

ANNUAL QUALITY ASSURANCE REPORT: 2013-14

(AQAR)



IQAC : Kaliabor College



SUBMITTED TO

NATIONAL ASSESSMENT AND ACCREDITATION COUNCIL

The Annual Quality Assurance Report (AQAR) of the IQAC

July 1, 2013 to June 30, 2014

All NAAC accredited institutions will submit an annual self-reviewed progress report to NAAC, through its IQAC. The report is to detail the tangible results achieved in key areas, specifically identified by the institutional IQAC at the beginning of the academic year. The AQAR will detail the results of the perspective plan worked out by the IQAC.

Part – A

I. Details of the Institution

1.1 Name of the Institution	KALIABOR COLLEGE
1.2 Address Line 1	Kuwaritol, Nagaon, Assam.
Address Line 2	PIN-782137
City/Town	Kaliabor
State	Assam
Pin Code	782137
Institution e-mail address	principal@kaliaborcollege.org
Contact Nos.	Land-03672-276535/211255 Mobile-09435165486
Name of the Head of the Institution:	Dr. H.K. Chaliha
Tel. No. with STD Code:	03672-276535/211255
Mobile:	09435165486
Name of the IQAC Co-ordinator:	M.R.K Reddi
Mobile:	09954218867
IQAC e-mail address:	kaliaborcollegeiqac@gmail.com

1.3 NAAC Track ID (For ex. MHC0GN 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 st Cycle	B ⁺⁺	80	2004	2009
2	2 nd Cycle				
3	3 rd Cycle				
4	4 th Cycle				

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

1.8 AQAR for the year (for example 2010-11)

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

- i. AQAR 2005-06 submitted to NAAC on 13-06-2006
- ii. AQAR 2006-07 submitted to NAAC on 30-07-2007
- iii. AQAR 2007-08 submitted to NAAC on 07-08-2008
- iv. AQAR 2008-09 submitted to NAAC on 27-10-2009
- v. AQAR 2009-10 submitted to NAAC on 30-09-2010

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)

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

UGC-COP Programmes

Any other (Specify)

1. DST, NER Package
2. DBT NE Package
3. DBT HUB
4. DBT Star College Scheme

2. IQAC Composition and Activities

2.1 No. of Teachers

2.2 No. of Administrative/Technical staff

2.3 No. of students

2.4 No. of Management representatives

2.5 No. of Alumni

2.6 No. of any other stakeholder and community representatives

2.7 No. of Employers/ Industrialists

2.8 No. of other External Experts

2.9 Total No. of members

2.10 No. of IQAC meetings held : 07

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

- Introduction of B. Voc. Programme.
- World Environment Day.
- ICT in Teaching and Learning.

2.14 Significant Activities and contributions made by IQAC

1. Initiated actions for preparation of SSR for 2nd cycle of assessment.
 2. Procurement of software for maintaining API score of faculty.
 3. Discussed important issues related to API application.
 4. Recommendations to the authority for initiating vocational courses.
 5. Held meeting with members of Students Union to discuss cleanliness of campus.
 6. Conducted Environmental Audit.
 7. Conducted popular talk on World Environment Day.
 8. Held discussions with Principal on improving/expanding drinking water facilities.
 9. Conducted Workshop for preparation of common components of curriculum courses for B.Voc. courses for the state of Assam.

2.15 Plan of Action by IQAC/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
<p>1. Preparation of SSR for 2nd cycle of assessment.</p> <p>2. Recommendations to the authority for initiating vocational courses.</p> <p>3. Planned to procure software for maintaining API score of faculty.</p> <p>4. Planned for preparation of common components for B. Voc. Syllabus for colleges under Gauhati University.</p> <p>5. Construction of one e-classroom</p> <p>6. Suggested for improvement of toilet facilities for teachers.</p> <p>7. Suggested to increase seat capacity for girl students in the hostel.</p> <p>8. Planned for initiating the practice of uploading important classroom lectures and activities to college website for easy access of the same by students missing the same.</p> <p>9. To encourage faculty exchange programs with neighbouring colleges.</p> <p>10. To encourage conducting workshops and invited talks mental health and hygiene.</p>	<p>1. SSR draft completed.</p> <p>2. Proposals for B.Voc. and Community College schemes submitted to UGC, & B.Voc. proposal accepted.</p> <p>3. Achieved during the year.</p> <p>4. Syllabus prepared and forwarded to parent University for approval.</p> <p>5. Suggestion accepted and action initiated.</p> <p>6. Suggestion implemented.</p> <p>7. Suggestion favourably responded and seat expansion activities going on.</p> <p>8. Suggestion accepted and to be implemented.</p> <p>9. Programs undertaken in selecte departments.</p> <p>10. Department of Education organized an invited talk on health and hygiene.</p>

* Attach the Academic Calendar of the year as Annexure. Attached **Annexure(iv)**

2.15 Whether the AQAR was placed in statutory body Yes No

Management
 Syndicate
 Any other body
 Academic Committe

Provide the details of the action taken

The AQAR was approved.

Part – B

Criterion – I

I. Curricular Aspects

1.1 Details about Academic Programmes

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	Seven	00	Four	Four
PG Diploma	One	00	One	00
Advanced Diploma	00	00	00	00
Diploma	00	00	00	00
Certificate	One	00	One	One
Others	00	00	00	00
Total	Nine	00	Six	Five
Interdisciplinary	00	00	00	00
Innovative	00	00	00	00

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

Core subjects

1. English
2. Environmental studies.
3. Modern Indian Language.

Elective Subjects

1. English (Major & General)
2. Assamese (Major & General)
3. Pol. Science (Major & General)
4. History (Major & General)
5. Education (Major & General)
6. Economics (Major & General)
7. Physics (Major & General)
8. Chemistry (Major & General)
9. Mathematics (Major & General)
10. Botany (Major & General)
11. Zoology (Major & General)
12. Statistics (General)
13. Biotechnology (Major)
14. Commerce (Major & General)
15. Accountancy (Major & General)
16. Management (Major & General)

Open Courses

All courses (UG & PG) under K. K Handiqui State Open University.

All course (PG & UG) under Institute of Distance & Open Learning, Gauhati University

(ii) Pattern of programmes:

Pattern	Number of programmes
Semester	B.A., B.Sc., B.Com., B.B.A., B.C.A., B.Sc. Biotechnology. = 06
Trimester	Nil
Annual	Nil

1.3 Feedback from stakeholders* (On all aspects) Alumni Parents Employers Students

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

*Please provide an analysis of the feedback in the Annexure

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

- Syllabus is set by parent university (Gauhati University).
- Some minor alteration in Commerce syllabus and in Elective Assamese syllabus by parent University were made.

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

- Students Innovation Club opened.

Criterion – II

2. Teaching, Learning and Evaluation

2.1 Total No. of permanent faculty

Total	Asst. Professors	Associate Professors	Professors	Others
53	28	25	00	00

2.2 No. of permanent faculty with Ph.D.

04

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

Asst. Professors		Associate Professors		Professors		Others		Total	
R	V	R	V	R	V	R	V	R	V
00	02	00	00	00	00	00	00	00	02

2.4 No. of Guest and Visiting faculty and Temporary faculty

20

00

00

2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended	Nil	10	23
Presented papers	Nil	02	07
Resource Persons	Nil	00	00

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

- Process of the use of ICT in Teaching, Learning and Evaluation started. One Video conference held with a professor of Finland

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

251

2.8 Examination/ Evaluation Reforms initiated by the Institution (for example: Open Book Examination, Bar Coding, Double Valuation, Photocopy, Online Multiple Choice Questions)

- Self setting of question papers and evaluation of answer scripts by students in class examinations under the supervision of the teacher.

2.9 No. of faculty members involved in curriculum restructuring/revision/syllabus development as member of Board of Study/Faculty/Curriculum Development workshop

03
Board of Study

03 Curriculum
development

02
Syllabus development

2.10 Average percentage of attendance of students

62

2.11 Course/Programme wise distribution of pass percentage :

Title of the Programme	Total no. of students appeared	Division				
		Distinction %	I %	II %	III %	Pass %
B.A.	196	4.6	5.6	64.3	1.5	76
B.Sc.	27	14.8	52	14.2	00	81
B.Com.	21	4.8	00	57	33.2	95
BCA	06	00	83.3	17.6	00	100

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

At the department level, the monitoring group of teachers submit their report to the academic body of the college which in turn is submitted to the IQAC. The IQAC keeps track of students' performance in classroom transactions through discussions in its meetings and makes specific recommendations for teaching and learning process through notifications. It also takes note of class attendance and course coverage through contacts with the concerned departments and holds discussions with the principal and also with the staff for improvements.

2.13 Initiatives undertaken towards faculty development:

<i>Faculty / Staff Development Programmes</i>	<i>Number of faculty benefitted</i>
Refresher courses	03
UGC – Faculty Improvement Programme	01
HRD programmes	00
Orientation programmes	02
Faculty exchange programme	00
Staff training conducted by the university	00
Staff training conducted by other institutions	00
Summer / Winter schools, Workshops, etc.	02
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	07	01	00	00
Technical Staff	00	00	00	01

Criterion – III

3. Research, Consultancy and Extension

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

<ul style="list-style-type: none"> • The IQAC notifies the faculties through notifications for research proposals. The IQAC arranges guides for student projects. • Monitors the research proposals through research committee. • It suggested in favour of setting up of a common instrumentation facility to facilitate research work and the suggestion was implemented. • It strongly went in favour of extending internet linkage to every department.

3.2 Details regarding major projects

	Completed	Ongoing	Sanctioned	Submitted
Number	01	01	00	00
Outlay in Rs. Lakhs	1,60,000	1,60,000	4,00,000	00

3.3 Details regarding minor projects

	Completed	Ongoing	Sanctioned	Submitted
Number	06	04	04	00
Outlay in Rs. Lakhs	8,96,000	5,80,000	5,80,000	00

3.4 Details on research publications

	International	National	Others
Peer Review Journals	01	00	00
Non-Peer Review Journals	00	04	00
e-Journals	00	00	00
Conference proceedings	00	08	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	2 years	ICSSR	4,00,000	1,60,000
Minor Projects	2years	UGC	14,76,000	3,37,000
Interdisciplinary Projects	00	00	00	00
Industry sponsored	00	00	00	00
Projects sponsored by the University/ College	00	00	00	00
Students research projects <i>(other than compulsory by the University)</i>	00	00	00	00
Any other(Specify)	00	00	00	00
Total		00	00	00

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

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

agencies					
----------	--	--	--	--	--

3.11 No. of conferences

organized by the Institution :Nil

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. 03

Total	International	National	State	University	Dist	College
00	00	00	00	03	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: Nil.

University level State level

National level International level

3.22 No. of students participated in NCC events:

University level State level

National level International level

3.23 No. of Awards won in NSS: Nil

University level	00	State level	00
National level	00	International level	00

3.24 No. of Awards won in NCC: Nil

University level	00	State level	00
National level	00	International level	00

3.25 No. of Extension activities organized

University forum	00	College forum	05		
NCC	02	NSS	02	Any other	00

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

Awareness programme on rhino conservation jointly organised with Gauhati College.

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	50,836.4 sqt	00	Donations, College	50,836.4 sqt
Class rooms	45	02	UGC , College, State Govt. MP- LADS	47
Laboratories	11	02	UGC , College	13
Seminar Halls	01	01	College	02
No. of important equipments purchased (≥ 1-0 lakh) during the current year.	25	03	UGC, DBT	28
Value of the equipment purchased during the year (Rs. in Lakhs)	42.5	4.95	00	47.45
Others	00	00	00	00

4.2 Computerization of administration and library

Admission process including fees collection, issue of identity cards are already computerised. Books entry in computer database through SOUL is made. The library provides internet services to students.

4.3 Library services:

	Existing		Newly added		Total	
	No.	Value	No.	Value	No.	Value

Text Books	20,350	6700000	1,500	350230	21,850	7050230
Reference Books	12,250	120560	1258	12,0000	13,308	240560
e-Books	-	-	-	-	-	-
Journals	08	3250	02	780	10	4030
e-Journals	Nil	00	00	00	00	00
Digital Database	Nil	00	00	00	00	00
CD & Video	Nil	00	00	00	00	00
Others (specify)	Nil	00	00	00	00	00

4.4 Technology upgradation (overall)

	Total Computers	Computer Labs	Internet conn.	Browsing Centres	Computer Centres	Office	Departments	Others
Existing	42	02	05	12	02	07	17	00
Added	10	01	00	00	00	01	02	00
Total	52	03	05	12	02	08	19	00

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

- Software is procured for maintenance of the API(Academic Performance Indicator) of the faculty members where each faculty member is provided with an ID so that he/she can upload his/her scores.
- Short term Computer courses are offered to those students who do not possess computer literacy.
- Computers with internet facility installed in almost every department.
- Wi-Fi campus.
- Conducted one day training program on the use ICT in teaching and evaluation.

4.6 Amount spent on maintenance in lakhs :

i) ICT	0.5
ii) Campus Infrastructure and facilities	2.75
iii) Equipments	0.8
iv) Others	1.0
Total :	5.05

Criterion – V

5. Student Support and Progression

5.1 Contribution of IQAC in enhancing awareness about Student Support Services

- IQAC recommended to the college authority at the beginning of the session for inclusion of library classes in the general class routine.
- Suggested uploading of student related data of the college on the institution's website for easy access.

5.2 Efforts made by the institution for tracking the progression

- Progression monitoring committees were constituted both at the departmental level and at the college level. The former committee submits its findings to the latter which in turn passes the reports to the IQAC for follow-up actions.
- Different committees like academic committee are also constituted by the college to discuss the progress in different fields.

5.3 (a) Total Number of students

UG	PG	Ph. D.	Others
1627	00	00	400

(b) No. of students outside the state

01

(c) No. of international students

00

Men	No	%	Women	No	%
	765	47		862	53

Last Year						This Year					
General	SC	ST	OB C	Physically Challenged	Total	General	SC	ST	OBC	Physically Challenged	Total
1251	78	83	159	01	1572	1271	96	106	153	01	1627

Demand ratio 550:520 Dropout % - 23

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

The College has a Career Guidance Cell which regularly arranges for coaching for major state level competitive examinations.

No. of students beneficiaries

124

5.5 No. of students qualified in these examinations

NET	00	SET/SLET	00	GATE	00	CAT	00
IAS/IPS etc	00	State PSC	00	UPSC	00	Others	24

5.6 Details of student counselling and career guidance

The career guidance cell conducted two training programmes for admission into different courses.

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

Though there are no gender related perceptible issues in or outside the campus, the Women Cell of the college organized training programs for self-employment.

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 in Rs
Financial support from institution	52	90,190
Financial support from government	153	6,73,000
Financial support from other sources	07	35,000
Number of students who received International/ National recognitions	01	60,000

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: Drinking water facilities renovated.

Criterion – VI

6. Governance, Leadership and Management

6.1 State the Vision and Mission of the institution

Motto:

Knowledge with values.

Vision:

To make it a rural institution of excellence.

Mission:

- *To create morally and culturally strong human resources with defined skill and competencies who would be useful members of the society and be for the service of the Nation.*
- *To provide opportunity for quality higher education to the deprived and marginalized section of the society in this rural area.*
- *To reduce the economic outflow in the form of students opting for admissions into institutes outside the area and state.*

6.2 Does the Institution has a Management Information System?

No.

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

6.3.1 Curriculum Development

The curriculum is devised by the parent university. However, the college finds avenues for its development where possible:

- The strategy by the institution is to initiate vocational education in a significant way.
- The college has prepared the common components of the syllabus for B. Voc. Programme, sponsored by the UGC, under Gauhati University.
- The college prepared the skill components of Small Tea Garden Management and Tourism & Service Industry of B. Voc. Syllabi

6.3.2 Teaching and Learning

- A general routine is prepared in the beginning of the session for smooth running of the classes after thorough discussions in the staff meeting. Optimum utilization of the college infrastructure is kept in view while preparing the same.
- At the departmental level, the HOD develops specific strategies in consultation with the faculty members, and places the same in the staff meetings presided by the principal.
- The college plans for a judicious mixture of projects, study tours and self learning for the students as an added facet to the basic strategy.

6.3.3 Examination and Evaluation

- The college plans its internal examinations well ahead.
- For the university examinations, the college constitutes specific boards for each examination.

6.3.4 Research and Development

The college stressed more on student research for the session 2013-14.
Student Innovation Club constituted.

6.3.5 Library, ICT and physical infrastructure / instrumentation

Phase wise ICT facilities for all large classrooms are expected to be completed by next year.

6.3.6 Human Resource Management

The principal holds regular discussions with teaching and official staff for ensuring proper assignment of various workloads. Faculty members are engaged in different areas on the basis of their aptitude and expertise in the concerned fields.

6.3.7 Faculty and Staff recruitment

The college takes steps to fill in the vacant permanent faculty and staff positions immediately on creation of the vacancies. The shortage is managed by contractual and part time appointments.

6.3.8 Industry Interaction / Collaboration

Keeping in view the importance of skill based education and job market wherever applicable, the college has signed two separate MOUs with important local industries for introduction of B. Voc. programme in Tourism and Tea garden management as per guidelines of UGC.

6.3.9 Admission of Students

Proper advertisement in print and electronic media is one of the strategies to attract good students. The admission procedure is open. Arrangement is made in a hall where the candidates are called for seat allotment on the basis of merit.

6.4 Welfare schemes for

Teaching	02
Non teaching	01
Students	03

6.5 Total corpus fund generated NIL

6.6 Whether annual financial audit has been done Yes No

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

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

6.8 Does the University/ Autonomous College declares results within 30 days?

For UG Programmes Yes No

For PG Programmes Yes No

6.9 What efforts are made by the University/ Autonomous College for Examination Reforms?

Sub- zone system has been introduced for evaluation of answer scripts of the university examinations, where each college is treated as a micro zone in which the principal is responsible for the evaluation work assigned by the major zone.

6.10 What efforts are made by the University to promote autonomy in the affiliated/constituent colleges?

Part of the assessment process is entrusted to the college in the form of internal assessment system.

6.11 Activities and support from the Alumni Association

One Drinking Water Facility installed .

6.12 Activities and support from the Parent – Teacher Association

Meetings with parents and guardians were arranged.

6.13 Development programmes for support staff

Nil.

6.14 Initiatives taken by the institution to make the campus eco-friendly

Plantation programmes and environmental audit done.

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. Give details.

A Student Innovation Club constituted in the year to encourage innovative and creative activities of the students by self learning.

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

At the beginning of the year there was a plan for initiating vocational courses. The college applied for Small Tea Garden Management and Tourism and Service industry. UGC has already sanctioned the proposal under B. Voc Programme.

7.3 Give two Best Practices of the institution (*please see the format in the NAAC Self-study Manuals*)

1. Online Video conferencing with foreign country (Finland).
2. Residential youth exchange programme with Gauhati College.

**Provide the details in annexure (annexure need to be numbered as i, ii,iii)*

7.4 Contribution to environmental awareness / protection

Three Tree plantation programmes were conducted in 2013-14.

7.5 Whether environmental audit was conducted? Yes No

7.6 Any other relevant information the institution wishes to add. (for example SWOT Analysis)

8. Plans of institution for next year

Academic - Introduction of B. Voc. programmes, Academic Audit.

Infrastructure- 1. Completion of Canteen, 2. Renovation of Girls Toilet, 3. Completion of top floor of girls hostel, 4. Construction of three big classrooms & four small classrooms. Completion of indoor stadium subject to the availability of fund.

Research- Conducted two seminars related to quality.



M. R.K. Reddi

Coordinator, IQAC.



Dr. H.K. Chaliha

Chairperson, IQAC.

Analysis of the feedback from stake holders.

Parents

1. Feed back from the parents went in favour of introducing more vocational courses.
2. There was plea for reduction of tuition fees.
3. To fortify security measures for girl students in the hostel.

Students

1. Asked for specific and elaborate arrangements at the time of form fill-up for university examinations.
2. Pleaded for raising poor student fund.
3. Reading hours in the library to be increased and the issue limit for library books to be revised.
4. Canteen facilities to be improved.

Best Practice No 1

1. Title of the Practice:

Online interaction with foreign countries.

2. Goal:

To increase familiarity of the students and faculty with international standards in education .

3. The Context:

There is lack of exposure to international quality standards in this rural area.

4. The Practice:

The college has received a proposal from faculty member of Manipur University Dr I. G. Singh, nodal officer of UNIOS Corporation for interlinking of Kaliabor college with UNIOS Corporation of Amsterdam.

The college arranged video conferencing and classes by specialist Dr Ladou Matuseson .

5. Evidence of Success:

Adaptability of faculty members to modern technology.

6. Problems Encountered and Resources Required:

Frequent disruption of internet services in the area.

7. Contact Details:

Name of the Principal: Dr. H. K Chaliha

Name of the Institution: Kaliabor College

City: Kaliabor

Pin Code: 782137

Accredited Status: B++ in the first cycle of accreditation.

Work Phone : 03672-276535 Fax:

Website: www.kaliaborcollege.org

E-mail : principal@kaliaborcollege.org

Best Practice No 2

Best Practice:

1. *Title of the Practice:* Youth exchange programme.

2. *Goal*

To allow the students of this college to have interaction with those of other colleges.

3. *The Context*

The students of the institute will have an understanding of the level of competition existing in the modern times.

4. *The Practice*

Students from Guwahati College were invited to the college for stay, and a rhino conservation awareness camp was organised.

5. *Evidence of Success*

It has been observed that students are more concentrating on studies and they tend to be more academically interested.

6. *Problems Encountered and Resources Required*

No separate financial resources available in the college for organising the event.

7. *Notes (Optional)*

8. *Contact Details*

Name of the Principal: Dr. H. K Chaliha

Name of the Institution: Kaliabor College

City: Kaliabor

Pin Code: 782137

Accredited Status: B++ in the 1st cycle of accreditation..

Work Phone : 03672-276535 Fax:

Website: www.kaliaborcollege.org

E-mail : principal@kaliaborcollege.org

Annexure(iii)

GAUHATI UNIVERSITY
GUWAHATI – 14
Academic Calendar for UG Courses
(July 2014 to June 2015)

Approved by the Executive Council, GU vide resolution no.....dated:

Months /Year & Date	Class Days / Working Days/ Examination Days / Holiday	Academic & other Activities
July / 2014		
1 - 5	Working days	Summer Vacation
6	Sunday	
7 - 12	Working days	
13	Sunday	
14 - 19	Working days	
20	Sunday	
21 - 26	Working days	
27	Sunday	
28	Working days	
29 - 30	Id-Ul-Fitre (Holidays)	
31	Working days	
August /2014		
1 - 2	Working days / Class days	Commencement of odd semester classes from 1 st August.
3	Sunday	
4 - 9	Working days / Class days	
10	Sunday	
11 - 14	Working days / Class days	
15	Independence day (Holiday)	
16	Working day / Class day	
17	Sunday	
18	Janmastomi (Holiday)	
19 - 23	Working days / Class days	
24	Sunday, Tithi of Sri Madhav Dev (Holiday)	
25 - 26	Working days / Class days	
27	Tithi of Srimanta Sankar Dev (Holiday)	
28 - 30	Working days / Class days	
31	Sunday	
September /2014		
1 - 6	Working days / Class days	Sectional Exam be completed before Puja Holidays. Students Union Election of the Colleges be held within 2 months of completion of admission.
7	Sunday	
8 - 12	Working days / Class days	
13	Tithi of Sri Sri Madhav Dev (Holiday)	
14	Sunday	
15 - 20	Working days / Class Days	
21	Sunday	
22 - 27	Working days / Class days	
28	Sunday	
29 - 30	Working day / Class day	
October /2014		
1 - 7	Durga Puja, Birthday of Mahatma Gandhi, Vijaya Dashami, Janmotsav of Srimanta Sankar Dev, Id-Ud-Zuha, & Lakhmi Puja. (Holidays)	Educational Field Trip be arranged in the first half of October. Publication of College Magazine be made before Puja Holidays.
8 - 11	Working days / Class Days	
12	Sunday	
13 - 18	Working days / Class Days	
19	Sunday	
20 - 22	Working day / Class Day	
23 - 24	Kali Puja / Dewali (Holidays)	
25	Working day / Class Day	
26	Sunday	
27 - 31	Working days / Class Days	

November /2014		
1	Working day / Class day	
2	Sunday	
3 - 5	Working days / Class Days	
6	Guru Nanak Birth Day (Holiday)	
7 - 8	Working days / Class Days	
9	Sunday	
10 - 15	Working days / Class Days	
16	Sunday	
17 - 22	Working days / Class Days	
23	Sunday	
24 - 29	Working days / Class Days	
30	Sunday	
December/ 2014		
1 - 6	Working days / Class Days	
7	Sunday	End Semester Exam be completed by 15 th December and will be followed by evaluation cum semester break upto 10 th January.
8 - 13	Working Days / Class Days	
14	Sunday	
15 - 20	Working Days	
21	Sunday	
22 - 24	Working Days	
25	Christmas Day (Holiday)	
26 - 27	Working days	
28	Sunday	
29 - 31	Working Days	
January / 2015		
1 - 3	Working Days	Annual College week be held in the last part of January . Commencement of even semester classes be from 12 th January.
4	Sunday	
5 - 10	Working Days	
11	Sunday	
12 - 13	Working Days / Class Days	
14 - 15	Magh Bihu, Silpi Divas (Holidays)	
16 - 17	Working days / Class Days	
18	Sunday	
19 - 24	Working Days/Class Days	
25	Sunday	
26	Republic Day /University Foundation Day (Holiday)	
27 - 31	Working Days/Class days	
February /2015		
1	Sunday	
2 - 7	Working days / Class days	
8	Sunday	
9 - 14	Working days / Class days	
15	Sunday	
16	Working day / Class day	
17	Shivratri (Holiday)	
18 - 21	Working days / Class days	
22	Sunday	
23 - 28	Working days / Class Days	
March/ 2015		
1	Sunday	
2 - 4	Working days / Class days	
5 - 6	Dol - Yatra (Holiday)	
7	Working day / Class day	
8	Sunday	
9 - 14	Working days / Class days	
15	Sunday	
16 - 21	Working days / Class days	
22	Sunday	
23 - 28	Working day / Class day	
29	Sunday	
30 - 31	Working days / Class days	

April / 2015		
1 - 2	Working days / Class days	Sessional Exam. (for even semesters) be completed by 1 st week of April.
3	Good Friday (Holidays)	
4	Working day / Class day	
5	Sunday	
6 - 11	Working days / Class days	
12	Sunday	
13	Working day / Class day	
14 -16	Bohag Bihu (Holidays)	
17 - 18	Working days / Class days	
19	Sunday	
20 - 25	Working days / Class days	
26	Sunday	
27 - 31	Working days / Class days	
May/ 2015		
1	May Day	
2	Working day / Class day	
3	Sunday	
4 - 9	Working days / Class days	
10	Sunday	
11 - 16	Working days / Class days	
17	Sunday	
18 - 23	Working days / Class days	
24	Sunday	
25 - 30	Working days / Class days	
31	Sunday	
June / 2015		
1 - 6	Working days / Class days	End Semester exams (for even Semesters) be completed by 15 th June and will be followed by 15 days evaluation period.
7	Sunday	
8 - 13	Working days / Class days	
14	Sunday	
15	Working day / Class day	
16 - 20	Working days	
21	Sunday	
22 - 27	Working days	
28	Sunday	
29 - 30	Working days	

Academic Registrar
Gauhati University

Copy to:
To all concerned.

Academic Registrar
Gauhati University

Salient Features

1. **Summer Vacation** : 1st July/ 2014 to 31st July/2014. **Winter Vacation**: 1st January, 2015 to 10th January, 2015.
2. Admission to 1st Semester TDC classes be completed by 31st July/2014.
3. The classes of odd Semester be commenced from 1st of August/2014.
4. Educational field trip be arranged in the first week of October/2014.
5. Annual College week be held in the last part of January 2015.
6. Students Union Election of the Colleges be held within 2 months of completion of admission.
7. Sessional Exam (for odd Semesters) be completed before Puja holidays.
8. End Semester Exam (for odd Semesters) be completed by 15th December / 2014 and will be followed by 15 days evaluation period upto 31th Dec, 2014.
9. Declaration of end Semester (for odd Semesters) examination results be given within 45 days from the date of last examination day.
10. Publication of College Magazine be made before the Puja holiday.
11. Commencement of even Semesters classes will be from 12th January/2015.
12. Sessional Examination (for even Semester) be completed by 1st week of April, 2015.
13. End Semester Examination (for even Semesters) be completed by 15th June / 2015 and will be followed by 15 days evaluation period.
14. Declaration of end Semester (for even Semesters) Examination results be given within 45 days from the date of last examination day.
15. The Colleges should organize activities such as Seminar/Group Discussion etc for I A of the students and for the teachers, suitably during the year.
16. Orientation programmes for teachers, employees of the Colleges be organized conveniently in the Colleges for academic review; and the report may be submitted to the University by 2nd half of January / 2015.
17. The sessional examinations in the Colleges should be designed in such a way that the other normal classes are running smoothly.

Note: (1) In the event of any change in the Holidays mentioned in the Academic Calendar, the University holiday list be followed.

- (2) During evaluation period the Principal will release the examiners engaged for evaluation and after completion of the evaluation work the Zonal Officer concerned shall issue a release order which is to be submitted to the respective Principals.
- (3) The examiners engaged in evaluation duties must complete his/her assigned duties within the stipulated period. Failing which his/her name will be reported to the appropriated authority for necessary action.

Summary

Odd Semester (July to December)		Even Semester (January to June)
Class days	91	92
Election /College Week	01	06
Study Leave	03	03
End Semester Exam.	15	15
End Semester Evaluation time	15	15
Holiday (including Sundays, Semester break/Summer Vacation)	59	50
<hr/>		
Total :	184	181