhar Govt. College, in collaboration with Rastrabhasha Vidyapith High School, Kokrajhar organised “Hindi Divas” on 14.09.2015. A popular talk on the topic “ Rastrabhasha Hindi” was organised in this connection, where several distinguished literate participated.

The Birth centenary cum 34<sup>th</sup> Ishwan Mwshahary Memorial Day was observed at Kokrajhar Govt. College with a three-day long colourful programme on 7<sup>th</sup> – 9<sup>th</sup> November 2015. The programme was jointly organized by the Department of Bodo and 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. In connection with this a seminar was organized on the topic “*Life history of the great poet Ishwan Mwshahary*” where Mr Janil Kr. Brahma, Sahitya academy Awardee, Dr. Adaram Basumatary, Associate Professor, Janata College Serfanguri and Dr. Dinanath Basumatary, Director CUDC, Bodoland University acted as resource person.

Kokrajhar Govt. College Students Union (KGCSU) in collaboration with IQAC, Women Cell, KGCSLS, organized a felicitation programme to felicitate Ms Proneeta Swargiary, the winner of “*Dance India Dance Season-5*” on 13<sup>th</sup> November 2015. The programme fumed with interaction between Ms Proneeta along with the students.

Kokrajhar Govt. College, in collaboration with Bodoland University, Kokrajhar observed “Bodo Literary Day-2015” with a daylong colourful programme on 16.11.2015, in the



premises of Bodoland University. Several distinguished personalities of Bodo literature participated in the symposium.

The Kokrajhar Govt. College unit of World Society of Mathematical Sciences, in collaboration with the Departments of Mathematics, Physics, Statistics, and Computer Science observed the international Year of Light-2015, on 30<sup>th</sup> November 2015. As a part of this programme a seminar was organized on the topic “*Theory of light and its study with the application of Mathematics, Statistics and Computer Science*”. Different competitions like extempore speech, paper presentation competitions on the topics of science and technology were also organized among the students.

The consultancy and career counseling cell, Kokrajhar Govt. College in collaboration with OIL India Super-30 conducted an entrance test for IIT-JEE eleven months free coaching on 05.12.2015, where many aspirants of HS-II (Science) from different colleges of the locality appeared.

A team of 10 members of the Kokrajhar Govt. College Bharat Scouts & Guides were sent to participate in the “*Winter Adventure Camp*” held at Mount Ford School, 10<sup>th</sup> Mile Guwahati. This programme was organized by LGB and NSCB Rover Crew from 27<sup>th</sup> to 31<sup>st</sup> December 2015.

NSS unit of Kokrajhar Govt. College on the occasion of Republic day arranged a special programme among the poor students of adopted village Joybhum on 26.01.2016. In this programme NSS unit distributed some teaching aids like ball pen, marker pen, pencil, books and copies among the students.

About 50 students of NSS unit of Kokrajhar Govt. College, along with Nehru Yuva Kendra, Kokrajhar, participated in “*National Youth Conclave*” at Bongaigaon on 1<sup>st</sup> February 2016, where Hon’ble Union Minister of Sports, Mr. Sarbananda Sonowal graced the occasion and delivered an enthusiastic speech.

The Kokrajhar Govt. College unit of World Society of Mathematical Sciences, in collaboration with the Departments of Mathematics, Kokrajhar Govt College celebrated “*Hardy-Ramanujan first correspondence Days*”, to mark the days which play a crucial role in bringing Ramanujan to the limelight in the world of Mathematics. This programme was organized on 08.02.2016 where about 50 students and teachers took active participation and paid their floral tribute to Professor Hardy and Ramanujan.

The consultancy and career counseling cell, Kokrajhar Govt. College in collaboration with Potential Coaching Institute of Guwahati, conducted a mock test on 12.02.2016, for HS-II

(Science) students aspiring for Medical and Engineering courses where many students appeared for the test.

IQAC in collaboration with Department of Chemistry, Kokrajhar Govt. College, celebrated National Science Day 2016 on 29th February 2016, In this connection a seminar was organised with Dr. Chinmoy Bhattacharjee, Assistant Professor, Dept of Physics, Kokrajhar Govt. College & Dr. Jyotishmoy Borah, Assistant Professor, Dept of Chemistry, B.B. Engineering College as resource persons on the topics “*Life & Works of Professor C. V. Raman*” and “*Polymer Planet*” on the same day.

The coordinator of spoken tutorial in collaboration with IQAC conducted an awareness programme on 29th February 2016, for disseminating the information regarding learning about free and open source software which is a project organised by IIT, Mumbai to enhance the knowledge of ICT.

The Women Cell of Kokrajhar Govt. College celebrated “*International Women Day*” on 08.03.2016 with a day long programme. On this auspicious occasion a career counseling programme was also organized where Mr Rana Pratap Brahma and Mr. Dibyak Das Sarkar counselors from Guwahati acted as resource persons. A large number of students of the college participated in the programme.

IQAC of the college in association with an NGO, 4 Season wellness centre, Guwahati, organized a “*Free health checkup cum awareness camp*” at the conference hall of the college on 12.03.2016. As many as 50 faculty and office staff of the college got their health checked up by nutrition consultants Beauty Roy, Newton Islary, Rakesh Mahato and Marinus Basumatary.

Kokrajhar Govt. College hosted the “*Gauhati University Inter-college Football Tournament-2016*”, from 26<sup>th</sup> March to 29<sup>th</sup> March 2016. The tournament was completely funded by BTC. As many as 23 affiliated colleges under Gauhati University participated in the tournament. Gossaigaon College, Gossaigaon, emerged as champions by defeating hosts Kokrajhar Govt. College in penalty shootout in the final. This event was one of the major sports event hosted by the College since 1970.

Students union of the college, organized pre Bwisagu festival with a daylong colourful programme on 7<sup>th</sup> April 2016, in order to prop up cultural importance among the students. This programmes was added with ethnic food festival, ethnic sports competition and cultural dance and songs competition.

The Department of Mathematics, in collaboration with Department of Education and IQAC, Kokrajhar Govt. College, arranged a “*Kids Encouraging Programme*” on 08.04.2016, in the premises of Dhupguri Ravapara LP School. As a part of this programme an art competition and a competition on multiplication table recitation were organized among the students of both the adopted schools namely, No.237 Boro Nalbari L.P. School and Dhupguri Ravapara LP School.

The IQAC, organised a workshop on LINUX operating system with Mr. Ajit Kumar Das Assistant Professor, Department of Computer Science, Bodoalnd University as resource person, on 24th May 2016. The purpose of the workshop was to acquaint the faculties of the college with LINUX operating system.

The Department of Botany, in collaboration with IQAC, Kokrajhar Govt. College observed “World Environment Day” on 05.06.2016, where a cleanliness drive in Botanical garden was conducted along with planting of saplings.

The College under the initiative of NCC, NSS and Bharat Scouts and Guides observed “International Yoga Day” on 21.06.2016, in collaboration with Kokrajhar District Administration and Patanjali Sevashram, Kokrajhar wherein about 300 students and teachers participated.

The IQAC in collaboration with the Department of Education BTC, organised a five days orientation programme for Mathematics and science graduate teachers of Kokrajhar district and western part of Chirang district from 22nd June 2016 to 26th June 2016. The objective of the workshop was to improve quality of science and mathematics teaching among the graduate teachers.

NSS volunteers of Kokrajhar Govt. College participated in an awareness programme related to “*International Day against Drug Abuse and Illicit Trafficking*” which was organised by Kokrajhar District Administration. A large number of students from the college took part in the rally and speech competition organised on this occasion.

Students union of the College organized an environmental awareness programme among the students on 30.06.2016, in the college premise itself. As a part of this programme distribution of dustbins and saplings was conducted among the students and faculty members of the institute.

## 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        | 01            | --             | 34        |
| Laboratories  | 22        | 01            | --             | 23        |
| Seminar Halls   | 00        | 00            | --             | 00        |
| No. of important equipments purchased ( $\geq$ 1-0 lakh) during the current year. | 02        | --            | --             | 02        |
| Value of the equipment purchased during the year (Rs. in Lakhs)                   | --        | 1.85          | College        | 1.85      |

#### 4.2 Computerization of administration and library

80% of the administrative work is done by computerised process and rest is done manually. All the library work is covered under computerized process.

#### 4.3 Library services:

|                  | Existing |           | Newly added |        | Total  |           |
|------------------|----------|-----------|-------------|--------|--------|-----------|
|                  | No.      | Value     | No.         | Value  | No.    | Value     |
| Text Books       | 16107    | 1488406/- | 39          | 4351/- | 16146  | 1492757/- |
| Reference Books  | 14178    | 1731220/- | --          | --     | 14178  | 1731220/- |
| 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 | Departments | Others |
|----------|-----------------|---------------|----------|------------------|------------------|--------|-------------|--------|
| Existing | 61              | 16            | 02       | 02               | 00               | 10     | 24          | 07     |
| Added    | 02              | 00            | 21       | 00               | 00               | 00     | 00          | 00     |
| Total    | 63              | 16            | 23       | 02               | 00               | 10     | 24          | 07     |

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

A Workshop on Linux operating system was organised on 24.05.2016

#### 4.6 Amount spent on maintenance in lakhs :

|  |              |
|--|--------------|
| i) ICT                                   | 2.82         |
| ii) Campus Infrastructure and facilities | 9.27         |
| iii) Equipments                          | 1.85         |
| iv) Others                               | 35.98        |
| <b>Total :</b>                           | <b>49.92</b> |

## Criterion – V

### 5. Student Support and Progression

#### 5.1 Contribution of IQAC in enhancing awareness about Student Support Services

- Bulk SMS system has been introduced to send the information regarding students' percentage of attendance, marks obtained in various examinations etc.
- Accidental Safety Insurance Policy for students has been introduced for any kind of accidental injury expenses.
- HELP DESK system is available during the admission time to support the newcomers.
- The IQAC informs about the existing support system in the college using the stage at the time of Fresher's Social Day.
- 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) |
|------|----|--------|---------------------|
| 1553 | 00 | 00     | 769                 |

(b) No. of students outside the state

00

(c) No. of international students

00

| Men  |       | Women |       |
|------|-------|-------|-------|
| No   | %     | No    | %     |
| 1234 | 53.14 | 1088  | 46.86 |

### I. UG Class

| Last Year |    |      |     |                       |       | This Year |    |      |     |                       |       |
|-----------|----|------|-----|-----------------------|-------|-----------|----|------|-----|-----------------------|-------|
| General   | SC | ST   | OBC | Physically Challenged | Total | General   | SC | ST   | OBC | Physically Challenged | Total |
| 123       | 41 | 1039 | 266 | 02                    | 1471  | 120       | 56 | 1111 | 264 | 02                    | 1553  |

### II. HS Class (10+2)

| Last Year |    |     |     |                       |       | This Year |    |     |     |                       |       |
|-----------|----|-----|-----|-----------------------|-------|-----------|----|-----|-----|-----------------------|-------|
| General   | SC | ST  | OBC | Physically Challenged | Total | General   | SC | ST  | OBC | Physically Challenged | Total |
| 91        | 41 | 452 | 144 | 00                    | 728   | 116       | 23 | 467 | 163 | 00                    | 769   |

Demand ratio: UG  HS

Dropout % : UG  HS

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

No such programme could be arranged during the current session.

No. of students beneficiaries

#### 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

### 5.7 Details of campus placement

| <i>On campus</i>                |                                 |                           | <i>Off Campus</i>         |
|---------------------------------|---------------------------------|---------------------------|---------------------------|
| Number of Organizations Visited | Number of Students Participated | Number of Students Placed | Number of Students Placed |
| 00                              | 00                              | 00                        | 00                        |

### 5.8 Details of gender sensitization programmes

|   |
|---|
| No such programme was organised in the current session. |
|---|

### 5.9 Students Activities

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

State/ University level  National level  International level

No. of students participated in cultural events

State/ University level  National level  International level

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

Sports : State/ University level  National level  International level

Cultural: State/ University level  National level  International level

### 5.10 Scholarships and Financial Support

|  | Number of students | Amount   |
|--|--------------------|--|
| Financial support from institution                                   | 00                 | 00   |
| Financial support from government (SC scholarship)                   | 24                 | 105189.00  |
| Financial support from government (ST scholarship)                   | 526                | 2300050.00   |
| Financial support from government (OBC scholarship)                  | 119                | 230230.00  |
| Financial support from other sources (Sitaram Jindal Foundation)     | 01                 | 6400.00  |
| Post Matric Scholarship  | 00                 | 00   |
| Ishan Uday Scholarship   | 47                 | Data not available as the amount is directly disbursed to bank A/C of students |
| Number of students who received International/ National recognitions | 00                 | 00   |



5.11 Student organised / initiatives

Fairs : State/ University level  National level  International level

Exhibition: State/ University level  National level  International level

5.12 No. of social initiatives undertaken by the students

5.13 Major grievances of students (if any) redressed: *No 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 has been introduced 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, especially from the department of Bodo, Physics contribute their bits to the curriculum and syllabi development of the university as and when required by the affiliating as well as neighbouring universities.

### 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 with the closest affinity to 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 tour, field study, seminar, group discussion, class assignment etc. to garner extra points in internal assessment. Weak students are always encouraged to join remedial classes / tutorials. Feedback forms are circulated for the continuous evaluation of the performance of the teachers.

### 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 the current session introduction of fully printed seat labels with Roll code and Roll number has been introduced, which facilitates proper seat allotment to examinees. Moreover, monthly class test system for continuous evaluation has been introduced.

### 6.3.4 Research and Development

The faculty members carry on their MRPs utilising departmental laboratories as and when required. Dr. Shibu Basak from the Department of Mathematics has been selected as Co-Guide for Ph.D scholars in Bodoland University, Kokrajhar. RUSA has been approached for renovation, up gradation of Science Laboratories, establishment of a sophisticated computer laboratory, and ICT enabled classrooms.

### 6.3.5 Library, ICT and physical infrastructure / instrumentation

**Library:** Library has been fully automated.

**ICT:** A joint computer lab for Mathematics and statistics has been set up. Four new projectors and five new laptops have been provided by BTC authority. MS office has been upgraded to 2016 version in 10 computers. College website has been upgraded from static to dynamic.

**Physical infrastructure:**

- a) A new large sized class Room No. 24 has been constructed by renovating old chemistry laboratory.
- b) Roof sheets of administrative building have been replaced
- c) Conference Hall and Principals Chamber were renovated adding audio system to conference Hall.
- d) Three drinking water systems with freezer were installed.
- e) An LCD television set was procured for Principal Chamber.

### 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 staff candidates 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 Rindan Samabay Samity Ltd.   |
| Non teaching | Kokrajhar College Sanchay Aru Rindan Samabay Samity Ltd.   |
| Students     | <ul style="list-style-type: none"> <li>• Students' Distress Fund</li> <li>• Student's insurance safety policy has been introduced for any kind of accidental injury expenses.</li> </ul> |

### 6.5 Total 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       | --     | Yes      | --        |

## 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.

**Bulk SMS system** has been introduced in the college through which any kind of message or information could be sent to the students as well as parents/guardians. Also, any kind of message could be sent to the office staff and the faculty members whenever necessary. The IQAC is taking steps to send the monthly attendance percentage of the students to their parents/guardians so that the students are made compulsory to be regular in the classes. This year IQAC has sent the marks obtained by the students in the Unit/Sessional Tests to their parents which create a positive impact.

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 enhance the ICT infrastructural facilities of the college               | (i) Existing free internet data access has been increased to 30GB with download speed up to 4Mbps. The college has made LAN connections in all departments. Reliance 4G Wi-Fi connection has been set up in the entire college campus, but connection is awaited from the service provider.  |
| (ii) To improve the results in university exams                                | (ii) The percentage of 1 <sup>st</sup> class rank holders has increased.   |
| (iii) To install CCTV cameras.   | (iii) CCTV cameras have been increased to 8 by installing 4 new cameras in front and rear side of administrative block and first floor of administrative block.  |
| (iv) To improve library facilities   | (iv) Library is fully automated, OPAC has been installed.  |
| (v) To continue faculty, office staff and student improvement related activity | (v) A workshop has been conducted on Linux for the faculties of the college on 24.05.2016. A seminar was conducted on the occasion of National Science day to generate interest in science and technology among students.  |
| (vi) To strengthen Career and Consultancy cell                                 | (vi) Three career counselling programmes were organised.   |
| (vii) To conduct Extension and Inclusion programmes towards community building | (vii) Various programmes on Extension service were conducted as follows: <ul style="list-style-type: none"> <li>• Department of Education, in collaboration with IQAC, Kokrajhar Govt. College organized an art competition among the students of two adopted schools</li> <li>• NSS unit of Kokrajhar Govt College adopted a village namely Joybhum</li> <li>• The Department of Hindi, Kokrajhar Govt. College, in collaboration with Rastrabhasha Vidyapith High School,</li> </ul> |

|  |   |
|--|---|
|  | <p>Kokrajhar organised “Hindi Divas” on 14.09.2015.</p> <ul style="list-style-type: none"> <li>• The Birth centenary cum 34<sup>th</sup> Ishwan Mwshahary Memorial Day was observed at Kokrajhar Govt. College with a three-day long colourful programme on 7<sup>th</sup> – 9<sup>th</sup> November 2015</li> <li>• Kokrajhar Govt. College, in collaboration with Bodoland University, Kokrajhar observed “Bodo Literary Day-2015” with a on 16.11.2015</li> <li>• The Kokrajhar Govt. College unit of World Society of Mathematical Sciences, in collaboration with the Departments of Mathematics, Physics, Statistics, and Computer Science observed the international Year of Light-2015, on 30<sup>th</sup> November 2015</li> <li>• NSS unit of Kokrajhar Govt. College on the occasion of Republic day arranged a special programme among the poor students of adopted village Joybhum on 26.01.2016.</li> <li>• Students union of the college, organized pre Bwisagu festival with a daylong colourful programme on 7<sup>th</sup> April 2016, in order to prop up cultural importance among the students</li> <li>• The Department of Mathematics, in collaboration with Department of Education and IQAC, Kokrajhar Govt. College, arranged a “<i>Kids Encouraging Programme</i>” on 08.04.2016.</li> </ul> |
|  | <ul style="list-style-type: none"> <li>• The College under the initiative of NCC, NSS and Bharat Scouts and Guides observed “International Yoga Day” on 21.06.2016, in collaboration with Kokrajhar District Administration and Patanjali Sevashram,</li> <li>• The IQAC in collaboration with the Department of Education BTC, organised a five days orientation programme for Mathematics and science graduate teachers of Kokrajhar district and western part of Chirang district from 22nd June 2016 to 26th June 2016.</li> <li>• NSS volunteers of Kokrajhar Govt. College participated in an awareness programme related to “<i>International Day against Drug Abuse and Illicit Trafficking</i>” which was organised by Kokrajhar District Administration.</li> </ul>   |
| (viii) To conduct a proper green audit of the institution              | (viii) Proper green audit could not be conducted  |
| (ix) To upgrade the skills of the non-teaching staff.                  | (ix) No programme could be conducted.   |
| (x) To make endeavour to involve more faculty members in research work | (x) Initiative has been taken by IQAC to make aware teachers about different research funding agencies for research work  |
| (xi) To organize workshop for High school teachers of science stream   | (xi) Organized workshop for High school teachers of science stream of Kokrajhar and Chirang districts.  |

7.3 Two Best Practices of the institution

- (a) *Accidental Safety Insurance Policy for students*
- (b) *Orientation Programme for Graduate science and Mathematics Teachers*

*\*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 1<sup>st</sup> 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.

Students union of the College organized an environmental awareness programme among the students on 30.06.2016, in the college premise itself. As a part of this programme distribution of dustbins and saplings was conducted among the students and faculty members of the institute.

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.

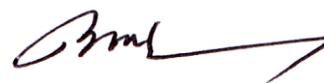
**8. Plans of institution for next year**

1. To make an archive of class notes of teachers on college website.
2. To open email-id in the college website domain.
3. To upload publications in college website.
4. To publish a research journal from the college.
5. To conduct career counselling programmes for different competitive examinations through career counselling cell.
6. To conduct regular health checkups in the college.
7. To take initiative for teacher exchange programme among local colleges.
8. To adopt three higher secondary schools by the college.
9. To continue the orientation programme for graduate teachers.
10. To organize a programme on Gandhian thought.



(Dr. Ambeswar Phukon)

Coordinator, IQAC



(Dr. Binoy Kr. Brahma)

Chairperson, IQAC



**ACADEMIC CALENDAR 2015-16**  
**KOKRAJHAR GOVT COLLEGE, KOKRAJHAR**

| MONTH - YEAR          |     |     |     |     |     |     | DATE   | PARTICULARS  |
|-----------------------|-----|-----|-----|-----|-----|-----|--|--|
| <b>JUNE 2015</b>      |     |     |     |     |     |     | CLASS DAYS : 1-6, 8-13, 15-20, 22-27, 29,30 = 26 days<br><br>WORKING DAYS : 1-6, 8-13, 15-20, 22-27, 29,30 = 26 days<br><br>HOLIDAYS : Nil<br><br>SUNDAYS : 7, 14, 21, 28  | <b>ADMISSION</b><br><br>HS-I (Science) : 14th June, 2015<br>HS-I (Arts) : 15th & 16th June, 2015<br>TDC I (Science): 17th June, 2015<br>TDC I (Arts) : 18th & 19th June, 2015<br><br>Commencement of HS-I & TDC-I Classes from 23rd June, 2015 |
| 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  |     |     |     |     |  |  |
| <b>JULY 2015</b>      |     |     |     |     |     |     | CLASS DAYS : Nil<br><br>WORKING DAYS : 1-4, 6-11, 13-17, 20-25, 27-31 = 26 days<br><br>HOLIDAYS : 18-19<br><br>SUNDAYS : 5, 12, 19, 26   | <b>SUMMER VACATION</b><br>(1st July - 31st July)<br><br>Id-UI-Fitre  |
| 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  |     |  |  |
| <b>AUGUST 2015</b>    |     |     |     |     |     |     | CLASS DAYS : 1, 3-8, 10-14, 17-22, 24-29, 31 = 25 days<br><br>WORKING DAYS : 1, 3-8, 10-14, 17-22, 24-29, 31 = 25 days<br><br>COLLEGE EVENT : 16, 17<br><br>HOLIDAYS : 15<br><br>SUNDAYS : 2, 9, 16, 23, 30                          | Regular Classes of HS & TDC to continue from 1st August<br><br>1st Unit Test of HS-II in the last week of August<br><br>College Foundation Day, Freshmen Social Day & Publication of College Magazine<br><br>Independence Day                  |
| 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  |     |     |     |     |     |  |  |
| <b>SEPTEMBER 2015</b> |     |     |     |     |     |     | CLASS DAYS : 1, 3, 4, 7-12, 14, 16-19, 21-24, 26, 28-30 = 22 days<br><br>WORKING DAYS : 1, 3, 4, 7-12, 14, 16-19, 21-24, 26, 28-30 = 22 days<br><br>COLLEGE EVENT : 24<br><br>HOLIDAYS : 2, 5, 15, 25<br><br>SUNDAYS : 6, 13, 20, 27 | KGCSU Election<br><br>Tithi of Sri Sri Madhabdev, Janmastomi, Tithi of Srimanta Sankardeva, Id-Uz-Zuha   |
| 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  |     |     |     |  |  |

**ACADEMIC CALENDAR 2015-16**  
**KOKRAJHAR GOVT COLLEGE, KOKRAJHAR**

| MONTH - YEAR         |     |     |     |     |     |     |  | DATE   | PARTICULARS  |
|----------------------|-----|-----|-----|-----|-----|-----|--|--|--|
| <b>OCTOBER 2015</b>  |     |     |     |     |     |     |  | CLASS DAYS : 1, 3, 5-10, 12-17, 28-31=18 days<br>WORKING DAYS : 1, 3, 5-10, 12-17, 28-31=18 days<br>COLLEGE EVENT : 29-31<br>HOLIDAYS : 2, 18-27<br>SUNDAYS : 4, 11, 18, 25                              | 1st Unit Test of HS-I, 2nd Unit Test of HS-II & Sessional Examination of Odd Semesters be completed before Puja Vacation<br>Educational Field Trip to be arranged in the month of October<br>Ishan Mushahary Memorial Day<br>Gandhi Jayanti, Kati Bihu, Durga Puja, Muharram, Lakshmi Puja |
| 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  |  |  |  |
| <b>NOVEMBER 2015</b> |     |     |     |     |     |     |  | CLASS DAYS : 2-7, 9, 12-14, 16-21, 23,24, 26-28, 30=22 days<br>WORKING DAYS : 2-7, 9, 12-14, 16-21, 23,24, 26-28, 30=22 days<br>COLLEGE EVENT : 16<br>HOLIDAYS : 10-11, 25<br>SUNDAYS : 1, 8, 15, 22, 29 | Submission of examination forms for HS Final Exam. 2016 (Notification will be issued accordingly)<br>Bodo Literary Day<br>Kali Puja & Dewali, Guru Nanak's Birthday  |
| 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  |     |     |     |     |     |  |  |  |
| <b>DECEMBER 2015</b> |     |     |     |     |     |     |  | CLASS DAYS : 1-5, 7-12, 14-19, 21-24, 26,28-31=26 days<br>WORKING DAYS : 1-5, 7-12, 14-19, 21-24, 26,28-31=26 days<br>HOLIDAYS : 25<br>SUNDAYS : 6, 13, 20, 27   | End Semester Exam for Odd Semester be completed by 15th December (Exact dates shall be notified by GU)<br>Christmas Day  |
| 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  |     |     |  |  |  |
| <b>JANUARY 2016</b>  |     |     |     |     |     |     |  | CLASS DAYS : 16, 18-23, 25,27-30=12days<br>WORKING DAYS : 1,2, 4-9, 11-13, 16, 18-23, 25,27-30=23 days<br>HOLIDAYS : 14-15, 26<br>SUNDAYS : 3, 10, 17, 24, 31  | SEMESTER BREAK (1st January to 10th January, 2016)<br>2nd Unit Test of HS-I in 1st fortnight<br>Commencement of Even Semester Classes from 16th January, 2016<br>Annual College Week to be held in the last part of January, 2016<br>Magh Bihu, Republic Day                               |
| SUN                  | MON | TUE | WED | THU | FRI | SAT |  |  |  |
| 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  | 30  |  |  |  |

**ACADEMIC CALENDAR 2015-16**  
**KOKRAJHAR GOVT COLLEGE, KOKRAJHAR**

| MONTH - YEAR         |     |     |     |     |     |     | DATE   | PARTICULARS   |
|----------------------|-----|-----|-----|-----|-----|-----|--|---|
| <b>FEBRUARY 2016</b> |     |     |     |     |     |     | CLASS DAYS : 1-6, 8-13, 15-20, 22-27, 29=25 days<br><br>WORKING DAYS : 1-6, 8-13, 15-20, 22-27, 29=25 days<br><br>HOLIDAYS : Nil<br><br>SUNDAYS : 7, 14, 21, 28  | HS Final Year Exam will commence from 2nd week of February.<br>(Exact dates shall be notified by AHSEC)   |
| 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  |     |     |     |     |     |  |   |
| <b>MARCH 2016</b>    |     |     |     |     |     |     | CLASS DAYS : 1-5, 7, 9-12, 14-19, 21,22, 26, 28-31=23 days<br><br>WORKING DAYS : 1-5, 7, 9-12, 14-19, 21,22, 26, 28-31=24 days<br><br>COLLEGE EVENT : 31<br><br>HOLIDAYS : 8, 23-24, 25<br><br>SUNDAYS : 6, 13, 20, 27 | HS First Year Exam shall be completed within March<br><br><br>Students Day (Birth Anniversary of Bodofa U. N Rrahma)<br>Sivaratri, Dol-Yatra, Good Friday                           |
| 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  |     |     |  |   |
| <b>APRIL 2016</b>    |     |     |     |     |     |     | CLASS DAYS : 1,2, 4-9, 11-13, 18-23, 25-30=23 days<br><br>WORKING DAYS : 1,2, 4-9, 11-13, 18-23, 25-30=23 days<br><br>HOLIDAYS : 14-16<br><br>SUNDAYS : 3, 10, 17, 24  | Sessional Exam. for Even Semesters be completed by 1st week of April, 2016<br><br>Declaration of HS-I result<br>Admission & commencement of classes of HS-II year<br><br>Bohag Bihu |
| 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  |  |   |
| <b>MAY 2016</b>      |     |     |     |     |     |     | CLASS DAYS : 2-7, 9-14, 16-20, 23-28, 30, 31=25 days<br><br>WORKING DAYS : 2-7, 9-14, 16-20, 23-28, 30, 31=25 days<br><br>HOLIDAYS : 1, 21<br><br>SUNDAYS : 1, 8, 15, 22, 29   | May Day, Buddha Purnima   |
| 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  |     |     |     |     |  |   |

## **I. Analysis on feedback from guardians 2015-16**

Four meetings with the guardians' were held on 08-08-2015, 25-11-2015, 14-05-2016 and 28-05-2016 at the college premises for the session 2015-16, where a remarkable number of guardians attended. In all the meetings feedback were taken on the spot and their valuable suggestions for the development of the college were also noted. Also, suggestions were sought regarding the NAAC Peer Team visit to the college during 10<sup>th</sup> to 12<sup>th</sup> September 2015.

As per the feedback report received from the guardians/parents they were satisfied with the quality of education imparted by the college. The guardians reflected their ideas on future upgradation and all round development of the college. Most of the guardians rated the college to be satisfactory. Further, guardians have also rated all the administration affairs, teachers, and office staff, as satisfactory.

Following are the worth mentioning suggestions put forwarded by the guardians-

- a. Remedial classes for the weaker section of the students may be conducted.
- b. Conduction of frequent examinations keeping in view the pattern of University/Board examinations.
- c. Coaching classes for various competitive examinations may be conducted at the end of the academic year.

\*\*\*\*\*

## **II. Analysis on feedback from students 2015-16**

During the academic year 2015-16, feedback forms were distributed to the Under Graduate students (Major Course) of 2<sup>nd</sup>, 4<sup>th</sup> and 6<sup>th</sup> Semester whose attendance percentage in the classes were 60% and above. Among these, 286 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”, and “Excellent” 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:

0% to 20%-as Below Average; 21% to 40%- as Average; 41% to 60%- as Good; 61% to 80%- as Very Good and 81% to 100%- as Excellent.

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”, 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. The brightest side of the analysis was not a single teacher of the college was put by the students under “Average” or “Below Average”.

\*\*\*\*\*

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 an accident is becoming a regular phenomenon. Moreover, the main road connecting the two National Highways is running through Kokrajhar Town which is too much 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. Therefore, in spite of all the attention paid while crossing the road, accidents frequently occur. 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 applies 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 :**

The system has been introduced newly in this year, so till now no cases have been registered. Hence, no case can be cited as an evidence of success.

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.

7. **Notes:** From the next year, just before the commencement of admission process, an awareness programme among the students highlighting the benefit of opening this policy will be conducted so that no confusion can arise in this regard.

\*\*\*\*\*

**1. Title of the Practice: Orientation Programme for Science and Mathematics Graduate Teachers of Kokrajhar District and Western Part of Chirang District.**

**2. Goal:**

1. To increase the pass percentage in HSLC Examination result in Kokrajhar District as well as Western Part of Chirang District.
2. To train the teachers by providing up to date knowledge in the concerned subjects.
3. To refresh the teachers regularly in a systematic manner.
4. To make the students capable through good and competent teachers.

**3. The Context:**

1. Continuously for several years, the result of HSLC Examination of BTC as a whole and Kokrajhar District and Chirang District, in particular, is far below the state average. In terms of the ladder of ranks in SEBA-conducted HSLC results, these two districts occupy the lowest positions in Assam. To uplift the districts from this pathetic condition, proper training of the teachers is indispensable.
2. Almost 80% of the students of Kokrajhar Govt. College hail from the surrounding schools of these two districts. If good students are expected to enrol in this college, the students in these feeder schools must be made capable through competent and well trained teachers.
3. Kokrajhar Govt. College has a social responsibility towards the community development of its surrounding area. So imparting proper and timely training to the school teachers through its available resources is a duty of the college.

**4. The Practice:**

These types of Orientation Programmes will help the teachers to acquaint themselves with latest development in the subjects they deal with in the schools. This will help the teachers as well as the students to think about some new dimensions to develop the teaching-learning process.

**5. Evidence of Success:**

- a) 99% of the teacher participants submitted positive feedbacks appreciating the utility of organising such a programme for the development of their skill.
- b) It is observed that the teachers have not been trained for their subject oriented development programme since their joining the jobs. So, when they were called for this programme, the response received was overwhelming.
- c) The teacher participants could avail of the new scientific methods of teaching in dealing with the students through this programme which was reflected clearly in their feedbacks.

**6. Problems encountered and resources required:**

- i. The number of participants was too huge to accommodate in the limited seat capacity.
- ii. The infrastructure of the college appeared insufficient for the purpose.
- iii. A financial constraint arose due to more than expected participation.
- iv. Problems in management of time during college class hours.

- v. There was no dearth of resource persons from the institution but outside resource persons were limited.

**7. Notes:**

To continue this type of effective programme in the coming years co-operations from the college administration, local government, and most importantly, the response from the concerned district offices for schools is indispensable.

Considering the fact that most of the students in the HSLC get flunked in the subjects of General Science, General Mathematics and General English, we are of the opinion that the subject of English should also be incorporated for training from the next session.

\*\*\*\*\*