KOKRAJHAR GOVT. COLLEGE

THE ANNUAL QUALITY ASSURANCE REPORT (AQAR) OF THE IQAC

ACADEMIC SESSION: 2017-2018

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

P.O. & 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.BANABINA BRAHMA

Tel. No. with STD Code:

03661- 270245

Mobile:

08638471995

Name of the IQAC Co-ordinator: Mrs. ANJALEE BASUMATARY

Mobile: 09435020624

IQAC e-mail address: coordinatorkokgc@gmail.com

1.3 **NAAC Track ID***(For ex. MHCOGN 18879)* ASCOGN11282

1.4 **NAAC Executive Committee No. & Date:** NAAC/MSS/Cert_A&A/2004/276 dated 17/05/2004

1.5 Website address: www.kgc.ac.in

Web-link of the AQAR: http://www.kgc.ac.in/IQAC/AQARs/AQAR_2017-18.pdf

1.6 Accreditation Details

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

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

1.8 AQAR for the year 2017 - 18

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

   i.   AQAR – 2015-16 submitted to NAAC on 02.09.2016 (uploaded to college website)
   ii. AQAR – 2016-17 submitted to NAAC on 24.03.2018(uploaded to college website)

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

| 14 |

2.2 No. of Administrative/Technical Staff

| 02 |

2.3 No. of Students

| 02 |

2.4 No. of Management representatives

| 01 |

2.5 No. of Alumni

| 02 |

2. 6 No. of any other Stakeholder and

   Community Representatives

| 02 |

2.7 No. of Employers/ Industrialists

| 00 |

2.8 No. of other External Experts

| 00 |

2.9 Total No. of Members

| 23 |

2.10No. of IQAC Meetings held | 08 |

2.11 No. of Meetings with Various Stakeholders: No. | 08 | Faculty | 04 |

Non-Teaching Staff /Students | 02 | Alumni | 00 | Others | 02 |

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

If yes, mention the amount

| |

2.13Seminars and Conferences (only quality related)

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

Total Nos. | 05 | International | 01 | National | 00 | State | 00 |

Institution Level | 04 |

(ii) Themes

1. On 23.09.2017, IQAC, in collaboration with department of English, Kokrajhar Govt. College organised a talk on *"Theorising Marginality"* where Mr. Amit Bhattacharjee, research scholar, University of Gour Banga, Malda, West Bengal acted as resource person.

2. IQAC celebrated National Science Day on 28th February 2018. In this connection a seminar was organised where Mrs. Yutika Narzary, Assistant Professor, Department of Botany, Bodoland University made a presentation on the focal theme of "*Science and Technology for a Sustainable Future*".

3. IQAC, in collaboration with Women's Cell, Kokrajhar Govt. College, organised a UGC sponsored International Seminar on the theme *"Changing Status of Women: Myth and Reality With Special Reference To Northeast India"* from 7th to 8th March, 2018, where several noted academicians from Indian as well as foreign universities of Nepal, Bangladesh, Thailand graced the event as resource persons. As many as 103 participants presented their research papers in the seminar.

4. IQAC, in collaboration with department of Zoology, Kokrajhar Govt. College and Ashoka Trust for Research in Ecology and the Environment Bangalore (ATREE), organised a day-long Orientation Programme on 10.04.2018. Mr. Chandan Bhuyan, Project Associate of ATREE made elaborate presentation on *"Assam Biodiversity Portal"* in the programme.

5. On 18.05.2018, IQAC, in collaboration with department of Bodo, Kokrajhar Govt. College observed "Bodo Medium Day". On this occasion Dr. Indira Boro, Head, Department of Bodo, Bodoland University made a presentation on the theme of "*Importance of Bodo Language*".

2.14 Significant Activities and Contributions made by IQAC

a) Maintenance of teaching execution record
b) Analysis of yearly results of the College
c) Observance of National Science Day
d) Observance of World Environment Day
e) Analysis of feedback from students.
f) Timely activities performed in the adopted schools
g) Observance of Teachers' Day
h) Monitor CAS based promotion of faculties.
i) Monitor the functioning of Phanindra Nath Brahma Trust.

2.15Plan 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
1. To prepare the database of passed out alumni by career counselling cell of the College and track their progression	1. Data preparation is in progress
2. To prepare Alumni association website and link it with College official website.	2. Process has been initiated.
3. To conduct a proper green audit of College campus.	3. Work has been initiated
4. To improve the overall status of cleanliness and hygiene of the College campus.	4. Cleanliness drive per month has been initiated.
5. To initiate industry collaboration.	5. No such activity could be conducted
6. To organise an international seminar at the College.	6. One international seminar was organised
7. To adopt village by the College as a part of extension services.	7. A village wasadopted.
8. To introduce online admission system.	8. Online admission form submission in College website was trialed in this year.

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

Part – B
Criterion – I

1. Curricular Aspects

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

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

Core and Elective option

(ii) Pattern of programmes:

Pattern	Number of programmes
Semester	B.A., B.Sc, M.A. and M.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

Post Graduate courses were introduced in subjects of Mathematics, Chemistry, English and Bodo.

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	59	31	28	00	00	16

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

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

Asst. Professors		Associate Professors		Professors		Others		Total	
R	V	R	V	R	V	R	V	R	V
00	16	00	00	00	00	00	00	00	16

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	06	07	00
Presented papers	33	15	00
Resource Persons	02	02	02

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

a) Each department has been provided with one Ahuja Portable Public Address Neckband System NBA 20Dp, which can be used for effective lecture delivery by the departmental faculties during large size classes consisting of 150 students.

b) Boarders of Boy's Hostel Old Campus are provided extra study hours under the supervision of Hostel Superintendent and faculties of college. The study hours start from 4.30 PM in Room No. SB1 daily . This practice has improved academic performance of those students significantly.

2.7 Total No. of actual teaching days during this Academic Year ☐ 174

2.8 Examination/Evaluation Reforms initiated by the Institution

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

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

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

d) For continuous evaluation Seminars, Group discussions, Quizzes, Assignments are conducted departmentally.

e) Remedial classes are held occasionally for slow learners.

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

Board of Study | 02 | Faculty | 01 | Curriculum Development workshop | 02 |

2.10 Average Percentage of Attendance of Students | 75% |

2.11 Pass Percentage of Courses/Programmes Offered by the Institute:

Title of the Programme	Total no. of students appeared	Division			
		I (%)	II (%)	III (%)	Pass (%)
BA (Major)	205	40.0	56.8	3.2	92.7
BA (General)	43	0.0	42.8	57.2	32.5
BSc (Major)	50	80.9	19.1	0.0	84.0
BSc (General)	02	50.0	50.0	0.0	100.0

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 Head of all of the Departments, 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-meetings among the students, guardians and teachers for statistical performance analysis of the students.

2.13Initiatives undertaken towards faculty development

Faculty/Staff Development Programmes	*Number of Faculty Benefitted*
Refresher courses	04
UGC – Faculty Improvement Programme	02
HRD Programmes	00
Orientation Programmes	00
Faculty exchange Programme	00
Staff-training Conducted by the University	00
Staff-training Conducted by other Institutions	00
Summer/Winter Schools, Workshops, etc.	00
Others	06

2.14 Details of Administrative and Technical Staff

Category	Number of Permanent Employees	Number of Vacant Positions	Number of Permanent Positions Filled During the Year	Number of Positions Filled Temporarily
Administrative Staff	35	03	--	--
Technical Staff	04	--	--	--

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 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 to organise 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 Lakhs (Rs)	00	00	00	00

3.3 Details Regarding Minor Projects

	Completed	Ongoing	Sanctioned	Submitted
Number	01	00	00	00
Outlay in Lakhs (Rs)	3.0	--	--	--

3.4 Details on Research Publications

	International	National	Others
Peer Review Journals	09	03	00
Non-Peer Review Journals	00	00	00
e-Journals	01	01	00
Conference Proceedings	00	00	00

3.5 Details on Impact Factor of Publications:

Range 0.7-5.97 Average 2.782 h-index 18 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	-	--	--	--
Minor Projects	--	--	--	--
Interdisciplinary Projects	--	--	--	--
Industry Sponsored	--	--	--	--
Projects Sponsored by the University/ College	--	--	--	--
Students Research Projects *(other than compulsory by the University)*	--	--	--	--
Any Other(Specify)	--	--	--	--
Total (Rs. In Lakhs)	--	--	--	--

3.7 No. of Books Published i) With ISBN No. 05

Chapters in Edited Books 07

ii) Without ISBN No. 03

3.8 No. of University Departments Receiving Funds from

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

DPE [ ]   DBT Scheme/funds [ ]

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

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

3.10 Revenue Generated through Consultancy   No fund was generated through consultancy

3.11 No. of Conferences Organized by the Institution

Level	International	National	State	University	College
Number	01	00	00	00	04
Sponsoring Agencies	UGC	--	--	--	IQAC

3.12 No. of Faculty Served as Experts, Chairpersons or Resource Persons 17

3.13 No. of Collaborations: International 00 National 00   Any other 03

3.14 No. of Linkages Created During this Year 00

3.15 Total Budget for Research for Current Year in Lakhs Nil

From Funding Agency Nil   From Management of University/College Nil

Total Nil

3.16 No. of Patents Received This Year

Type of Patent		Number
National	Applied	00
	Granted	02
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	01	00	00	00	00

3.18 No. of Faculty from the Institution who are Ph.D. Guides | 00 |

and students registered under them | 00 |

3.19 No. of Ph.D. awarded by Faculty from the Institution | 00 |

3.20 No. of Research Scholars Receiving the Fellowships (Newly Enrolled + Existing Ones)

JRF | 00 | SRF | 00 | Project Fellows | 00 | Any other | 00 |

3.21 No. of Students Participated in NSS Events:

College Level | 00 | State Level | 00 |

National Level | 00 | International Level | 00 |

3.22 No. of Students Participated in NCC Events

College Level | 00 | State Level | 20 |

National Level | 12 | 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 | 08 |

National level | 08 | International level | 00 |

3.25 No. of Extension Activities Organized

University Forum | 01 | College Forum | 28 |

NCC | 03 | NSS | 02 | Any other | 03 |

3.26 Major Activities During the Year in the Sphere of Extension Activities and Institutional Social Responsibility

1. Four volunteers of NSS, Kokrajhar Govt. College participated in the "Life Skills, Personality Development and Leadership Training" from 3rd to 7th July 2017, which was conducted at Basic Training centre, Kokrajhar.

2. Kokrajhar Govt. College Scouts and Guides participated in "Adventure Summer Camp" organized by Assam State Scouts and Guides held at Gossaigaon Higher Secondary School from 14th to 18th July, 2017. The group secured 1st prize in Folk Song Competition, 2nd prize in Quiz Competition and 2nd prize in Folk Dance Competition.

3. Kokrajhar Govt. College, organised "Teachers Day" centrally, on 5th September 2017, at Old Science Gallery of the College, where two eminent retired professors from different disciplines were felicitated. Several retired and serving teachers of the College shared their views on the prospects and challenges of teaching at College level in the meeting organised on this occasion.

4. NCC unit of Kokrajhar Govt. College launched a clean-up drive inside the College campus as part of the "Swachhta Hi Seva" Campaign, on 15.09.2017.

5. On 23.09.2017, IQAC, in collaboration with department of English, Kokrajhar Govt. College organised a talk on *"Theorising Marginality"* where Mr. Amit Bhattacharjee, research scholar, University of Gour Banga, Malda, West Bengal acted as resource person.

6. IQAC, in collaboration with Extension Education Cell, Kokrajhar Govt. College carried out several teaching-learning activities in the adopted schools namely No.237 Boro Nalbari L.P. School and Dhopguri Ravapara LP School during the 1st week of October 2017. The activities were aimed to assist the schools to get good evaluation grade in Gunotsav Phase II conducted by Dept. of Education, Assam.

7. On 25th October, 2017, Potential coaching institute, Guwahati, under the facilitation of Consultancy & Career Counselling Cell, Kokrajhar Govt. College conducted a written test named "Senior Spirit Aptitude Test" for Engineering/Medical aspirants of the College.

8. IQAC, in collaboration with Kokrajhar Govt. College Student's Union, observed "National Unity Day and Vigilance Awareness Week" starting from 31st October 2017 to 6th November 2017 through different programmes. On "National Unity Day" i. e. 31.10.2017 a "Unity Run" was organized by Kokrajhar Govt. College Student's Union (from Kokrajhar Govt. College to RNB flyover).

9. IQAC, in collaboration with NTPC Salakati, BGR Chirang and Kokrajhar Govt. College Student's Union, organised a "Speech and Debate Competition" on 03.11.2017 in connection with "Vigilance Awareness Week".

10. On 04.11.2017 the Consultancy & Career Counselling Cell of Kokrajhar Govt. College, in collaboration with IQAC, organised a "Career Cum Motivational Speech" with Col. Anjan Basumatary, the first among the Bodos to serve as Colonel in the Indian army.

11. IQAC, in collaboration with Kokrajhar Govt. College Student's Union, organized "Swadesh Adhyayan Quiz Competition" (Theme: History and Geography of Assam) on 7th November, 2017.

12. On 14th November, 2017, Career Pint coaching institute, Guwahati Centre, under the facilitation of Consultancy & Career Counselling Cell, Kokrajhar Govt. College conducted a written test named "Brain Quest-2018" for Engineering/Medical aspirants of the College.

13. Kokrajhar Govt. College, in collaboration with Bodoland University, Kokrajhar, observed "Bodo Literary Day-2017" with a day-long colourful programme on 16.11.2017, in the premises of Bodoland University. Several eminent Bodo literary figures participated in the symposium.

14. Kokrajhar Govt. College Student's Union organized "Be a Winner Intra-College Badminton Competition" on 19th November, 2017.

15. NCC unit of Kokrajhar Govt. College organised a "Blood Donation Camp" on 26.11.2017 at RNB Civil Hospital, Kokrajhar.

16. On 1st December, 2017, the OIL India Super 30, Assam, under the facilitation of Consultancy & Career Counselling Cell, Kokrajhar Govt. College conducted a written test for IIT-JEE aspirants of the College. On qualifying this test, students would be given free coaching for 11 months for IIT-JEE (with free food and lodging). Thirty four(34) students appeared for the Test out of which one student Mr. Avilash Nath was selected and presently he is availing free coaching for IIT-JEE at Guwahati coaching centre of OIL India Super 30.

17. IQAC, in collaboration with Kokrajhar Govt. College Student's Union, organized "Inter College Youth Parliament Competition" on 2nd January, 2018.

18. NSS unit of Kokrajhar Govt. College distributed pen and paper among the dwellers of its adopted village Joybhum on the occasion of Republic day i. e. 26th January 2018. The programme was conducted with an aim to create awareness of education among the villagers.

19. The Department of Physics, IQAC and Kokrajhar Govt. College Student's Union,organized a "Sky-Watch Programme"on 31st January, 2018to watch "Super Blue Blood Moon Lunar Eclipse". As many as 150 people including teachers and students of the College participated in the programme. The programme helped to dispel several myths about lunar eclipse among students.

20. The "36th Ishwan Mwshahary Memorial Day" was observed at Kokrajhar Govt. College with a three-day colourful programme from1^{st} to 3rd February 2018.The programme was organized by Kokrajhar Govt. College Bodo Students' Literary Society where as many as 21 schools/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.

21. NCC unit of Kokrajhar Govt. College organised "Cleanliness Drive" on 02.02.2018 at RNB Civil Hospital, Kokrajhar.

22. IQAC of the College made arrangements to live telecast Prime Minister Narendra Modi's interactive session "Pariksha Par Charcha"(Making Exam a Fun) with students from all across the country on 16.02.2018. Students of the Higher Secondary section of the College attended the programme and they benefitted from it.

23. "International Mother Language Day" was observed at Kokrajhar Govt. College on 21.02.2018. It was organised by IQAC, in collaboration with Departments of Assamese, Bodo, Bengali and Hindi.

24. IQAC celebrated "National Science Day" on 28th February 2018. In this connection a seminar was organised where Mrs. Yutika Narzary, Assistant Professor, Department of Botany, Bodoland University made a presentation on the focal theme of "Science and Technology for a Sustainable Future". In the same programme several competitions like Science Quiz Competition, Extempore Speech Competition etc. were organised for Higher Secondary as well as Undergraduate students.

25. IQAC, in collaboration with Women's Cell, Kokrajhar Govt. College, organised a UGC sponsored International Seminar on the theme "Changing Status of Women: Myth and Reality With Special Reference To Northeast India" from 7th to 8th March, 2018, where several noted academicians from Indian as well as foreign universities of Nepal, Bangladesh, Thailand graced the event as resource persons. As many as 103 participants presented their research papers in the seminar.

26. The Women Cell of the College observed "International Women's Day" on 08.03.2018.

27. IQAC, in collaboration with department of Zoology, Kokrajhar Govt. College and Ashoka Trust for Research in Ecology and the Environment (ATREE) Bangalore, organised a day-long Orientation Programme on 10.04.2018. Mr. Chandan Bhuyan, Project Associate of ATREE made elaborate presentation on **"**Assam Biodiversity Portal" in the programme.

28. Students Union of the College, organized "Pre-Bwisagu Festival" with a day-long colourful programme on 13th April 2018, in order to inculcate an appreciation for one's culture and tradition in the students. This programme was added with Ethnic Food Festival, Ethnic Sports Competition, Cultural Dance and Songs Competition.

29. As directed by the Govt. of Assam, cleaning activities under Swachh Bharat Abhiyan has been carried out in our institute on 7th day of each calendar month. Monthly cleanliness drive under this mission was initiated in the college on 07.05.2018 where all the staffs of the college as well as the students took active part.

30. As a part of extension service carried out by Kokrajhar Govt. College Library, several books intended for competitive examinations were donated to all the three hostels of the College under book bank facility of the library. The donation was carried out by Mr. Tapan Das, Librarian of the College in presence of coordinator, IQAC and Hostel Superintendents on 08.05.2018.

31. On 18.05.2018, IQAC, in collaboration with department of Bodo, Kokrajhar Govt. College observed "Bodo Medium Day". On this occasion Dr. Indira Boro, Head, Department of Bodo, Bodoland University made a presentation on the theme of "Importance of Bodo Language".

32. IQAC, in collaboration with Department of Botany and Kokrajhar Govt. College Student's Union, observed "World Environment Day" on 05.06.2018. In this connection a tree plantation programme was organised at Dhopguri village near Baokungri Hills where as many as 3500 saplings were planted and distributed among students/faculties of the College and villagers.

33. Kokrajhar Govt. College adopted Dhopguri village near Baokungri Hills, Kokrajhar on 05.06.2018 with a view to extend its extension education/social services to that village as a part of its "Social Responsibility Program".

34. IQAC, in collaboration with Kokrajhar Govt. College Student's Union, observed International Yoga Day on 21st June 2018. As many as 100 people including teachers and students of the College participated in the programme. The yoga exercise was anchored by a yoga trainer from Patanjali Ayurved.

35. An "Induction Programme" for freshly admitted H. S. 1st Year students was organised on 21.06.2018. In the programme Dr. Banabina Brahma, Principal i/c of the college, Mrs Anjalee Basumatary, Coordinator, IQAC and Banashree Bhardwaj, Assistant Professor, Dept. of Philosophy addressed the newly admitted students to motivate them in their academic pursuance.

36. On 22nd June 2018, IQAC, in collaboration with Kokrajhar Govt. College Student's Union, organized "Interaction Programme" with Mr. Himangshu Garg, successful candidate of UPSC, Civil Service Examination 2017(All India Rank:348)

37. On 23rd June, 2018 IQAC, in collaboration with Kokrajhar Govt. College Student's Union, organized "Career cum Interaction Programme" with Mr. Nripa Chetry, an alumnus of the College, who currently works in IT Company Wipro Ltd, Scotland Branch.

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	36	00	--	36
Laboratories	24	00	--	24

Facilities	Existing	Newly created	Source of Fund	Total
Seminar Halls	00	00	--	00
No. of Important Equipments Purchased (≥ 1-0 lakh) During the Current Year	00	--	--	00
Value of the Equipment Purchased During the Year (Rs. in Lakhs)	--	1.95	College Fund	1.95

4.2 Computerization of Administration and Library

All the desktops of Administrative section of the College were linked with LAN with a central College server.

4.3 Library services:

	Existing		Newly Added		Total	
	No.	Value	No.	Value	No.	Value
Text Books	16146	1492757/-	388	155093/-	16534	1647850/-
Reference Books	16340	2304780	--	--	16340	2304780/-
e-Books	--	--	--	--	--	--
Journals	17	38,765/-	--	--	17	38,765/-
e-Journals	N-list	--	--	--	N-list	--
Digital Database	00	--	--	--	00	--
CD & Video	26	5,400/-	--	--	26	5,400/-
Others (specify)	00	--	--	--	00	--

4.4 Technology Up gradation (Overall)

	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Depart-ments	Others
Existing	119	16	23	02	35	11	43	06
Added	01	00	00	00	00	01	00	00
Total	120	16	23	02	35	12	43	06

4.5 Computer, Internet Access, training to teachers and students and any other Programme for Technology Up gradation (Networking, e-Governance etc.)

a) Software for recording admission-related data has been installed and the system has been functional from May 2018.
b) Online application system for admission has been introduced in the College website.

4.6 Amount Spent on Maintenance (in Lakhs):

i) ICT   1.03

ii)Campus Infrastructure and facilities   63.97

iii) Equipment   1.95

iv) Others   61.30

Total :   128.25

Criterion – V

5. Student Support and Progress

5.1 Contribution of IQAC in Enhancing Awareness about Student Support Services

a) A Digital LED display has been put in Administrative Block to facilitate prompt circulation of student-related information.
b) Bulk SMS system is available to send the information regarding students' percentage of attendance, marks obtained in various examinations etc.
c) Accidental Safety Insurance Policy is implemented from current academic session for students, for any kind of accidental injury expenses. One of the students was reimbursed for the medical expenses from this scheme.
d) HELP DESK system is available during the admission time to support the newcomers.
e) The usual method of notifying on the Notice Board is also followed.
f) Any information for student support is uploaded in the College website and social media platform, viz. "Students Corner" in Facebook which is administered by Student's Union.
g) The prospectus for admission into the College also provides varied information about the College.
h) Information about various types of scholarships are circulated among the students from time to time.
i) IQAC, in collaboration with family members of late Phanindra Nath Brahma, former Principal of Kokrajhar Govt. College, has taken an initiative to form "Phanindra Nath Brahma Trust". It is financed by the family of Phanindra Nath Brahma. The yearly interest (Rs.10000) gained on the fixed deposit amount (Rs 3 Lakh)of the Trust would be used to confer award to the Best Student (academic excellence) in Undergraduate Level, each year.

5.2 Efforts Made by the Institution for Tracking the Progression

a) The departments keep a record of the progress of the students to higher educational institutes/services etc.

b) A link has been provided in College website for Alumni Registration. This step is intended to help the College to track its students' progress.

5.3 (a) Total Number of Students

UG	PG	Ph. D.	Others (H.S. Class)
1646	94	00	993

(b) No. of Students Outside the State | 02 |

(c) No. of International Students | 01 |

Men		Women	
No	%	No	%
1413	51.71	1320	48.29

I. Under Graduate Class

Last Year						This Year					
General	SC	ST	OBC	Physically Challenged	Total	General	SC	ST	OBC	Physically Challenged	Total
189	63	1039	315	01	1607	237	73	1011	325	00	1646

II. Post Graduate Class

Last Year						This Year					
General	SC	ST	OBC	Physically Challenged	Total	General	SC	ST	OBC	Physically Challenged	Total
--	--	--	--	--	--	13	01	61	19	00	94

II. HS Class (10+2)

Last Year						This Year					
General	SC	ST	OBC	Physically Challenged	Total	General	SC	ST	OBC	Physically Challenged	Total
109	37	556	179	00	881	107	33	637	216	00	993

Demand ratio: UG 1:5   PG 1:2   HS 1:3

Dropout % :   UG 10.2   PG 2.1   HS 8.5

5.4 Details of Student Support Mechanism for Coaching for Competitive Examinations (If any)

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

No. of Students Beneficiaries   05

5.5 No. of Students Qualified in these Examinations

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

IAS/IPS etc [ ]   State PSC [ ]   UPSC [ ]   Others (JAM) 03

5.6 Details of Student Counselling and Career Guidance

> a) IQAC, in collaboration with some of the coaching centres, arranged mock tests for Engineering/Medical Entrance Examinations, mainly for 10+2 students.
> b) On 1st December, 2017, the OIL India Super 30, Assam under the facilitation of Consultancy & Career Counselling Cell, Kokrajhar Govt. College, conducted a written test for IIT-JEE aspirants of the College. On qualifying this test, students would be given free coaching for 11 months for IIT-JEE (with free food and lodging). Thirty four (34) students appeared the Test out of which one student Mr. Avilash Nath was selected and presently he is availing free coaching for IIT-JEE at Guwahati coaching centre of OIL India Super 30.

No. of Students Benefitted   02

5.7 Details of Campus Placement

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

5.8 Details of Gender Sensitization Programmes

> The Women Cell of the College observed "International Women's Day" on 08.03.2018 along with the International Seminar "Changing Status of Women: Myth and Reality with Special Reference to Northeast India". Several lively discussions on gender sensitization were carried out during Technical Sessions of the seminar.

5.9 Students Activities

5.9.1 No. of Students Participating in Sports, Games and Other Events

State/ University Level 14   National Level 03   International Level 00

No. of Students Participated in Cultural Events

State/ University Level 01   National Level 01   International Level 00

5.9.2 No. of Medals /Awards Won by Students in Sports, Games and Other Events:

Sports: State/University Level 00   National Level 00   International Level 00

Cultural: State/University Level 00   National Level 00   International Level 00

5.10 Scholarships and Financial Support

	Number of students	Amount
Financial Support from Institution (Student's Distress Fund)	03	5955.00
Financial Support from Government (SC scholarship)	Scholarship amount of session 2017-18 have not been credited to bank account of students by the respective disbursing agencies till June 2018.	
Financial Support from Government (ST scholarship)		
Financial Support from Government (OBC scholarship)		
Financial Support from Other Sources	00	--
Ishan Uday Scholarship NER	14	Payment for 11 months @Rs 5400 p.m. was credited to 14 students by UGC till June 2018.
Number of students who received International/ National recognitions	01	

5.11 Student organised /Initiatives

Fairs   : State/ University Level 01   National Level 00   International Level 00

Exhibition: State/ University Level 01   National Level 00   International Level 00

5.12 No. of Social Initiatives Undertaken by the Students 02

5.13 Major Grievances of Students (if any) Redressed: *No major grievance was registered*

Criterion – V

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?

> a) 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.
> b) Software has been procured for data management of the students. The College plans to add features to this software to create its own Management Information System in future.
> c) Bulk SMS system is available to send the information regarding student's percentage of attendance, marks obtained in various examinations etc.

6.3 Quality Improvement Strategies Adopted by the Institution for Each of the Following:

6.3.1 Curriculum Development

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

6.3.2 Teaching and Learning

> The College prepares an Academic Calendar at the beginning of each Academic Session along with Teaching Plans prepared by the departments individually. The Teaching Plan is executed in accordance with the Academic Calendar and is recorded in the Teaching-Execution Register departmentally and individually. Utmost efforts are made to make the teaching process more learner-centric. The progress of students is continuously tested and evaluated through monthly class Tests, Sessional Examinations, Viva, Projects, Study Tours, Field Studies, Seminars, Group Discussions, Class Assignments etc. to fulfill requirements as mandated by the university. Students are always encouraged to join remedial classes/tutorials for improvement in their studies. There is a provision for supplying feedback forms to the outgoing students in every Academic Session to assess the teaching abilities of all the faculty members. The IQAC analyses the feedbacks received from students and apprise individually to all the faculty members and also encourages the faculty members to improve their overall performance.

6.3.3 Examination and Evaluation

The final/semester examinations, internal and practical examinations are conducted as per the guidelines set by the affiliating university. The College is known for conducting 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 Scrutinisers. Further, teachers of the institution participate in such activities in other evaluation zones. The process followed during evaluation is the same as directed by the university. There is 24/7 CCTV surveillance system at the Spot Evaluation cum Scrutiny Zone of the College.

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

6.3.4 Research and Development

The faculty members carry out research on their MRPs utilising departmental laboratories as and when required. A computer centre under RUSA has been set up for meeting research/project requirements of students as well as faculties. Three faculties namely Mrs. Banabina Brahma (History Dept.), Mrs. Roselin Basumatary (Economics Dept.), and Mr. Mainul Hoque(Chemistry Dept.), were awarded PhD degree in this Academic Session.

6.3.5 Library, ICT and Physical Infrastructure/Instrumentation

Library:

Library has been enriched by procuring new books of an amount of Rs. 1, 55,093.00. The books were purchased from RUSA grant for all departments of the College.

ICT:

Three LCD projectors procured from RUSA grant were added to the smart classrooms.

Physical Infrastructure:

Three classrooms have been renovated to smart classrooms using financial assistance from RUSA.

6.3.6 Human Resource Management

The College is run by the joint efforts of the office of the Principal and the IQAC. The human resource is managed amicably through substitute or extra duty in case some of teaching or non-teaching staff have to be on leave from work 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 was possible during the current Academic Session. However talks have been initiated with National Thermal Power Corporation, Salekati to provide Internship for PG students of Chemistry in next academic session.

6.3.9 Admission of Students

The admission to the First Semester of BA/BSc and Higher Secondary (10+2) Section 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 for different categories, including Differently Abled candidates is also followed.

6.4 Welfare Schemes

Teaching	a) Kokrajhar College Sanchay Aru Rindan Samabay Samity Ltd. b) Pragati Mahlia Sanchay Nidhi
Non teaching	a) Kokrajhar College Sanchay Aru Rindan Samabay Samity Ltd. b) Pragati Mahlia Sanchay Nidhi
Students	a) Students' Distress Fund b) Accidental Safety Insurance Policy for Students c) Phanindra Nath Brahma Trust

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	--	No	--

6.8 Does the University/ Autonomous College declare 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?

> This is not relevant to our institution

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

> This is not relevant to our institution

6.11 Activities and support from the Alumni Association

> The Alumni Association gives "Best Student Award" for students of Undergraduate as well as Higher Secondary sections every academic session.

6.12 Activities and support from the Parent – Teacher Association

> There is no such independent association like parent-teacher association in the college. However, the parents do attend the annual "Guardians Meet" where they interact with the teachers and are apprised of the college affairs. They put forward their views and opinions on the workings of the college for the overall development of the institution.

6.13 Development programmes for support staff

> No development programmes for support staff was undertaken this year.

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

> Kokrajhar Govt, College has completely banned the use of polythene bags in college campus. Efforts are on to reduce paper use by circulating notices in digital form like email, mobile messenger apps, social media platforms, etc.

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) Each department has been provided with one Ahuja Portable Public Address Neckband System NBA-20Dp, which can be used for effective lecture delivery by the departmental faculties during classes of large dimension comprising 150 students. Using this portable amplifier, teachers can deliver their lecture in normal volume of speech yet it is audible to all students in a large classroom facilitating better classroom control as well as teaching.

b) The College has initiated the process to develop a "Mushroom Production cum Training Centre" (MPTC) under the leadership of Department of Botany and Department of Zoology of the College. The MPTC apart from providing training on mushroom cultivation has set a target for large-scale production of different varieties of mushroom including mushroom spawn, in order to generate income for the College.

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)
1. To prepare the database of alumni by Career Counselling Cell of the College and track their progress.	1. Data preparation is in progress.
2. To prepare Alumni association website and link it with the official website of the College.	2. Process has been initiated by providing a link for alumni registration in College website.
3. To conduct a proper Green Audit of College campus.	3. Work has been initiated. College campus has been declared as "No Plastic Zone". Usage of paper is minimised by circulating notices among departments/faculties using mobile apps, emails etc.
4. To improve the overall status of cleanliness and hygiene of the College campus.	4. Cleanliness drive per month has been initiated for the entire campus as part of Central Government Swachhta Abhiyan.
5. To initiate industry collaboration.	5. No such activity could be conducted.

Plan of Action	Action Taken Report (ATR)
6. To organise an international seminar at the College.	6. An UGC sponsored international seminar "Changing Status Of Women: Myth And Reality With Special Reference To Northeast India" was organised from 7th to 8th March 2018.
7. To adopt villages as a part of extension services.	7. A village named Dhopguri, near Harinaguri was officially adopted on 05.06.2018.
8. To introduce online admission system.	8. Online admission form submission is possible in College website.

7.3 Two Best Practices of the Institution

1. Software Based Data Management System for Students

2. Swachh Bharat Abhiyan

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

7.4 Contribution to Environmental Awareness/Protection

In each Academic Session, the students of Higher Secondary 1st Year and B.A./B.Sc. Semester IV undertake an Environmental Field Study as per their curriculum. The field study is conducted with a view to create awareness and participation among the students about various environmental issues, problems and their solutions. For the Academic Session 2017-18, Environmental Field study was organized for the students of B.A./B.Sc. 4th semester and HS 1st Year students on 2nd and 3rd February, 2018 respectively.

Department of Botany, in collaboration with IQAC and Kokrajhar Govt. College Student's Union, observed World Environment Day on 05.06.2018. In this connection a "Tree Plantation Programme" was organised where as many as 3500 saplings were planted and distributed among students/faculties of the College and villagers. An awareness programme for students was also organised where the faculties of Botany department spoke on importance of afforestation with reference to changing climate across the world.

7.5 Whether Environmental Audit was conducted? Yes [ ] No [√]

7.6 Other Relevant Information of the Institution

Strength:

    a) Well-established premier institution in Kokrajhar District.

    b) Stakeholder's involvement is highly appreciable.

    c) Alumni support is commendable.

    d) Performance in sports is very high.

    e) The College is rich in local culture and traditions.

    f) 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) 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 different type of vocational, hobby and skill development courses like textile, sericulture, horticulture etc.

    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 the next year**

1. To increase the number of classrooms

2. To provide a Seminar Hall

3. To upgrade Library Facility

4. To upgrade Hostel Facility

5. To collaborate with reputed foreign universities for academic improvement of the students.(Already initiated with Mahachulalongkornrajavidyalaya University of Thailand)

6. To start B.Voc. Courses in the subjects of 'Tourism and Travel Management' and 'Textile & Fashion Technology'

7. To provide IT training to office staff of the College
8. To start a Principal's Trophy: Award for best department of the College
9. To organise a National Seminar in the College
10. To enhance seat capacity of Women's Hostel
11. To provide gymnasium facility in the college campus
12. Digitization of 'Onzima', mouthpiece of Kokrajhar Govt. College Bodo Students' Literary Society

Co-ordinator, IQAC
Kokrajhar Govt. College
Kokrajhar

(Anjalee Basumatary)   (Dr. Banabina Brahma)

Coordinator, IQAC   Chairperson, IQAC

ACADEMIC CALENDAR 2017-18
KOKRAJHAR GOVT. COLLEGE, KOKRAJHAR

MONTH - YEAR	DATE	PARTICULARS
AUGUST 2017 SUN MON TUE WED THU FRI SAT 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31	CLASS DAYS : 1-5, 7-12, 14, 17-19, 21, 22, 24, 28-31 = 22 days WORKING DAYS : 1-5, 7-12, 14, 16-19, 21, 22, 24, 26, 28-31 = 24 days COLLEGE EVENT : 16, 26 HOLIDAYS : 15, 23, 25 SUNDAYS : 6, 13, 20, 27	Regular Classes of HS & TDC to continue from 1st August College Foundation Day, Freshmen Social Day Independence Day, Tithi of Srimanta Sankardeva, Ganesh Chaturthi
SEPTEMBER 2017 SUN MON TUE WED THU FRI SAT 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30	CLASS DAYS : 1, 4-9, 11, 12, 14, 16, 18-23, 25 = 18 days WORKING DAYS : 1, 4-9, 11, 12, 14-16, 18-23, 25 = 19 days COLLEGE EVENT : 15 HOLIDAYS : 2, 10, 13, 26-30 SUNDAYS : 3, 10, 17, 24	 KGCSU Election Id-Uz-Zuha, Tithi of Sri Sri Madhabdev, Janmastomi, Durga Puja &Janmautsav of Srimanta Sankardev
OCTOBER 2017 SUN MON TUE WED THU FRI SAT 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31	CLASS DAYS : 6, 7, 9-14, 16, 17, 21, 23-28, 30, 31 = 19 days WORKING DAYS : 6, 7, 9-14, 16, 17, 21, 23-28, 30, 31 = 19 days HOLIDAYS :1-5, 18, 19-20 SUNDAYS : 1, 8, 15, 22, 29	Unit Test of HS & Sessinal Examinations of odd semesters from 9th Octomber Educational Field Trip to be arranged in the month of October Muharram, Gandhi Jayanti & Lakshmi Puja, Kati Bihu, Kali Puja & Dewali
NOVEMBER 2017 SUN MON TUE WED THU FRI SAT 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30	CLASS DAYS : 1-3, 6-11, 13-15, 17, 18, 20-25, 27-30=24 days WORKING DAYS : 1-3, 6-11, 13-18, 20-25, 27-30=25 days COLLEGE EVENT : 16 HOLIDAYS : 4 SUNDAYS : 5, 12, 19, 26	Practical Examinations for 3rd & 5th Semesters from 6th to 20th November End Semester Examinations for 3rd Semesters from 21st November Submission of examination forms for HS Final Exam. 2018 on 2nd Week Test examination for H.S.-II on last week Bodo Literary Day Guru Nanak's Birthday

ACADEMIC CALENDAR 2017-18
KOKRAJHAR GOVT. COLLEGE, KOKRAJHAR

MONTH - YEAR	DATE	PARTICULARS
DECEMBER 2017 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	CLASS DAYS : 1, 4-9, 11-16, 18-23, 26-30=24 days WORKING DAYS : 1, 4-9, 11-16, 18-23, 26-30=24 days HOLIDAYS : 2, 25 SUNDAYS : 3, 10, 17, 24, 31	End Semester Examinations for 1st & 3rd Semesters from 1st to 15th December Commencement of 4th & 6th semester classes from 16th December **WINTER VACATION** **(23 December,2017 - 16 January,2018)** Asom Divas , Christmas Day
JANUARY 2018 SUN MON TUE WED THU FRI SAT 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31	CLASS DAYS : 17-20, 23, 24, 25, 27 =08 days WORKING DAYS : 1-6, 8-13, 17-20, 23-25, 27, 29-31=24 days COLLEGE EVENT : HOLIDAYS : 14-16, 22, 26 SUNDAYS : 7, 14, 21, 28	Practical Exam of H.S. Final year. Annual College Week (Last Week of January - 1st Week of February) Magh Bihu, Saraswati Puja, Republic Day
FEBRUARY 2018 SUN MON TUE WED THU FRI SAT 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28	CLASS DAYS : 5-10, 12,13, 15-17, 19-24, 26, 27, 28=20 days WORKING DAYS : 1-3, 5-10, 12, 13, 15-17, 19-24, 26, 27, 28=23 days HOLIDAYS : 14 SUNDAYS : 4, 11, 18, 25	H.S. Final year Examination, 2018 will commence from 2nd week of February, 2018. Sivaratri
MARCH 2018 SUN MON TUE WED THU FRI SAT 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31	CLASS DAYS : 3, 5-10, 12-17, 19-24, 26-29, 31=24 days WORKING DAYS : 3, 5-10, 12-17, 19-24, 26-29, 31=24 days HOLIDAYS : 1-2, 30 SUNDAYS : 4, 11, 18, 25	H.S. First year Examination will commence from 2nd week of March. Sessional Examinations for Even Semesters in the month of March Dol-Yatra, Good Friday

ACADEMIC CALENDAR 2017-18
KOKRAJHAR GOVT. COLLEGE, KOKRAJHAR

MONTH - YEAR	DATE	PARTICULARS
APRIL 2018 SUN MON TUE WED THU FRI SAT 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30	CLASS DAYS : 2-7, 9-13, 17-21, 23-28, 30=23 days WORKING DAYS : 2-7, 9-13, 17-21, 23-28, 30=23 days HOLIDAYS : 14-16 SUNDAYS : 1, 8, 15, 22, 29	Declaration of HS-I result Admission & commencement of classes of HS-II year Practical Examinations for 4th & 6th Semesters from 21st April to 6th May Bohag Bihu
MAY 2018 SUN MON TUE WED THU FRI SAT 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31	CLASS DAYS : 2-5, 7-12, 14-19, 21-26, 28, 30, 31=25 days WORKING DAYS : 2-5, 7-12, 14-19, 21-26, 28, 30, 31=25 days HOLIDAYS : 1, 29 SUNDAYS : 6, 13, 20, 27	End Semester Examinations for 4th & 6th Semesters from 7th May to 31st May May Day, Buddha Purnima
JUNE 2018 SUN MON TUE WED THU FRI SAT 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30	CLASS DAYS : 1, 2, 4-9, 11-14, 16, 18-23, 25-30=25 days WORKING DAYS : 1, 2, 4-9, 11-14, 16, 18-23, 25-30=25 days HOLIDAYS : 15 SUNDAYS : 3, 10, 17, 24	End Semester Examinations for 2nd Semester from 1st to 15th June Commencement of 5th Semester Classes from 1st June Admission & commencement of HS-I & TDC-I Classes Id-Ul-Fitre
JULY 2018 SUN MON TUE WED THU FRI SAT 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31	CLASS DAYS : Nil WORKING DAYS : 2-7, 9-14, 16-21, 23-28, 30, 31=26 days SUNDAYS : 1, 8, 15, 22, 29	**SUMMER VACATION** (1st July - 31st July)

I. Analysis on feedback from students 2017-18

During the academic year 2017-18, feedback forms were distributed to the Under Graduate students (Major Course) 6th Semester, whose attendance percentage in the classes were not less than 60% . Among these, 213 Nos. of students submitted their responses giving ratings as per the evaluation procedure for each teacher who dealt with them in their respective subjects/topics. The format of the feedback form was prepared covering various aspects, allocating weightage 1 to 5 with the legends "Below Average", "Average", "Good", "Very Good", "Excellent" and "Outstanding" respectively. The formats focus on the evaluation of the teachers on these key aspects viz., "Time Sense", "Subject Command", "Use of Teaching Method/Teaching Aids", "Helping Attitude", "Laboratory Interaction", and "Classroom Control".

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

The scale of measurement measures the performance as Outstanding or Excellent if more than 50% of the total students favoured to categorise the teacher in that level. Otherwise the performance is Outstanding, Excellent, Very Good, Good or Average according as score is not less than 90%, 80%, 70%, 60%, or 50%. A performance is considered as Below Average if the rating is below 50%.

The table shows that apart from a few teachers, all other teachers are consistently "Very Good". More than 40% of the teachers were able to obtain the "Outstanding" or "Excellent" mark. The committee put forward some suggestions to improve the quality of teaching of those teachers in that aspect where rating is found to be below 50%. 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 filling up the feedback form, as it was observed by the committee that some of the students had assessed the teachers without knowing the meaning of some key aspects.

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1. Title of the practice : **Software-based Data Management System for Students**
2. **Goal:**
    a) To maintain database of any student till he/she completes the entire course of study.
    b) To facilitate online admission system.
    c) To assist the students with any query about their Subject Combination, Class Roll Number, University Roll Number, Examination-related Data etc.
3. **The Context:**
    With the introduction of Semester system in Undergraduate course by Gauhati University during 2011-12 session it was found that a large volume of data had to be preserved manually for each student and at the end of each semester data renewal was necessary. In the session 2014-15 it was decided to create a Computerised Data Enquiry system for students using MS-excel sheet. However, it was difficult to handle such large data (2500 students per session) in MS-excel sheet. This year software from professional developers has been purchased to upgrade the data enquiry system to a "*Data Management System for Students*".
4. **The Practice :**
    Every year, the admission committee, after being formed, nominates one or two members from the committee (who are faculties of the College) to supervise the data entry during the admission process. Once the admission forms are verified at the help desk, the data corresponding to different fields of admission form like candidate's name, address, parents name etc. are entered in office computers where the software is installed. On the day of admission the data regarding Subject Combinations, Class Roll Number, Admission Fee etc. are entered on the spot in the admission hall, thereby completing the entire database of the student. This data can be further used for any query about their Subject Combinations, Class Roll Number, University Roll Number, Examination, Admission Fee-related data and preparation of student's attendance registers.

5. **Evidence of Success :**
    The system has been able to assist the students regarding any query about their Subject Combination, Class Roll Number University Roll Number, Examination-related data etc. The College can easily maintain database of any student till he/she completes the entire course of study due to this system. Moreover, error-free student attendance registers have been prepared from this data.
6. **Problems Encountered and Resources Required**
    a) Proper training to use all the features of the software is yet to be imparted to office staff.
    b) Upgradation of the software is required to link it with Online Admission.
7. **Notes:** In future the College will need more computers and trained personnel for smooth running of the Software-based data management system for students.

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1. Title of the practice : **Swachh Bharat Abhiyan**
2. **Goal:**
a) To make the students, faculty and staff of College aware about Swachhta Mission.
b) To maintain cleanliness in institute campus.
c) To provide clean water and hygienic sanitation facilities to College family members.
d) To promote better hygienic environment in institute campus.
e) To motivate students about cleanliness and importance of Swachhta in their life.
3. **The Context:**
   Swachh Bharat Abhiyan is a campaign in India that aims to clean up the roads and infrastructure of India's cities, smaller towns and rural areas including Govt. offices and institute campus as well. It was launched on 2nd October 2014 by Prime Minister of India Sri Narendra Modi. Swachh Vidyalaya is the national campaign under Swachh Bharat Abhiyan. As directed by the Govt. of Assam, cleaning activities under Swachh Bharat Abhiyan has been carried out in our institute.
4. **The practice:**
   The Government of Assam directed the College authority to form a committee to look after the cleanliness campaign. Accordingly, a seven member committee was formed which has the Principal as the Chairperson of the committee and there is one Nodal Officer, two Assistant Nodal Officers and three members. Apart from those members, other 18 (eighteen) numbers of non-teaching staff (Grade IV) have been permanently engaged to keep the institute campus clean. To achieve the aim of Swachh Bharat Abhiyan, the committee members, students, faculty and non-teaching staff of College have been jointly practising cleaning activities on the 7th of every month. The activities include cleaning of toilets, cleaning of play grounds, cleaning of classrooms, cleaning of gardens etc. The members also get involved in the cleaning work in every 3 (three) days in a week at 3 PM i.e. Tuesday, Thursday and Saturday. In order to motivate the student community, the College authority has arranged to provide Appreciation Certificate to every student who participates in cleaning programme. Besides College campus, the committee has been exercising the Swachhta programme outside the College which includes cleaning programme in nearby areas of the College and schools. The schools are Kokrajhar Vidyapith High School, Kokrajhar Girls H.S. School and No. 166 J.B. School.
5. **Evidence of Success:**
   a) Through cleanliness drive we have been able to maintain clean environment in College campus.
   b) The students can enjoy the clean water, sanitation and hygienic facilities.
   c) The students along with faculty are now particular in throwing waste materials in dustbins.
   d) Kokrajhar Municipality Board (KMB) has been co-operating in maintaining cleanliness and hygiene in College.
   e) This cleanliness drive is helpful for College faculties in conducting extension activities to other schools.
6. **Problems Encountered and Resources Required:**
   a) Human resource management is difficult.
   b) Problems in management of time after class hours.
   c) Due to some bandhs and holidays it becomes difficult to exercise the drive on the 7th of every month.

d) Active and voluntary co-operation is required from the students and faculty members in order to complete the cleanliness drive.

e) More awareness programmes are required for students.

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