ANNUAL QUALITY ASSURANCE REPORT
2016-2017

KHAGARIJAN COLLEGE
NAGAON, ASSAM

Prepared by

IQAC – KHAGARIJAN COLLEGE

Submitted to

National Assessment and Accreditation Council,
P.O. Box No. 1075, Nagarbhavi, Bangalore – 560072, Karnataka, India
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The Annual Quality Assurance Report
2016-2017
Khagarijan College, Nagaon

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. *(Note: The AQAR period would be the Academic Year. For example, July 1, 2012 to June 30, 2013)*

Part – A

1. Details of the Institution

1.1 Name of the Institution

> Khagarijan College, Nagaon

1.2 Address Line 1

> Nagaon

Address Line 2

> P.O:- Chotohaibar

City/Town

> Nagaon

State

> Assam

Pin Code

> 782003

Institution e-mail address

> khagarijancollege1@gmail.com

Contact Nos.

> STD Code- 03672-237480 (O)
> Mobile –   09508464911 (Coordinator)
>   09435068704 (Principal i/c)

Name of the Head of the Institution:

> Prof. Selima Sultana Khanadakar

Tel. No. with STD Code:

> STD Code- 03672-237480

Mobile:

09508464911

Name of the IQAC Co-ordinator: RAMESWAR KURMI

Mobile: 09508464911

IQAC e-mail address: khagarijancollege1@gmail.com

1.3 **NAAC Track ID** *(For ex. MHCOGN 18879)*   ASCOGN11963

OR

1.4 **NAAC Executive Committee No. & Date:**
(For Example EC/32/A&A/143 dated 3-5-2004.
This EC no. is available in the right corner- bottom
of your institution's Accreditation Certificate)

1.5 Website address: khagarijancollege@khagarijancollege.co.in

Web-link of the AQAR: http://khagarijancollege.co.in/iqac.htm

For ex. http://www.ladykeanecollege.edu.in/AQAR2016-17.doc

1.6 Accreditation Details

Sl. No.	Cycle	Grade	CGPA	Year of Accreditation	Validity Period
1	1st Cycle	C		2004	5 years
2	2nd Cycle	B	2.19	2017	5years
3	3rd Cycle				
4	4th Cycle				

1.7 Date of Establishment of IQAC: DD/MM/YYYY   10/12/2003

1.8. AQAR for the year *(for example 2010-11)*   2016-2017

1.9 Details of the previous year's AQAR submitted to NAAC after the latest Assessment and Accreditation by NAAC ((*for example AQAR 2010-11submitted to NAAC on 12-10-2011*)

   i. AQAR – 2016-2017 submitted to NAAC on 28-12-2018

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

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

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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*)	-
UGC-COP Programmes	-		

2. IQAC Composition and Activities

2.1 No. of Teachers	6
2.2 No. of Administrative/Technical staff	1
2.3 No. of students	-
2.4 No. of Management representatives	1
2.5 No. of Alumni	1
2. 6 No. of any other stakeholder and Community representatives	2
2.7 No. of Employers/ Industrialists	1
2.8 No. of other External Experts	1
2.9 Total No. of members	13
2.10 No. of IQAC meetings held	04

2.11 No. of meetings with various stakeholders: No.   [-]   Faculty   [1]

Non-Teaching [1]   Staff Students [1]   Alumni [1]   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. [2]   International [ ]   National [ ]   State [ ]   Institution Level [✓]

(ii) Themes | Awareness progrmme on "Various Types of Scholarship for Higher Education"
Awareness programme on "Drug Abuses and AIDS"….. |

2.14 Significant Activities and contributions made by IQAC

The IQAC is an integral part of the college. It acts like a nodal agency which helps in every affairs of the college.

2.15 The plan of action chalked out by the IQAC in the beginning of the year (2016-2017) towards quality enhancement and the outcome achieved by the end of the year *

Plan of Action	Achievements
1. Extension of Wi-Fi Connection	1. Purchase of Books
2. Plan to organise annual college lecturer	2. Organised college annual lecture
3. Plan to purchase books for central library	3. Purchased Furniture
4. To organise extension activities	4. Organise are health camp on extension activity
5. Plantation Programme	5. Plantation Programme
6. Construction of classroom	6. Started construction of one class room

Attach the Academic Calendar of the year as Annexure.

2.15 Whether the AQAR was placed in statutory body   Yes ✓   No -

Management ✓   Syndicate ☐   any other body -

Part – B

Criterion – I

1. 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				
PG	1			
UG	1			
PG Diploma				
Advanced Diploma				
Diploma				
Certificate	2		2	
Others				
Total	4		2	

Interdisciplinary				
Innovative				

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

Pattern	Number of programmes
Semester	6
Trimester	
Annual	

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

    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.

No

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

No

Criterion – II

2. Teaching, Learning and Evaluation

2.1 Total No. of permanent faculty

Total	Asst. Professors	Associate Professors	Professors	Others
16	10	05	-	01

2.2 No. of permanent faculty with Ph.D.   02

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
-	-	-	-	-	-	-	-	-	-

2.4 No. of Guest and Visiting faculty and Temporary faculty   -   -   02

2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended	01	07	03
Presented papers	01	07	Nil
Resource Persons	Nil	01	Nil

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

Class Seminar, Field Visit, Educational Tour,

2.7 Total No. of actual teaching days During this academic year   162 Days

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

Question Bank is in Central Library, Sessional Examination is held regularly and re-evaluation of answer script process is maintained as per University Guideline

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

2.10 Average percentage of attendance of students   75%

2.11 Course/Programme wise
Distribution of pass percentage:

Title of the Programme	Total no. of students appeared	Division				
		Distinction %	I %	II %	III %	Pass %
B.A. Final	144	Nil	2.08	25	26.38	53.46

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

At the beginning of the academic session each department sort out a programme for the year. Teaching plan is prepared keeping in view the holidays and academic calendar of the University. Extra classes are arranged for the students who need it.

2.13 Initiatives undertaken towards faculty development

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

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	05	-	-	06
Technical Staff	-	-	-	01

Criterion – III

3. Research, Consultancy and Extension

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

Research Methodology class for the student having major in education.

Departments organize class seminars.

Encourage research culture among teachers.

Providing information about seminars, conference etc.

3.2 Details regarding major projects

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

3.3 Details regarding minor projects

	Completed	Ongoing	Sanctioned	Submitted
Number	-	-	-	01
Outlay in Rs. Lakhs	-	-	Rs. 1,25,000.00	-

3.4 Details on research publications

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

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	-	-	-	-
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	-	-	-	-

3.7 No. of books published   i) With ISBN No. | 03 | Chapters in Edited Books | - |

ii) Without ISBN No. | - |

3.8 No. of University Departments receiving funds from

UGC-SAP | - | CAS | - | DST-FIST | - |

DPE | - | DBT Scheme/funds | - |

3.9 For colleges   Autonomy | - | CPE | - | DBT Star Scheme | - |

INSPIRE | - | CE | - | Any Other (specify) | - |

3.10 Revenue generated through consultancy | - |

3.11 No. of conferences

Organized by the Institution

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

3.12 No. of faculty served as experts, chairpersons or resource persons | 02 |

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	-
	Granted	-
International	Applied	-
	Granted	-
Commercialised	Applied	-
	Granted	-

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
-	-	-	-	-	-	-

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:

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:

University level   -   State level   -

National level   -   International level   -

3.24 No. of Awards won in NCC:

University level   -   State level   -

National level   -   International level   -

3.25 No. of Extension activities organized

University forum   -   College forum   02

NCC   -   NSS   -   Any other   -

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

- The college undertook plantation programme in the college campus.

- The college has acted as venue of various job related Examination centre like Forest and Account Assistant and for Grade-III post.

- Organised health awareness programme.

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	3.25 acre	-	-	3.25 acre
Class rooms	10	-	-	10
Laboratories	01	-	-	01
Seminar Halls	-	-	-	-
No. of important equipments purchased (≥ 1-0 lakh) during the current year.	-	05	-	05
Value of the equipment purchased during the year (Rs. in Lakhs)	-	5,91,880.00	-	5,91,880.00
Others	-	-	-	-

4.2 Computerization of administration and library

Office work is partly computerized.

Four departments have partly internet connectivity.

Library work has partly computerized.

4.3 Library services:

	Existing		Newly added		Total	
	No.	Value	No.	Value	No.	Value
Text Books	5800	3,39,575.00	183	26782.00	5983	3,66,357.00
Reference Books	8816	753165.00	160	36079.00	8976	7,59,244.00
e-Books	-	-	-	-	-	-
Journals	13	-	02	-	15	-
e-Journals	-	-	-	-	-	-
Digital Database	-	-	-	-	-	-
CD & Video	-	-	-	-	-	-
Others (specify) News Paper	04	-	01	-	05	-

4.4 Technology up gradation (overall)

	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Depart-ments	Others
Existing	16	-	2	1	5	4	4	-
Added	2	-	-	-	-	2	-	-
Total	18	-	2	1	5	6	4	-

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

Office work is partly computerise/College office Automation

Partly Internet Connection in the College

4.6: Amount spent on maintenance in lakhs:

i) ICT   Rs.   35000.00

ii) Campus Infrastructure and facilities   Rs. 1,50,000.00

iii) Equipments   Rs.   8000.00

iv) Others   Rs.   5000.00

Total: Rs. 1,98,000.00

Criterion – V
5. Student Support and Progression

5.1 Contribution of IQAC in enhancing awareness about Student Support Services

Publicity of Anti Ragging measures

Incorporating remedial classes/tutorial classes in the time table

Career Oriented Course is made easily accessible to students in concessional rates

Wide range publicity through advertisement, banners, prospectus etc.

5.2 Efforts made by the institution for tracking the progression

The principal functions with the help of various committees and the progression is tracked in meetings

5.3 (a) Total Number of students

UG	PG	Ph. D.	Others
1129	20	-	-

(b) No. of students outside the state

-

(c) No. of international students

-

Men
No	%
561	49.69%

Women
No	%
568	50.31%

Last Year 2015-16						This Year 2016-17					
General	SC	ST	OBC	Physically Challenged	Total	General	SC	ST	OBC	Physically Challenged	Total
470	170	40	170	01	850	617	210	60	242	-	1129

Demand ratio   Dropout %

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

Nil

No. of students beneficiaries   -

5.5 No. of students qualified in these examinations

NET 　-　 　　SET/SLET 　-　 　　GATE 　-　 　　CAT 　-　

IAS/IPS etc 　-　 　　State PSC 　-　 　　UPSC 　-　 　　Others 　-　

5.6 Details of student counselling and career guidance

| 1. Workshop on "Education and Prospects of Job Placement" |
| 2. Awareness programme on "Small Savings Schemes of India" |

No. of students benefitted 　-　

5.7 Details of campus placement

in campus			Off Campus
Number of Organizations Visited	Number of Students Participated	Number of Students Placed	Number of Students Placed
-	-	-	-

5.8 Details of gender sensitization programmes

| None |

5.9 Students Activities

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

State/ University level 　1　 　　National level 　-　 　　International level 　-　

No. of students participated in cultural events

State/ University level 　-　 　　National level 　-　 　　International level 　-

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

Sports: State/ University level   [-]   National level   [-]   International level   [-]

Cultural: State/ University level   [-]   National level   [-]   International level   [-]

5.10 Scholarships and Financial Support

	Number of students	Amount
Financial support from institution	15	4,500.00
Financial support from government	-	-
Financial support from other sources	-	-
Number of students who received International/ National recognitions	-	-

5.11   Student organised / initiatives

Fairs   : State/ University level   [-]   National level   [-]   International level   [-]

Exhibition: State/ University level   [-]   National level   [-]   International level   [-]

5.12   No. of social initiatives undertaken by the students   [-]

5.13 Major grievances of students (if any) redressed: No written grievances were recorded. Any minor demands are settled amicably through discussion with the teachers and authority.

Criterion – VI

6. Governance, Leadership and Management

6.1 State the Vision and Mission of the institution

Vision:	To spread and promote higher education for the sustainable development of the nation.
Mission:	To set high standard of excellence in the preservation and creation of knowledge through teaching-learning and experiment and to serve as an effective instrument of development in the path of education, progress and total awakening. Besides, we shall go always a little further with "Better Every Day" sprit.

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 college does not have any scope independently to develop a curriculum on its own. However, teachers are encouraged to offer suggestion to Academic Council of the University regarding the curriculum.

6.3.2 Teaching and Learning

The academic calendar of Gauhati University is to be followed by the college and it is published in the college prospectus. Each department functions according to the teaching plan prepared at the departmental level. The Unit wise syllabus is discussed with the faculty of the department and the course work is distributed. The faculty follows a lesson plan, which covers the details of the contents. Time table is prepared and displayed on the Notice Board. The Departments also carry out internal assessment based on students' test performance and punctuality. The final evaluation of students is done according to the University Schedule. Towards the end of each session/semester, Examinations are conducted by the university and evaluation is carried out. The Examinations results are declared and marks sheet are issued by the affiliating university.

6.3.3   Examination and Evaluation

Tests, assignments, learning projects are formed a part of examination process. The college serves as an evaluation zone for university examinations. The appointed Zonal officers take utmost care to complete the evaluation work smoothly as per the direction given from the university.

6.3.4   Research and Development

Teachers are encouraged to take up research work vigorously and publish their works on different topics related to the society and academic.

6.3.5   Library, ICT and physical infrastructure / instrumentation

Proposed to bring the library under Automation System

6.3.6   Human Resource Management

There is a good communication network among the college staff, faculty and administration. The college always tries its level best to provide with basic facilities both for the staff and students.

6.3.7   Faculty and Staff recruitment

The recruitment of faculty and staff is done by the DHE (Director of Higher Education) Assam. Contractual/Part time appointment is done by the college authority.

6.3.8   Industry Interaction / Collaboration
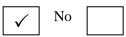
Nil

6.3.9   Admission of Students

Admission rules are published in the prospectus. Admission is purely on merit basis. The process is done by an admission committee.

6.4 Welfare schemes for

Teaching	A common room for teaching staff is arranged. It is equipped with water purifier and TV facilities.
Non teaching	Well sitting arrangement is there in the office.
Students	For students boy's common room and girl's common room are arranged.

6.5 Total corpus fund generated

<div style="border:1px solid">-</div>

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	-	-	-
Administrative	Yes	Audit Firm	-	-

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?

> The examination committee decides all the matters related to Internal Examinations and makes necessary changes and adjustments as and when required. So far the University examination is concerned the college provides suggestion to the university authority if it asks for.

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

> -

6.11 Activities and support from the Alumni Association

> The passed out students of the college co-operate in every functions of the college.

6.12 Activities and support from the Parent – Teacher Association

> Usually some guardians of students maintain relations with the college. If any problem arises regarding any student the college authority invite the guardians of respective students and consult with him to settle the matter.

6.13 Development programmes for support staff

> -

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

> The plantation programme in the campus is always given importance. The college makes utmost effort to maintain neat and clean of the college campus.

Criterion – VII

7. <u>Innovations and Best Practices</u>

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

> The college regularly publishes wall magazine from every department and these are beneficial for students to showcase their talent in writing and expression.
>
> The Departments organise popular talk, class seminar for the benefit of the student.

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

> 1. Construction of Boundary wall partly done
> 2. Installed the Fire Extinguisher
> 3. Free admission to 15 Nos. Of student
> 4. Library Books and Journals were purchased of Rs. 1,19011.00
> 5. Awareness programme on small savings scheme is was organised on 11/10/2010
> 6. A popular talk on Roll of Family Society and School for the development of child is organised on 13/11/2010
> 7. A woman urinal/latrine was constructed
> 8. A Educational tour is organised on 07/08/2010
> 9. A sum of Rs. 60,000.00 was given to the students as stipends in the session

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

> - Monitoring the Classes
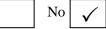> - Awareness on cleanliness among the students

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

7.4 Contribution to environmental awareness / protection

> - Plantation of tree in the college campus.
> - Observation of World Environment Day Every Year.

7.5. Whether environmental audit was conducted?   Yes [ ]   No [✓]

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

- Most of the students of the college are from weak academic and socio-economic background.

- Emphasis is given on skill development and self-entrepreneurial ventures of the students by organising workshop etc.

8. **Plans of institution for next year 2017-18**

- Planned to construct class room

- To felicitate to the meritorious students

- To start a conference room in library building

- To purchase a silent generator covering all the buildings of the college

- Planned to organised National Seminar, symposia etc.

- Planned to purchase more books to the central library

- Initiate to construct basketball field with flood lights

- It is planned to start multi gym in the college

(Ramewar Kurmi)

Coordinator, IQAC

(Prof. Selima Sultana Khandakar)

Chairperson, IQAC

_____***_____

BEST PRACTICES OF THE COLLEGE

PART-B (7.3)

Best Practice: 01

1. Title of the Practice: ―Awareness on Cleanliness among the Students

2. Goals:

   a) To make the students aware about the environmental pollution and how to meet this challenges through cleanliness.
   b) To make the students understand their social responsibility in terms of cleanliness.
   c) To make social awareness about cleanliness by sending message to the neighbouring villages through the students of the college.
   d) To take up the issue on the college premises.

3. Context:

Now a day, it has become common discussion among the masses regarding the cleanliness. The word cleanliness is related with a number of burning issues faced by the society. It is closely associated with the question of environmental issues. As a result of it, the subject of ―Environmental Study made compulsory in the curriculum of the undergraduate level of Gauhati University. With the development of trade and industries and alarming growth rate of population the environmental scenario have been deteriorating day by day. This change is not in favour of the human society. To face this change, cleanliness is required and it is a bold step to resist the negative change, usually called pollution of the environment. Cleanliness is related with the issues like neat and clean, hygienic environment, health and sanitation etc. Most of the students of Khagarijan College come from relatively economically weaker sections of the society. It has been observed that the awareness regarding the importance of cleanliness among this section of students is lesser than expectation. At the same time, it is important that the students need to understand their social responsibility regarding the uses of environment in general and cleanliness in particular.

The Practices:

The Khagirajan College tries to spread the awareness among the students regarding the cleanliness of environment. The teachers and the Principal himself meet the students frequently together and exchange views on environmental issues. The teachers sometimes take the students to the outside of the class room and practically make them engaged in making the college campus neat and clean. Sometimes, the coordinator of the environmental studies organizes lectures on environmental issues to make awareness among the students about the environmental problems and issues like cleanliness.

5. Evidence of Success:

Due to the sustained efforts of the faculties and other members of the college, it is observed that the students of the college have become more aware about the importance of cleanliness. It is due to the awareness of the students, the college campus is always remaining neat and clean which is praised by all the visitors to the college. Moreover, it is well understood by the students that the cleanliness is a major weapon to resist the environmental problems. It is reflected in their behavioural activities in the college.

6. Problems Encountered and Resources Required:

The students of Khagarijan College are usually very obedient and disciplined in nature. They easily respond to the environmental as well as cleanliness programme organized by the faculties. However, a very few students are there in the college who try to avoid the programme, but it is negligible.

Best Practice: 02

1. Title of the Practice: "Monitoring the classes"

2. Goal:

With the introduction of the Semester System in Under Graduate Course the time space of the interim period in between the admission and examination has become limited. Therefore, it becomes need to complete the course curriculum within the specific time period (Stipulated period). Moreover, some times the student meets the Principal with some class related problems. Therefore, both the Principal and the faculties have realized the necessity of monitoring the classes so that the course curriculum could be completed in stipulated period and classes are regularly held.

3. Context:

Khagarijan College was established in 1972 with some eminent Persons of Nagaon Town aiming at disseminating the higher education among the students of the locality. Therefore, students are the main concern of the college in general and in particular the development of this locality. So far the course curriculum is concerned; the regularity of classes is required. Otherwise, it would not be easy task to complete the course of any subject within the stipulated period. Therefore, the monitoring of the classes is an essential part of the administration.

4. The Practices:

Keeping in mind the responsibility, the principal started the practice of monitoring of the classes on regular basis. He undertakes several rounds in a day during the class are on and ensures that the student do not remain outside of the class room at the time of classes are going on. The faculties are very cooperative and actively participate with the principal. Apart from this, a committee regarding monitoring classes is formed every year with a number of teachers to look after the classes. Both the

teachers and the Principal interact with the students and try to know the progress of the course curriculum as per the teaching plan.

5. Evidence of Success:

A remarkable outcome has been noticed as a consequence of the monitoring practiced by the principal and faculties. The percentage of attendance of the students in the class is increased and teachers also get inspiration to perform their duty fairly. Due to the efforts of the Principal as well as the teachers the performance of the students seems to have become more fruitful.

6. Problems encountered and Resources Required:

Most of the students of the class came from economically weaker section of the society. Some students even come to the college after hard working in their house. Such students sometimes fail to attend their class in time and therefore the respective teachers try to make up the deficit with the arrangement of additional classes.

Gauhati
University

Academic Calendar for Undergraduate Courses
August 2016 –July 2017

Dates (s)	Events / Activities
Monday, August 1, 2016	Commencement of 1st, 3rd, and 5th Semester Classes
3rd Week of September, 2016	Sessional Examinations *Sessional examinations should be conducted during the class period without affecting the normal class routine*
1 - 31 October, 2016	Field Trip (subject specific), if any, is to be completed during this period *Normal classes will continue*
21 November - 3 December, 2016	Odd Semester Examinations (Practical)
5 December - 23 December, 2016	Odd Semester Examinations
24 December, 2016 - 17 January, 2017	End Semester Vacation
Wednesday, January 18, 2017	Commencement of Even Semester Classes
Thursday, January 12, 2017	Evaluation of Answer Scripts of Odd Semester Examinations be completed by this date
1 - 7 February, 2017	College Week
3rd Week of March, 2017	Sessional Examinations **Sessional examinations should be conducted during the class period without affecting the normal class routine**
22 - 29 April, 2017 23 - 30 May, 2017 2 - 22 May, 2017	6th Semester Examination (Practical)Even 2nd and 4th Semester Examinations (Practical) Even Semester Examinations (Theory)
May - June, 2017	Admission process to the 1st Semester of TDC classes should be completed within 12 days of declaration of HS result *Classes should commence within 5 days of the completion of the admission process*
Thursday, June 1, 2017	Commencement of 3rd and 5th Semester Classes
Monday, June 12, 2017	Evaluation of Answer Scripts of Even Semester Examinations be completed by this date
1 - 31 July, 2017	Summer Vacation

Notes :
a) Notifications about Fill-up of Examination Forms, commencement of semester examinations, and declaration of results will be issued from the Office of the Controller of Examination GU
b) Election of Student Union Bodies will be as per UGC notifications (vide Lyngdoh Committee Recommendations)

Academic Register