

THE ANNUAL QUALITY ASSURANCE
REPORT
OF
PANDU COLLEGE



FOR THE SESSION
2005-06 and 2006-07



GUWAHATI – 781 012
ASSAM

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PART - A

A1. NEW INITIATIVES THROUGH IQAC

- a) IQAC's suggestion to decentralize the administrative load of the Head of the Institution was well received by the Governing body of the college which resulted in the formation a number of committees and sub-committees. This resulted in a delegation of work load and lead to more efficiency and sense of belongingness to the employees of the college.
- b) IQAC is entrusted with full responsibility of monitoring the attendance and examinations (unit tests) of the students of the college. A passed out student was engaged on ad hoc basis to carry out the clerical jobs.
- c) Teachers, Employees and students feed back were made more meaningful and actions were also taken. After the monitors meeting in November 2006 the feed back was properly recorded and reported to each department individually by the IQAC co-ordinator and Principal in a confidential manner giving scope to the faculties to know both their strengths and weaknesses so that they can enhance their performance.
- d) IQAC encouraged teachers to take up project work and research activities. This is reflected by receiving a number of minor and major research projects by teachers.
- e) A central inventory was prepared by the initiative of IQAC.
- f) Some new vocational courses are opened with the aid of UGC seed money as was suggested by Peer-team during its visit in 2003.

(2)

- g) Three new project, two from Mathematics and one from Political Science department have been submitted to UGC and are awaiting their approval.
- h) Department of Chemistry has applied to FIST under DST (department of Science and Technology govt. of India) for financial help to upgrade the department.

A2. PERSPECTIVE PLAN FOR THE SESSION 2007-2008

- a) To explore the possibilities of opening post graduate courses in Assamese.
- b) To get approval for degree courses in the commerce stream, for Bio-Tech and PGDCA. College authorities are trying best to get the approval which is supposed to arrive very soon. To open major course in Sanskrit.
- c) To give information regarding job opportunities at regional, state and national levels in both government and private section through ICGC. To arrange lectures by officials working in banks, insurance companies, railways the Public Service Commission and other recruiting agencies.
- d) To offer coaching for various sports and games particularly for volley ball and also to organize tournaments.
- e) To explore the possibility of establishing a competitive examination coaching centre for preparing interested students for various competitive examination.
- f) To upgrade the land for sports activities unit a proper playground.
- g) To organised a workshop in Nov' 2007 in which is department will be asked to carry out analysis of the department and read out the report in the workshop.
- h) Methods to be evolved for purchase of right books/journal for the library.

A3. OUTCOME AT THE END THE ACADEMIC SESSION 2005/06 AND 2006/07

i. Action taken during the session 2005-2006 and 2006-2007

- a) Printed copies of teachers manual and students Calendar were distributed to teachers and students respectively as in the earlier session (2004-2005). Teacher's manuals were used for obtaining information like academic activities, teaching activities, leave etc. The IQAC has taken the responsibility of recording the attendance and examination records of the students after each unit test conducted by the college.
- b) The student's charter which had been prepared after consulting students and teachers has been displayed in a very prominent manner at the main entrance of our college building in January 2006.
- c) The Best Department Award initiated by IQAC in 2004-2005 has been continued and in 2005-2006, it was conferred on Bengali Department. It carries a certificate of appreciation and a sanction of Rs. 5000/- for improving departmental facilities. The award had been ceremonially handed over on 5th September 2005 i.e. Teachers' Day which is also the College Foundation Day.
- d) The annual budget was approved by GB and spending were made according to budget allocation. Besides annual government audit the college also carries out internal audit.
- e) The college authorities has allotted IQAC a separate room with minimum accessories like tables and chairs, a stand fan and Almira. The college has also employed a person to do clerical job for IQAC with a monthly remuneration of Rs. 2000.00.
- f) Approval for degree course in commerce and Biotechnology is in the process. Inspection of the Bio-Technology as elective

subject in degree level was made by Gauhati University on 5th March, 2007. Bio-Technology as a vocational subject was introduced in Pandu College in September 2003 under U.G.C. grant with permission from G.U. The college has also received a grant of Rs 5 lakh as seed money to open certificate course in Journalism, Travel and Tourism and Functional English. The college has also applied for permission from the G.U. to open these certificate courses. Classes in Journalism have already started.

ii. Support Services

- a) Information and Career Guidance cell is a very active unit of the college and has carried out year long programme of action during 2005-06 and 2006-07. The programmes have been indicated overleaf.
- b) The NSS is another very active unit of the college. The programme officer has given us detailed information of the regular activities including weekend camps. The chart has been mentioned overleaf. These programmes make the students socially active.
- c) Pandu College Cultural Committee along with 7 different colleges of the city organized a Greater Guwahati cultural meet in Cotton College. The cultural committee of the College also organized a two day workshop on "Bargeet" on 27th and 28th January 2006. National award winning singer **Ms. Tarali Sharma** discussed the practical and technical aspects of Bargeet. The programme was attended by the students as well as teaching staff of the college.
- d) Permanent coaching for various sports and games could not be provided during these sessions.

- e) The Debate and symposium section of the college regularly organizes. All Assam Inter College/University Debate and Quiz Competition were funded by the college.

iii. Feed Back

- a) Students feed back on teachers were taken in 2005 and 2006. Analysis was done by IQAC and the report was sent to all HOD for information and corrective measures suggested for improvement.
- b) Feed backs on office (including Principal) library staff are to be collected.
- c) Feed backs were also received from each department regarding their performance throughout the year (2005-2006) on the basis of which Best Department award was declared. The IQAC monitored the departments throughout the year for this purpose.

PART - B

B1. Activities Reflecting the Goals and Objectives of the Institution

The goal of Pandu College is to impart value based quality education to the students in a congenial atmosphere. The college tries to raise the intellectual values of the students by organizing inter-college Quiz and Debate competition through Debate and Quiz club. The campus is kept clean and beautiful to raise the aesthetic values of the students and it is declared as Tobacco Free Zone.

Number of students taking admission in vocational subject like Computer Application and Bio-Technology have increased. The college is also helping the students by functioning as a centre for Pondichery Open University.

B2. New Academic Programmes Initiated

Classes for 1 year certificate course in Mass Communication under UGC grant have started in November '06. Permission from GU is awaited.

B3. Inter Disciplinary Programme Started

Teachers of one department are invited to deliver lectures in other departments when the necessity arises.

B4. Examination System

Four unit tests per session were held during both the academic years (2005-2006) and (2006-07) according to academic calendar. Results were informed to the guardians along with the attendance records of the students.

B5. Candidates Qualified for NET/SLET/Ph. D

- a) One Lecturer of the Department of Chemistry qualified for NET
- b) Two Teachers of the College received Degree of Philosophy (Ph D) from Gauhati University during 2006-07. Dr. Timir Dey of the

Department of the Bengali and Dr. Riju Kakati of the Department of Botany.

- c) Two scholars got Ph. D. under the guideship of Dr. P.K. Bhattacharya of Assamese Department.

B6. Total Member of Seminars/Workshops Conducted

Twenty six (26) seminars and four popular lectures were conducted by various departments like Statistics, Chemistry, Zoology, Geography, Education, Economics, Pol. Sc., Hindi & Philosophy. One lecture programme and workshop was arranged by Pandu College Women's study centre. One workshop was arranged by Pandu College Cultural Committee and one lecture was also arranged by Parent Teacher association.

B7. Research Projects

a. Details of Research Work

- i) Two faculty members of the college received their Ph. D in 2006.
1. Dr. Timir Dey of the Bengali Department in 2006. Topic:"A Contrastive Study of the Poetical works of Jibananda Das and Nilamoni Phukan".
 2. Dr. Riju Kakati of Botany Department in 2006. Topic:" Effects of oils obtained from Zingiber SPP on some Aspergillus SPP".
- ii) Three faculty members of the college has got permission from the university to give guidance to Ph. D scholars.
- iii) Two candidates got their Ph. D. under the guidance of Dr. P.K. Bhattacharya of Assamese Dept.
- iv) Dr. Projit Das of Physics department is guiding three scholars in their Ph. D. work.

b. Newly Implemented

One Major Research project and Two Minor Research Projects with grants received from UGC.

B8. Research Project Completed

All grants received from UGC.

Sl. No.	Name	Little of the Project	Amount
1.	Dr. B.S. Hasina	Impact of family on the Education Development of Primary school children in Darrang District of Assam	Rs. 40,000.00
2.	Dr. Timir Dey	Kavi Nilamoni Phukan-Chetanajegat,	Rs. 41,000.00
3.	Dr. Rana Sharma	Study of soil texture characteristics of the Mora Dhansiri Meander belt area Assam (completed an April 2006)	Rs. 61,000.00
4.	Dr. Sujit Deka	Evaluation and Management of Wasteland in Dimoria Dev.-Block of Kamrup district	Rs. 61,063.00
Total:			Rs. 2,0363.00

B9. Major Research Project (going on) Sponsored by UGC in May 2006

Sl. No.	Name	Title of the research Project	Amount
1.	Dr. Rana Sharma	Impact of bank erosion haggard of human occupance in the Jia Dhansiri river basin, Assam.	Rs. 6,25,000.00 (Released already Rs. 4, 86,800.00)

B10. Minor Research Project (going on) Funded by UGC

Sl. No.	Name	Title of the Research Project	Amount
1.	Dr. Dipali Das	"Studies of quantum effects in some cosmologies"	Rs. 95,000.00
2.	Dr. Nilmohan Roy	Patriotism in Assamese and Bengali Romantic Poetry,	Rs. 45,000.00
Total			Rs. 1,40,000.00

B11. Honors Awards to the Faculty

Prof. R. Haque a faculty of Hindi Department was conferred the 'SAMMELAN SAMMAN'- for the year 2006 of HINDI SAHITYA SAMMELAN, PRAYG (Ilahabad, u.p.) on 7th March, 2006

B12. Internal Resource Generated by the College

Sl. No.	Head	2005-2006 (In Rs.)	2006-2007 (In Rs.)
1.	Internet	10, 770.00	
2.	Hostel	1,80,000.00	2,48,100.00
3.	Pay Phone	5,703.00	1,000.00
4.	Photocopy	14,689.00	15,328.00
5.	Computer Application	1,72,800.00	1,89,600.00
6.	Biotechnology	66,000.00	74,400.00
7.	Gymnasium	19,550.00	-
8.	Room Rent	10,650.00	4,000.00
Total		4,80,162.00	5,32,428.00

B13. Community Services**i. Regular Activities Including Weekend Camps 2005-06**

1.	21/09/2005	College NSS team leaves Guwahati Rly. Station for NIC at Ludhiana, Punjab, The team consists of Piyali Das, Upasana Goswami, Preety Sah & Gitali Kakati.
2.	30/12/2005	P.O. leaves for Republic Day Parade Camp, 2006 at New Delhi as the contingent leader of N.E. States, Guwahati Regional Centre, and returns on 3/2/2006
3.	7/3/2005	P.O.- attended 2 Days Zonal Workshop on Disaster Management org. by the Minister of Youth Affairs & Sports in Collaboration with the Ministry of Home Affairs NEHU, Shillong.
4.	5/8/2005	Inauguration of Satellite Tobacco Cessation Clinic at Pandu college with the assistance from Dept. of Preventive Oncology Dr. B. Barocah Cancer Institute Dr. Jayanta Das trained NSS volunteers in this regard.

5.	5/9/2005	NSS Certificate Awarding Ceremony on the Teachers' Day as well as College Foundation Day.
6.	24/9/2005	NSS Day observance. Dr. B.C. Das Purkayastha, Principal & Chairman of College NSS Advisory Committee presided over the meeting.
7.	25/10/2005	AIDS Awareness Seminar Cum Workshop attended by Dr.K.C. Rhukan, Dir of Assam AIDS Control Society A. Medhi, Advisor NEFEDUR as Resource persons and presided over by B.C. Das Purkayastha, Principal. Anamika Kalita, Rumpi Barman, Kuldeep Baishaya & Rajib Saha were adjudged and awarded as the best participants and best question makers in question answer session, Students, Teachers & Office Staffs, took a solemn oath to fight against AIDS and build up a AIDS free Society.
8.	29/10/2005	Motor-Cycle Rally on the National Disaster Reduction Day organized by the District Administration.
9.	1/11/2005	Free Medical Camp at Balabhadra Oja School, Boripara, Maligaon, jointly organised with Tarun Sangha. More than 300 patients treated. Free Medicines distributed.
10.	7/11/2005	Awareness Meeting on the National Cancer awareness Day. Presided over by Dr. B.C. Das Purkayastha, Chief Guest, Er. P.K.Guha, President, Governing Body, Appointed speaker Dr. Suhas Chakraborty generated the awareness by delivering a talk on Cancer & early detection. A Street Drama was presented by the artists from Dr. B. Baroah Cancer Institute.
11.	1/12/2005	World AIDS Day Rally and Meeting organised by the Assam AIDS Control society attended by the Honble Health & Family Welfare Minister, Govt of Assam.

ii. Regular Activities Including Weekend Camps 2006-07

1.	1/5/2006	Free Eye Treatment Camp at Paschim Guwahati College
2.	26/08/2006	Disaster Management training programme at Pandu College
3.	20/08/2006	Participation in Sadbhabna Divas programme organized by Vivekananda Yuvakendra Sangathan
4.	4/09/2006	Inauguration of six months steel Fabrication course at Pandu College. 20 student were trained sponsored by Jan Sikshan Sangsthan, under HRD ministry.

5.	7/09/2006	Organized Vande Mataram in College.
6.	9/09/2006	Participation in preparatory workshop on Adolescent Quiz, 2006 for NSS foundation day.
7	28/10/2006	District Level Inter Educational Institute (10+2) Adolescent Quiz, 2006 for NSS volunteers at Pandu College
8	1/12/2007	AIDS Day Polly
9.	19/10/2006	Training of National games volunteers of Pandu College.
10	8/1/2007 to 19/2/2007	Participation of 24 NSS volunteers in National games, 2007 as Games Volunteers
11	18/1/2007 to 28/1/2007	Ten day special NSS camp held in the college campus including celebration of Shilpi Divas, Netaji Birthday, 3 day training by civil defiance on Disaster Management (First aid, search and rescue operation) etc.

B14. Teachers and Officers Newly Recruited:

Permanent Principal took charge in March 2007 after the retirement of last permanent Principal in Dec. 2005. From Jan 2006 to March 14th 2007 three senior most faculty member of the college took charge as i.c. Principal of the College because of which no proper development work of the college could take place during this period.

B15. Teaching / Non Teaching Staff Ratio: 2005-2006 - 103:48

2006-2007 - 99:49

The number of part time faculty members decreased in 2006 as the interview and selection procedure to some post has been completed by the college but the candidates have not been able to join because the government is yet to give its approval.

B16. Improvement in the Library Services

- a) SOUL (Developed by INFLIBNET, Ahmedabad) software is being utilized to computerize all the sections of the library like, Acquisition, Cataloguing, Circulation Control, Serial control, etc.
- b) Computerization of cataloging section is completed.

- c) Information relating to Author, Title, Accession Number, Publisher, Series etc. can be retrieved through OPAC (Online Public Access Catalogue). Users make use of OPAC to get the bibliographic details of the books and other reading materials.
- d) Circulation is done through computer. Barcode technology installed in the library helps easy, accurate and fast book transaction to the readers.
- e) A Local Library Network (LAN) has been set up among the computers available in the library and on-line search of the books is made possible.
- f) Library webpage has been redesigned and attached with www.panducollege.org. Information relating to collection, staff, service, etc., are provided in the home page. Information relating to some of the important websites like, British Library, Library of Congress, etc. are also available.
- g) Every year one student is selected for "Best Reader Award" which is presented to one who makes use of library extensively. A Certificate and a parcel of Books are given as award. The award was presented in both the sessions, i.e., 2005/06 and 2006/07.

B17. New Books/Journals Subscribed and their Values:

New Books purchased:	2005/2006	:	211	:	Rs. 22,970.00
	2006/2007	:	222	:	Rs. 44,116.00
New Journals Subscribed	2005/2006	:	5	:	Rs. 1,200.00
	2006/2007	:	1	:	Rs. 720.00

B18. Courses in which Student Assessment of Teachers is Introduced and Action Taken on Students Feed Back.

- Undergraduate level only.

B19. Unit Cost of Students

- Rs. 15,550.00

B20. Computerization of Administration and the Process of Admission and Examination Results, Issue of Certificate

Admission and accounting process is completely computerized and implemented. Certificates are issued by computers but examination process is not yet computerized.

B21. Increase in the Infrastructure Facility

- a) Increase in the number of classrooms -Eight class rooms.
- b) Hostel (Boy's) warden quarter constructed with assistance from state government has been completed.
- c) 20 KV generator to cope with frequent power cut which had been installed is functioning well.
- d) A separate room with accessories like fan, table, Almirah etc. has been provided for IQAC.
- e) Boundary wall of indoor stadium constructed in 2006.
- f) The auditorium of the college was renovated in August 2006.

B22. Technology up Gradation

- a) Three new computers along with printer purchased, one for IQAC along with laser printer (with the fund of Rs. 40,000 recently received from NAAC) and two for departments, one lap top Computer purchased for Journalism from UGC fund.
- b) Broad Band Internet connection.

B23. Computer and Internet Access

- a) Almost all the office staff are computer trained.
- b) The College has its own website where the latest information regarding the college can be availed.

B24. Financial Aid to Students

Session 2005-2006

24 economically backward students received financial aid from Students Welfare Fund each getting Rs. 1000.00. The total amount being utilized was Rs. 24000.00.

Session 2006-2007

Rs. 23000.00 was distributed among economically backward students each getting Rs. 1000.00.

B25. Activities and Support from Alumni Association

June 2005:

Blood donation awareness programme for students.

Aug 2005:

Alumni Association organized S.K. Sen Memorial Lecture. In the college auditorium. on the same day retired teachers of the college were felicitated by Alumni with gifts etc.

Oct 2005

Diabetes camp was organized for teaching and non-teaching staff.

Feb 06: A felicitation programme of Dr. Umesh Deka was organized by Alumni on his receiving of Tagore's Professorship of G.U.

B26. Activities of Parent Teacher Association

- a) Organized a lecture in collaboration with the college by a noted academician regarding efforts for the over all development of students.
- b) Meetings are held with the parents to get their feed back.

B27. Health Service

- a) One day medical training for girls by a Gynaecologist was organized in the college hostel for girls.

- b) Pandu College NSS in collaboration with a well known NGO of the city organized an AIDS awareness camp in the college which was attended by a large number of students.
- c) NSS unit of the college jointly held a free eye treatment camp of Paschim Guwahati College in May 2006.

B28. Performance in Sports Activities

- a) In the inter college sports meet organized by IIT Guwahati, Pandu College got the 2nd Prize in Basket ball and Volley ball.

B29. Student Achievements and Award

- a) In the Youth Festival (Cultural) organized by G.U. in December 2005 two students received prize-
 - i) Lokageet - Sri Bijoy Kr. Das got 3rd Prize
 - ii) Borgeet - Sri Bijoy Das got 3rd Prize
 - iii) One student got the 3rd Prize in the elocution competition in the Youth festival 2005. (The Youth Festival was not held in 2006).
- b) A District level Adolescent quiz for NSS volunteers was organized by the NSS unit of the College.
- c) In different state level competitions of Debate, Quiz and Elocution, Pandu College won a total of seven Prizes.
- d) Best Reader Award from Library was given to students who make use of library extensively both in 2005-2006 and 2006-2007
- e) The Malati Das memorial committee of the college (started in 1998) had given awards to the best Science and Arts graduate of 2005-2006. The Dipannita Sarmah memorial award was also given to the best graduate in English Major.

B30. Activities of the Guidance and Counseling Unit

Programme	Date	Resource Person	No. of students attended
1. Workshop on Personality Development “	20/09/05	1. Mr. Sanjay Kedia, CPRO, Arya Group of Hospitals	60
	26/08/06	1. Dr. Dipankar Banerjee and His team	150
2. Seminar on Management as Career	01/10/05	1.Mrs. Chandrabali Banerjee	40
	23/09/06	2. Mr. S. Roy Choudhury Faculty, Future College of Management In association with ICFAI College of Management	42
		1.Mrs. Chandrabali Banerjee Faculty, I-Future College of Management	105
3. Seminar on GIS and Remote Sensing	12/10/05	1. Dr. Rathin Sarma, CEO En-Geo Consultancy and Research Center 2. Mr. Sujit Majumdar	55
	14/10/06	1. Dr. Rathin Sarma, CEO En-Geo Consultancy and Research Center. 2. Mr. Sujit Majumdar	50
4. Placement Interview	06/11/05	1. Mr. Ronjoy Bhattacharjee 2. Mr. Champak Das, Career Consultants	35 (Five Students were selected)
	28/10/06	In Association with 24/7 Group of Industries 1.Mr. Ronjoy Bhattacharjee 2. Mr. Champak Das, Career Consultants	72
5. Seminar on Fashion Designing	13/11/05	1. Mr. Dipankar Kachyap, Fashion Designer	30
	11/11/06	1. Mr. Dipankar Kachyap, Fashion Designer	35
6. Seminar on Law as Career	20/11/05	1. Mr. Angshuman Borah, Advocate, Guwahati High Court	30
	25/11/06	1. Mr. K. Banerjee	35
7. Seminar on Journalism & Mass Communication	09/12/06	In association with Regional Institute of Journalism and Mass Communication, Guwahati.	30

8. Workshop on “ Entrepreneurship Development ”	05/02/07 to 07/02/07	Mr. R. Sarmah, Senior Faculty Member, IIE, Guwahati	35
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Apart from the above activities regular consultancy is provided to the students throughout the year about career opportunities. ICGC holds orientation programs for students seeking admission into IITs, IISs IIEs, Medical Colleges and willing to sit for competitive Examinations conducted by Banking Service, Recruitment Boards, Railway Recruitment Board, APSC, UPSC Indian Army, Navy, Air Force etc.

ICGC also has tie-ups with different reputed Placement Agencies for holding Campus Interviews from time to time. ICGC tries to expose the regular and out going students of this institute to the job markets and Self-employment opportunities. Through ICGC college has undertaken a spot admission centre for DDE, Pondicherry University for last two years.

B31. Placement service provided to students

More than twenty students of the college were able to get placement in ICICI, Google, Reliance etc. helped by ICGC of the college in 2006.

B32. Healthy Practices

- a) Best Department Award was given to the Bengali Department for the session 2005-2006.
- b) The student's welfare fund of the college gave financial assistance to 24 economically backward students in 2005-2006 and 23 students in 2006-2007.
- c) The Malati Das Memorial Committee and the Dipanwita Memorial Committee gives awards to meritorious students.

B33. Any other relevant information the institution wishes to add

- a) The students of the college participated in a one day interaction programme on "Student Participation in Quality Enhancement

"on 12th Aug 2006 conducted by G.U. under the direction of NAAC.

- b) The Bio-Tech department regularly sends its T.D.C.-3rd Year students for advanced laboratory training to institutions like IIT Guwahati, Forensic laboratory and Central Crop Research Institute, ICAR, Kahikushi. Number of students send to each institute is mentioned below.

2005	No. of Students
IIT- Guwahati	6

2006	No. of Students
IIT.Guwahati	8
PCR	3
Forensic laboratory	2

- c) Majority of the faculty members who have not got their Doctorate are actively engaged in research work.
- d) A Faculty of Geography department presented a paper on "Jia Dhansiri River, Assam: Issues Concerning Instability and Bank Erosion Hazard" in the **International Geographical Union Regional Conference**, held in **Brisbane (Australia) during 3-7 July 2006**). He also presented a paper in the 19th Annual Conference of the Indian Institute of Geomorphologist (IGI) held in Jammu University 16-18 December, 2006. One faculty member of Sanskrit department presented a paper in "All India Oriental Conference" held at Jammu From 9th to 17th October, 2006) One faculty member of Philosophy department presented a paper in 'Interim World Philosophy Congress' which was held in Delhi in Dec. 2006. One faculty of Botany department attended a six day national Workshop sponsored by the Dept. of

Science Technology, Guwahati. He also attended a short term course on Fundamental Techniques in DNA Technology held IIT, Guwahati for five days. A faculty of Bio Tech department attended a DONEAR sponsored workshop held at IIT Guwahati on 'Capacity Building for micro propagation Genetic Engineering of Bio Fuel Plants' held in Jan 2007 for 5 days.

- e) The college gives education extension service by conducting the following outside exams.
 - i) It is one of the centres selected for IIT entrance examination.
 - ii) CET Examination conducted by Gauhati University.
 - iii) All exam of Punjab Technical University Distance Education.
 - iv) All exam of Pondichery University distance education
 - v) Entrance examination in NERIST
 - vi) NET examination in Science stream.

PART - C

Detailed Plan of the Institution for 2007-2008

C1. Infrastructure Building

- a) To undertake the construction of an indoor stadium, the boundary wall of which has already been completed
- b) Construction of 3 more class rooms.
- c) Construction for extension of a boy's hostel and proposal to make a hostel for tribal students.
- d) To increase the space for the library, a Rs. 10 lakh has already been submitted to State Government.

C2. Administration of Finance

- a) Competition of Computerization of remaining parts of accounting and examination
- b) Centralised inventory service is to be made more effective.
- c) Full functioning of all sub-committee for different works.
- d) Maintaining the present system of administration through collective leadership.
- e) Efforts are made to increase the internal resources.

C3. Academic Affair

- a) All the existing system regarding admission, regular holding of class tests and unit tests will be retained.
- b) Emphasis regarding holding of tutorial and remedial coaching classes are to be maintained.
- c) Student Assessment of teachers will be carried out in the month of October 2007 and the results will be informed to the concerned teachers. Planning course content etc. will be taken in the month of May 2007.

- d) Examination results of each department will continue to be informed to the department and the measure to improve the results will be suggested through IQAC.
- e) "Best Department Award' will be continued for improvement of teaching -learning and evaluation. Also teachers obtaining general achievement will be felicitated.
- f) Vocational Course in Travel and Tourism and Functional English will be started from next academic session.
- g) Books purchased in the library to be made more meaningful. Awareness for readership to be increased by the effort of the library committee.

C4. Facilities

- a) Offering financial assistance to poor and meritorious students will be continued from Student Welfare Fund. Also students securing first class marks in Part-I and Part-II and Part- III examinations be felicitated and some financial assistance will be offered.
- b) Financial assistance during the admission will be offered to students in sports, games and other fields who at least represented the state in national level contests.
- c) Boys and Girls common rooms will be renovated.
- d) Students coming from other states will be offered special attention through ICGC.
- e) Cultural exchange programme among the colleges of Assam will be organized in the month of Nov/Dec-2007
- f) Yoga, Mental Health and Child care etc. courses (certificate) will be introduced depending on the seed money received from UGC in Oct/Nov-2007.
- g) Forum for comparative literature will be activated.

- h) A voluntary blood donors cell through NSS, disaster management cell will be formed and training will be offered to the member students of NSS and NCC.
- i) Upgradation of vacant land for sports activities.
- j) Awards for excelling in academic and extra curricular activities to teachers.
- k) Education extension cell will be made operational.
- l) Proposed to organize a national integration programme for 100 youths from 10 states in the college sponsored by NSS unit under Ministry of Sports and Youth affairs in May, 2007 for which a grant of Rs. 1,11,250.00 has already been sanctioned.

Shirin Banu

Dr. Bhubaneswar Bora

Signature of Coordinator IQAC

Signature of the Principal