The Annual Quality Assurance Report (AQAR) of the IQAC

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	Madhab Choudhury College
1.2 Address Line 1	Barpeta, P.O.&Dist. Barpeta
Address Line 2	Assam
City/Town	Barpeta
State	Assam
Pin Code	781301
Institution e-mail address	mccbarpeta@rediffmail.com
Contact Nos.	9435025562
Name of the Head of the Institution:	Dr. Prakash Sarma
Tel. No. with STD Code:	03665-252222
Mobile:	9435025562

Name of the IQAC Co-ordinator:

| Dr. Birinchi Kumar Das |

Mobile:

| 9435321090 |

IQAC e-mail address:

| iqacmccbpt@gmal.com |

1.3 **NAAC Track ID** (For ex. MHCOGN 18879)____ASCOGN10555_____

1.4 Website address:

| www.mccasam.org |

Web-link of the AQAR:

| http://www.mccasam.org/AQAR2011-12.doc |

For ex. http://www.ladykeanecollege.edu.in/AQAR201213.doc

1.5 Accreditation Details

Sl. No.	Cycle	Grade	CGPA	Year of Accreditation	Validity Period
1	1st Cycle	B	Instituti onal Score – 72.00	2004	2009
2	2nd Cycle				
3	3rd Cycle				
4	4th Cycle				

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

| 18/05/2001 |

| 2011-12 |

1.7 AQAR for the year *(for example 2010-11)*

1.8 Details of the previous year's AQAR submitted to NAACafterthe latest Assessment and Accreditation by NAAC ((*for example AQAR 2010-11submitted to NAAC on 12-10-2011*)
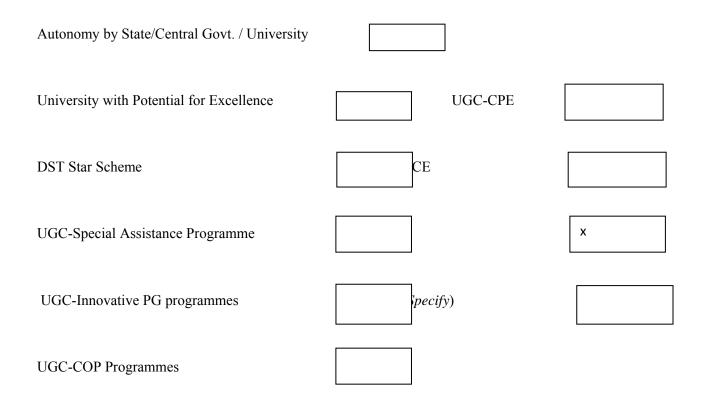
   i. AQAR_2007-08 submitted on 17.07.2008_____ _____(DD/MM/YYYY)
  ii. AQAR_2008-09 submitted on 30.11.2009_____ _____(DD/MM/YYYY)
 iii. AQAR_2009-10 submitted on 30..06.2014_____ _____(DD/MM/YYYY)
 iv. AQAR_2010-11 submitted on 30.06.2014_____ _____(DD/MM/YYYY)

1.9 Institutional Status

   University   State ☐ Central ☐ emed ☐ Private ☐

   Affiliated College   Yes [X] 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 [X] Men ☐ Women ☐

                 Urban Rural [X] Tribal ☐ ☐

Financial Status   Grant-in-aid ☐ GC 2(f) UG[X] B [X]

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

1.10 Type of Faculty/Programme

   Arts [X] Science [X] Commerce ☐ Law ☐ PEI (Phys Edu) ☐

   TEI (Edu) ☐ Engineering ☐ Health Science ☐ Management ☐

   Others (Specify)   .   Computer Applications (B.C.A., P.G.D.C.A.) The college also runs M.C.A., B.C.A., B.Sc. (IT), M.Sc. (IT) and PGDCA courses under the Institute of Distance and Open Learning, Gauhati University.

1.11 Name of the Affiliating University *(for the Colleges)*

Gauhati University, Guwahati

1.12 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   CE

UGC-Special Assistance Programme   x

 UGC-Innovative PG programmes   *pecify*)

UGC-COP Programmes

2. IQAC Composition and Activities

2.1 No. of Teachers

9

2.2 No. of Administrative/Technical staff

Nil

2.3 No. of students

Nil

2.4 No. of Management representatives

1

2.5 No. of Alumni

2. 6 No. of any other stakeholder and

Nil

community representatives

2.7 No. of Employers/ Industrialists [ ]

2.8 No. of other External Experts [ ]

2.9 Total No. of members [11]

2.10 No. of IQAC meetings held [3]

2.11 No. of meetings with various stakeholders: Nil No. [ ]ulty [2]

Non-Teaching Staff Students [ ] Alumni [ ] Others [ ]

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

         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. [0]   International [ ]   National [ ]   State [ ]   Institution Level [ ]

 (ii) Themes [ ]

2.14 Significant Activities and contributions made by IQAC

   Taking students' feedback, processing teaching plans, providing suggestions to the college authority on the basis of students' feedback, encouraging research works and publications by faculty members, taking feedback from teachers on various issues from time to time.

2.15 Plan of Action by IQAC/Outcome

   The plan of action chalked out by the IQAC in the beginning of the year towards quality enhancement and the outcome achieved by the end of the year *

Plan of Action	Achievements
Taking Students' Feedback,	Feedbacks were taken from the students

| processing Teaching Plan, encouraging research, publications and departmental seminars/workshops, offering suggestions to the college authority regarding academic and other developmental issues of the college, taking feedbacks from teachers on various issues. | of the final year, on the basis of which the college authority could take necessary measures for future. The college authority was helped in obtaining teaching plan from teachers in the beginning of the session. Several faculty members went for research and publications, and some small seminars were organized by various departments. Feedbacks from teachers were sought on various issues of the college. The IQAC also kept on monitoring the overall process of academic and other developments of the college. |

Attach the Academic Calendar of the year as Annexure.

2.15 Whether the AQAR was placed in statutory body   Yes ☐   No ☒

Management S̶ ̶ate   Any ☐ body   ☐

Provide the details of the action taken

| |
| |

Part – B

Criterion – I
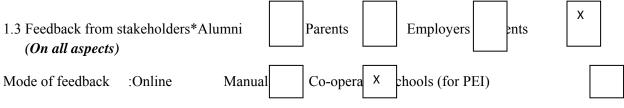
1. Curricular Aspects

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	0	0	0	0
PG	0	0	0	0
UG	3	0	0	0
PG Diploma	1	0	0	0

Advanced Diploma	0	0	0	0
Diploma	0	0	0	0
Certificate	0	0	0	0
Others	0	0	0	0
Total	4	0	0	0

Interdisciplinary	0	0	0	0
Innovative	0	0	0	0

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

Pattern	Number of programmes
Semester	4(The Semester system was newly introduced in B.A. & B.Sc. courses)
Trimester	0
Annual	2 (The Annual system was still continuing in 2nd and 3rd year of B.A. and B.Sc.)

1.3 Feedback from stakeholders*Alumni [ ] Parents [ ] Employers [ ] ents [X]
    (On all aspects)

Mode of feedback   :Online   Manual [ ]   Co-opera [X] chools (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.

Not applicable

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
62	34	28	0	0

15

2.2 No. of permanent faculty with Ph.D.

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
	1	8	0	0	0	0	0	0	1	8

2.4 No. of Guest and Visiting faculty and Temporary faculty | Nil | Nil | 5 |

2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended	0	11	2
Presented papers	0	13	0
Resource Persons	0	0	0

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

Field study outside curriculum, remedial courses for disadvantaged students, surveys, publication of survey reports in wall magazines of the concerned departments and college magazine.

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

194

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

No

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

| Nil | Nil | Nil |

2.10 Average percentage of attendance of students

70

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.Sc.	28	25	29	54	36	82

B.A.	197	0	13	58	10	81
B.C.A.	6	0	50	0	0	50
PGDCA	9	0	11	44	0	55.6

2.12 How does IQAC Contribute/Monitor/Evaluate the Teaching & Learning processes : The IQAC contributes to the Teaching & Learning Process by taking Students' Feedback, discussing various issues pertaining to the Teaching & Learning process with faculty members, helping the college authority in taking Teaching Plans of individual teachers, creating a bridge between the college authority and the faculty members and analysing the performances of the students.

2.13 Initiatives undertaken towards faculty development

Faculty / Staff Development Programmes	Number of faculty benefitted
Refresher courses	10
UGC – Faculty Improvement Programme	0
HRD programmes	0
Orientation programmes	12
Faculty exchange programme	
Staff training conducted by the university	2
Staff training conducted by other institutions	
Summer / Winter schools, Workshops, etc.	5
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	16	3	0	5
Technical Staff	9	1	0	4

Criterion – III

3. Research, Consultancy and Extension

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

To promote the Research Climate in the college, the IQAC kept itself in constant touch with the Research Committee of the college and joined hands with it in helping individual teachers in research-related matters.

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	2	--	2	2
Outlay in Rs. Lakhs	2.8	--	2.8	2.35

3.4   Details on research publications

	International	National	Others
Peer Review Journals	1	10	0
Non-Peer Review Journals	0	6	0
e-Journals			
Conference proceedings	0	0	0

3.5 Details on Impact factor of publications:

Range .354-1.846   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	2011-12	UGC	280000	235000
Interdisciplinary Projects	--	--	--	--
Industry sponsored	--	--	--	--
Projects sponsored by the University/ College	--	--	--	--
Students research projects *(other than compulsory by the University)*	--	--	--	--
Any other(Specify)	--	--	--	--
Total			280000	235000

3.7 No. of books published   i) With ISBN No.   1   Chapters in Edited Books   10

ii) Without ISBN No.   2

3.8 No. of University Departments receiving funds from

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

3.9 For colleges   No   Autonomy [ ]   CPE [ ]   DBT Star Scheme [ ]

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

3.10 Revenue generated through consultancy | Nil |

3.11 No. of conferences

organized by the Institution

Level	International	National	State	University	College
Number	0	0	0	0	2
Sponsoring agencies					Self

3.12 No. of faculty served as experts, chairpersons or resource persons | 1 |

3.13 No. of collaborations   International | 0 | National | 0 | Any other | 0 |

3.14 No. of linkages created during this year | 0 |

3.15 Total budget for research for current year in lakhs :

From Funding agency | 2.8 | Management of University/College | --0.1 |

Total | 2.9 |

3.16 No. of patents received this year

Nil

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

Total	International	National	State	University	Dist	College

--	--	--	--	--	--	--	Of the institute in the year

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

2

   and students registered under them

2

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 lev | 27 | | |

3.22 No. of students participated in NCC events:

University level | -- | State level | -- |

National level | | International lev | 12 | | -- |

3.23 No. of Awards won in NSS: University level | | State level

National level   International lev | 3 | | |

3.24 No. of Awards won in NCC:

University level   State level | | | |

National level   International lev | | | |

3.25 No. of Extension activities organized

| | | 2 |

University forum   College forum

NCC   [   ]   NSS   [   ]   Any other   [   ]

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

-

-

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	205090	--	--	205090
Class rooms	40	--	--	40
Laboratories	15	--	--	15
Seminar Halls	--	--	--	--
No. of important equipments purchased (≥ 1-0 lakh) during the current year.		17 Nos. (≥1-0 lakhs)		17
Value of the equipment purchased during the year (Rs. in Lakhs)		13.3	UGC, DST, own resource	13.3
Others				

4.2 Computerization of administration and library

Computerization has been done to a great extent in keeping records of administrative matters and also those of the library.

4.3 Library services:

	Existing		Newly added		Total	
	No.	Value	No.	Value	No.	Value
Text Books	12316	994140	370	29600	12686	1023740
Reference Books	26090	2349868	1003	84579	27093	2434447
e-Books						
Journals	25	2466			25	2466
e-Journals						
Digital Database						
CD & Video						
Others (specify)						

4.4 Technology up gradation (overall)

	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Depart-ments	Others
Existing	31	1	27		20	5		--
Added	15	--					15	--
Total	46	1	27		20	5	15	--

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

> There is ample facility for access to internet by the teachers and the students in the college library. Teachers and students can get themselves trained up in Computer Application in the Computer Science Dept.

4.6 Amount spent on maintenance in lakhs :

   i) ICT

 ii) Campus Infrastructure and facilities

iii) Equipments

iv) Others   0.32

                    Total :   0.32

Criterion – V
5. Student Support and Progression

5.1 Contribution of IQAC in enhancing awareness about Student Support Services

> The IQAC tried to enhance awareness about the optimum utilization of the available support services such as Central Library, Computer Centre, Play Ground, Hostel, Canteen, Vehicle Parking Shed, Botanical Garden, Auditorium, generators, Multi-gym, Iron-gym and Career Guidance and Counselling Cell.

5.2 Efforts made by the institution for tracking the progression

> The college tries to track the progression of the students through personal contacts of the departments with individual students.

5.3 (a) Total Number of students

UG	PG	Ph. D.	Others
1004	0	0	PGDCA-17

(b) No. of students outside the state

0

(c) No. of international students

0

Men

No	%
619	61

Women

No	%
402	39

Last Year						This Year					
General	SC	ST	OBC	Physically Challenged	Total	General	SC	ST	OBC	Physically Challenged	Total
710	120	3	92	0	925	846	97	4	74	0	1021

Demand ratio   3:2   Dropout % 3

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

> The Career Guidance and Counselling Cell organized several programmes with the help of various counselling agencies to increase students' awareness about the career opportunities and related competitive examinations. Also, the M. C. College unit of Assam College Teachers' Association organized coaching for students appearing in the Teacher Eligibility Test.

No. of students beneficiaries | 74 |

5.5 No. of students qualified in these examinations

NET | 2 | SLET   GA | 5 | CAT | | | |

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

5.6 Details of student counselling and career guidance

The Career Guidance and Counselling Cell organized the following programmes:
1. Campus interview and counselling by Hinduja Global solutions. 2. Career Counselling by Student Counsellor of Gauhati University Rajiv Deka and his team.

No. of students benefitted | 85 |

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
1	23	1	37

5.8 Details of gender sensitization programmes

Nil

5.9 Students Activities

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

State/ University level | | National level | | International level | |

No. of students participated in cultural events

State/ University level 17 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 11 National level ☐ International level ☐

5.10 Scholarships and Financial Support

	Number of students	Amount
Financial support from institution		
Financial support from government	130	467340.00
Financial support from other sources		
Number of students who received International/ National recognitions		

5.11   Student organised / initiatives Nil

Fairs   : State/ University level ☐ National level ☐ International level ☐

Exhibition: State/ University level ☐ National level ☐ International level ☐

5.12   No. of social initiatives undertaken by the students ☐

5.13 Major grievances of students (if any) redressed: No major grievances were reported by students during this period.

Criterion – VI

6. Governance, Leadership and Management

6.1 State the Vision and Mission of the institution

> The college has the vision of keeping pace with time and serve the society by delivering a morally rich and able generation it is badly in need of. So, its mission is to put greater emphasis on introducing more programmes of contemporary relevance side by side with its traditional academic programmes.

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 tried to get feedback from teachers as regards the curriculum so that it could intimate to the University any measures suggested by the teachers in so far as the development of the curriculum is concerned.

6.3.2 Teaching and Learning

> The college introduced field studies and surveys outside curriculum and also remedial courses for disadvantaged students.

6.3.3 Examination and Evaluation

> The college followed the rules and regulations of Gauhati University in conducting the Final examinations and the Sessional examinations as well as evaluating the answer scripts. But in case of conducting the examinations the college followed its own system, so that they could be conducted in a fair and smooth manner. The departments from time to time organized some periodical tests to know about the progress of the students. For the same purpose, the college arranged unit tests among students.

6.3.4 Research and Development

> The college had a Research Committee to encourage and help the faculty members in undertaking research activities.

6.3.5 Library, ICT and physical infrastructure / instrumentation

Many new text books and reference books were newly purchased to widen the facilities of the library. Two generator sets were purchased to add to the facilities of the college.Also, several new computers were purchased to provide all the departments with at least one computer each.

6.3.6 Human Resource Management

The college followed the process of Human Resource Management according to the opportunities provided to it by the University curriculum.

6.3.7 Faculty and Staff recruitment

In this college, the faculty and staff recruitment is done according to the UGC and the Assam Govt. Rules and Regulations, as well as guidelines. In case of the recruitment of the temporary faculty and staff members too, the same process is adopted.

6.3.8 Industry Interaction / Collaboration

There was no industry interaction/collaboration during the year.

6.3.9 Admission of Students

The college gave admissions to students in various programmes according to the merit. While it followed the Govt. Rules and Regulations as regards reservation of seats for SC, ST, OBC and physically handicapped candidates, selection of candidates for such seats were also done according to merit. A few seats were reserved for candidates showing excellence in sports and cultural activities as well as the NCC A and B certificate holders, and merit was the basis of selecting candidates for such reserved seats too.

6.4 Welfare schemes for

Teaching	
Non teaching	
Students	10000.00 (Student' Aid Fund)

45,18,241.00

6.5 Total corpus fund generated

6.6 Whether annual financial audit has been done   Yes   [X]   No   [ ]

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

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

6.8 Does the University/ Autonomous College declares results within 30 days? Not applicable

For UG Programmes   Yes   [ ]   No   [ ]

For PG Programmes   Yes   [ ]   No   [ ]

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

Not applicable

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

Not applicable

6.11 Activities and support from the Alumni Association

The Alumni Association offered suggestions to the college authority on various matters of the college.

6.12 Activities and support from the Parent – Teacher Association

The Parent-Teacher Association offered suggestions to the college authority on various matters of the college.

6.13 Development programmes for support staff

> Internal training programmes were arranged for development of support staff.

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

> Plantation and disposal of wastes were given priority by the college to make its campus eco-friendly.

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.

> The college introduced remedial courses for the disadvantaged students, which helped them to understand the subjects learnt properly. Also various field studies and surveys were conducted outside and inside curriculum. This helped the students in broadening the horizon of their knowledge by enabling them to interact with the society directly, side by side with strengthening team spirit and inculcating a sense of social responsibility in them.

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

> 1. The Internal Discipline Maintenance Committee was strengthened so that it could play a much more positive role in maintaining discipline among students inside the college campus.
> 2. Measures were taken to enhance awareness among students against the consumption of tobacco, gutkha etc.
> 3. Two silent generators were installed in the college.

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

> 1. Transparent Admission Policy
> 2. Field Study

7.4 Contribution to environmental awareness / protection

> The college organized programmes to create awareness about environment among students.

7.5 Whether environmental audit was conducted?   Yes [ ]   No [X]

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

> The college underwent an effective SWOT Analysis with an aim to widen the area of its achievement.

8.Plans of institution for next year

> 1. The College plans to construct a seminar hall.
> 2. The college plans to introduce 1 year diploma course in Agro-technology.
> 3. There were also plans to organize some national seminars in the college.
> 4. The college also plans to install bio-matrix punching machine for recording arrival and exit of the teaching and the non-teaching staff besides water coolers to provide the students with cool and pure drinking water.
> 5. There is also a plan to re-organize the Alumni Association of the college so that it can play a more vital role in the college affairs.

Name __Dr. Birinchi Kumar Das__   *Name* ____Dr. Prakash Sarma

_____   _____

Signature of the Coordinator, IQAC   *Signature of the Chairperson, IQAC*

MADHAB CHOUDHURY COLLEGE, BARPETA
ACADEMIC CALENDAR
SESSION: 2011-12

Month/ Year & Date	Class Days/Working Days/ Examination Days/Holiday	Academic & Other Activities
June / 2011		
1-4	Working days /Class Days	16th June to 15th July Summer Vacation
5	Sunday	
6-11	Working days / Class Days	
12	Sunday	
13-15	Working days / Class Days	
16-18	Working days/Commencement of Summer Vacation from 15th June	
19	Sunday	
20-25	Working Days	
26	Sunday	
27-30	Working Days	
July / 2011		
1-2	Working days	Commencement of the Classes of 1st Semester T.D.C. from 16th July
3	Sunday	
4-9	Working days	
10	Sunday	
11-15	Working days	
16	Working day/Class Day/ Opening of Summer Vacation	
17	Sunday	
18-23	Working Days / Class Days	
24	Sunday	
25-30	Working Days / Class Days	
31	Sunday	
August / 2011		
1-6	Working days / Class Days	Publication of College Magazing by last week of August
7	Sunday	
8-13	Working days / Class Days	
14	Sunday	
15	Independence Day (Holiday)	
16-17	Working days / Class Days	
18	Tithi of Sri SriMadhabDev (Holiday)	
19,20	Working days / Class Days	
21	Sunday	
22	Janmastomi (Holiday)	
23-27	Working Days / Class Days	
28	Sunday	
29	Working Day / Class Day	
30	TithiosSrimantaSankardev (Holiday)	
31	Id-Ul-Fitre (Holiday)	

Month/ Year & Date	Class Days/Working Days/ Examination Days/Holiday	Academic & Other Activities
September / 2011		
1	Id-Ul-Fitre (Holiday)	Student Union election will be held within 15th September
2,3	Working days / Class Days	
4	Sunday	
5-10	Working days / Class Days	Sessional examination for T.D.C 1st semester will be completed by 1st half of September
11	Sunday	
12-16	Working days / Class Days	
17	Biswakarma Puja (Holiday)	
18	Sunday	1st Unit test for TDC Part II & III and H.S. 1 & II will be held in 2nd half of September
19-24	Working Days / Class Days	
25	Sunday	
26-30	Working Days / Class Days	
October / 2011		
1	Working day / Class Day	Excursion / Education tours for the classes of TDC II Year & III Year
2	Sunday/ Birthday of Mahatma Gandhi	
3-11	Durga Puja/Janmotsav of SrimantaSankardev (Holiday)	
12-15	Working Days/ Class Days	
16	Sunday	
17	Working Day/ Class Day	
18	Kati Bihu (Holiday)	
19-22	Working Days/ Class Days	
23	Sunday	
24,25	Working Days/ Class Days	
26	Kali Puja &Dewali (Holiday)	
27-29	Working Days/ Class Days	
30	Sunday	
31	Working Day/ Class Day	
November/ 2011		
1-5	Working days / Class Days	The educational Field Trip will be done in the 1st week of November
6	Sunday	
7	Id-Ul-zuha (Holiday)	
8,9	Working Days/ Class Days	
10	Guru Nanak Birthday (Holiday)	
11,12	Working Days/ Class Days	
13	Sunday	
14-19	Working Days / Class Days	
20	Sunday	
21-26	Working Days / Class Days	
27	Sunday	
28	Working Day / Class Day	
29,30	Working Days	

Month/ Year & Date	Class Days/Working Days/ Examination Days/Holiday	Academic & Other Activities
December / 2011		
1 2 3 4 5 6 7-10 11 12-17 18 19,20 21-24 25 26-31	Working days Asom Divas Sukapha Divas (Restricted Holiday) Working day Sunday Moharram Working days Sunday Working Days Sunday Working Days Working Days Sunday, Chirsmasday (Holiday) Working Days	2nd Unit test for T.D.C. Part II & III and H.S. I & II will be held in 2nd half of December. Filling up of examination form within 31 December Student teachers exechangeprogramme in the 1st half of December End Semester (TDC 1st Semester) Examination will be completed by 20th December
January / 2012		
1 2-7 8 9-13 14-16 17 18-21 22 23-25 26 27 28 29 30,31	Sunday (New Year Day) Working Days/ Class Days Sunday Working Days/ Class Days MaghBihu (Holidays) Sipli Divas Working Days/ Class Days Sunday Working Days/ Class Days Republic Day. (Holiday) Working Day/ Class Day Swarswati Puja (Holiday) Sunday Working Days/ Class Days	Commencement of 2nd Semester Classes from 2nd January Annual College Week will be held in last week of January or 1st week of February
February/ 2012		
1-4 5 6-11 12 13-18 19 20 21-25 26 27-29	Working days / Class Days Sunday Working days / Class Days Sunday Working Days / Class Days Sunday Shivaratri Puja (Holiday) Working Days / Class Days Sunday Working Days / Class Days	
March / 2012		
1-3 4 5-7 8 9,10 11 12-17 18 19-24 25 26-31	Working Days / Class Days Sunday Working Days / Class Days DolYatra Working days / Class Days Sunday Working days / Class Days Sunday Working days / Class Days Sunday Working days / Class Days	Decclaration of 1st Semester result will be given within 45 days from the date of last examination day Sessional examination for 2nd semester will completed by 1st half of March

Month/ Year & Date	Class Days/Working Days/ Examination Days/Holiday	Academic & Other Activities
April/ 2012		
1	Sunday	
2-7	Working Days/ Class Days	
8	Sunday	
9-12	Working Days/ Class Days	
13-16	BohagBihu	
17-21	Working Days/ Class Days	
22	Sunday	
23-28	Working Days/ Class Days	
29	Sunday	
30	Working Day/ Class Day	
May/ 2012		
1,2	Working days / Class Days	
6	Sunday	
7-12	Working days / Class Days	
13	Sunday	
14-16	Working days	
17	BudhaPurnima (Holiday)	
18,19	Working days	
20	Sunday	
21-26	Working days	
27	Sunday	
28-31	Working days	
June / 2012		
1-3	Working days / Class Days	End Semester examination (for 2nd semester)will be completed by 5th June, 2012.
4	Sunday	
5-10	Working days	
11	Sunday	Summer Vacation starts from 16th June.
12-15	Working days	
16-17	Working days	
18	Sunday	
19-24	Working days	
25	Sunday	
26-30	Working days	

● Total number of class days: 194
● Total number of holidays (including Sundays and excluding summer vacation):   109

IMPORTANT POINTS TO NOTE:
1.   The Principal will notify the exact dates of Sessional examinations, the Units Tests as well as of Freshers' Social and College week in due time.

2.   Dates of end Semester and final examinations will be notified by Assam Higher Secondary Education Council and Gauhati University.

3.   Clases for H.S. 2nd Year and TDC 2nd and 3rd Year will start immediately
         after Final Examinations.

4.   Holidays in the year 2012 may change according to Holiday List of
         Gauhati University

Date: 25th May, 2011   Principal

                                                        M.C. College, Barpeta

Annexure – 2

ANALYSIS OF THE STUDENTS' FEEDBACK

YEAR 2011-12

Answering question as regards whether their course was applicable/relevant to the real life situations, 76% of the participants answered in the affirmative. 77% of the students had affirmative opinion about whether the course helped in increasing skill, concept, knowledge, analytical abilities. 35% of students regarded their syllabus easy, while 43% found it manageable. 22% students found the syllabus difficult. 63% of the students found the extent of effort required by the students to understand the course satisfactory.

About the availability of books, journals etc. relating to their course in the library, 45% opined that it was excellent, 50% found it adequate and 5% called it inadequate. About the computer and internet facilities of the college: Very good --35%, Good -- 40%, Average -- 20%, Poor –5%. Hostel facilities of the college :   Very good -- 40%, Good – 43%, Average -- 17%. Sports facilities of the college : Very good – 24%, Good --24%, Average -- 46%, Poor – 6%

Among the courses, 51% regarded Education as the most useful, while 10% regarded Chemistry, 16% regarded English and 23% regarded Economics as the most useful, as they were expected to help in their further study and career.

98% of the students said they got proper response from their departments as per expectations. 87% felt that their teachers had adequate communication skills. 76% said that the teachers also had the ability to generate interests in students. 97% said that 90-100% of the syllabus was taught in the class, while 3% said that 75-90% of the syllabus was taught. 75% said the teachers encouraged students' participation in the class. 61% felt that the teachers were very helpful in advising students, and 39% felt they were sometimes helpful.. 34% of students said that the teachers provided feedback on their performances regularly, 60% said it was done irregularly, while 6% said they were never given the feedback on their performances. All the students believed that the internal assessment done by teachers was fair. 97% of the students said that their interaction with the teachers was useful. 76% found their interaction with the college administration useful, while 24% found it otherwise.

About the social atmosphere (a) at the institution, 81% found it satisfactory, (b) in their department, 89% found satisfactory.

All the students commented on their individual teachers highly.

ANNEXURE -- 3

Practice I

1. **Title of the Practice**

   TRANSPARENT ADMISSION POLICY

2. **Goal**

   Every year the college receives a lot of applications from candidates who seek admission to various programmes that the college runs. It is not always possible for the college to accept each and every candidate who seeks admission to the college, because in most of the cases the number of applicants is much higher than the number of seats available. So, there comes the need of selection of candidates for various programmes. That is why, the college has been following a clearly defined admission policy and maintaining transparency in this regard, so that there cannot be any dispute regarding admission and the best candidates can be accommodated.

3. **The Context**

   In adopting an admission policy, the college has to keep in mind these things: (a) In most cases, the number of candidates seeking admission to various programmes is much higher than the number of seats available in that programme. (b) The college is situated at a locality, where diverse communities and groups of people reside, and the candidates who apply for seats in this college represent this diversity. (c) A large number of candidates come from economically backward class. (d) Most of the candidates belong to the locality where the college is situated, and therefore, there is a constant pressure of the local people on the college matters. (e) The main objective of the college is to encourage quality education, and the college does not want to make any compromise in this regard. Keeping all these things in view, the college has been following a transparent admission policy for so many years.

4. **The Practice**

   The admission policy of the college is clearly stated in the prospectus. Merit is the only basis of admission in this college. Of course, there are reservations of seats for Scheduled Castes, Scheduled Tribes (Hill), Scheduled Tribes (Plain) and Other Backward Castes as per the State Policy and constitutional provisions. Certain seats are also reserved for Physically Handicapped candidates as per the Govt. rules and regulations. Besides all these, the college, of its own, reserves a few seats for candidates showing excellence in sports and cultural activities (State/National level) and also for candidates having 'A' and 'B' certificates of N.C.C. Even in the reserved categories mentioned above, merit is the benchmark for selection of students. The college has the provision to give fee relaxation to meritorious students belonging to economically backward classes from the Students' Aid Fund. All these provisions are mentioned in the prospectus published annually in clear terms. The college authority constitutes an Admission Committee consisting of teachers, and this committee conducts the entire admission process. Before the admission, the Admission Committee declares the list of selected candidates in order of merit, category wise, citing the marks they secure in the qualifying

examinations. The Committee also declares a waiting list in order of merit, in which the marks secured by the candidates in the qualifying examinations are mentioned properly. Thus, the whole process of admission is made public.

5. **Evidence of Success**

The transparency maintained in the Admission Policy has brought about tremendous success in respect of achieving the desired goal. Firstly, the college has been getting good students because of the transparency in the admission process. Secondly, the college has been able to avoid all kinds of controversies and disputes as regards admission. Thirdly, the college has been able to avoid all kinds of pressure in the matters of admission. Most importantly, this transparency in matters of admission has been appreciated highly by the students, the parents, and the society as a whole.

6. **Problems Encountered and Resources Required**

The major problems encountered in adopting a clearly defined, transparent admission policy in this college are these: (a) As the number of candidates seeking admission is too high, particularly in the B.A. level, the college has to face tremendous pressure to accommodate more students than it can. (b) In the Higher Secondary (Arts) level, a large number of students pass out every year from this college, and they expect admission to Degree level in this college again. They become a source of pressure for the college. To increase number of seats, particularly in the B.A. level, there is the need of more classrooms and more teachers.

7. **Notes (Optional)**

Whatever the pressures may be on the college in connection with the admission process, the college has never compromised in respect of quality, and therefore, the college has never done away with its stated policy as regards admission. Of course, in the last four years, the number of seats in the B.A. class has been increased from 320 to 350, and in the year 2013, even the evening shift was introduced in the B. A. level. But still the demand is mounting, and despite that, the college is determined to go with its transparent admission policy.

8. **Contact Details**

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Practice II

1. **Title of the Practice**

   FIELD STUDY

2. **Goal**

   The main aim of this practice is to introduce the students to the practical aspects of the subjects taught. This helps the students to acquaint themselves with the objective world around them instead of keeping themselves confined with the information stored in the books. At the same time, it helps them to connect their knowledge gathered through study of textbooks to the actual things. Though field study is not at all possible in all the subjects, it has a great importance in certain subjects like environmental studies, anthropology, botany, zoology, history, geography, Assamese, economics etc. The main goal of the field study is to give the students the opportunity of the first hand knowledge.

3. **The Context**

   The practice of field study has several important features to address to. Firstly, at our college, the number of students is quite high so far as arrangement of field study is concerned, and it is not at all possible to give the same students opportunity of field study in more than one subject. Subject-wise speaking, in some subjects the number of students is high again, and it becomes difficult to arrange field study accommodating all the students of that subjects. Thirdly, fund is a major concern for the field study. Till now, the field studies are being arranged with the fees from the students. But the money collected from the students is not at all sufficient for organizing a proper kind of field study. Fourthly, the field studies are carried out in many subjects according to the curricula designed by the University, and there is not much scope for any innovation in this regard. But in some subjects, the concerned departments have initiated field study outside the University syllabus, and in this respect, the concerned departments have designed their own frameworks for such out-of-curricula field studies, and are implementing them according to their own conveniences.

4. **The Practice**

   In many subjects, educational tours or field studies are parts of the syllabi. In these subjects, field studies are organized according to the courses designed by the University. As Environmental Studies is a compulsory subject in the science and the arts stream, the number of students who are to be taken for field study becomes quite large and it becomes difficult for all the students to get desired benefit from the field study in this subject. In some other subjects, the number of students is not beyond control, as they are not compulsory subjects. The students are taken to selected places, where they can get the opportunity to get first hand information about the things they learn in their books.

The field studies in subjects like Assamese, Economics, History are quite an innovative idea, because in Assamese only in the fourth semester of the Major course there is the provision for field study, while field study is organized for the first semester students too. In the subjects History and Economics too, particularly major students are taken to field study and survey works not covered in the syllabi of these subjects.

In case of the University-determined, syllabi-directed field the students are taken to some nearby or distant places, as the case may be, according to its importance in respect of the course. It may be a day-long programme (particularly in case of Environmental Studies) or a longer programme, according to the necessity. In case of the field study of Assamese, the department takes students of major course to certain places, where the students can get acquainted with the ancient scripts preserved. For example, the ancient scripts carved on stones found in North Guwahati and also in the State Museum in Guwahati give the students an opportunity to take interest in the study of ancient scripts. In case of history, the students are taken to some place of historical interest, and made them study the historical importance of that place. In Economics, students are taken to places, where they can study the economically relevant issues in the lives of the people there. After the field studies the students have to prepare individual reports on the study, and it helps the students to acquire knowledge about systematic studies.

5. **Evidence of Success**

    The field studies have helped the students to a great extent. It has encouraged them to go deeper into the subject. It has also opened up before them some areas of study, which don't have much scope for exploration in the syllabi of the concerned subjects. Field studies have brought knowledge of the students outside the pages of their books, and helped them to have a wider perspective of the subjects. For example, the students of Assamese in major course have to study about ancient scripts. It is because of their exposure to the real ancient scripts engraved on stone in the ancient time, they have got wider ideas about ancient scripts. The reports that the students have submitted after the field studies have shown that there has been a positive impact of the field studies on the students.

6. **Problems Encountered and Resources Required**

    The main problem in organizing field studies is the number of students. Though the syllabi of Gauhati University have made provisions for field study in some particular subjects only, there should have been provisions for field study for all the undergraduate students, if not as a part of the curricula, then as a part of the co-curricular activities. The college thinks that it would have helped the students in widening the horizon of their knowledge and perception. But with a number of students nearing 1300, it is difficult to organize field studies for all the students on the college's own accord. The second problem is finance. The college has to depend on the fees collected from the students to organize a field study. But the fund generated through the fees of the students is not sufficient to have a field study in proper sense.

7. **Notes (Optional)**

The college believes in giving the students wider opportunities for learning, and learning cannot be confined only to the class rooms. That is the reason why there is so much emphasis on field study. It is also expected that the field studies will help establishing a close connection between the students and the society.

8. **Contact Details**

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