

SELF-STUDY REPORT
GOALPARA COLLEGE
GOALPARA

UBMITTED TO NAAC, BANGALORE, AS PARTIAL FULFILMENT
OF REQUIREMENT FOR ASSESSMENT AND
ACCREDITATION

DECEMBER, 2003

GOALPARA COLLEGE
GOALPARA - 783101
ASSAM, INDIA

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**SUBMITTED TO NAAC, BANGALORE, AS PARTIAL FULFILMENT
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ACCREDITATION**

December, 2003

Prepared by :

**Mr. T. Sharma, Lecturer, Dept. of Chemistry.
(Coordinator)**

Dr. M. Ahmed, Lecturer, Dept. of Botany.

Mr. S. N. Sarma, Lecturer, Dept. of Geography.

Mr. M. K. Das, Lecturer, Dept. of Philosophy.

Dr. D. Sarma, Lecturer, Dept. of Zoology.

Mr. Y. Ray, Lecturer, Dept. of History.

Forwarded by :



(Dr. A. Masum)

Principal i/c.

Goalpara College

Goalpara -783101

**Principal i/c
Goalpara College
Goalpara.**

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* * *

PART-I

PROFILE OF THE COLLEGE

Part – I

Format for Self - study I. Profile of the College

1. Name and address of the College : *Goalpara College,
Goalpara, Assam.*
PIN. Code – 783101.

2. For communication :

Office

Name	Area/ STD code	Tel. No	Ext. No	Fax	e-mail
Principal i/c : <i>Dr. A. Masum.</i>	03663	240046	-	-	princ18gc@yahoo.co.in
Vice- Principal <i>Mr. A.S.R. Ahmed.</i>	03663	240046	-	-	
Steering Committee Coordinator <i>Mr. T. Sharma</i>	03663	240046	-	-	ts56chem@yahoo.co.in

Residence :

Name	Area/ STD code	Tel. No	Ext. No	Fax	e-mail
Principal i/c : <i>Dr. A. Masum.</i>	03663	240725	-	-	princ18gc@yahoo.co.in
Vice- Principal <i>Mr. A.S.R. Ahmed.</i>	03663	240467	-	-	
Steering Committee Coordinator <i>Mr. T. Sharma</i>	03663	240894	-	-	ts56chem@yahoo.co.in

3. What are the goals and objectives of the institution and where are they stated?

► *Goals and objectives of the institution are approved by the GB and these are stated in the college prospectus. (For details please refer annexure (1 & 2))*

Part – I

Format for Self - study I. Profile of the College

1. Name and address of the College : *Goalpara College,
Goalpara, Assam.*
PIN. Code – 783101.

2. For communication :

Office

Name	Area/ STD code	Tel. No	Ext. No	Fax	e-mail
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3. What are the goals and objectives of the institution and where are they stated?

- ▶ *Goals and objectives of the institution are approved by the GB and these are stated in the college prospectus. (For details please refer annexure (1 & 2)*

4. What major considerations (that is education; training; employment; access; equal opportunities) are addressed by the goals and objectives?

► *Education and training.*

5. Financial Category of the college :

- Grant - in - aid
- Self-financing
- Government Funded

6. Type of college :

- Affiliated
- Constituent

7. Date of establishment of the college

08	08	1955
----	----	------

8. Date of UGC recognition :

	Month & Year mm-yyy
i. Under 2f	<i>The college has been enjoying UGC grants under section 2f since 1964. However, documents in support of the exact date of recognition could not be traced.</i>
ii. Under 12 B	<i>Not applicable, Since the college is established before 1972.</i>

9. Does the University Act provide for autonomy?

- Yes
- No

If yes, has the college applied for autonomy?

10. Campus area in acres : **17.00 Acres. (Approximately)**

(4)

13. Give details of the self-financing courses offered by the institution.

▶ *At present there is no self financing course.*

Programme	Level of Study	Cut off marks at entry level in %	Student Strength

14. State the norms and procedures for recruitment of teaching and non-teaching staff of the college (Details may be enclosed):

▶ *For details please refer Annexure- 4*

15. Number of permanent and temporary members of the teaching staff at present:

▶ *For a list of the teaching staff please refer Annexure - 5*

Permanent Teachers (Total) (Working against sanctioned post)	Female	Male	Total
No of teachers with Ph.D. as the highest qualification	01	05	06
No of teachers with M. Phil. as the highest qualification	-	09	09
No of teachers with P.G. as the highest qualification	09	26	35
Temporary Teachers (Total) (Working against non-sanctioned post)	Female	Male	Total
No of teachers with Ph.D. as the highest qualification	-	-	-
No of teachers with M. Phil. as the highest qualification	-	-	-
No of teachers with P.G. as the highest qualification	02	07	09

(4)

13. Give details of the self-financing courses offered by the institution.

▶ *At present there is no self financing course.*

Programme	Level of Study	Cut off marks at entry level in %	Student Strength

14. State the norms and procedures for recruitment of teaching and non-teaching staff of the college (Details may be enclosed) :

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No of teachers with M. Phil. as the highest qualification	-	-	-
No of teachers with P.G. as the highest qualification	02	07	09

(4)

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Programme	Level of Study	Cut off marks at entry level in %	Student Strength

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No of teachers with M. Phil. as the highest qualification	-	09	09
No of teachers with P.G. as the highest qualification	09	26	35
Temporary Teachers (Total) (Working against non-sanctioned post)	Female	Male	Total
No of teachers with Ph.D. as the highest qualification	-	-	-
No of teachers with M. Phil. as the highest qualification	-	-	-
No of teachers with P.G. as the highest qualification	02	07	09

Part-Time Teachers* (Total)	Female	Male	Total
No of teachers with Ph.D as the highest qualification	-	-	-
No of teachers with M. Phil. as the highest qualification	-	-	-
No of teachers with P.G. as the highest qualification	06	10	16

*Give the details of average number of hours / week or month :

4 hours/week/teachers.

Demonstrator (Total)	Female	Male	Total
No of demonstrators with Ph.D. as the highest qualification	-	-	-
No of demonstrators with M. Phil. as the highest qualification	-	-	-
No of demonstrators with P.G. as the highest qualification	-	01	01
No of demonstrators with B.Sc. as the highest qualification	-	02	02

16. Numbers of the non teaching staff of the college at present :

	Female	Male	Total
Administrative staff (<i>Principal, Vice-Principal, Library staff, & Grade-III employees</i>)	02	11	13
Technical staff	-	-	-
Grade four employees	05	13	18
Others (if any) <i>Lab. Bearers.</i>	00	17	17

Part-Time Teachers* (Total)	Female	Male	Total
No of teachers with Ph.D as the highest qualification	-	-	-
No of teachers with M. Phil. as the highest qualification	-	-	-
No of teachers with P.G. as the highest qualification	06	10	16

*Give the details of average number of hours / week or month :

4 hours/week/teachers.

Demonstrator (Total)	Female	Male	Total
No of demonstrators with Ph.D. as the highest qualification	-	-	-
No of demonstrators with M. Phil. as the highest qualification	-	-	-
No of demonstrators with P.G. as the highest qualification	-	01	01
No of demonstrators with B.Sc. as the highest qualification	-	02	02

16. Numbers of the non teaching staff of the college at present :

	Female	Male	Total
Administrative staff (<i>Principal, Vice-Principal, Library staff, & Grade-III employees</i>)	02	11	13
Technical staff	-	-	-
Grade four employees	05	13	18
Others (if any) <i>Lab. Bearers.</i>	00	17	17

(6)

17. Numbers of students enrolled in the college for the current academic year according to regions and countries: (03-04)

Student enrolment	UG			PG			Diploma/ Certificate ✓			Self-Financing		
	M	F	T	M	F	T	M	F	T	M	F	T
No of students from the same state where the college is located	655	420	1075	-	-	-	430	408	838	-	-	-
No. of students From other states	65	05	70				03	02	05			
No. of NRI students	-	-	-	-	-	-	-	-	-	-	-	-
No. of overseas students	-	-	-	-	-	-	-	-	-	-	-	-

720 425 1145

(6)

17. Numbers of students enrolled in the college for the current academic year according to regions and countries: (03-04)

Student enrolment	UG			PG			Diploma/ Certificate ✓			Self-Financing		
	M	F	T	M	F	T	M	F	T	M	F	T
No of students from the same state where the college is located	655	420	1075	-	-	-	430	408	838	-	-	-
No. of students From other states	65	05	70				03	02	05			
No. of NRI students	-	-	-	-	-	-	-	-	-	-	-	-
No. of overseas students	-	-	-	-	-	-	-	-	-	-	-	-

720 425 1145

18. Details of the last two batches of students :

Batch-I								
Year of entry : 2001-2002								
Admitted to the programme	H.S-I	H.S-II	T.D.C-I		T.D.C-II		TDC-III	
			M	G	M	G	M	G
Admitted Nos	S-152 A-403	S-97 A-324	S-72 A-265	S-70 A-145	S-75 A-220	S-24 A-52	S-58 A-157	S-42 A-30
Drop outs (-)	S-18 A-39	S-00 A-08	S-00 A-02	S-03 A-29	S-02 A-00	S-07 A-00	S-00 A-00	S-00 A-03
Drop out/ Unsuccessful Candidates Reappearing (+)	S-42 A-17	S-97 A-158	S-00 A-00	S-00 A-00	S-64 A-68	S-99 A-256	S-20 A-54	S-17 A-29
Total Candidates Enrolled	S-176 A-481	S-194 A-474	S-72 A-263	S-67 A-116	S-137 A-288	S-116 A-308	S-78 A-209	S-59 A-56
Drop outs during The Exam. (-)	S-01 A-03	S-06 A-13	S-00 A-00	S-00 A-00	S-02 A-11	S-13 A-32	S-03 A-12	S-03 A-00
Appeared for the final Exam.	S-175 A-478	S-188 A-461	S-72 A-263	S-67 A-116	S-135 A-277	S-103 A-276	S-75 A-197	S-56 A-56
Passed in final Exam.	S-98 A-262	S-72 A-198	S-62 A-248	S-38 A-95	S-27 A-78	S-49 A-41	S-43 A-72	S-31 A-43
Passed in 1 st Class	S-02 A-01	S-06 A-16	S-00 A-00	-	-	-	S-07 A-01	-
University/AIIEC Rank if any.								

S = Science.

A = Arts.

Batch-II								
Year of entry : 2002-2003								
Admitted to the programme	H.S - I	H.S.- II	T.D.C.- I		T.D.C-II		TDC -III	
			M	G	M	G	M	G
Admitted Nos	S-99 A-366	S-93 A-264	S-56 A-270	S-47 A-121	S-50 A-156	S-44 A-167	S-60 A-114	S-31 A-43
Drop outs (-)	S-08 A-12	S-01 A-15	S-00 A-00	S-00 A-27	S-02 A-09	S-03 A-14	S-04 A-01	S-03 A-01
Drop out/ Unsuccessful Candidates Reappearing (+)	S-42 A-65	S-110 A-207	S-00 A-00	S-00 A-00	S-53 A-89	S-62 A-178	S-39 A-58	S-17 A-29
Total Candidates Enrolled	S-133 A-419	S-202 A-456	S-56 A-270	S-47 A-94	S-101 A-236	S-103 A-331	S-95 A-171	S-45 A-71
Drop outs during The Exam. (-)	S-02 A-04	S-05 A-22	S-00 A-00	S-18 A-00	S-01 A-00	S-02 A-20	S-00 A-15	S-00 A-02
Appeared for the final Exam.	S-131 A-415	S-197 A-434	S-56 A-270	S-29 A-94	S-100 A-236	S-101 A-311	S-95 A-156	S-45 A-69
Passed in final Exam.	S-57 A-269	S-116 A-170	S-42 A-253	S-25 A-71	S-24 A-115	S-27 A-49	S-52 A-95	S-32 A-30
Passed in 1 st Class	S-00 A-09	S-10 A-06	-	-	-	-	S-11 A-03	S-00 A-00
University/AIASEC Rank if any.	-	-	-	-	-	-	-	-

S = Science, A = Arts.

19. Give a copy of the last annual budget of the college with details of plan and non-plan revenue/ expenditure. (Attach separately) :

▶ Please refer Annexure - 6

Batch-II								
Year of entry : 2002-2003								
Admitted to the programme	H.S - I	H.S.- II	T.D.C.- I		T.D.C-II		TDC -III	
			M	G	M	G	M	G
Admitted Nos	S-99 A-366	S-93 A-264	S-56 A-270	S-47 A-121	S-50 A-156	S-44 A-167	S-60 A-114	S-31 A-43
Drop outs (-)	S-08 A-12	S-01 A-15	S-00 A-00	S-00 A-27	S-02 A-09	S-03 A-14	S-04 A-01	S-03 A-01
Drop out/ Unsuccessful Candidates Reappearing (+)	S-42 A-65	S-110 A-207	S-00 A-00	S-00 A-00	S-53 A-89	S-62 A-178	S-39 A-58	S-17 A-29
Total Candidates Enrolled	S-133 A-419	S-202 A-456	S-56 A-270	S-47 A-94	S-101 A-236	S-103 A-331	S-95 A-171	S-45 A-71
Drop outs during The Exam. (-)	S-02 A-04	S-05 A-22	S-00 A-00	S-18 A-00	S-01 A-00	S-02 A-20	S-00 A-15	S-00 A-02
Appeared for the final Exam.	S-131 A-415	S-197 A-434	S-56 A-270	S-29 A-94	S-100 A-236	S-101 A-311	S-95 A-156	S-45 A-69
Passed in final Exam.	S-57 A-269	S-116 A-170	S-42 A-253	S-25 A-71	S-24 A-115	S-27 A-49	S-52 A-95	S-32 A-30
Passed in 1 st Class	S-00 A-09	S-10 A-06	-	-	-	-	S-11 A-03	S-00 A-00
University/AISEC Rank if any.	-	-	-	-	-	-	-	-

S = Science, A = Arts.

19. Give a copy of the last annual budget of the college with details of plan and non-plan revenue/ expenditure. (Attach separately) :

▶ Please refer Annexure - 6

20. What is the institutions's 'unit cost' of education? [unit cost = total annual Expenditure budget (actuals) divided by the number of students enrolled]
Unit cost calculated excluding salary component may also be given.

a) *With salary* = Rs. 10,412.46

b) *Without salary* = Rs. 1590.56

21. What is the temporal plan of academic work in the college :

Semester System

Annual system

Credit based credit system

Any other (Specify)

Tick the support services available in the college from the following :

Central library

Computer center

Health center

Sports facilities

Press

Workshop

(10)

- Hostel
- Guest House
- Canteen
- Grievance redressal cell
- Non-residential center
- Any other (specify)

23. How many students have passed the following examinations in the last five years ?

UGC – CSIR (NET) Examination : 08

UGC – SLET Examination : 01

GATE : 06

Indian Civil Services Examinations :

GRE : 02

TOEFL : 02

GMAT :

Any other (Specify) :

*For details please refer
Annexure :7*

24. How many students UGC – CSIR/ GATE qualified candidates have registered for research in the college? : *Does not arise*

25.. Furnish the following details (in figures) for the last three years :

Working days of the College : 249
Working days of the library : 249
Teaching days of the college : 206
Books in the library : 23,329
Journals/Periodicals subscribed by the library

National

▶ *Journals* : 06
▶ *Periodicals/Magazine* : 06
▶ *News Paper* : 06

International : *NIL*

Computers in the college : 11

Research projects completed and their total outlay :

▶ *Nos. of MRP Completed* : 16

▶ *Total Outlay* : Rs. 6,72,000/-

Teachers who have received international recognition for teaching/research/consultancy : *Nil*

Teachers who have attended international seminars : 03

Teachers who were resource persons at national Seminars / workshops : *NIL.*

26. Give the number of on going research projects and their total outlay .

▸ *No. of ongoing Minor Research Projects : 02*

▸ *Total Outlay :Rs. 65000/-*

27. Does the college have collaborations/ linkages with international institutions ?

Yes No

If yes , list the MoUs signed and furnish the important details of those collaborations.

28. Does the management run other educational institutions besides the college

Yes No

If yes give details :

29. Give details of the resources generated by the college last year through the following means :

<i>Source of funding</i>	<i>Quantum (Rs.)</i>
Donation	NIL
Fund raising drives	NIL
Alumni Association	NIL
Consultancy	NIL
Self-financing courses	1500/-
Any others	NIL

CRITERION-WISE INPUTS

II. Criterion – wise inputs

Criterion I : Curricular Aspects

1. How are institutional mission and goals reflected in the curricula.

▶ *Please refer annexure - 8*

2. What is the range of programme options available to the students for awards such as degrees, certificates and diplomas? : *Four*

3. What is the proportion of the following components in the programme options?

Knowledge : 1 Skills : 1 i.e 1:1

4. Are programmes flexible enough to offer students the following benefits?

Time frame matching student convenience

Horizontal mobility

Elective options

Non-core options

5. How often are the existing curricula for a subject reviewed and updated?

▶ *As Soon as these are reviewed and updated by Gauhati University and AISEC.*

What are the courses introduced by the college during the last three years?

Give details : *For details please refer annexure -9.*

6. How long does it take to introduce a new programme of study after it has been conceptualized? : *Normally two years.*

7. What are the contributions of the institution in the curriculum design of the University?

▶ *Faculty members are invited to syllabus committee meeting for suggestion by the Gauhati University and Assam Higher Secondary Education Council .*

8. Has there been an academic audit by the University?

▶ *Yes, It is done by the Inspector of Colleges, as required by the Gauhati University.*

9. Furnish details of the following aspects of curriculum design :

Innovation such as modular curricula

Inter/multidisciplinary approach

As provided in the curricula designed by the Gauhati University.

10. Any other highlights. : *NIL.*

Criterion II

Teaching-learning and Evaluation

1. How are students selected for admission into various courses ?

- a) Through special entrance tests
- b) Through interviews
- c) Through their academic records
- d) Through combination of the above

2. (a) Is there a provision for assessing students' knowledge and skills for a particular programme (after admission) ?

Yes No

If Yes, cite example :

(b) Does the college provide bridge/remedial courses to the educationally disadvantaged students ?

Yes No

▶ *Submitted proposals to the UGC for financial assistance to introduce remedial courses for S/C & S/T under 10th plan.*

If yes, cite example :

(c) How are advanced learners challenged to work ahead of the rest?

▶ *Special care is provided to the advanced learners both at personal and departmental levels.*

3. Does the college encourage the teachers to make a teaching plan?

Yes No

If Yes, give details : *For details please refer Annexure -10*

4. Are syllabi unitized according to a teaching schedule through the semester/year?

Yes No

If yes, give details of implementation in terms of monitoring, mid-course correction, etc. : *For details please refer Annexure - 11*

5. How does the college supplement the lecture method of teaching with other learner-centered teaching methods?

▶ *Through group discussion, departmental seminar, field trip, tutorial classes, excursion, visit to the other institutions of the country.*

6. Is there a facility to prepare audio visuals and other teaching aids?

Yes No

If yes, give details .

Furnish the following :

- Teaching days : 206
- Working days : 249
- Work load : 18.45 hours/ week/ Teacher.
- Ratio of full-time teachers
To part time teachers
(last two years) : 4 : 1
- Ratio of teaching staff to
non teaching staff
(last two years) : 2 : 1
- Percentage of classes taught
by full-time faculty : 80 %

8. Are evaluation methods communicated to students at the beginning of the year?

Yes No

If yes, give details : *▶ The details of the methods of college examinations and University and Council Examinations are given in the prospectus. The probable dates of these examinations are shown in the academic calendar of the college.(For details please refer Annexure-3)*

9. Does the college monitor overall performance of students at the beginning of the year ?

Yes No

If yes, give details : *For details please refer annexure -12.*

10. How are teachers recruited ? When and how are new teaching positions created ? Give detail : *For details please refer annexure - 13.*

In the case of colleges where appointment is made by the college, give the following details for the last two year :

Month and year				
Self-funded (S)Or Govt. funded(g) S/G	Advertisement	Appointment Of selection committee	Selection Committee meeting	Appointment Letter to candidates
Dept. of Mathematics* (one)	01/08/2002	25/11/2002	15/12/2002	12/04/2003
Librarian * (one)	01/08/2002	23/11/2002	18/12/2002	12/04/2003
Dept. of Pol. Science* (one)	01/08/2002	17/09/1002	07/10/2002	26/04/2003
Dept. of Economics* (one)	15/08/1997	12/08/1997	28/09/1997	18/11/1997 14/12/2002
Dept. of Geography* (one)	16/08/1989	10/09/1989	01/10/1989	23/10/1989 4/09/200i
Dept. of Physics* (one)	15/08/97	11/08/1997	29/09/1997	03/11/1989
Dept. of Education** (one)	01/08/02	15/08/2002	24/09/2002	25/11/2002
Dept. of Philosophy** (one)	16/09/2000	17/11/2000	8/12/2000	9/06/2001

* *Govt. Funded = Sanction post, salary given by the Govt..*

** *Self Funded = Non-sanction post, salary given by the college from its own resources.*

11. Provide the following information about the teaching staff recruited during the last two years.

Teaching staff recruited from		
Same state		Other states
Same institution	Other institutions	
03 (Alumni of this institution)	05	NIL

12. Does the college have the freedom and the resources to appoint and pay temporary / ad hoc teaching staff?

Yes No

If yes, give details : *For details please refer annexure – 14.*

If no, how are additional projects/ expansion managed ?

13. Number of teaching staff who have attended seminars/conferences/ workshops as participants / resource persons in the last two years :

	Participants	Resource persons
National level	32	-
International level	03	-

14. Does the college follow the self-appraisal method to evaluate the performance of the faculty in teaching, research and extension ?

Yes No

If yes, how are teachers encouraged to use the feedback ?

▶ *For details please refer annexure – 15.*

15. Does the college follow any other teacher performance appraisal method ?

Yes No

▶ *For details please refer annexure – 16.*

If yes, give details of the same and state how the results of the appraisal are used.

▶ *Feed back from students regarding the teachers are obtained and these feed backs are used to improve the performance of the teachers in teaching.*

16. Does the college collect significant feedback from students and how have they been used ?

Yes No

If yes, what are the significant feedback from students and how have they been used ? : *Please refer annexure - 17.*

17. Does the college conduct refresher course/ seminar/ conferences/symposia/ workshops/programmes for faculty development ?

Yes No

If yes, give details : *For details please refer annexure -18.*

18. Give details on a few faculty development programmes and the number of teachers who benefited out of them, during the last two years :

Faculty Development Programme	No. of beneficiaries
M. Phil.	-
Refreshers Courses.	25
Orientation Courses.	13
Summer Institute.	01
SERC School	01

19. How many members of faculty have received teaching awards ? : *NIL*

20. Give details of the contribution of the faculty in different committees .

▶ *For details please refer annexure - 19.*

21. Furnish information about significant teaching innovations of the college .

▶ *Please refer annexure - 20.*

22. What are the national and international linkages established for teaching and research ?

▶ *Please refer annexure - 21.*

23. Any other highlights ? : *NIL*

Criterion III

Research, consultancy and Extension :

1. Is research a significant activity of the college ?

▸ *No. But individually teachers are doing research work in various fields.*

How does the college promote research ?

P.G student doing project work :

Teachers are given study leave : *Yes*

Teaches provided with seed money :

Research committee for submitting project proposals :

Adjustment in teaching scheduled :

3. Is the college a recognized center for Ph.D. : *No*

4. What percentage of teachers are engaged in active research in the college ?
(guiding research scholars, operating projects, publishing regularly etc.)
give details : **60 %**

5. How many are full time research scholars and how many have registered as part time scholars ? (Research scholars means M. Phil. or Ph. D. student)

Full-time	Part-time
<i>NIL</i>	14

6. How many Ph.D. have been awarded during the last five years? : *NIL*

7. Does the college provide financial support to research students?

Yes No

8. Provide details of the ongoing projects :

Total no of projects	02 <i>(Minor research project)</i>
Total outlay in Rs.	65,000/-

9. Give the details of ongoing projects funded by external agencies : *NIL*.

Funding agency	Amount (Rs)	Duration (Years)	Collaboration, if any
UGC	35,000 /-	2 years	No
UGC	30,000 /-	2 years	No

10. Does the college publicise the expertise available for consultancy services.

Yes No

If yes, give details .

11. Does the college have a designated person for extension activities ?

Yes No

If yes, indicate the nature of the post .

Full-time Part-time Additional Charge

12. Indicate the extension activities of the college and its details :

- | | | | |
|-----------------------------------|-------------------------------------|-----------------------------|-------------------------------------|
| i) Community development | <input checked="" type="checkbox"/> | ii) Social work | <input checked="" type="checkbox"/> |
| iii) Health and hygiene awareness | <input checked="" type="checkbox"/> | iv) Medical camp | <input type="checkbox"/> |
| v) Adult education and literacy | <input type="checkbox"/> | vi) Blood donation camp | <input checked="" type="checkbox"/> |
| vii) AIDS awareness | <input checked="" type="checkbox"/> | viii) Environment awareness | <input checked="" type="checkbox"/> |
| ix) Any others | <input type="checkbox"/> | | |

▶ *please refer Annexure – 22.*

13. Are there any outreach programmes carried out by the college other than NSS & NCC, for example population Education club, Adult Education, National Literacy Mission or any other ?

Yes No

▶ *For the programmes other than NSS & NCC is given in the Annexure-22*

14. How are students and teachers encouraged to participated in extension activities ?

▶ *Please refer Annexure –23.*

15. Does the college work and plan the extension activities along with NGO's and GO's? :

▸ *For details please refer Annexure – 24.*

16. Any other highlights :

Criterion IV

Infrastructure and Learning Resources

1. Enclose the master plan of the college campus indicating the existing buildings and the projected expansion in the future.

▶ *Please refer Annexure - 25*

2. How does the college plan to meet the need for augmenting the infrastructure to keep pace with academic growth ?

▶ *Grants from the financing authority such as UGC, State Govt., Contribution of Alumni, Public donation, Own resources of the college.*

3. How does the college maintain its infrastructure ?

▶ *Fund generated from different sources as mentioned above are used to maintain its infrastructure.*

4. How does the college ensure optimum utilization of its infrastructure facilities ?

▶ *For academic purpose, such as classes, seminar, group discussion, different test and examination.*

5. Does the college encourage use of the academic facilities by external agencies ?

Yes No

If yes, give details .

6. What efforts are made to keep the campus beautiful and pollution free ?

▶ *Plantation of medicinal plants, as well as flowering plant, regular maintenance of these by permanent employees and social services rendered by the students union's social service unit and volunteers of NSS & NCC.*

7. Is there an advisory committee for the library ?

Yes No

8. Is the library inter connected with other libraries for inter-library borrowing ?

Yes No

9. Is there a book bank facility in the central library ?

Yes No

10. Are the following activities of the central library computerized ?

▶ *Central library is proposed to be computerized.*

i) Lending of books ii) Purchase of books

iii) Lending of audio-Visual materials iv) Book bank

v) Stock verification vii) Any others

11. Provide the numbers of books / journals / periodicals that have been added to the central library during the last two years and their cost .

	The Year before last		The Year before	
	Number	Total Cost	Number	Total Cost
Text books	428	40,342.50	541	82,258.89
Other books	41	15,816.50	241	70,101.95
Journals/ Periodicals	75	3335.00	146	7395.00
Any others	<i>NIL</i>	<i>NIL</i>	<i>NIL</i>	<i>NIL</i>

12. Does the library have the following facilities ?

- Reprography
- Computers
- Audio & video cassettes
- Internet
- Any other (Specify)

13. Furnish the following details :

- Working days of the library : 249
- Working hour of the library : 9.30 A.M → 4.00 P.M
- Total no of books in the library : 23,329
- Journals/Periodicals subscribed : *Journals* = 06
Magazine = 06
News Paper = 06
- Titles in the library : 16,798

14. Is there a central computer facility in the college ?

Yes No

If yes , give the configuration and other hardware and software details.

▶ *Please refer Annexure - 26.*

15. Give the working hours of the computer center and its access on holidays and off hours.

▶ *The computer center facility is available from 9.00 A.M to 4.00 P.M in all working days. Limited access is provided on holidays and others.*

16. How many departments have computers of their own ? Give the configuration and other details. : *NIL.*

17. What is the output of the center in developing computer aided learning packages in various subjects during the last three years ? : *NIL.*

18. How are computers and their accessories maintained in the computer center and other locations of the colleges ?

▶ *Please refer Annexure – 27.*

19. Does the college make use of the services of inter-university centers like IUCAA, CEC, INFLIBNET etc. : *No.*

20. What are the various health services available to the students, members of the teaching and non-teaching staff of the college ?

▶ *Routine health check-up is provided by the health care center of the college with the help of a specialist doctor assisted by a nurse.*

21. What are the physical and infrastructure facilities available in the sports and physical education center? Give details.

▶ *Please refer Annexure - 28.*

22. What are the incentives given to outstanding sports persons?

▶ *Incentives given through reservation of seats for each class at the time of admission as well as by encouraging them through financial aid and ovation.*

23. Give details of the participation of students during the last year at the university, state, regional, national meets.

▶ *Please refer Annexure -29.*

	Participation of students	outcome
State		
Regional		
National		
International		

24. What are the major physical and infrastructure facilities available in the workshop and center for instrumentation? : *Does not arise.*

21. What are the physical and infrastructure facilities available in the sports and physical education center? Give details.

▶ *Please refer Annexure - 28.*

22. What are the incentives given to outstanding sports persons?

▶ *Incentives given through reservation of seats for each class at the time of admission as well as by encouraging them through financial aid and ovation.*

23. Give details of the participation of students during the last year at the university, state, regional, national meets.

▶ *Please refer Annexure -29.*

	Participation of students	outcome
State		
Regional		
National		
International		

24. What are the major physical and infrastructure facilities available in the workshop and center for instrumentation? : *Does not arise.*

25. What percentage of students have hostel accommodation ? : *4 % (Approximately)*

26. Give details of the hostel facilities available in the campus ?

i) One boys hostel with 36 seats.

ii) One girls hostel with 48 seats.

27. Any other highlights : *NIL*

Criterion - v

:Student support and progression

1. Furnish the following details :

- Percentage of students appearing for the qualifying examination after the minimum period of study : *98% in H.S & 97.5 % in UG level.*
- Drop out rate : *2 % in H.S & 2.5 % in UG level.*
- Progression to employment and further study (UG to PG or PG to Ph.D.):
: *We do not have actual record.*
- Prominent positions held by alumni :
: *Please refer annexure - 30*

2. How many students have passed the following examinations in the last five years ?

UGC-CSIR (NET) Examination	: 08
UGC-SLET	: 01
GATE	: 06
Indian Civil Services Examinations :	
GRE	: 02
TOEFL	: 02
GMAT	:
Any others	:

3. Does the college publish its updated prospectus annually ?

Yes No

If yes, what are the contents of the prospectus ?

: *Please refer annexure -3.*

4. What kind of financial aids are available to students from the central government, state government, the institution and others? Give details.

Govt. aided scholarship for the students of backward community and students aid fund for economically backward students generated by the college.

5. Mention the number of students who have received financial aid during the last two years.

Financial aid	Year before last	Year before
Merit Scholarship	-	<i>Yet to be received</i>
Merit-Cum-Means	-	<i>Yet to be received</i>
Any Others		<i>Yet to be received</i>
S.C	151	
S.T	199	<i>Yet to be received</i>
Student aid fund	10	34

6. Does the college have an employment cell and a placement officer who offers career counseling to students? If yes, give details of the cell and its officer.

Employment cell : *No*

Role :

Placement officer : *No*

Role :

The college initiated career counseling and guidance center from 2002 but this center render only career counseling to the student.

7. Do teachers participate in academic and personal counseling? Give details.

Yes No

▶ *For details please refer annexure – 31.*

8. How many students were employed through placement service during the last year?

▶ *Does not arise*

	UG Student	PG Student	Research Scholars
Local firms/ Companies			
Central Government			
Public sector Undertaking			
Private Sector			

9. Does the employment cell motivate the students to seek self-employment?

Yes No

▶ *Not applicable.*

10. Does the college have an alumni association?

Yes No

If yes, indicate the Activities of the Association.

▶ *Please refer annexure - 32*

11 How are the policies and criteria of admission made clear to prospective students .

▶ *Please refer annexure – 33.*

12. State the admission policy of the college with regard to overseas students.

▶ *Does not arise.*

13. What are the support services given to overseas students ?

▶ *Not applicable.*

One window admission service		Overseas students office	
Special accommodation		Induction courses	
Socio-cultural activities		Welfare programme	
Policies clearance		Any other	

14. What are the recreational/leisure time facilities available to students ?

- | | | | |
|-----------------------------|-------------------------------------|-------------------------|-------------------------------------|
| i) Indoor Games | <input checked="" type="checkbox"/> | ii) Outdoor Games | <input checked="" type="checkbox"/> |
| iii) Nature Club | <input checked="" type="checkbox"/> | iv) Debate Clubs | <input checked="" type="checkbox"/> |
| v) Student Magazine | <input checked="" type="checkbox"/> | vi) Cultural Programmes | <input checked="" type="checkbox"/> |
| vii) Audio Video Facilities | <input checked="" type="checkbox"/> | viii) Any other | <input type="checkbox"/> |

15. Any other highlights.

Criteria - VI

: Organisation and management

1. Does the College have an efficient internal coordinating and monitoring mechanism ?

Yes No

▶ Please refer Annexure - 34.

2. Were any committees/ external agencies appointed during the last three years to improve the organization and management ?

Yes No

3. Does the college have an inbuilt mechanism to check the work efficiency of the non-teaching staff ?

Yes No

: *Please refer Annexure-35*

4. Is there a special committee for preparing the academic calendar ?

Yes No

5. During the last two years have all the decisions of the selection committee been approved by the Governing Body ?

Yes No

▶ *Please refer Annexure - 36.*

8. Have there been changes in the tuition and other fees during the last three years, give details.

▶ *Yes, as per Govt. notification. For details please refer Annexure. – 37.*

9. Furnish the amount spent under the various heads of expenditure last year .

Head of Expenditure		Budget Provided	Amount actually spent in Rs.
1	Office and Administration	16734000 /-	17451553 /-
2	Library	160000 /-	211549 /-
3	Laboratories	300000 /-	158853 /-
4	Examination	445000 /-	429962 /-
5	College building & Hostels	1185000 /-	240361 /-
6	Games & Sports	253000 /-	2187751 /-
7	Students welfare	40000 /-	20665 /-
8	Students Welfare NCC,NSS, Social Service.	10000 /-	10830 /-

10. During the last two years did the college have an excess budget ?

Yes No

11. Is there an internal audit mechanism ?

Yes No

12. What are the various welfare programmes of the college ? Give details.

▶ *Please refer Annexure - 38.*

13. Is there a grievance redressal cell in the college ?

Yes No

If yes, how does it deal with grievances of the employees and others ?

▶ *For details please refer Annexure - 39.*

14. List of various loan facilities available to members of the teaching and the non-teaching staff of the college. What are the requirements and the eligibility criteria necessary to obtain loans that are available ?

▶ *Please refer Annexure - 40.*

15. What is the procedure of the college to purchase major items ?

▶ *Please refer Annexure - 41.*

16. Any other highlights. *NIL*

Criterion VII

:Healthy Practices.

1. Has the college adopted any mechanism/process for internal quality checks ?

Yes No

If yes, give details .

▶ *Please refer annexure - 42.*

Is the college sensitized to latest managerial concepts such as strategic planning, Team-work, decision making and computerization ?

Yes No

3. Does the college have

• Twinning programmes

• Student Exchange programmes

▶ MoU's With

• Industries

• Research organizations

4. What are the national/international linkages established by the college for training and research ?

▶ *Please refer annexure - 21.*

5. How does the college strengthen the regular academic programmes through other complementary systems like self-financing courses, non formal mode and distance education.

▶ *Distance education - P.G. Schools of Correspondence (Gauhati University). For details please refer annexure – 43*

6. What are the practices of the college to impart value based education ?

▶ *Please refer annexure - 44.*

7. How does the college inculcate civic responsibilities among the students ?

▶ *Through classes, Seminars, Group Discussions, Debate, Speech and Dramas — Different activities of NGO's like A.S.S, ASTEC and other local organization.*

8. What are the efforts of the college towards all round personality development of the learners ?

▶ *Please refer annexure –45.*

9. How is the college geared to achieve its specific goals and objectives ?

▶ *please refer annexure - 46.*

10. What are the efforts of the college to bring in “community orientation” in its activities ?

▶ *Through awareness campaign, directly/indirectly (for details please refer annexure –22).*

11. Indicate the efforts to promote general/transferable skills among the students such as

a) Capacity to learn : *Proposals submitted for UGC sponsored Scheme for remedial course for S.C./S.T & coaching classes for entrance examination of services to minority students under 10 th plan .*

b) Communication skills : *Seminars, symposia, debates, are organized time to time.*

c) Numerical skills : *Different competition organize by Physical society , Chemical society , Assam Academy of Mathematics, among the students of the college as well as of the school.*

d) Use of information technology : *There is provision for using internet facility*

e) Work as a part of a team and Independently : *Students are tried in different team events and individual events by competent teachers/coaches to join in State/ University level competition.*

12. Any other college specific innovations, which have contribute to its growth. : *NIL*

* * * * *

INPUTS FROM THE DEPARTMENTS

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1. Name and address of the department : *Assamese Department,
Goalpara College,
Goalpara-783101.*
2. Date of establishment of the Department : *August, 1955*
3. Built-up area of the department in sq. m : *16.7 sq. m. & the floor area for
classes as provided by the
College authority.*
4. List the different programmes (Level of study = UG/PG/Any other) :

Programme		Level of study	Cut of marks	Student Strength
T.D.C-I	Major	UG	50% marks in Assamese in H.S Final Exam.	50
	General	UG	Passed in H.S Final & Marks as fixed by the Admission Committee*	DS = 225 MS = 175
T.D.C-II	Major	UG	Qualified in 1st year Examination	50
	General	UG	Qualified in 1st year Examination	225
T.D.C-III	Major	UG	Qualified in 2nd year Examination	50
	General	UG	Qualified in 2nd year Examination	
H.S-I (Sc + Arts)			As fixed by the Admission Committee*	Sc =150 Arts (DS)= 200 Arts(MS)=175
H.S-II (Sc + Arts)			Passed in H.S 1st year Examination.	Sc =150 Arts (DS)= 200 Arts(MS)=175

* Cut off marks is fixed every year by the Admission Committee.

DS - Day shift, MS Morning shift

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* Cut off marks is fixed every year by the Admission Committee.

DS - Day shift, MS Morning shift

5. Number of teaching, technical and administrative staff of the department :

	Male	Female	Total
Total no. of teachers	03	03	06
Teachers with Ph. D as the highest Qualification.	NIL	NIL	NIL
Teachers with P.G as the highest Qualification.	02*	03	05
Teachers with other specific eligible Qualification (<i>M. Phil.</i>)	01	NIL	01
Technical staff	NIL	NIL	NIL
Administrative staff	NIL	NIL	NIL
Any other (if any)	NIL	NIL	NIL

* One teacher has done final registration for Ph. D. Degree Under Gauhati University.

6. Does the department have academic, administrative and financial autonomy ?

	Yes	No
Academic		✓
Administrative		✓
Financial		✓

If yes, what extent ?

7. Number of students in the department during the current year :

	Female	Male	Total
Students from the same state where the college is located	695	748	1443
Students from other states of India	-	-	-
NRI students	-	-	-
Other overseas students	-	-	-
Grand Total	695	748	1443

5. Number of teaching, technical and administrative staff of the department :

	Male	Female	Total
Total no. of teachers	03	03	06
Teachers with Ph. D as the highest Qualification.	NIL	NIL	NIL
Teachers with P.G as the highest Qualification.	02*	03	05
Teachers with other specific eligible Qualification (<i>M. Phil.</i>)	01	NIL	01
Technical staff	NIL	NIL	NIL
Administrative staff	NIL	NIL	NIL
Any other (if any)	NIL	NIL	NIL

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	Yes	No
Academic		✓
Administrative		✓
Financial		✓

If yes , what extent ?

7. Number of students in the department during the current year :

	Female	Male	Total
Students from the same state where the college is located	695	748	1443
Students from other states of India	-	-	-
NRI students	-	-	-
Other overseas students	-	-	-
Grand Total	695	748	1443

8. Is there a method of assessing the students' academic standing in order to provide enrichment and remedial courses?

Yes

No

9. Furnish the following details (in figures) :

Books in the department library : *NIL*

Journals/ periodicals subscribed by the department : *NIL*

Computers in the department : *NIL*

Research projects completed during the last three years
and their total outlay : *1 (One M R P), Total outlay Rs. 50,000/-*

On going research projects : *NIL*

Teachers who have attended ✓ National / International seminars
during last two years : *1 (One)*

Teachers who have been resource person during last two years : *NIL.*

Batch-II		Year of entry : 2002-2003								
Admitted to the programme	H.S-I		H.S.II		T.D.C.-I		T.D.C-II		TDC -III	
	Arts	Sci	Arts	Sci	M	G	M	G	M	G
Admitted Nos	366	105	264	92	47	394	40	330	25	-
Drop outs (-)	12	-	28	01	03	40	08	55	05	-
Drop out/ Unsuccessful Candidates Reappearing (+)	109	28	168	107	-	-	22	77	14	-
Total Candidates Enrolled	463	133	404	198	44	354	54	452	36	-
Drop outs during The Exam. (-)	12	01	45	06	01	42	02	05	05	-
Appeared for the final Exam.	451	132	359	192	43	312	52	447	31	-
Passed in final Exam.	340	116	305	189	25	214	47	412	21	-
Passed in 1 st Class	09	16	05	29	-	-	-	01	-	-
University/AHSEC Rank if any.	-	-	-	-	-	-	-	-	-	-

11. What is the sanctioned teaching staff strength and present position ?

Sanctioned : 04

Filled : 03

12. How often were national/international seminars, workshops etc. organized at the department ?

NIL

13. Are there any international or national links/collaborations for teaching, research or both ?

NIL

14. List the teaching staff, with their designations, qualifications, fields of specialization, years of experience, age and sex (in the descending order of seniority) :

<i>Name</i>	<i>Designation</i>	<i>Highest Qualification</i>	<i>Specialization</i>	<i>Experience Years</i>	<i>Age Years</i>	<i>Sex</i>
<i>Khargeswar Nayak</i>	<i>HoD, Senior Lecturer</i>	<i>M.A.</i>	<i>Language</i>	<i>12</i>	<i>48</i>	<i>M</i>
<i>Bhanu Bezborra</i>	<i>Senior Lect.</i>	<i>M.A.</i>	<i>Language</i>	<i>10</i>	<i>37</i>	<i>F</i>
<i>Sailenjeet Sarma</i>	<i>Lecturer</i>	<i>M.A., M.Phil.</i>	<i>Language</i>	<i>10</i>	<i>45</i>	<i>M</i>
<i>Joysree Kalita</i>	<i>Lecturer Part – Time</i>	<i>M.A.</i>	<i>Language</i>	<i>-</i>	<i>30</i>	<i>F</i>
<i>Kulendu Nath</i>	<i>Lecturer Part – Time</i>	<i>M.A.</i>	<i>Language (TBL)</i>	<i>-</i>	<i>25</i>	<i>M</i>
<i>Jupita Choudhury</i>	<i>Lecturer Part – Time</i>	<i>M.A.</i>	<i>Language</i>	<i>-</i>	<i>25</i>	<i>F</i>

15. How many from the teaching staff have received national/international recognition as fellows, awardees ?

NIL

16. What percentage of the teaching faculty are in active research ?

50 % of the total faculty members.

17. List the major thrust areas within the subject in which research activities are being pursued .

** *Culture*
 ** *Linguistics*
 ** *Folklore*

18. Give details of ongoing projects funded by external agencies : *NIL*

<i>Funding agency</i>	<i>Amount (In Rs.)</i>	<i>Duration (Year)</i>	<i>Collaboration, If any</i>

14. List the teaching staff, with their designations, qualifications, fields of specialization, years of experience, age and sex (in the descending order of seniority) :

<i>Name</i>	<i>Designation</i>	<i>Highest Qualification</i>	<i>Specialization</i>	<i>Experience Years</i>	<i>Age Years</i>	<i>Sex</i>
<i>Khargeswar Nayak</i>	<i>HoD, Senior Lecturer</i>	<i>M.A.</i>	<i>Language</i>	<i>12</i>	<i>48</i>	<i>M</i>
<i>Bhanu Bezborra</i>	<i>Senior Lect.</i>	<i>M.A.</i>	<i>Language</i>	<i>10</i>	<i>37</i>	<i>F</i>
<i>Sailenjeet Sarma</i>	<i>Lecturer</i>	<i>M.A., M.Phil.</i>	<i>Language</i>	<i>10</i>	<i>45</i>	<i>M</i>
<i>Joysree Kalita</i>	<i>Lecturer Part – Time</i>	<i>M.A.</i>	<i>Language</i>	<i>-</i>	<i>30</i>	<i>F</i>
<i>Kulendu Nath</i>	<i>Lecturer Part – Time</i>	<i>M.A.</i>	<i>Language (TBL)</i>	<i>-</i>	<i>25</i>	<i>M</i>
<i>Jupita Choudhury</i>	<i>Lecturer Part – Time</i>	<i>M.A.</i>	<i>Language</i>	<i>-</i>	<i>25</i>	<i>F</i>

15. How many from the teaching staff have received national/international recognition as fellows, awardees ?

NIL

16. What percentage of the teaching faculty are in active research ?

50 % of the total faculty members.

17. List the major thrust areas within the subject in which research activities are being pursued .

** *Culture*
 ** *Linguistics*
 ** *Folklore*

18. Give details of ongoing projects funded by external agencies : *NIL*

<i>Funding agency</i>	<i>Amount (In Rs.)</i>	<i>Duration (Year)</i>	<i>Collaboration, If any</i>

19. What are the basic advanced facilities, available and (like botanical garden, field laboratories, animal house, computing facility, major equipment, mortuary, post mortum facilities, Experimental surgery and medicine facilities etc.) acquired over the years ?

NIL

20. What is total number of publication (add the list) of the department in the last five years ?

Research Paper = 01

Article = 10

21. Have any one of the teaching programmes been dropped because it lost its immediate relevance or because it was not viable ?

Yes, There was P.G. Classes in the department but the same was dropped because of the policy undertaken by Gauhati University.

22. What is the average work load in terms of actual contact lectures per teachers ?

24 classes of 45 minute duration = 18 hours.

23. What is the average time spent by the teacher with students and how much time is spent on committees that deal with academic matters ?

Actual contact lecture = 18 hours/week/teacher

Additional time spent with the students = 6-7 hours/week/teacher.

Time spent on committees/other academic matter = 5 hours/week/teacher.

24. Does the department monitor overall performance of students through regular assessments ?

Yes

No

If yes, give methods and details of assessment.

The department monitored overall performance of the students through Unit tests, Seminars, Group Discussions etc.

25. How do the teachers update themselves for discharging their teaching / research responsibilities ? Give details.

Teachers update themselves by attending Orientation Courses, Refresher Courses, State & National Level Seminars and through regular library works.

26. What is the annual budget of the college to the department ?

As provided by the College Authority.

27. How much of research funding has been generated by the teachers from the other agencies ?

Rs. 50,000/- from U.G.C.

28. Do the teachers offer consultancy services and earn revenue for the college/ department ?

Yes No

If yes, how much has earned during the last two years ?

29. Furnish the following details :

Ratio of applications to available seats		UG	PG	Research
T.D.C-I	Major	3:2		
	General	3:2		
T.D.C-II	Major	1:1		
	General	1:1		
T.D.C-III	Major	1:1		
	General	-		
H.S-I (Sc + Arts)		3:2		
H.S-II (Sc + Arts)		1:1		
Ratio of part-time teacher to full-time teacher		1:1		
Progression to higher education		We do not have adequate information		

30. Furnish the following data :

Ratio of students to teachers : **289 : 1**

Numbers of research papers published : **01**

Teachers update themselves by attending Orientation Courses, Refresher Courses, State & National Level Seminars and through regular library works.

26. What is the annual budget of the college to the department ?

As provided by the College Authority.

27. How much of research funding has been generated by the teachers from the other agencies ?

Rs. 50,000/- from U.G.C.

28. Do the teachers offer consultancy services and earn revenue for the college/ department ?

Yes No

If yes, how much has earned during the last two years ?

29. Furnish the following details :

Ratio of applications to available seats		UG	PG	Research
T.D.C-I	Major	3:2		
	General	3:2		
T.D.C-II	Major	1:1		
	General	1:1		
T.D.C-III	Major	1:1		
	General	-		
H.S-I (Sc + Arts)		3:2		
H.S-II (Sc + Arts)		1:1		
Ratio of part-time teacher to full-time teacher		1:1		
Progression to higher education		We do not have adequate information		

30. Furnish the following data :

Ratio of students to teachers :

289 : 1

Numbers of research papers published :

01

Teachers update themselves by attending Orientation Courses, Refresher Courses, State & National Level Seminars and through regular library works.

26. What is the annual budget of the college to the department ?

As provided by the College Authority.

27. How much of research funding has been generated by the teachers from the other agencies ?

Rs. 50,000/- from U.G.C.

28. Do the teachers offer consultancy services and earn revenue for the college/ department ?

Yes No

If yes, how much has earned during the last two years ?

29. Furnish the following details :

Ratio of applications to available seats		UG	PG	Research
T.D.C-I	Major	3:2		
	General	3:2		
T.D.C-II	Major	1:1		
	General	1:1		
T.D.C-III	Major	1:1		
	General	-		
H.S-I (Sc + Arts)		3:2		
H.S-II (Sc + Arts)		1:1		
Ratio of part-time teacher to full-time teacher		1:1		
Progression to higher education		We do not have adequate information		

30. Furnish the following data :

Ratio of students to teachers : *289 : 1*

Numbers of research papers published : *01*

31. Has the department received any special support for teaching or research ?

Yes No

32. Number of departmental seminars organized (Give details) :

2002-03 06
2003-04 03

33. Number of popular lecture/ guest lectures held (Give details) :

01

34. No of seminars/ workshops/ training camps organized (Give details) :

NIL

35. Number of social/educational /environmental rally/camp organized (Give details)

NIL

36. Number of co-curricular activities organized in the department (give details) :

NIL

37. Number of educational tours of the student organized (give details) :

NIL

38. Number of awards/ medals/ certificates of proficiency earned by the department :

NIL

39. Any other relevant facts : NIL


(K. Nayak)

Date : 25/11/03

Head
Department of Assamese
Goalpara College
Head of Assamese Deptt.
Goalpara College, Goalpara

INPUTS FROM THE DEPARTMENTS

1. Name and address of the department : **Department of *Bio-Technology*,
Goalpara College,
Goalpara-783101.**
2. Date of establishment of the Department : 1999
3. Built-up area of the department in sq. m : **78.8 sq.m.**
4. List the different programmes (Level of study = UG/PG/Any other) :

Programme	Level of study	Cut off marks	Student Strength
Degree (BSc.)	B.Sc -I	Passed in H.S Final Examination.	15
	B.Sc-II	Passed in 1st year Examination.	15
	B.Sc-III	Passed in 2nd year Examination.	15

5. Number of teaching, technical and administrative staff of the department :

	Male	Female	Total
Total no. of teachers	5	2	7
Teachers with Ph. D as the highest Qualification.	1	1	2
Teachers with P.G as the highest Qualification.	2	1	3*
Teachers with other specific eligible Qualification	-	-	-
Technical staff	-	-	-
Administrative staff	-	-	-
Any other (if any) Lab. Bearer.	3	-	3

*Three teachers from the department have registered themselves for Ph.D. under G.U.

INPUTS FROM THE DEPARTMENTS

1. Name and address of the department : **Department of *Bio-Technology*,
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Programme	Level of study	Cut off marks	Student Strength
Degree (BSc.)	B.Sc -I	Passed in H.S Final Examination.	15
	B.Sc-II	Passed in 1st year Examination.	15
	B.Sc-III	Passed in 2nd year Examination.	15

5. Number of teaching, technical and administrative staff of the department :

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Total no. of teachers	5	2	7
Teachers with Ph. D as the highest Qualification.	1	1	2
Teachers with P.G as the highest Qualification.	2	1	3*
Teachers with other specific eligible Qualification	-	-	-
Technical staff	-	-	-
Administrative staff	-	-	-
Any other (if any) Lab. Bearer.	3	-	3

*Three teachers from the department have registered themselves for Ph.D. under G.U.

INPUTS FROM THE DEPARTMENTS

1. Name and address of the department : **Department of Bio-Technology,
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Programme	Level of study	Cut off marks	Student Strength
Degree (BSc.)	B.Sc -I	Passed in H.S Final Examination.	15
	B.Sc-II	Passed in 1st year Examination.	15
	B.Sc-III	Passed in 2nd year Examination.	15

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	Male	Female	Total
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Teachers with Ph. D as the highest Qualification.	1	1	2
Teachers with P.G as the highest Qualification.	2	1	3*
Teachers with other specific eligible Qualification	-	-	-
Technical staff	-	-	-
Administrative staff	-	-	-
Any other (if any) Lab. Bearer.	3	-	3

*Three teachers from the department have registered themselves for Ph.D. under G.U.

6. Does the department have academic, administrative and financial autonomy?

	Yes	No
Academic		✓
Administrative		✓
Financial		✓

If yes, what extent?

7. Number of students in the department during the current year:

	Female	Male	Total
Students from the same state where the college is located	1	8	9
Students from other states of India	-	-	-
NRI students	-	-	-
Other overseas students	-	-	-
Grand Total	1	8	9

8. Is there a method of assessing the students' academic standing in order to provide enrichment and remedial courses?

Yes: No:

9. Furnish the following details (in figures):

Books in the department library : 60

Journals/ periodicals subscribed by the department : 02

Computers in the department : NIL.

Batch-II		Year of entry : 2002-2003						
Admitted to the programme	H.S-I	H.S-II	T.D.C.-I		T.D.C-II		TDC -III	
			M	G	M	G	M	G
Admitted Nos	-	-	-	3	-	7	-	2
Drop outs (-)	-	-	-	-	-	-	-	-
Drop out/ Unsuccessful Candidates Reappearing (+)	-	-	-	-	-	-	-	-
Total Candidates Enrolled	-	-	-	1	-	7	-	2
Drop outs during The Exam. (-)	-	-	-	-	-	-	-	-
Appeared for the final Exam.	-	-	-	3	-	7	-	2
Passed in final Exam.	-	-	-	3	-	7	-	1
Passed in 1 st Class	-	-	-	-	-	-	-	-
University/AIIEEC Rank if any.	-	-	-	-	-	-	-	-

11. What is the sanctioned teaching staff strength and present position?

Sanctioned :

Filled :

This department is solely coordinated by the Botany department.

12. How often were national/international seminars, workshops etc. organized at the department? : *Not yet.*

Batch-II		Year of entry : 2002-2003						
Admitted to the programme	H.S-I	H.S-II	T.D.C.-I		T.D.C-II		TDC -III	
			M	G	M	G	M	G
Admitted Nos	-	-	-	3	-	7	-	2
Drop outs (-)	-	-	-	-	-	-	-	-
Drop out/ Unsuccessful Candidates Reappearing (+)	-	-	-	-	-	-	-	-
Total Candidates Enrolled	-	-	-	1	-	7	-	2
Drop outs during The Exam. (-)	-	-	-	-	-	-	-	-
Appeared for the final Exam.	-	-	-	3	-	7	-	2
Passed in final Exam.	-	-	-	3	-	7	-	1
Passed in 1 st Class	-	-	-	-	-	-	-	-
University/AHSEC Rank if any.	-	-	-	-	-	-	-	-

11. What is the sanctioned teaching staff strength and present position?

Sanctioned :

Filled :

This department is solely coordinated by the Botany department.

12. How often were national/international seminars, workshops etc. organized at the department? : *Not yet.*

13. Are there any international or national links/collaborations for teaching, research or both?

: A few teachers have some links in various fields for research.

14. List the teaching staff, with their designations, qualifications, fields of specialization, years of experience, age and sex (in the descending order of seniority) :

Name	Designation	Highest Qualification	Specialization	Experience Years	Age Years	Sex
Dr. M. Ahmed	<i>Selection Grade Lecturer & Coordinator</i>	<i>Ph.D.</i>	<i>Physiology</i>	<i>31</i>	<i>54</i>	<i>M</i>
Dr. R.B.Sarmah	<i>Selection Grade Lecturer</i>	<i>Ph.D.</i>	<i>Mycology & Pathology</i>	<i>25</i>	<i>49</i>	<i>F</i>
Sri B. Medhi	<i>Lecturer</i>	<i>M.Sc.</i>	<i>Micology & Pathology</i>	<i>28</i>	<i>58</i>	<i>M</i>
Sre S. Rao	<i>Lecturer</i>	<i>M.Sc.</i>	<i>Genetics, Cytology & Plant Breeding</i>	<i>10</i>	<i>36</i>	<i>M</i>
Mrs. N. Nath	<i>Lecturer</i>	<i>M.Sc.</i>	<i>Taxonomy</i>	<i>07</i>	<i>33</i>	<i>F</i>
Sri G.D. Goswami	<i>Lecturer</i>	<i>M.Sc.</i>	<i>Bio-Chemistry</i>	<i>06</i>	<i>34</i>	<i>M</i>
Sri S.K. Basumatary	<i>Lecturer</i>	<i>M.Sc.</i>	<i>Microbiology</i>	<i>04</i>	<i>28</i>	<i>M</i>

15. How many from the teaching staff have received national/international recognition as fellows, awardees? : *NIL*

16. What percentage of the teaching faculty are in active research?
: *3 teachers, 43 % of the total teachers.*

17. List the major thrust areas within the subject in which research activities are being pursued.

** *Tissue Culture.*

** *Bio-fertilizer.*

**** Isolation of Microflora from soil & air.**

**** Mushroom Cultivation.**

18. Give details of ongoing projects funded by external agencies : *NIL*

Funding agency	Amount (In Rs.)	Duration (Year)	Collaboration, If any

19. What are the basic advanced facilities, available and (like botanical garden, field laboratories, animal house, computing facility, major equipment, mortuary, post mortum facilities, Experimental surgery and medicine facilities etc.) acquired over the years ?

Laminer Air Flow

Autoclave

Digital P^H Meter

Binocular Microscope

Incubator

Soil Testing Kit

Research Microscope

Shaker

Electronic Balance

Refrigerator

*Double Distillation
Apparatus*

Centrifuge

Overhead Projector

Spectrometer

Tissue Culture Lab.

Botanical Garden

Bio fertilizer Tank

*Mushroom Cultivation
center.*

20. What is total number of publication (add the list) of the department in the last five years ?

Research paper = 60

Article = 15

21. Have any one of the teaching programmes been dropped because it lost its immediate relevance or because it was not viable?

: *NIL*

22. What is the average work load in terms of actual contact lectures per teachers?

12 hours/week/teacher.

23. What is the average time spent by the teacher with students and how much time is spent on committees that deal with academic matters?

Actual Contact lecture = 12 hours/week/teacher.

Additional time spent with the students = 7-8 hours/week/teacher.

Time spent on committees that deal with academic matters = 5 hours.

24. Does the department monitor overall performance of students through regular assessments?

Yes :

No :

If yes, give methods and details of assessment.

Result is analysed and the drawbacks are found out. Then the students are advised how to remove these drawbacks. Departmental written and oral tests are taken from time to time.

25. How do the teachers update themselves for discharging their teaching / research responsibilities? Give details.

By attending seminars, symposia, workshops, refresher courses, orientation programmes, summer institutes and through library works

26. What is the annual budget of the college to the department?

As provided by the college authority.

27. How much of research funding has been generated by the teachers from the other agencies ? *NIL*

28. Do the teachers offer consultancy services and earn revenue for the college/ department ?

Yes : No :

If yes, how much has earned during the last two years ?

29. Furnish the following details :

Ratio of applications to available seats	UG	PG	Research
<i>TDC (General)</i>	<i>1 : 1</i>	<i>NIL</i>	<i>NIL</i>

30. Furnish the following data :

Ratio of students to teachers : 9 : 7

Numbers of research papers published : : *NIL*

31. Has the department received any special support for teaching or research ?

Yes : No :

32. Number of departmental seminars organized (Give details) :

The students of the department are allowed to attend the seminars which are organized by the department of botany.

Number of seminars in 2002-03 = 09 .

Number of seminars in 2003-04 = 10

33. Number of popular lecture/ guest lectures held (Give details) :

Number of lectures (Popular / Guest) = 20.

34. No of seminars/ workshops/ training camps organized (Give details) :

The department organized training camps of mushroom culture & bio-fertilizer.

35. Number of social/educational /environmental rally/camp organized (Give details)

Each year the department organize educational tours to research center of Gauhati University , ICAR – Shillong.

36. Number of co-curricular activities organized in the department (give details)

: NIL

37. Number of educational tours of the student organized (give details) :

In every year one educational tour is arranged for the 2nd year students to the places where bio-technology center are located.

32. Number of departmental seminars organized (Give details) :

The students of the department are allowed to attend the seminars which are organized by the department of botany.

Number of seminars in 2002-03 = 09 .

Number of seminars in 2003-04 = 10

33. Number of popular lecture/ guest lectures held (Give details) :

Number of lectures (Popular / Guest) = 20.

34. No of seminars/ workshops/ training camps organized (Give details) :

The department organized training camps of mushroom culture & bio-fertilizer.

35. Number of social/educational /environmental rally/camp organized (Give details)

Each year the department organize educational tours to research center of Gauhati University , ICAR – Shillong.

36. Number of co-curricular activities organized in the department (give details)

: NIL

37. Number of educational tours of the student organized (give details) :

In every year one educational tour is arranged for the 2nd year students to the places where bio-technology center are located.

38. Number of awards/ medals/ certificates of proficiency earned by the department

: *NIL*

39. Any other relevant facts :

Every year students are encouraged to do project-works, survey work, by selecting some topics and are trained to do mushroom culture, bio-fertilizer culture and even tissue culture.



Head

Date :

**Department of Bio-technology
Goalpara College**

38. Number of awards/ medals/ certificates of proficiency earned by the department

: *NIL*

39. Any other relevant facts :

Every year students are encouraged to do project-works, survey work, by selecting some topics and are trained to do mushroom culture, bio-fertilizer culture and even tissue culture.

Date :



Head

**Department of Bio-technology
Goalpara College**

INPUTS FROM THE DEPARTMENTS

1. Name and address of the department : *Department of Botany,
Goalpara College.
Goalpara-783101*

2. Date of establishment of the Department : *August, 1966*

3. Built-up area of the department in sq. m : *156 sq. m.*

4. List the different programmes (Level of study = UG/PG/Any other) :

Programme		Level of study	Cut of marks	Student Strength
TDC -I	Major	<i>UG</i>	<i>45% in H.S final Examination</i>	<i>15</i>
	General	<i>UG</i>	<i>Passed in HS Final & marks as fixed by the Admission Committee*</i>	<i>75</i>
TDC-II	Major	<i>UG</i>	<i>Qualified in the 1st year Examination</i>	<i>15</i>
	General	<i>UG</i>	<i>Qualified in the 1st year Examination</i>	<i>75</i>
TDC-III	Major	<i>UG</i>	<i>Qualified in the 2nd year Examination</i>	<i>15</i>
	General	<i>UG</i>	<i>Qualified in the 2nd year Examination</i>	<i>75</i>
H.S -I		<i>10⁺</i>	<i>As Fixed by the Admission Committee*</i>	<i>150</i>
H.S -II		<i>10⁺</i>	<i>Passed in 1st year Examination</i>	<i>150</i>

** Cut of marks is fixed every year by the Admission Committee.*

5. Number of teaching, technical and administrative staff of the department :

	Male	Female	Total
Total no. of teachers	5	2	7
Teachers with Ph. D as the highest Qualification.	1	1	2
Teachers with P.G as the highest Qualification.	4 **	1 *	5
Teachers with other specific eligible Qualification	NIL	NIL	NIL
Technical staff	NIL	NIL	NIL
Administrative staff	NIL	NIL	NIL
Any other (if any) <i>Laboratory Bearer</i>	3	NIL	3

** Three teachers of the department have registered themselves under Guwahati University for Ph.D.

6. Does the department have academic, administrative and financial autonomy ?

	Yes	No
Academic		✓
Administrative		✓
Financial		✓

If yes , what extent ?

7. Number of students in the department during the current year :

	<i>Female</i>	<i>Male</i>	<i>Total</i>
Students from the same state where the college is located	<i>44</i>	<i>190</i>	<i>334</i>
Students from other states of India	<i>01</i>	<i>04</i>	<i>05</i>
NRI students	<i>NIL</i>	<i>NIL</i>	<i>NIL</i>
Other overseas students	<i>NIL</i>	<i>NIL</i>	<i>NIL</i>
Grand Total	<i>45</i>	<i>194</i>	<i>339</i>

8. Is there a method of assessing the students' academic standard in order to provide enrichment and remedial courses ?

Yes : No :

9. Furnish the following details (in figures) :

Books in the department library : *250*

Journals/ periodicals subscribed by the department : *NIL*

Computers in the department : *NIL*

(However the department can avail the central computer facility created by the college)

Research projects completed during the last three years and their total outlay : *Total outlay : Rs. 1,57,000/-*

On going research projects : *NIL*

7. Number of students in the department during the current year :

	<i>Female</i>	<i>Male</i>	<i>Total</i>
Students from the same state where the college is located	<i>44</i>	<i>190</i>	<i>334</i>
Students from other states of India	<i>01</i>	<i>04</i>	<i>05</i>
NRI students	<i>NIL</i>	<i>NIL</i>	<i>NIL</i>
Other overseas students	<i>NIL</i>	<i>NIL</i>	<i>NIL</i>
Grand Total	<i>45</i>	<i>194</i>	<i>339</i>

8. Is there a method of assessing the students' academic standard in order to provide enrichment and remedial courses ?

Yes : No :

9. Furnish the following details (in figures) :

Books in the department library : *250*

Journals/ periodicals subscribed by the department : *NIL*

Computers in the department : *NIL*

(However the department can avail the central computer facility created by the college)

Research projects completed during the last three years and their total outlay : *Total outlay : Rs. 1,57,000/-*

On going research projects : *NIL*

Batch-II 2003		Year of entry : 2002-						
Admitted to the programme	H.S- I	H.S-II	T.D.C.- I		T.D.C-II		TDC -III	
			M	G	M	G	M	G
Admitted Nos	98	84	15	27	09	18	10	21
Drop outs (-)	74	08	NIL	NIL	NIL	NIL	NIL	NIL
Drop out/ Unsuccessful Candidates Reappearing (+)	41	70	NIL	NIL	NIL	NIL	NIL	NIL
Total Candidates Enrolled	68	146	15	27	12	25	13	25
Drop outs during The Exam. (-)	03	06	NIL	NIL	NIL	NIL	NIL	NIL
Appeared for the final Exam.	65	140	15	27	12	38	15	37
Passed in final Exam.	20	61	15	24	07	29	12	22
Passed in 1 st Class	-	-	01	NIL	01	NIL	01	NIL
University/AHSEC Rank if any.	-	-	-	-	-	-	-	-

11. What is the sanctioned teaching staff strength and present position?

Sanctioned : 05

Filled : 05

12. How often were national/international seminars, workshops etc.
Organized at the department?

► Not yet

13. Are there any international or national links/collaborations for teaching,
research or both?

► A few teachers have personal linkages for research.

Batch-II 2003		Year of entry : 2002-							
Admitted to the programme	H.S-I	H.S-II	T.D.C.- I		T.D.C-II		TDC -III		
			M	G	M	G	M	G	
Admitted Nos	98	84	15	27	09	18	10	21	
Drop outs (-)	74	08	NIL	NIL	NIL	NIL	NIL	NIL	
Drop out/ Unsuccessful Candidates Reappearing (+)	41	70	NIL	NIL	NIL	NIL	NIL	NIL	
Total Candidates Enrolled	68	146	15	27	12	25	13	25	
Drop outs during The Exam. (-)	03	06	NIL	NIL	NIL	NIL	NIL	NIL	
Appeared for the final Exam.	65	140	15	27	12	38	15	37	
Passed in final Exam.	20	61	15	24	07	29	12	22	
Passed in 1 st Class	-	-	01	NIL	01	NIL	01	NIL	
University/AHSEC Rank if any.	-	-	-	-	-	-	-	-	

11. What is the sanctioned teaching staff strength and present position?

Sanctioned : 05

Filled : 05

12. How often were national/international seminars, workshops etc.
Organized at the department?

► *Not yet*

13. Are there any international or national links/collaborations for teaching,
research or both?

► *A few teachers have personal linkages for research.*

Batch-II 2003		Year of entry : 2002-						
Admitted to the programme	H.S-I	H.S-II	T.D.C.-I		T.D.C-II		TDC -III	
			M	G	M	G	M	G
Admitted Nos	98	84	15	27	09	18	10	21
Drop outs (-)	74	08	NIL	NIL	NIL	NIL	NIL	NIL
Drop out/ Unsuccessful Candidates Reappearing (+)	41	70	NIL	NIL	NIL	NIL	NIL	NIL
Total Candidates Enrolled	68	146	15	27	12	25	13	25
Drop outs during The Exam. (-)	03	06	NIL	NIL	NIL	NIL	NIL	NIL
Appeared for the final Exam.	65	140	15	27	12	38	15	37
Passed in final Exam.	20	61	15	24	07	29	12	22
Passed in 1 st Class	-	-	01	NIL	01	NIL	01	NIL
University/AHSEC Rank if any.	-	-	-	-	-	-	-	-

11. What is the sanctioned teaching staff strength and present position?

Sanctioned : 05

Filled : 05

12. How often were national/international seminars, workshops etc.
Organized at the department?

► *Not yet*

13. Are there any international or national links/collaborations for teaching,
research or both?

► *A few teachers have personal linkages for research.*

Batch-II 2003		Year of entry : 2002-						
Admitted to the programme	H.S-I	H.S-II	T.D.C.- I		T.D.C-II		TDC -III	
			M	G	M	G	M	G
Admitted Nos	98	84	15	27	09	18	10	21
Drop outs (-)	74	08	NIL	NIL	NIL	NIL	NIL	NIL
Drop out/ Unsuccessful Candidates Reappearing (+)	41	70	NIL	NIL	NIL	NIL	NIL	NIL
Total Candidates Enrolled	68	146	15	27	12	25	13	25
Drop outs during The Exam. (-)	03	06	NIL	NIL	NIL	NIL	NIL	NIL
Appeared for the final Exam.	65	140	15	27	12	38	15	37
Passed in final Exam.	20	61	15	24	07	29	12	22
Passed in 1 st Class	-	-	01	NIL	01	NIL	01	NIL
University/AHSEC Rank if any.	-	-	-	-	-	-	-	-

11. What is the sanctioned teaching staff strength and present position ?

Sanctioned : 05

Filled : 05

12. How often were national/international seminars, workshops etc.
Organized at the department ?

► *Not yet*

13. Are there any international or national links/collaborations for teaching,
research or both ?

► *A few teachers have personal linkages for research.*

14. List the teaching staff, with their designations, qualifications, fields of specialization, years of experience, age and sex (in the descending order of seniority) :

Name	Designation	Highest Qualification	Specialization	Experience Years	Age Years	Sex
Dr. M. Ahmed	<i>Selection Grade lecturer & HOD.</i>	<i>Ph.D.</i>	<i>Physiology</i>	<i>31</i>	<i>54</i>	<i>M</i>
Dr. R.B.Sarmah	<i>Selection Grade Lecturer</i>	<i>Ph.D.</i>	<i>Micology & Pathology</i>	<i>25</i>	<i>49</i>	<i>F</i>
Sri B. Medhi	<i>Lecturer</i>	<i>M.Sc.</i>	<i>Micology & Pathology</i>	<i>28</i>	<i>53</i>	<i>M</i>
Sri S. Rao	<i>Lecturer</i>	<i>M.Sc.</i>	<i>Genetics, Cyto logy & Plant Breeding</i>	<i>10</i>	<i>36</i>	<i>M</i>
Mrs. N. Nath	<i>Lecturer</i>	<i>M.Sc.</i>	<i>Taxonomy</i>	<i>07</i>	<i>33</i>	<i>F</i>
Sri G.D. Goswami	<i>Lecturer (Non-sanctioned)</i>	<i>M.Sc.</i>	<i>Bio-Chemistry</i>	<i>06</i>	<i>34</i>	<i>M</i>
Sri S.K. Basumatary	<i>Lecturer (non-sanctioned)</i>	<i>M.Sc.</i>	<i>Microbiology</i>	<i>04</i>	<i>28</i>	<i>M</i>

15. How many from the teaching staff have received national/international recognition as fellows, awardees ?

► *NIL*

16. What percentage of the teaching faculty are in active research ?

► *04 teachers = 70 % of the total teachers.*

17. List the major thrust areas within the subject in which research activities are being pursued .

** *Environment & Ecology*
 ** *Wet land Ecology*
 ** *Aerobiology, Soil Biology*
 ** *Taxonomy*

18. Give details of ongoing projects funded by external agencies : *NIL*

Funding agency	Amount (In Rs.)	Duration (Year)	Collaboration, If any

19. What are the basic advanced facilities, available and (like botanical garden, field laboratories, animal house, computing facility, major equipment, mortuary, post mortem facilities, Experimental surgery and medicine facilities etc.) acquired over the years ?

<i>Autoclave</i>	<i>Muffle Furnace</i>	<i>Chemical Balance</i>
<i>Incubator</i>	<i>Compound Microscope</i>	<i>Research Microscope</i>
<i>Colony Counter</i>	<i>Simple Microscope</i>	<i>Botanical Garden</i>
<i>Lux Meter</i>	<i>Over Head Projector</i>	<i>Hot plate & water bath</i>
<i>Microtome machine</i>	<i>Thermometer</i>	<i>Centrifuge</i>

20. What is total number of publication (add the list) of the department in the last five years ?

▶ *Research Paper = 60*
Articles = 15

21. Have any one of the teaching programmes been dropped because it lost its immediate relevance or because it was not viable ?

▶ *No*

22. What is the average work load in terms of actual contact lectures per teachers ?

▶ *25 periods = 18.75 hours/teacher/week.*

23. What is the average time spent by the teacher with students and how much time is spent on committees that deal with academic matters ?

- ▶ *Actual contact lecture = 18.75 hours*
Additional time spent with students = 7-8 hours per week
Time spent on committees on academic matter = 5 hours.

24. Does the department monitor overall performance of students through regular assessments ?

Yes : No :

If yes, give methods and details of assessment.

- ▶ *Result is analysed and the drawbacks are found out. Then the students are advised how to remove these drawbacks. Departmental written and oral tests are taken from time to time.*

25. How do the teachers update themselves for discharging their teaching / research responsibilities ? Give details.

- ▶ *By attending seminars, symposia, workshops, refresher courses, Orientation Programmes, Summer institutes and through library works.*

26. What is the annual budget of the college to the department ?

- ▶ *As provided by the college authority.*

27. How much of research funding has been generated by the teachers from the other agencies ?

- ▶ *NIL*

28. Do the teachers offer consultancy services and earn revenue for the college/ department ?

Yes No

If yes, how much has earned during the last two years ?

29. Furnish the following details :

Ratio of applications to available seats		UG	PG	Research
T.D.C -I	Major	2:1		
	General	3:2		
T.D.C-II	Major	1:1		
	General	1:1		
T.D.C-III	Major	1:1		
	General	1:1		
H.S-I		3:2		
H.S-II		1:1		
Progression to higher education rate .		Proper and adequate records not available		
Ratio of part-time teachers to full – time teachers		-		

30. Furnish the following data :

Ratio of students to teachers : 48 :1

Numbers of research papers published :60

31. Has the department received any special support for teaching or research ?

Yes No

32. Number of departmental seminars organized (Give details) :

► *The seminars in which the Major students participate are arranged weekly.*

Number of seminars in 2002-03 = 09 .

Number of seminars in 2003-04 = 10

29. Furnish the following details :

Ratio of applications to available seats		UG	PG	Research
T.D.C -I	Major	2:1		
	General	3:2		
T.D.C-II	Major	1:1		
	General	1:1		
T.D.C-III	Major	1:1		
	General	1:1		
H.S-I		3:2		
H.S-II		1:1		
Progression to higher education rate .		Proper and adequate records not available		
Ratio of part-time teachers to full – time teachers		-		

30. Furnish the following data :

Ratio of students to teachers : 48 :1

Numbers of research papers published :60

31. Has the department received any special support for teaching or research ?

Yes No

32. Number of departmental seminars organized (Give details) :

► *The seminars in which the Major students participate are arranged weekly.*

Number of seminars in 2002-03 = 09 .

Number of seminars in 2003-04 = 10

33. Number of popular lecture/ guest lectures held (Give details) :

▶ *Number of lectures (Popular / Guest) = 20.*

34. No of seminars/ workshops/ training camps organized (Give details) :

▶ *Workshops/ training camp on mushroom culture and bio-fertilizer are arranged from time to time.*

35. Number of social/educational /environmental rally/camp organized (Give details)

▶ *The department organized field study trips within the district as well as the neighbouring states viz. Arunachal Pradesh, Meghalaya etc.*

36. Number of co-curricular activities organized in the department (give details) :

▶ *NIL.*

37. Number of educational tours of the student organized (give details) :


▶ *Educational tour for Major students arranged once annually. Local excursions for both Major and general students are also arranged.*

38. Number of awards/ medals/ certificates of proficiency earned by the department :

▶ *The department earned certificate of proficiency by participating in science exhibitions organized in connection with book fair and conferences.*

39. Any other relevant facts :

Every year the students are allotted some project work by selecting some topics relating to environmental problems, survey of local vegetation, surrounding flora of Goalpara town, aerobiology, sericulture to enable the students to be acquainted with research methodology. The report of these project works have to be submitted in examination for evaluation.


(Dr. M. Ahmed)

Date : 29/11/03

Head
Department of Botany
Goalpara College

INPUTS FROM THE DEPARTMENTS

1. Name and address of the department : *Department of Chemistry,
Goalpara College,
Goalpara – 783101.*

2. Date of establishment of the Department : *August, 1966*

3. Built-up area of the department in sq. m :
 - i) *Laboratories, Departmental common room and one class room = 477m²*
 - ii) *Class room facilities provided in the main college campus.*

4. List the different programmes (Level of study = UG/PG/Any other) :

Programme		Level of study	Cut of marks	Student Strength
T.D.C-I	Major	UG	<i>50 % marks in chemistry in H.S Exam. With pass in Physics & Math.</i>	16
	General	UG	<i>Passed in H.S final & Marks as fixed by the Admission Committee*</i>	90
T.D.C-II	Major	UG	<i>Qualified in the 1st year Examination</i>	16
	General	UG	<i>Qualified in the 1st year Examination</i>	90
T.D.C-III	Major	UG	<i>Qualified in the 2nd year Examination.</i>	16
	General	UG	<i>Qualified in the 2nd year Examination</i>	25
H.S-I		10+	<i>As fixed by the Admission Committee*</i>	150
H.S-II		10+	<i>Passed in H.S 1st year Examination</i>	150

**Cut off marks is fixed every year by the Admission Committee.*

5. Number of teaching, technical and administrative staff of the department :

		Male	Female	Total
Total no. of teachers		06	01	07
Teachers with Ph. D as the highest Qualification.		NIL	NIL	NIL
Teachers with P.G as the highest Qualification.		02	01	03
Teachers with other specific Eligible Qualification	<i>M.Phil</i>	03	00	03
	<i>B.Sc.</i>	01	00	01
Technical staff		-	-	-
Administrative staff		-	-	-
Any other (if any) <i>Laboratory bearer</i>		03	00	03

6. Does the department have academic, administrative and financial autonomy ?

	Yes	No
Academic		✓
Administrative		✓
Financial		✓

If yes , what extent ?

7. Number of students in the department during the current year :

	Female	Male	Total
Students from the same state where the college is located	64	269	333
Students from other states of India	03	08	11
NRI students	NIL	NIL	NIL
Other overseas students	NIL	NIL	NIL
Grand Total	67	277	344

8. Is there a method of assessing the students' academic standing in order to provide enrichment and remedial courses ?

Yes : No :

9. Furnish the following details (in figures) :

Books in the department library : 100

Journals/ periodicals subscribed by the department : *NIL*

Computers in the department : *NIL*

However, the department can make use of the Central Computer room facility recently created by the college.

Research projects completed during the last three years and their total outlay :

One MRP completed during 2002. Total outlay = Rs. 46000/-

On going research projects : *NIL*

Batch-II		Year of entry : 2002-2003						
Admitted to the programme	H.S- I	H.S-II	T.D.C.- I		T.D.C-II		TDC -III	
			M	G	M	G	M	G
Admitted Nos	99	90	15	76	09	61	06	10
Drop outs (-)	22	01	03	16	03	07	NIL	NIL
Drop out/ Unsuccessful Candidates Reappearing (+)	41	101	NIL	NIL	11	63	05	14
Total Candidates Enrolled	118	190	12	60	17	117	11	24
Drop outs during The Exam. (-)	05	13	NIL	NIL	07	14	05	02
Appeared for the final Exam.	113	177	12	60	10	103	06	22
Passed in final Exam.	21	114	11	42	05	63	06	20
Passed in 1 st Class	-	-	NIL	NIL	NIL	NIL	02	NIL
University/AHSEC Rank if any.	-	-	-	-	-	-	-	-

11. What is the sanctioned teaching staff strength and present position ?

Sanctioned : 06

Filled : 06

12. How often were national/international seminars, workshops etc. organized at the department ?

Not organised

13. Are there any international or national links/collaborations for teaching, research or both?

No

14. List the teaching staff, with their designations, qualifications, fields of specialization, years of experience, age and sex (in the descending order of seniority) :

Name	Designation	Highest Qualification	Specialisation	Experience (Years)	Age Years	Sex
<i>Thaneswar Sharma</i>	<i>HoD, Selection Grade Lect.</i>	<i>M.Sc,M.Phil</i>	<i>Physical Chemistry</i>	<i>24</i>	<i>53</i>	<i>M</i>
<i>Amulya Sarma</i>	<i>Selection Grade Lect.</i>	<i>M.Sc.M.Phil</i>	<i>Inorganic Chemistry</i>	<i>22</i>	<i>48</i>	<i>M</i>
<i>Prasad Kumar Saha</i>	<i>Senior Grade Lect.</i>	<i>M.Sc.</i>	<i>Organic Chemistry</i>	<i>21</i>	<i>48</i>	<i>M</i>
<i>Ramesh Chandra Barman</i>	<i>Senior Grade Lect.</i>	<i>M.Sc.M.Phil</i>	<i>Inorganic Chemistry</i>	<i>15</i>	<i>45</i>	<i>M</i>
<i>Basanti Roy(Dutta)</i>	<i>Lecturer</i>	<i>M.Sc.</i>	<i>Physical Chemistry</i>	<i>13</i>	<i>41</i>	<i>F</i>
<i>A.H. Khan</i>	<i>Lecturer</i>	<i>M.Sc.</i>	<i>Organic Chemistry</i>	<i>04</i>	<i>32</i>	<i>M</i>
<i>Abdul Barik</i>	<i>Demonstrator</i>	<i>B.Sc,LLB.</i>	<i>-</i>	<i>26</i>	<i>48</i>	<i>M</i>

15. How many from the teaching staff have received national/international recognition as fellows, awardees?

NIL

16. What percentage of the teaching faculty are in active research?

NIL

16. List the major thrust areas within the subject in which research activities are being pursued.

Does not arise

18. Give details of ongoing projects funded by external agencies :

There is no ongoing project.

Funding agency	Amount (In Rs.)	Duration (Year)	Collaboration, If any

19. What are the basic advanced facilities, available and (like botanical garden, field laboratories, animal house, computing facility, major equipment, mortuary, post mortem facilities, Experimental surgery and medicine facilities etc.) acquired over the years ?

Hot air oven, Muffle Furnace, Over Head Projector, Conductivity Bridge, Petrol Gas Plant, Digital pH Meter, Single pan electronic balance, Distilled water plant, Computer facility in the central computer center.

20. What is the total number of publications (add the list) of the department in the last five years ?

NIL

21. Have any one of the teaching programmes been dropped because it lost its immediate relevance or because it was not viable ?

None has been dropped.

22. What is the average work load in terms of actual contact lectures per teachers ?

24 periods of 45 minute duration = 18 hours

23. What is the average time spent by the teacher with students and how much time is spent on committees that deal with academic matters?

Actual contact lecture = 18 hours.

Additional time spent With Students = 12 hours per week

On academic matters = 06 hours per week

24. Does the department monitor overall performance of students through regular assessments?

Yes :

No :

If yes, give methods and details of assessment.

i. *Through written tests and assignments*

ii. *Group Discussion & interaction with the teachers.*

25. How do the teachers update themselves for discharging their teaching / research responsibilities? Give details.

i. *By attending Orientation and Refresher Courses from time to time*

ii. *By attending departmental seminars and Group Discussions and Seminars organized by other agencies*

iii. *By using the college central library facility.*

iv. *By using the Library facility of Gauhati University whenever possible*

26. What is the annual budget of the college to the department?

As provided by the college authority.

27. How much of research funding has been generated by the teachers from the other agencies ?

NIL

28. Do the teachers offer consultancy services and earn revenue for the college/ department?

Yes :

No :

If yes, how much has earned during the last two years?

29. Furnish the following details :

Ratio of applications to available seats		UG	PG	Research
T.D.C -I	Major	~ 2:1		
	General	>1:1		
T.D.C-II	Major	1:1		
	General	1:1		
T.D.C-III	Major	1:1		
	General	>1:1		
H.S-I		>1:1		
H.S-II		1:1		
Progression to higher education rate		Proper and adequate records not available		
Ratio of part-time teachers to full – time teachers		-		

30. Furnish the following data :

Ratio of students to teachers : *Almost 49 : 1*

Numbers of research papers published : *NIL*

31. Has the department received any special support for teaching or research ?

Yes : No :

32. Number of departmental seminars organized (Give details) :

4 Seminars in 2001

5 Seminars in 2002

8 seminars in 2003

33. Number of popular lectures/guest lectures held (Give details) :

:02

34. No of seminars/ workshops/ training camps organized (Give details) :

: One

35. Number of social/educational /environmental rally/camp organized (Give details)

NIL

36. Number of co-curricular activities organized in the department (give details) :

Science Quiz, debating and speech competitions are arranged from time to time.

37. Number of educational tours of the student organized (give details) :

NIL

38. Number of awards/ medals/ certificates of proficiency earned by the department :

NIL

39. Any other relevant facts :

The department is a recognized examination center for the State Level Chemistry Olympiad

Date : 29. 11. 03

(T. Sharma)

Head

Department of Chemistry

Goalpara College

INPUTS FROM THE DEPARTMENTS

1. Name and address of the department : *Economics Department,
Goalpara College,
Goalpara-783101*
2. Date of establishment of the Department : *August 8, 1955.*
3. Built-up area of the department in sq. m : *20.6 sq.m*
4. List the different programmes (Level of study = UG/PG/Any other) :

Programme		Level of study	Cut of marks	Student Strength
T.D.C-I	Major	UG	45% marks in Assamese in H.S Final Exam.	30
	General	UG	Passed in H.S Final & Marks as fixed by the Admission Committee*	100
T.D.C-II	Major	UG	Qualified in 1st year Examination	30
	General	UG	Qualified in 1st year Examination	100
T.D.C-III	Major	UG	Qualified in 2nd year Examination	30
	General	UG	Qualified in 2nd year Examination	100
H.S-I (Sc + Arts)			As fixed by the Admission Committee*	200
H.S-II (Sc + Arts)			Passed in H.S 1st year Examination.	200

* Cut off marks is fixed every year by the Admission Committee.

5. Number of teaching, technical and administrative staff of the department :

	Male	Female	Total
Total no. of teachers	04	01	05
Teachers with Ph. D as the highest Qualification.	01	--	01
Teachers with P.G as the highest Qualification.	04	01	05
Teachers with other specific eligible Qualification	-	-	-
Technical staff	-	-	-
Administrative staff	-	-	-
Any other (if any)	-	-	-
	-	-	-

6. Does the department have academic, administrative and financial autonomy ?

	Yes	No
Academic		✓
Administrative		✓
Financial		✓

If yes , What extent ?

7. Number of students in the department during the current year :

	Female	Male	Total
Students from the same state where the college is located	378	345	723
Students from other states of India	-	05	05
NRI students	-	-	-
Other overseas students	-	-	-
Grand Total	378	350	728

8. Is there a method of assessing the students' academic standard in order to provide enrichment and remedial courses ?

Yes

No

9. Furnish the following details (in figures) :

Books in the department library : 300

Journals/ periodicals subscribed by the department : 02

Computers in the department : NIL

Research projects completed during the last three years and their total outlay : 02 MRP (Rs. 78,000)

On going research projects : 01 MRP (Rs. 35,000)

Teachers who have attended National / International seminars during last two years : ASR Ahmed, N.A.Baruah, A.Hussain, D.Nath & M. Bhattachary

Teachers who have been resource person during last two years ASR Ahmed, A.Hussin & D.Nath

Batch-II		Year of entry : 2002-2003						
Admitted to the programme	H.S- I	H.S-II	T.D.C.- I		T.D.C-II		TDC -III	
			M	G	M	G	M	G
Admitted Nos	314	205	34	61	23	52	13	20
Drop outs (-)	12	01	02	16	02	12	03	05
Drop out/ Unsuccessful Candidates Reappearing (+)	97	136	-	-	18	39	06	11
Total Candidates Enrolled	399	340	32	45	39	79	16	26
Drop outs during The Exam. (-)	25	30	-	-	07	-	-	-
Appeared for the final Exam.	374	310	32	45	32	79	16	26
Passed in final Exam.	152	193	25	34	16	38	09	16
Passed in 1 st Class	09	04	03	01	-	-	-	-
University/AHSEC Rank if any.	-	-	-	-	-	-	-	-

11. What is the sanctioned teaching staff strength and present position?

Sanctioned : 04

Filled : 04

12. How often were national/international seminars, workshops etc. organized at the department?

NIL

13. Are there any international or national links/collaborations for teaching, research or both?

Yes, due to personal research only.

14. List the teaching staff, with their designations, qualifications, fields of specialization, years of experience, age and sex (in the descending order of seniority) :

Name	Designation	Highest Qualification	Specialisation	Experience Years	Age Years	Sex
<i>ASR Ahmed</i>	<i>Selection Grade Lect.</i>	<i>M.A.</i>	<i>Labour & Agriculture</i>	<i>34</i>	<i>57</i>	<i>M</i>
<i>N.A.Baruah</i>	<i>Senior Lect.</i>	<i>M.A.,Ph.D.</i>	<i>Demography</i>	<i>10</i>	<i>36</i>	<i>M</i>
<i>A. Hussain</i>	<i>Senior Lect.</i>	<i>M.Sc.</i>	<i>Econometrics & Mathematical Economics</i>	<i>12</i>	<i>40</i>	<i>M</i>
<i>D. Nath</i>	<i>Senior Lect.</i>	<i>M.A.</i>	<i>Econometrics & Mathematical Economics</i>	<i>9</i>	<i>35</i>	<i>M</i>
<i>M. Bhattacharyya</i>	<i>Lecturer</i>	<i>M.Sc.</i>	<i>Econometrics & Mathematical Economics</i>	<i>6</i>	<i>30</i>	<i>F</i>

15. How many from the teaching staff have received national/international recognition as fellows, awardees ?

NIL

16. What percentage of the teaching faculty are in active research ?

100

17. List the major thrust areas within the subject in which research activities are being pursued .

**** *Economics of Sericulture***

**** *Manpower Planning***

**** *Economics of Rubber Plantation***

**** *Rural Development***

18. Give details of ongoing projects funded by external agencies :

Funding agency	Amount (In Rs.)	Duration (Year)	Collaboration, If any
<i>UGC</i>	<i>35,000</i>	<i>1.5</i>	<i>NIL</i>
<i>-</i>	<i>-</i>	<i>-</i>	<i>-</i>

19. What are the basic advanced facilities, available and (like botanical garden, field laboratories, animal house, computing facility, major equipment, mortuary, post mortum facilities, Experimental surgery and medicine facilities etc.) acquired over the years ?

- i. Separate Departmental Room*
- ii. Departmental Library*
- iii. Over Head Projector*

20. What is total number of publication (add the list) of the department in the last five years ?

16

21. Have any one of the teaching programmes been dropped because it lost its immediate relevance or because it was not viable ?

M.A. in Economics was introduced in 1992 with the permission of Gauhati University. In 1999, the Gauhati University decided not to extend the permission to any college as a policy measure.

22. What is the average work load in terms of actual contact lectures per teachers ?

22 classes/week/teacher. = 16.5 hours/week/teacher

23. What is the average time spent by the teacher with students and how much time is spent on committees that deal with academic matters ?

Actual contact lecture = 16.5 hours/week/teacher

Additional time spent with the students = 6-7 hours/week/teacher

Time spent on committees / other academic matters = 5 hours/week/teacher

24. Does the department monitor overall performance of students through regular assessments ?

Yes

No

If yes, give methods and details of assessment.

Methods – Unit Tests, Weekly Tutorials, Home works, Seminars, Debate, Group Discussion

25. How do the teachers update themselves for discharging their teaching / research responsibilities ? Give details.

Through attending Orientation and Refresher Courses, using Internet and computers, undertaking Ph.D. works and MRP, participating in Seminars/workshops/lecturers organized at different colleges and universities.

26. What is the annual budget of the college to the department ?

Budget in the department is managed by the college authority.

27. How much of research funding has been generated by the teachers from the other agencies ?

Rs. 1,13,000/- from UGC for Minor Research Projects

28. Do the teachers offer consultancy services and earn revenue for the college/ department ?

Yes

No

If yes, how much has earned during the last two years ?

Undertaken RPI. Survey in Goalpara Town on behalf of Govt. of Assam earned about Rs. 30,000/- and it was disbursed among the teachers and students who participated in the exercise.

29. Furnish the following details :

Ratio of applications to available seats		UG	PG	Research
T.D.C-I	Major	3:2		
	General	1:1		
T.D.C-II	Major	1:1		
	General	1:1		
T.D.C-III	Major	1:1		
	General	1:1		
H.S-I (Arts+ Science)		3:2		
H.S-II (Arts+ Science)		1:1		
Progression to higher education		We do not have adequate information		
Ratio of part- time teachers to full-time teachers		1:4		

30. Furnish the following data :

Ratio of students to teachers : *126 : 1*

Numbers of research papers published : *15*

31. Has the department received any special support for teaching or research ?

Yes

No

32. Number of departmental seminars organized (Give details) :

2001-02 05

2002-03 04

33. Number of popular lecture/ guest lectures held (Give details) :

2001-02 01

2002-03 01

34. No of seminars/ workshops/ training camps organized (Give details) :

NIL

35. Number of social/educational /environmental rally/camp organized (Give details)

Economic Survey-1 in 2003

36. Number of co-curricular activities organized in the department (give details) :

Quiz-1, Debate-1, Wall magazine(to be done)

37. Number of educational tours of the student organized (give details) :

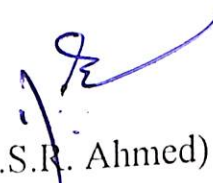
At least one per year.

38. Number of awards/ medals/ certificates of proficiency earned by the department :

None

39. Any other relevant facts :

The department has an Economic Forum established in 1976 . The Forum is actively involved in the promotion of various departmental activities such as organizing seminars, quiz, debate, tours and survey etc.


(A.S.R. Ahmed)

Date : *30.11.03*

Head
Department of Economics
Goalpara College

INPUTS FROM THE DEPARTMENTS

1. Name and address of the department : *Department of Education
Goalpara College,
Goalpara-783101*

2. Date of establishment of the Department : *1995-96*

3. Built-up area of the department in sq. m : *24.54 sq.m & floor area for
classes as provided by the College.*

4. List the different programmes (Level of study = UG/PG/Any other) :

Programme		Level of study	Cut off marks	Student Strength
T.D.C-I	Major	UG	50% marks in Education in H.S Final Exam.	40
	General	UG	Passed in H.S Final & marks as fixed by the Admission Committee*	DS = 200 MS = 150
T.D.C-II	Major	UG	Qualified in the 1st year Examination	40
	General	UG	Qualified in the 1st year Examination	DS = 200 MS = 150
T.D.C-III	Major	UG	Qualified in the 2nd year Examination	40
	General	UG	Qualified in the 2nd year Examination	DS = 200 MS = 150
H.S-I			As fixed by the Admission Committee*	DS = 200 MS = 150
H.S-II			Passed in H.S 1st year Examination.	DS = 200 MS = 150

* Cut off marks is fixed every year by the Admission Committee

5. Number of teaching, technical and administrative staff of the department :

	Male	Female	Total
Total no. of teachers	1	2	3
Teachers with Ph. D as the highest Qualification.	-	-	-
Teachers with P.G as the highest Qualification.	1	1	2
Teachers with other specific eligible Qualification (PGDIE & B.Ed.)	-	1	1
Technical staff	-	-	-
Administrative staff	-	-	-
Any other (if any)	-	-	-

6. Does the department have academic, administrative and financial autonomy ?

	Yes	No
Academic		✓
Administrative		✓
Financial		✓

If yes , what extent ?

7. Number of students in the department during the current year :

	Female	Male	Total
Students from the same state where the college is located	530	469	999
Students from other states of India	0	02	02
NRI students	-	-	-
Other overseas students	-	-	-
Grand Total	530	471	1001

8. Is there a method of assessing the students' academic standard in order to provide enrichment and remedial courses ?

Yes

No

9. Furnish the following details (in figures) :

Books in the department library : *NIL*

Journals/ periodicals subscribed by the department : *NIL*

Computers in the department : *NIL*

Research projects completed during the last three years and their total outlay : *Rs 35,000/- (one MRP)*

On-going research projects : *NIL*

Teachers who have attended National / International seminars during last two years : **04**

Teachers who have been resource person during last two years *NIL*

Batch-II	Year of entry : 2002-2003							
	H.S.-I	H.S.II	T.D.C.-I		T.D.C-II		TDC -III	
			M	G	M	G	M	G
Admitted to the programme								
Admitted Nos	357	263	24	183	17	187	10	34
Drop outs (-)	20	30	-	27	-	8	6	-
Drop out/ Unsuccessful Candidates Reappearing (+)	109	154	-	-	6	106	-	8
Total Candidates Enrolled	446	387	24	162	23	285	4	42
Drop outs during The Exam. (-)	15	12	1	2	-	8	-	-
Appeared for the final Exam.	431	375	23	160	23	277	4	42
Passed in final Exam.	255	149	21	141	17	88	4	22
Passed in 1 st Class	9	5	2	-	-	-	1	-
University/AIIESEC Rank if any.	-	-	-	-	-	-	10th	-

11. What is the sanctioned teaching staff strength and present position ?

Sanctioned : 01

Filled : 01

12. How often were national/international seminars, workshops etc. organized at the department ?

NIL

13. Are there any international or national links/collaborations for teaching, research or both ?

NIL

14. List the teaching staff, with their designations, qualifications, fields of specialization, years of experience, age and sex (in the descending order of seniority) :

Name	Designation	Highest Qualification	Specialization	Experience Years	Age Years	Sex
<i>C. Sarangi</i>	<i>Senior Lecturer</i>	<i>M.A.,B.Ed., PGDHE</i>	<i>Measurement & Guidance</i>	<i>13</i>	<i>37</i>	<i>F</i>
<i>R.J.Das</i>	<i>Lecturer (Non-Sanctioned)</i>	<i>M.A.</i>	<i>Psychology & Laboratory Practical</i>	<i>11</i>	<i>35</i>	<i>F</i>
<i>G.C. Das</i>	<i>Lecturer (Non-Sanctioned)</i>	<i>M.A.,B.Ed.</i>	<i>Organisation & Administration in Education</i>	<i>2</i>	<i>32</i>	<i>M</i>
<i>M. Das(Patowary)</i>	<i>Lecturer (Part-Time)</i>	<i>M.A.</i>	<i>Child Psychology</i>	<i>-</i>	<i>30</i>	<i>F</i>

15. How many from the teaching staff have received national/international recognition as fellows, awardees ?

NIL

16. What percentage of the teaching faculty are in active research ?

33 %

17. List the major thrust areas within the subject in which research activities are being pursued .

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18. Give details of ongoing projects funded by external agencies : *NIL*

Funding agency	Amount (In Rs.)	Duration (Year)	Collaboration, If any

19. What are the basic advanced facilities, available and (like botanical garden, field laboratories, animal house, computing facility, major equipment, mortuary, post mortem facilities, Experimental surgery and medicine facilities etc.) acquired over the years ?

NIL

20. What is total number of publication (add the list) of the department in the last five years ?

02

21. Have any one of the teaching programmes been dropped because it lost its immediate relevance or because it was not viable ?

NIL

22. What is the average work load in terms of actual contact lectures per teachers ?

24 classes of 45 minutes duration = 18 hours/week/teacher

23. What is the average time spent by the teacher with students and how much time is spent on committees that deal with academic matters ?

Actual contact lecture = 18 hours
Additional time spent with students = 08 hours
Time spent on committees that deal with academic matters = 03 hours

24. Does the department monitor overall performance of students through regular assessments ?

Yes

No

If yes, give methods and details of assessment.

The department monitors the performance of the students by holding class test, giving assignments and arranging seminars and group discussions.

25. How do the teachers update themselves for discharging their teaching / research responsibilities ? Give details.

Through Participation in Orientation Courses, Refresher Courses, workshops, Seminars and Conferences etc.

26. What is the annual budget of the college to the department ?

As provided by the college authority.

27. How much of research funding has been generated by the teachers from the other agencies ?

Rs, 35,000/-

28. Do the teachers offer consultancy services and earn revenue for the college/ department ?

Yes

No

If yes, how much has earned during the last two years ?

29. Furnish the following details :

Ratio of applications to available seats		UG	PG	Research
T.D.C-I	Major	3:2		
	General	1:1		
T.D.C-II	Major	1:1		
	General	1:1		
T.D.C-III	Major	1:1		
	General	1:1		
H.S-I		3:2		
H.S-II		1:1		
Progression to higher education		<i>Adequate records are not available</i>		
Ratio of part-time teacher to full-time teacher		1:3		

30. Furnish the following data :

Ratio of students to teachers : *250 : 1*

Numbers of research papers published : *02*

31. Has the department received any special support for teaching or research ?

Yes No

32. Number of departmental seminars organized (Give details) :

NIL

33. Number of popular lecture/ guest lectures held (Give details) :

NIL

34. No of seminars/ workshops/ training camps organized (Give details) :

NIL

35. Number of social/educational/environmental rally/camp organized
(Give details)

NIL

36. Number of co-curricular activities organized in the department (give details) :

01

37. Number of educational tours of the student organized (give details) :

NIL

38. Number of awards/ medals/ certificates of proficiency earned by the
department :

NIL

39. Any other relevant facts :

NIL

(Sarangi)
(Mrs. C.Sarangi)

Date : *24.11.03*

Head
Department of Education
Goalpara College, Goalpara

INPUTS FROM THE DEPARTMENTS

1. Name and address of the department : *Department of English,
Goalpara College,
Goalpara-783101.*
2. Date of establishment of the Department : *December,1955*
3. Built-up area of the department in sq. m : *16.73 sq. m. & floor area for
for classes as provided by
College Authority.*
4. List the different programmes (Level of study = UG/PG/Any other) :

Programme		Level of study	Cut of marks	Student Strength
T.D.C-I	Major	<i>UG</i>	<i>45 %</i>	<i>30</i>
	General	<i>UG</i>	<i>Passed in H.S final & Marks as fixed by the Admission Committee*</i>	<i>Science = 180 Arts (D/S)=225 (M/S)=160</i>
T.D.C-II	Major	<i>UG</i>	<i>Qualified in the 1st year Examination</i>	<i>30</i>
	General	<i>UG</i>	<i>Qualified in the 1st year Examination</i>	<i>Science = 180 Arts (D/S)=225 (M/S)=160</i>
T.D.C-III	Major	<i>UG</i>	<i>Qualified in the 2nd year Examination.</i>	<i>30</i>
	General	<i>UG</i>	<i>Qualified in the 2nd year Examination</i>	
H.S-I		<i>10+</i>	<i>As fixed by the Admission Committee*</i>	<i>Science= 150 Arts= 200+150</i>
H.S-II		<i>10+</i>	<i>Passed in H.S 1st year Examination</i>	<i>Science= 150 Arts=200+150</i>

**Cut off marks is fixed every year by the Admission Committee.
D/S = Day Shift, M/S = Morning Shift.*

5. Number of teaching, technical and administrative staff of the department :

	Male	Female	Total
Total no. of teachers	3	1	4
Teachers with Ph. D as the highest Qualification.	NIL	NIL	NIL
Teachers with P.G as the highest Qualification.	2	1*	3
Teachers with other specific eligible Qualification	1**	NIL	1
Technical staff	NIL	NIL	NIL
Administrative staff	NIL	NIL	NIL
Any other (if any)	NIL	NIL	NIL

*One teacher has LLB Degree and ** one teacher has PGDTE from CIEFL,Hyderabad.

6. Does the department have academic, administrative and financial autonomy ?

	Yes	No
Academic		✓
Administrative		✓
Financial		✓

If yes , what extent ?

7. Number of students in the department during the current year :

	Female	Male	Total
Students from the same state where the college is located	717	871	1588
Students from other states of India	05	25	30
NRI students	NIL	NIL	NIL
Other overseas students	NIL	NIL	NIL
Grand Total	722	896	1618

8. Is there a method of assessing the students' academic standard in order to provide enrichment and remedial courses?

Yes No

9. Furnish the following details (in figures):

Books in the department library : *NIL*

Journals/ periodicals subscribed by the department : *NIL*

Computers in the department : *NIL*

Research projects completed during the last three years and their total outlay : *NIL*

On going research projects : *NIL*

Teachers who have attended National / International Seminars during last two years : *03*

Teachers who have been resource person during last two years : *01*

Batch-II		Year of entry : 2002-2003										
Admitted to the programme	H.S-I		H.S-II		T.D.C.- I			T.D.C-II			TDC -III	
	Arts	Sci	Arts	Sci	M	G		M	G		M	G
						Arts	Sci.		Arts	Sci		
Admitted Nos	367	99	264	92	19	398	103	25	330	94	9	
Drop outs (-)	13	3	15	01	3	-	-	16	18	5	1	
Drop out/ Unsuccessful Candidates Reappearing (+)	109	36	207	109	-	63	-	13	257	115	15	
Total Candidates Enrolled	463	132	456	202	16	461	103	22	605	204	23	
Drop outs during The Exam. (-)	9	01	30	6	-	30	17	-	42	41	2	
Appeared for the final Exam.	454	131	426	196	16	431	86	22	563	163	21	
Passed in final Exam.	314	116	169	115	16	394	29	11	162	129	8	
Passed in 1 st Class	-	-	06	10	-	-	-	-	-	-	-	
University/AHSE C Rank if any.												

11. What is the sanctioned teaching staff strength and present position ?

Sanctioned : 04

Filled : 03

12. How often were national/international seminars, workshops etc. organized at the department ?

Not Yet

13. Are there any international or national links/collaborations for teaching, research or both ?

Not Yet

14. List the teaching staff, with their designations, qualifications, fields of specialization, years of experience, age and sex (in the descending order of seniority) :

Name	Designation	Highest Qualification	Specialization	Experience Years	Age Year	Sex
Kamini Mohan Sarma	HoD, Selection Grade Lecturer	M.A.	Language	34	57	M
Santosh Kumar Mishra	Senior Lect.	M.A., PGDTE (CIEFL)	Linguistics	13	38	M
Loni Baruah	Lecturer	M.A., LLB	American Literature	10	35	F
Jakirul Islam Mazumder	Lecturer	M.A.	Lg. & Ling.	5	30	M
Mojbul Haque Choudhury	Lecturer (Part-time)	M.A.	E.L.T.	-	25	M
Firdusa Begum	Lecturer (Part-time)	M.A.	Am. Lit.	-	27	F

15. How many from the teaching staff have received national/international recognition as fellows, awardees ?

NIL

16. What percentage of the teaching faculty are in active research ?

25% of the total teachers.

17. List the major thrust areas within the subject in which research activities are being pursued .

** *Childrens' Literature*

** *Problems and prospects of Higher Education*

18. Give details of ongoing projects funded by external agencies : *No*

Funding agency	Amount (In Rs.)	Duration (Year)	Collaboration, If any

19. What are the basic advanced facilities, available and (like botanical garden, field laboratories, animal house, computing facility, major equipment, mortuary, post mortem facilities, Experimental surgery and medicine facilities etc.) acquired over the years ?

: *Only computer facility for teaching phonetics with CD-ROM is available in the central computer room.*

20. What is total number of publication (add the list) of the department in the last five years ?

: *One issue of wall magazine.
Research paper = 01
Article = 13
Books = 05*

21. Have any one of the teaching programmes been dropped because it lost its immediate relevance or because it was not viable ?

: *None yet.*

22. What is the average work load in terms of actual contact lectures per teachers ?

: 24 classes/week/teacher.

23. What is the average time spent by the teacher with students and how much time is spent on committees that deal with academic matters ?

Actual contact lecture = 16.5 hours.

Additional time spent With Students = 12 hours per week

On academic matters = 7 hours per week

24. Does the department monitor overall performance of students through regular assessments ?

Yes :

No :

If yes, give methods and details of assessment.

Only classes of small size (e.g. Major classes) are monitored by the department through unit test, seminars, quizzes, group discussions, special examinations/tests etc.

25. How do the teachers update themselves for discharging their teaching / research responsibilities ? Give details.

By attending orientation programmes, refresher courses, UGC sponsored Seminars, workshops, conferences, symposia, continuous library works etc.

26. What is the annual budget of the college to the department ?

As provided by the college authority.

27. How much of research funding has been generated by the teachers from the other agencies ?

: NIL

28. Do the teachers offer consultancy services and earn revenue for the college/ department ?

Yes : No :

If yes, how much has earned during the last two years ?

29. Furnish the following details :

Ratio of applications to available seats		UG	PG	Research
T.D.C -I	Major	2:1		
	General	3:2		
T.D.C-II	Major	1:1		
	General	1:1		
T.D.C-III	Major	1:1		
	General	1:1		
H.S-I		3:2		
H.S-II		1:1		
Progression to higher education rate		Proper and adequate records not available		
Ratio of part-time teachers to full time teachers		1:2		

30. Furnish the following data :

Ratio of students to teachers : 270:01

Numbers of research papers published : 01

31. Has the department received any special support for teaching or research?

Yes :

No :

32. Number of departmental seminars organized (Give details) :

: 03

33. Number of popular lecture/ guest lectures held (Give details) : **NIL**

34. No of seminars/ workshops/ training camps organized (Give details) : **NIL**

35. Number of social/educational /environmental rally/camp organized
(Give details)

: **NIL**

36. Number of co-curricular activities organized in the department (give details)
: **NIL**

37. Number of educational tours of the student organized (give details) :

: *Normally once every year.*


38. Number of awards/ medals/ certificates of proficiency earned by the
department :

: *Not available.*

39. Any other relevant facts : *No*

Date :

21/11/2003


(Mr. K .M. Sarma)
Head
Department of English.
Goalpara College

INPUTS FROM THE DEPARTMENTS

1. Name and address of the department : *Department of Geography,
Goalpara college,
Goalpara -783101.*
2. Date of establishment of the Department : *August 11,1965*
3. Built-up area of the department in sq. m : *154.42 sq.m & floor area for
classes as provided by the
College Authority.*
4. List the different programmes (Level of study = UG/PG/Any other) :

Programme		Level of study	Cut off marks at entry level in %	Student Strength
T.D.C- I	Major (Arts & Sci)	UG	<i>40% in H.S Final Examination</i>	<i>40</i>
	General (Arts & Sci)	UG	<i>Passed in H.S Final & Marks as fixed by Admission Committee</i>	<i>40</i>
T.D.C- II	Major (Arts & Sci)	UG	<i>Qualified in 1st year Examination</i>	<i>40</i>
	General (Arts & Sci)	UG	<i>Qualified in 1st year Examination</i>	<i>40</i>
T.D.C-III	Major (Arts & Sci)	UG	<i>Qualified in 2nd year Examination</i>	<i>40</i>
	General	UG	<i>Qualified in 2nd year Examination</i>	<i>40</i>
II.S.-I	Arts & Sci	10+	<i>As fixed by the Admission Committee</i>	<i>70</i>
H.S-II	Arts & Sci	10+	<i>Passed in H.S 1st year Examination</i>	<i>70</i>

* *Cut off marks is fixed every year by Admission Committee.*

5. Number of teaching, technical and administrative staff of the department :

	Male	Female	Total
Total no. of teachers	6	1	7
Teachers with Ph. D as the highest Qualification.	NIL	NIL	NIL
Teachers with P.G as the highest Qualification.	5*	1	6
Teachers with other specific eligible Qualification (<i>M.Phil.</i>)	1	NIL	1
Technical staff	NIL	NIL	NIL
Administrative staff	NIL	NIL	NIL
Any other (if any) (<i>Bearer</i>)	3	NIL	3

* One teacher has been finally registered for Ph.D. Degree.

6. Does the department have academic, administrative and financial autonomy ?

		No
Academic		✓
Administrative		✓
Financial		✓

If yes , what extent ?

7. Number of students in the department during the current year : (2003 –2004)

	Female	Male	Total
Students from the same state where the college is located	42	67	109
Students from other states of India	2	57	59
NRI students	NIL	NIL	NIL
Other overseas students	NIL	NIL	NIL
Grand Total	44	124	168

8. Is there a method of assessing the students' academic standing in order to provide enrichment and remedial courses ?

Yes : No :

9. Furnish the following details (in figures) :

Books in the department library : 129

Journals/ periodicals subscribed by the department : 03

Computers in the department : NIL

Research projects completed during the last three years and their total outlay : One M.R.P (Rs. 28,000)

On going research projects : One

Teachers who have attended National / International seminars during last two years : 03

Teachers who have been resource person during last two years: No

Batch-II			Year of entry : 2002-2003					
Admitted to the programme	H.S.-I	H.S.-II	T.D.C.-I		T.D.C.-II		TDC -III	
			M	G	M	G	M	G
Admitted Nos	65	18	41	NIL	31	1	25	2
Drop outs (-)	5	NIL	1	NIL	NIL	NIL	3	NIL
Drop out/ Unsuccessful Candidates Reappearing (+)	NIL	11	NIL	NIL	2	NIL	3	NIL
Total Candidates Enrolled	60	29	40	NIL	33	1	25	2
Drop outs during The Exam. (-)	28	1	7	NIL	3	NIL	6	2
Appeared for the final Exam.	32	28	33	NIL	30	1	19	NIL
Passed in final Exam.	32	28	33	NIL	30	1	19	NIL
Passed in 1 st Class	-	-	5	-	6	-	4	-
University/AHSEC Rank if any.								

11. What is the sanctioned teaching staff strength and present position ?

Sanctioned : 05

Filled : 05

12. How often were national/international seminars, workshops etc. organised at the department ?

International / National seminars were not organized, however, Extension Lectures, Popular Talks are organized in the department inviting experts from Gauhati University and concerned state Govt. officials.

- 13 Are there any international or national links/collaborations for teaching, research or both ?

The faculty members are the members of the National Organizations devoted to research and teaching. The Department is also an Institutional Member of North East India Geographical Society.

- 14 List the teaching staff, with their designations, qualifications, fields of specialization, years of experience, age and sex (in the descending order of seniority) :

Name	Designation	Highest Qualification	Specialization	Experience Year	Age Year	Sex
<i>Amiya Kumar Boro</i>	<i>HoD & Senior Lecturer</i>	<i>M.A.</i>	<i>Cartography</i>	<i>20</i>	<i>46</i>	<i>M</i>
<i>Jyotish Das</i>	<i>Senior Lecturer</i>	<i>M.A.,M.Phil</i>	<i>Regional Planning</i>	<i>19</i>	<i>44</i>	<i>M</i>
<i>Siddhi Nath Sarma</i>	<i>Senior Lecturer</i>	<i>M.A.,B.T.</i>	<i>Cartography</i>	<i>14</i>	<i>42</i>	<i>M</i>
<i>Hasna Begum Borbhuyan</i>	<i>Lecturer</i>	<i>M.A.</i>	<i>Population Geography</i>	<i>14</i>	<i>37</i>	<i>F</i>
<i>Dhananjay Medhi</i>	<i>Lecturer (Non-sanctioned)</i>	<i>M.A.,B.Ed.</i>	<i>Cartography</i>	<i>3</i>	<i>29</i>	<i>M</i>
<i>Ranjit Singh Roy</i>	<i>Lecturer (Part Time)</i>	<i>M.A.</i>	<i>Geomorphology</i>	<i>-</i>	<i>25</i>	<i>M</i>
<i>Siva Prasad Deka</i>	<i>Demonstrator</i>	<i>M.A.</i>	<i>Population Geography</i>	<i>28</i>	<i>46</i>	<i>M</i>

- 15 How many from the teaching staff have received national/international recognition as fellows, awardees ?

A research paper of one of the faculty members has been evaluated in the 29th International Geographical Congress, Seoul, Korea, 2000 in a book titled 'Progress in Geography (1996-2000)'.

16. What percentage of the teaching faculty are in active research ?

17% of the total faculty members of the Department.

17. List the major thrust areas within the subject in which research activities are being pursued .

** *Geomorphology*

** *Environment*

**

18. Give details of ongoing projects funded by external agencies : *No*

Funding agency	Amount (In Rs.)	Duration (Year)	Collaboration, If any

19. What are the basic advanced facilities, available and (like botanical garden, field laboratories, animal house, computing facility, major equipment, mortuary, post mortem facilities, Experimental surgery and medicine facilities etc.) acquired over the years ?

Prismatic compass
Dumpy's Level
Transit theodolite
Mirror stereoscope
Overhead Projector, etc.

20. What is total number of publication (add the list) of the department in the last five years ?

Souvenir (1995), Wall Magazine (2003), Bhougolika (2003)
Research paper = 05

21. Have any one of the teaching programmes been dropped because it lost its immediate relevance or because it was not viable ?

No

22. What is the average work load in terms of actual contact lectures per teachers ?

24 classes of 45 minute duration = 18 hours/ week/teacher.

23. What is the average time spent by the teacher with students and how much time is spent on committees that deal with academic matters ?

Actual contact lecture = 18 hours/ week/teacher.

Additional time spent with the student = 6-7 hours/ week/teacher.

Time spent on committee/other academic matters = 5 hours/ week/teacher.

24. Does the department monitor overall performance of students through regular assessments ?

Yes : No :

If yes, give methods and details of assessment.

The department organizes departmental Seminars , Group Discussions , Field Study , Laboratory Works to develop the overall performances of the students. In the departmental seminars and in the group discussions the students are allowed to speak in different topics related to important issues of the region in general and major courses in particular. The students are guided by the respective teachers in different fields. The department has been organizing field study to give an opportunity to the students to understand their surroundings and also to have first hand information from the field to develop their overall performances and mental horizon. The department regularly organizes Class Test particularly for the Major students to monitor overall performances of the students.

25. How do the teachers update themselves for discharging their teaching / research responsibilities ? Give details.

The teachers are regularly attended Orientation Courses , Refresher Courses, Seminars, Workshops and various extension activities to update themselves for discharging their teaching and research responsibilities. Some of the teachers of the department are also the member of various academic organizations of the state as well as in the national level. They

carry out field study with the students and also for themselves particularly for research purposes and for other organizations.

26. What is the annual budget of the college to the department ?

As provided by the College Authority.

27. How much of research funding has been generated by the teachers from the other agencies ?

Rs. 28,000/-

28. Do the teachers offer consultancy services and earn revenue for the college/ department ?

Yes : No :

If yes, how much has earned during the last two years ?

29. Furnish the following details :

Ratio of applications to available seats		UG	PG	Research
T.D.C -I	Major	3:2		
	General	1:1		
T.D.C-II	Major	1:1		
	General	1:1		
T.D.C-III	Major	1:1		
	General	1:1		
H.S-I		1:1		
H.S-II		1:1		
Progression to higher education rate		Proper and adequate records not available		
Ratio of part-time teachers to full -- time teachers		1:6		

30. Furnish the following data :

Ratio of students to teachers : 24 : 1

Numbers of research papers published : 07

31. Has the department received any special support for teaching or research ?

Yes :

No :

The members of North East India Geographical Society, particularly from Department of Geography and Department of Environmental Sciences, Gauhati University are regularly supporting through extension lectures, popular talks for the students. They also support research activities of the teachers who desires to do research works.

32. Number of departmental seminars organized (Give details) :

09 departmental seminars are organized during 2003.

33. Number of popular lecture/ guest lectures held (Give details) :

03 popular lectures are organized during 2003

34. No of seminars/ workshops/ training camps organized (Give details) :

01 workshop is organized during 2003

35. Number of social/educational /environmental rally/camp organized
(Give details)

The department has been organizing camps in different villages of the District. Some of the camps are organized in Bahati N.C., Bhimajuli, Dubapara(two times), Nichinta Forest village, Bhalukdubi(Garopara), Kuruwabhasa, etc.

36. Number of co-curricular activities organized in the department (give details)

The students of the Department actively participated in the exhibitions organized by NEIGS and Assam Science Society, Goalpara Branch. The participants of the exhibitions brings laurels to the Department selecting as best performer team.

37. Number of educational tours of the student organized (give details):


Once in every year as per syllabi.

38. Number of awards/ medals/ certificates of proficiency earned by the department:

One (Best team certificate in an exhibition)

39. Any other relevant facts:

The department is an institutional member of NEIGS.


(A. K. Boro)

Date : 24/11/2003

Head
Department of geography.
Goalpara College

*Head of the Geography Deptt.
Goalpara College, Goalpara*

INPUTS FROM THE DEPARTMENTS

1. Name and address of the department : *Department of History,
Goalpara College,
Goalpara-783101.*
2. Date of establishment of the Department : *August,1955.*
3. Built-up area of the department in sq. m : *180 sq.m. & Floor area for classes
as provided by the College
Authority.*
4. List the different programmes (Level of study = UG/PG/Any other) :

Programme		Level of study	Cut off marks	Student Strength
T.D.C-I	Major	UG	40% marks in History in H.S Final Exam.	50
	General	UG	Passed in H.S Final & Marks as fixed by the Admission Committee*	100
T.D.C-II	Major	UG	Qualified in 1st year Examination	50
	General	UG	Qualified in 1st year Examination	100
T.D.C-III	Major	UG	Qualified in 2nd year Examination	50
	General	UG	Qualified in 2nd year Examination	100
H.S-I			As fixed by the Admission Committee*	150
H.S-II			Passed in H.S 1st year Examination.	150

* Cut off marks is fixed every year by the Admission Committee.

5. Number of teaching, technical and administrative staff of the department :

	Male	Female	Total
Total no. of teachers	<i>02</i>	<i>01</i>	<i>03</i>
Teachers with Ph. D as the highest Qualification.	<i>Nil</i>	<i>Nil</i>	<i>Nil</i>
Teachers with P.G as the highest Qualification.	<i>02</i>	<i>01</i>	<i>03</i>
Teachers with other specific eligible Qualification	<i>Nil</i>	<i>Nil</i>	<i>Nil</i>
Technical staff	<i>Nil</i>	<i>Nil</i>	<i>Nil</i>
Administrative staff	<i>Nil</i>	<i>Nil</i>	<i>Nil</i>
Any other (if any)	<i>Nil</i>	<i>Nil</i>	<i>Nil</i>

6. Does the department have academic, administrative and financial autonomy ?

	Yes	No
Academic		✓
Administrative		✓
Financial		✓

If yes , what extent ?

7. Number of students in the department during the current year :

	Female	Male	Total
Students from the same state where the college is located	78	91	169
Students from other states of India	02	16	18
NRI students	-	-	-
Other overseas students	-	-	-
Grand Total	80	107	187

8. Is there a method of assessing the students' academic standard in order to provide enrichment and remedial courses ?

Yes : No :

9. Furnish the following details (in figures) :

Books in the department library : 100

Journals/ periodicals subscribed by the department : NIL

Computers in the department : NIL

Research projects completed during the last three years and their total outlay : 01 MRP (Rs. 50,000/-)

On going research projects : NIL

Teachers who have attended National / International seminars during last two years : 01

Teachers who have been resource person during last two years
NIL

Batch-II		Year of entry : 2002-2003						
Admitted to the programme	H.S-I	H.S.II	T.D.C.-I		T.D.C-II		TDC -III	
			M	G	M	G	M	G
Admitted Nos	67	46	15	39	08	27	04	01
Drop outs (-)	06	02	-	07	-	02	-	-
Drop out/ Unsuccessful Candidates Reappearing (+)	-	46	01	-	02	11	02	03
Total Candidates Enrolled	61	105	16	32	10	36	06	04
Drop outs during The Exam. (-)	04	16	-	01	02	-	-	-
Appeared for the final Exam.	57	89	16	31	08	36	06	04
Passed in final Exam.	37	45	16	25	06	16	06	01
Passed in 1 st Class	-	-	-	-	-	-	-	-
University/AHSEC Rank if any.	-	-	-	-	-	-	-	-

11. What is the sanctioned teaching staff strength and present position?

Sanctioned : 04

Filled : 03

12. How often were national/international seminars, workshops etc. organized at the department?

NIL

13. Are there any international or national links/collaborations for teaching, research or both ?

No

14. List the teaching staff, with their designations, qualifications, fields of specialization, years of experience, age and sex (in the descending order of seniority) :

Name	Designation	Highest Qualification	Specialization	Experience Years	Age Years	Sex
Ranjoo Chaudhury	<i>HoD, Selection grade Lecturer</i>	<i>M.A.</i>	<i>Ancient History</i>	<i>33</i>	<i>55</i>	<i>F</i>
Yasavanta Ray	<i>Lecturer</i>	<i>M.A.</i>	<i>Modern History</i>	<i>7</i>	<i>34</i>	<i>M</i>
Subhash Barman	<i>Lecturer</i>	<i>M.A.</i>	<i>Modern History</i>	<i>6</i>	<i>31</i>	<i>M</i>
Abdul Baten	<i>Lecturer (part-time)</i>	<i>M.A.</i>	<i>Modern History</i>		<i>30</i>	<i>M</i>

15. How many from the teaching staff have received national/international recognition as fellows, awardees ?

NIL

16. What percentage of the teaching faculty are in active research ?

70% of the total teachers of the department.

17. List the major thrust areas within the subject in which research activities are being pursued .

** *Socio-Cultural History of Assam.*

**

**

**

18. Give details of ongoing projects funded by external agencies : *NIL*

Funding agency	Amount (In Rs.)	Duration (Year)	Collaboration, If any

19. What are the basic advanced facilities, available and (like botanical garden, field laboratories, animal house, computing facility, major equipment, mortuary, post mortem facilities, Experimental surgery and medicine facilities etc.) acquired over the years ?

No, but computer facility is availed from Central Computer Center when necessary..

20. What is total number of publication (add the list) of the department in the last five years ?

*One Wall Magazine, 2003
Article : 04
Research Paper : 06*

21. Have any one of the teaching programmes been dropped because it lost its immediate relevance or because it was not viable ?

NIL.

22. What is the average work load in terms of actual contact lectures per teachers ?

24 classes of 45 minutes duration.= 18 hours/week/teacher.

23. What is the average time spent by the teacher with students and how much time is spent on committees that deal with academic matters?

Actual contact lecture = 18 hours/week/teacher

24. Does the department monitor overall performance of students through regular assessments?

Yes No

If yes, give methods and details of assessment.

Overall performance of students is maintained by the department through unit test seminar, quiz, debate, class test etc.

25. How do the teachers update themselves for discharging their teaching / research responsibilities? Give details.

The teachers update themselves by attending Refresher Course, Orientation course, Seminars, Workshops etc. Individual members are also availing internet facilities.

26. What is the annual budget of the college to the department?

As provided by the College authority.

27. How much of research funding has been generated by the teachers from the other agencies?

Rs. 50,000/- only

28. Do the teachers offer consultancy services and earn revenue for the college/ department?

Yes No

If yes, how much has earned during the last two years?

29. Furnish the following details :

Ratio of applications to available seats		UG	PG	Research
T.D.C-I	Major	1:1		
	General	1:1		
T.D.C-II	Major	1:1		
	General	1:1		
T.D.C-III	Major	1:1		
	General	1:1		
H.S-I		3:2		
H.S-II		1:1		
Progression to higher education		<i>We do not have adequate information</i>		
Ratio of part-time teacher to full-time teacher		1:3		

30. Furnish the following data :

Ratio of students to teachers : 46 : 1

Numbers of research papers published : 06

31. Has the department received any special support for teaching or research ?

Yes No

32. Number of departmental seminars organized (Give details) :

10

33. Number of popular lecture/ guest lectures held (Give details) :

NIL

34. No of seminars/ workshops/ training camps organized (Give details) :

Applied for National Seminar

35. Number of social/educational /environmental rally/camp organized
(Give details)

01

36. Number of co-curricular activities organized in the department (give details):

One Debate competition

37. Number of educational tours of the student organized (give details):

Every year one tour

38. Number of awards/ medals/ certificates of proficiency earned by the
department :

NIL

39. Any other relevant facts :

NIL



(Mrs. R. Chaudhury)

Date : *24/11/03*

**Head
Department of History
Goalpara College**

Head of the Deptt. History,
Goalpara College.
Goalpara.

INPUTS FROM THE DEPARTMENTS

1. Name and address of the department : *Industrial Fish and Fisheries.
Goalpara College
Goalpara, 783101.*

2. Date of establishment of the Department : *July, 1997*

3. Built-up area of the department in sq. m : *161.04 sq. m.*

4. List the different programmes (Level of study = UG/PG/Any other) :

Programme	Level of study	Cut off marks	Student Strength
TDC - I	<i>UG</i>	<i>Passed in H.S Final Examination with Biology & Chem.</i>	<i>15</i>
TDC - II	<i>UG</i>	<i>Passed in 1st year Examination</i>	<i>15</i>
TDC - III	<i>UG</i>	<i>Passed in 2nd year Examination</i>	<i>15</i>

5. Number of teaching, technical and administrative staff of the department :

	Male	Female	Total
Total no. of teachers	<i>6</i>	<i>1</i>	<i>7</i>
Teachers with Ph. D as the highest Qualification.	<i>1</i>	<i>NIL</i>	<i>1</i>
Teachers with P.G as the highest Qualification.	<i>2*</i>	<i>1</i>	<i>3</i>
Teachers with other specific eligible Qualification	<i>3*</i>	<i>NIL</i>	<i>3</i>
Technical staff	<i>NIL</i>	<i>NIL</i>	<i>NIL</i>
Administrative staff	<i>NIL</i>	<i>NIL</i>	<i>NIL</i>
Any other (if any)	<i>3</i>	<i>NIL</i>	<i>3</i>

* One teacher from each group has finally registered for Ph.D. degree under G.U.

6. Does the department have academic, administrative and financial autonomy?

	Yes	No
Academic		✓
Administrative		✓
Financial		✓

If yes, what extent?

7. Number of students in the department during the current year:

	Female	Male	Total
Students from the same state where the college is located	<i>NIL</i>	5	5
Students from other states of India	<i>NIL</i>	<i>NIL</i>	<i>NIL</i>
NRI students	<i>NIL</i>	<i>NIL</i>	<i>NIL</i>
Other overseas students	<i>NIL</i>	<i>NIL</i>	<i>NIL</i>
Grand Total	<i>NIL</i>	5	5

8. Is there a method of assessing the students' academic standing in order to provide enrichment and remedial courses?

Yes :

No :

9. Furnish the following details (in figures):

Books in the department library : 71

Journals/ periodicals subscribed by the department : 02

Computers in the department : *NIL*

Batch-II		Year of entry : 2002-2003						
Admitted to the programme	H.S- I	H.S- II	T.D.C.- I		T.D.C-II		TDC -III	
			M	G	M	G	M	G
Admitted Nos	-	-	-	2	-	2	-	2
Drop outs (-)	-	-	-	-	-	-	-	-
Drop out/ Unsuccessful Candidates Reappearing (+)	-	-	-	-	-	2	-	2
Total Candidates Enrolled	-	-	-	2	-	4	-	4
Drop outs during The Exam. (-)	-	-	-	-	-	-	-	-
Appeared for the final Exam.	-	-	-	2	-	4	-	4
Passed in final Exam.	-	-	-	2	-	3	-	4
Passed in 1 st Class	-	-	-	-	-	-	-	-
University/AHSEC Rank if any.	-	-	-	-	-	-	-	-

11. What is the sanctioned teaching staff strength and present position ?

Sanctioned : *None sanctioned for IFF*

Filled :

12. How often were national/international seminars, workshops etc. organized at the department ? *Not yet*

13. Are there any international or national links/collaborations for teaching, research or both ?

Personal research communication only of a few teachers.

14. List the teaching staff, with their designations, qualifications, fields of specialization, years of experience, age and sex (in the descending order of seniority) :

Name	Designation	Highest Qualification	Specialization	Experience yrs	Age yrs	Sex
Subinda Kalita	<i>Sl.Gr. Lecturer & Coordinator</i>	<i>M.Sc., M.Phil.</i>	<i>Ichthyology</i>	<i>31</i>	<i>52</i>	<i>M</i>
A.A. Kashem	<i>Lecturer</i>	<i>M.Sc.</i>	<i>Cell Biology</i>	<i>26</i>	<i>51</i>	<i>M</i>
Santan Chandra Bhattacharyya	<i>Sl.Gr. Lecturer</i>	<i>M.Sc.M.Phil.</i>	<i>Entomology</i>	<i>22</i>	<i>47</i>	<i>M</i>
Mrs Mridula Medhi (Sarma)	<i>Sl.Gr. Lecturer</i>	<i>M.Sc.</i>	<i>Fish & Fishery Biology</i>	<i>20</i>	<i>48</i>	<i>F</i>
A.T.M. Forhad Ali	<i>Sl.Gr. Lecturer</i>	<i>M.Sc.M.Phil</i>	<i>Genetics</i>	<i>19</i>	<i>48</i>	<i>M</i>
Pradip Chutia	<i>Sr.Lecturer</i>	<i>M.Sc.</i>	<i>Animal Physiology</i>	<i>14</i>	<i>39</i>	<i>M</i>
Dr. Dandadhar Sarma	<i>Lectuer</i>	<i>M.Sc. Ph.D.</i>	<i>Fish & Fishery Biology</i>	<i>06</i>	<i>33</i>	<i>M</i>

15. How many from the teaching staff have received national/international recognition as fellows, awardees ?

NIL

16. What percentage of the teaching faculty are in active research ?

: 43% of the total teacher.

17. List the major thrust areas within the subject in which research activities are being pursued .

** *Limnology*

** *Fish & Fishery Biology*

** *Wetland Ecology*

18. Give details of ongoing projects funded by external agencies : *NIL*

Funding agency	Amount (In Rs.)	Duration (Year)	Collaboration, If any

19. What are the basic advanced facilities, available and (like botanical garden, field laboratories, animal house, computing facility, major equipment, mortuary, post mortem facilities, Experimental surgery and medicine facilities etc.)acquired over the years ?

<i>Binocular Microscope</i> <i>Projection Microscope</i> <i>Photographic Apparatus</i> <i>Conductivity Meter</i> <i>Turbidity Meter</i>	<i>Colori Meter</i> <i>PH Meter</i> <i>Lux Meter</i> <i>Refrigerator</i> <i>Microtome</i> <i>Fish Pond</i>	<i>Incubator</i> <i>Slide Projector</i> <i>Overhead Projector</i> <i>Fish Pond</i> <i>Centrifuge</i> <i>Aqariums</i>
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20. What is total number of publication (add the list) of the department in the last five years ?

NIL

21. Have any one of the teaching programmes been dropped because it lost its immediate relevance or because it was not viable ?

No

22. What is the average work load in terms of actual contact lectures per teachers ?

: 12 hours/week/teacher.

23. What is the average time spent by the teacher with students and how much time is spent on committees that deal with academic matters ?

Actual contact lecture = 12 hours.

Additional time spent with students = 6 hours

Time spent on other academic matters = 5 hours

24. Does the department monitor overall performance of students through regular assessments ?

Yes :

No :

If yes, give methods and details of assessment.

: Through class tests, viva-voce, seminars, group discussions, etc.

25. How do the teachers update themselves for discharging their teaching / research responsibilities ? Give details.

: By attending seminar, symposium, workshops and through library works.

26. What is the annual budget of the college to the department ?

: As allocated in the college budget because no recurring grant is released by UGC since first grant was released in the year 1997-98.

27. How much of research funding has been generated by the teachers from the other agencies ?

NIL

28. Do the teachers offer consultancy services and earn revenue for the college/ department ?

Yes : No :

If yes, how much has earned during the last two years ?

29. Furnish the following details :

Ratio of applications to available seats	UG	PG	Research
<i>TDC (General) 7:1</i>	✓	<i>NIL</i>	<i>NIL</i>

30. Furnish the following data :

Ratio of students to teachers : *7:1*

Numbers of research papers published : *NIL*

31. Has the department received any special support for teaching or research ?

Yes : No :

32. Number of departmental seminars organized (Give details) :

: The students of the department are allowed to attend the seminars which are organized by the department of Zoology. One departmental seminar is organized every week on working days.

33. Number of popular lecture/ guest lectures held (Give details) :

: Popular lecturers has been arranged by inviting guest lecturers from Gauhati University, District Fishery department, renowned fish culturist of the state. Number of such talk is 35.

34. No of seminars/ workshops/ training camps organized (Give details) :

NIL

35. Number of social/educational /environmental rally/camp organized (Give details)

: This department organized field trips in the nearby areas in order to acquaint the students in the various field as mentioned in serial number 17.

36. Number of co-curricular activities organized in the department (give details) :

: Students of the department participated in the debate, quiz, literary competition held in the college.

37. Number of educational tours of the student organized (give details) :

: In every year one educational tour is arranged for the 2nd year (TDC) students to the places where Fishery Research Institute and Fishery training Institute are located. Moreover, field trips to nearby localities are made to acquaint the students with course materials.

38. Number of awards/ medals/ certificates of proficiency earned by the department :

: NIL

39. Any other relevant facts :

: Every year students are encouraged to do research dissertation work by selecting some small topics of water resources in the locally available water bodies such as Hashila and Urpada Beel to know the research methodology. These are submitted in the examination for evaluation.

Govinda Kalita
(G. Kalita)

Coordinator
Department of
Industrial Fish & Fisheries

Date : 24/11/03
Goalpara College

INPUTS FROM THE DEPARTMENTS

1. Name and address of the department : *Department of Mathematics,
Goalpara College,
Goalpara -783101*
2. Date of establishment of the Department : *August, 1966.*
3. Built-up area of the department in sq. m : *24.54 sq.m & floor area for
classes as provided by the
College Authority.*
4. List the different programmes (Level of study = UG/PG/Any other) :

Programme		Level of study	Cut off marks	Student Strength
T.D.C-I	Major	UG	<i>40% in H.S final Examination.</i>	40
	General	UG	<i>Passed in H.S. Final & marks as fixed by admission committee.</i>	100
T.D.C-II	Major	UG	<i>Qualified in 1st year Examination.</i>	40
	General	UG	<i>Qualified in 1st year Examination.</i>	100
T.D.C-III	Major	UG	<i>Qualified in Part-I Examination.</i>	40
	General	UG	<i>Qualified in Part-I Examination.</i>	100
H.S-I		10+	<i>As fixed by the Adm. Committee.*</i>	150
H.S.-II		10+	<i>passed in H.S 1st year Exam.</i>	150

* Cut off marks is fixed by Admission Committee.

5. Number of teaching, technical and administrative staff of the department :

	Male	Female	Total
Total no. of teachers	06	-	06
Teachers with Ph. D as the highest Qualification.	01	-	01
Teachers with P.G as the highest Qualification.	04	-	04
Teachers with other specific eligible Qualification (M. Phil.)	01	-	01
Technical staff	-	-	-
Administrative staff	-	-	-
Any other (if any)	-	-	-

6. Does the department have academic, administrative and financial autonomy ?

	Yes	No
Academic		✓
Administrative		✓
Financial		✓

If yes , what extent ?

7. Number of students in the department during the current year :

	Female	Male	Total
Students from the same state where the college is located	67	291	358
Students from other states of India	2	1	3
NRI students	-	-	-
Other overseas students	-	-	-
Grand Total	69	292	361

8. Is there a method of assessing the students' academic standing in order to provide enrichment and remedial courses ?

Yes :

No :

9. Furnish the following details (in figures) :

Books in the department library : 125

Journals/ periodicals subscribed by the department : 02

Computers in the department : *Computers are in the computer laboratory.*

Research projects completed during the last three years and their total outlay : *NIL*

On going research projects : *NIL*

Teachers who have attended National / International seminars during last two years : 01

Teachers who have been resource person during last two years : 01

Batch-II		Year of entry : 2002-2003						
Admitted to the programme	H.S- I	H.S- II	T.D.C.- I		T.D.C-II		TDC -III	
			M	G	M	G	M	G
Admitted Nos	110	105	20	57	20	57	22	19
Drop outs (-)	21	15	-	-	01	04	05	01
Drop out/ Unsuccessful Candidates Reappearing (+)	41	103	-	-	13	50	12	14
Total Candidates Enrolled	130	193	20	57	32	103	29	32
Drop outs during The Exam. (-)	06	21	02	08	04	07	09	01
Appeared for the final Exam.	124	172	18	49	28	96	20	31
Passed in final Exam.	66	140	14	28	23	49	19	23
Passed in 1 st Class	-	-	13	14	03	-	03	-
University/AHSEC Rank if any.	-	-	-	-	-	-	-	-

11. What is the sanctioned teaching staff strength and present position ?

Sanctioned : 04

Filled : 04

12. How often were national/international seminars, workshops etc. organized at the department ?

: *One workshop in 2000.*

13. Are there any international or national links/collaborations for teaching, research or both? : *NIL*

14. List the teaching staff, with their designations, qualifications, fields of specialization, years of experience, age and sex (in the descending order of seniority) :

Name	Designation	Highest Qualification	Specialisation	Experience (in years)	Age (in yrs)	Sex
Dr. A. Masum	Head	Ph.D	Algebra	31	56	M
Mr. P. K. Seal	Selection Grade Lecturer	M. Phil.	Analysis	19	47	M
Mr. N. Saha.	Lecturer	M.Sc	Topology	14	40	M
Mr. S. Ahmed.	Lecturer	M.Sc	MHD & Space Dy.	06	31	M
Mr. M. I. Sikder.	Lecturer (Part-Time)	M.Sc.	Algebra & Functional Analysis	02	28	M
Mr. A. Khaleque.	Lecturer (Part-Time)	M.Sc.	Relativity & Fluid Dign.	-	27	M

15. How many from the teaching staff have received national/international recognition as fellows, awardees? : *NIL*

16. What percentage of the teaching faculty are in active research? : **25 %**

17. List the major thrust areas within the subject in which research activities are being pursued .

**** Flow through a porous medium with or without magnetic field for steady or unsteady case.**

18. Give details of ongoing projects funded by external agencies : *NIL*

Funding agency	Amount (In Rs.)	Duration (Year)	Collaboration, If any

19. What are the basic advanced facilities, available and (like botanical garden, field laboratories, animal house, computing facility, major equipment, mortuary, post mortum facilities, Experimental surgery and medicine facilities etc.) acquired over the years ?

: *Computer facilities are available in the Central Computer Centre for practical works.*

20. What is total number of publication (add the list) of the department in the last five years ?

: **07**

21. Have any one of the teaching programmes been dropped because it lost its immediate relevance or because it was not viable ?

: *No*

22. What is the average work load in terms of actual contact lectures per teachers ?

: *24 classes /week/teacher.*

23. What is the average time spent by the teacher with students and how much time is spent on committees that deal with academic matters ?

: 18 hours for classes and 14 hours for other academic matter.

24. Does the department monitor overall performance of students through regular assessments ?

Yes :

No :

If yes, give methods and details of assessment.

: Students' attendance and curricular progress are assessed periodically and discussed in the faculty meeting and necessary steps for further improvement are initiated accordingly.

25. How do the teachers update themselves for discharging their teaching / research responsibilities ? Give details.

: Teachers attend orientation course and/or refresher course, seminars, workshops, training camps, for updating their knowledge. Periodicals, journals and library works also help the teachers in their professional upliftment. Some prominent academicians are also invited occasionally for delivering lectures.

26. What is the annual budget of the college to the department ?

: As provided by the college authority.

27. How much of research funding has been generated by the teachers from the other agencies ?

: NIL

28. Do the teachers offer consultancy services and earn revenue for the college/ department ?

Yes : No :

If yes, how much has earned during the last two years ?

29. Furnish the following details :

Ratio of applications to available seats	UG	PG	Research
T.D.C (Major)	3:2		
T.D.C (General)	1:1		
H.S (Arts + Science)	1:1		
Progression to higher education	<i>We do not have actual Records.</i>		
Ratio of part-time teachers to full-time teachers	1:2	-	-

30. Furnish the following data :

Ratio of students to teachers : *361 : 6*

Numbers of research papers published : *07*

31. Has the department received any special support for teaching or research ?

Yes : No :

32. Number of departmental seminars organized (Give details)

: *More than 40 seminars since 1980*

33. Number of popular lecture/ guest lectures held (Give details)

*: At least one popular lecture organized each year.
Prof. B.P.Chetia, head of mathematics department Gauhati University delivered a talk on "History of Mathematics" in 1996.*

34. No of seminars/ workshops/ training camps organized (Give details)

: In the year 2000, one workshop of two days was organized in which students and teachers of different colleges of the district were participated where a team of 4 teachers of IIT, Guwahati were resource persons. In 2001, a training camp was organized for the candidates of Olympiad.

35. Number of social/educational /environmental rally/camp organized (Give details)

: The department had taken venture to upgrade the students of different schools of the locality who are too weak in mathematics and provided them necessary guidance and training for a couple of days for their upliftment.

36. Number of co-curricular activities organized in the department (give details)

i) Organized exhibition on mathematical models, charts and important well-known puzzles, etc. on many occasions in the college.

ii) Publishing a wall magazine on mathematics since 1996.

iii) Organizing quiz competition on mathematics occasionally.

iv) Observing Ramanujan Day every year since 1996.

v) Mathletics competition and Mathematics Olympiad competition are being regularly organized in collaboration with Assam Academy of Mathematics, Guwahati.

37. Number of educational tours of the student organized (give details)

: i) *The department regularly sends the students to IIT, Guwahati, for training programme since 2000.*

ii) *Two batches of students were send to Institute of Advanced Study in Science and Technology, Guwahati in two years.*

38. Number of awards/ medals/ certificates of proficiency earned by the department :

: *The following ex-students received gold medals in M.Sc Examination.*

i) *Mr. Zakir Hussain from Tezpur University.*

ii) *Mr. Dhiren Kr. Basnet from Gauhati University.*

iii) *Mr. Abdul Khaleque from Gauhati University.*

39. Any other relevant facts :

: *The faculty members of the department extended their services in the academic field to the following organizations :*

i) *Assam Science Society.*

ii) *Assam Academy of Mathematics.*

iii) *District Primary Education Programme, Goalpara.*


20/11/03
(Dr. A. Masum)

Date : 20-11-03

Head
Mathematics Department
Goalpara College,
Department of Mathematics.
Goalpara College, Goalpara.

INPUTS FROM THE DEPARTMENTS

1. Name and address of the department : *PHILOSOPHY,
GOALPARA COLLEGE
GOALPARA-783101.*
2. Date of establishment of the Department : *August,1955.*
3. Built-up area of the department in sq. m : *16.7 sq.ft & Class room floor area as provided by the college authority.*
4. List the different programmes (Level of study = UG/PG/Any other) :

Programme		Level of study	Cut off marks	Student Strength
T.D.C-I	Major	<i>UG</i>	<i>40% marks in LP. in H.S Examination.</i>	30
	General	<i>UG</i>	<i>Passed in H.S final & Marks as fixed by the Admission Committee*</i>	100
T.D.C-II	Major	<i>UG</i>	<i>Qualified in the 1st year Examination</i>	30
	General	<i>UG</i>	<i>Qualified in the 1st year Examination</i>	100
T.D.C-III	Major	<i>UG</i>	<i>Qualified in the 2nd year Examination.</i>	30
	General	<i>UG</i>	<i>Qualified in the 2nd year Examination</i>	100
H.S-I		<i>10+</i>	<i>As fixed by the Admission Committee*</i>	200
H.S-II		<i>10+</i>	<i>Passed in H.S 1st year Examination</i>	200

**Cut off marks is fixed every year by the Admission Committee.*

5. Number of teaching, technical and administrative staff of the department :

	Male	Female	Total
Total no. of teachers	2	2	4
Teachers with Ph. D as the highest Qualification.	-	-	-
Teachers with P.G as the highest Qualification.	2	2	4
Teachers with other specific eligible Qualification	-	-	-
Technical staff	-	-	-
Administrative staff	-	-	-
Any other (if any)	-	-	-

6. Does the department have academic, administrative and financial autonomy ?

	Yes	No
Academic		✓
Administrative		✓
Financial		✓

If yes , what extent ?

7. Number of students in the department during the current year :

	Female	Male	Total
Students from the same state where the college is located	251	229	480
Students from other states of India	-	-	-
NRI students	-	-	-
Other overseas students	-	-	-
Grand Total	251	229	480

8. Is there a method of assessing the student's academic standard in order to provide enrichment and remedial courses?

Yes : No :

9. Furnish the following details (in figures) :

Books in the department library : 70

Journals/ periodicals subscribed by the department : NIL

Computers in the department : NIL

Research projects completed during the last three years and their total outlay : NIL.

On going research projects : NIL.

Teachers who have attended National / International seminars during last two years : 2 (Two)

Teachers who have been resource person during last two years : 01

Batch-II		Year of entry : 2002-2003						
Admitted to the programme	H.S- I	H.S-II	T.D.C.- I		T.D.C-II		TDC -III	
			M	G	M	G	M	G
Admitted Nos	162	157	25	16	26	05	09	00
Drop outs (-)	05	04	-	04	02	-	02	-
Drop out/ Unsuccessful Candidates Reappearing (+)	49	25	05	-	-	09	04	01
Total Candidates Enrolled	206	178	30	12	24	14	11	01
Drop outs during The Exam. (-)	05	10	-	03	03	03	02	-
Appeared for the final Exam.	201	168	30	09	21	11	09	01
Passed in final Exam.	117	114	27	06	16	03	06	01
Passed in 1 st Class	-	-	-	-	01	-	-	-
University/AHSEC Rank if any.								

11. What is the sanctioned teaching staff strength and present position?

Sanctioned : 02

Filled : 02

12. How often were national/international seminars, workshops etc. organized at the department? : *Not yet.*

13. Are there any international or national links/collaborations for teaching, research or both ? : *Not yet.*

14. List the teaching staff, with their designations, qualifications, fields of specialization, years of experience, age and sex (in the descending order of seniority) :

Name	Designation	Highest Qualification	Specialisation	Experience Years	Age Years	Sex
<i>Hemanta Kalita</i>	<i>HoD, Senior Lect.</i>	<i>M.A.</i>	<i>Logic</i>	<i>13</i>	<i>38</i>	<i>M</i>
<i>Mantu Kumar Das</i>	<i>Lectuer</i>	<i>M.A.</i>	<i>Logic</i>	<i>10</i>	<i>35</i>	<i>M</i>
<i>Jyotshna Das</i>	<i>Lecturer (Non-sanctioned)</i>	<i>M.A.</i>	<i>Logic</i>	<i>3</i>	<i>29</i>	<i>F</i>
<i>Jeuti Devi</i>	<i>Lecturer Part-Time</i>	<i>M.A.</i>	<i>Logic</i>	<i>-</i>	<i>25</i>	<i>F</i>

15. How many from the teaching staff have received national/international recognition as fellows, awardees ?

NIL

16. What percentage of the teaching faculty are in active research ?

: 2 teachers = 50 %

17. List the major thrust areas within the subject in which research activities are being pursued .

** *Social Philosophy*

** *Religion*

** *Higher Education.*

18. Give details of ongoing projects funded by external agencies : *NIL*

Funding agency	Amount (In Rs.)	Duration (Year)	Collaboration, If any

19. What are the basic advanced facilities, available and (like botanical garden, field laboratories, animal house, computing facility, major equipment, mortuary, post mortum facilities, Experimental surgery and medicine facilities etc.) acquired over the years ?

NIL

20. What is total number of publication (add the list) of the department in the last five years ?

One issue of Wall Magazine (2003)
Research Paper = 02
Article = 15

21. Have any one of the teaching programmes been dropped because it lost its immediate relevance or because it was not viable ?

No

22. What is the average work load in terms of actual contact lectures per teachers ?

24 classes of 45 minutes duration = 18 hours/week/teacher.

23. What is the average time spent by the teacher with students and how much time is spent on committees that deal with academic matters ?

Actual Contact Lecture = 18 hours/week/teacher.
Additional time spent with student = 7-8 hours/week/teacher.
Time spent on committee/other academic matter = 5 hours/week/teacher.

24. Does the department monitor overall performance of students through regular assessments ?

Yes No

If yes, give methods and details of assessment.

Overall performance of the students are monitored by the department through Unit Test, Seminar, Quiz, Debate, Class Test etc.

25. How do the teachers update themselves for discharging their teaching / research responsibilities ? Give details.

The teachers update themselves by attending Refresher Courses, Orientation Courses, Seminars, Workshops, etc. Along with these, efforts are also made to update the teachers with regular library works. The teachers also avail internet services at personal level.

26. What is the annual budget of the college to the department ?

As provided by the college authority.

27. How much of research funding has been generated by the teachers from the other agencies ?

NIL

28. Do the teachers offer consultancy services and earn revenue for the college/ department ?

Yes No

If yes, how much has earned during the last two years ?

29. Furnish the following details :

Ratio of applications to available seats		UG	PG	Research
T.D.C -I	Major	3:2		
	General	1:1		
T.D.C-II	Major	1:1		
	General	1:1		
T.D.C-III	Major	1:1		
	General	1:1		
H.S-I		3:2		
H.S-II		1:1		
Progression to higher education rate		Proper and adequate records not available		
Ratio of part-time teachers to full - time teachers		1:3		

30. Furnish the following data :

Ratio of students to teachers : 135 : 1 (2003 - 04)

Numbers of research papers published : 2

31. Has the department received any special support for teaching or research ?

Yes

No



(162)

32. Number of departmental seminars organized (Give details) :

: 10 (*During the last two years*)

33. Number of popular lecture/ guest lectures held (Give details) :

NIL

34. No of seminars/ workshops/ training camps organized (Give details) :

NIL

35. Number of social/educational /environmental rally/camp organized (Give details)

: *NIL*

36. Number of co-curricular activities organized in the department (give details) :

*One Debate competition (2003)
One quiz competition (2003)*

37. Number of educational tours of the student organized (give details) :

One tour is organized annually

38. Number of awards/ medals/ certificates of proficiency earned by the department :

NIL

39. Any other relevant facts : *NIL*

(H.K. Kalita)

Date : *25-11-03*

Head
Department of Philosophy
Goalpara College, Goalpara.

INPUTS FROM THE DEPARTMENTS

1. Name and address of the department : *Department Of Physics,
Goalpara College,
Goalpara - 783101*

2. Date of establishment of the Department : *August,1966.*

3. Built-up area of the department in sq. m

: 288.9 sqm. Partitioned into nine portions mainly used for laboratory, plus floor area made available from the central complex.

4. List the different programmes (Level of study = UG/PG/Any other) :

Programme		Level of study	Cut off marks	Student Strength
TDC 1st year	Major	UG	<i>50% in H.S Final Exam. With additional weight in Physics & Math.</i>	15
	General	UG	<i>Passed in H.S. Final & marks as fixed by Admission Committee.*</i>	60
T.D.C 2nd year	Major	UG	<i>Qualified in 1st year Examination.</i>	15
	General	UG	<i>Qualified in 1st year Examination</i>	60
T.D.C 3rd year	Major	UG	<i>Qualified in 2nd Year Examination.</i>	15
	General	UG	<i>Qualified in 2nd year Examination.</i>	10
H.S. (Sc) 1st Year		10+	<i>As fixed by the Admission Committee.*</i>	150
H.S. (Sc) 2nd Year		10+	<i>Passed in H.S 1st year Exam.</i>	150

** Cut off marks is fixed every year by Admission Committee.*

5. Number of teaching, technical and administrative staff of the department :

	Male	Female	Total
Total no. of teachers	07	-	07
Teachers with Ph. D as the highest Qualification.	02	-	02
Teachers with P.G as the highest Qualification.	04	-	04
Teachers with other specific eligible Qualification (First Degree)	01	-	01
Technical staff	-	-	-
Administrative staff	-	-	-
Any other (if any) Non technical staff (Bearer)	03	-	03

6. Does the department have academic, administrative and financial autonomy ?

	Yes	No
Academic		✓
Administrative		✓
Financial		✓

If yes , what extent ?

7. Number of students in the department during the current year :

	Female	Male	Total
Students from the same state where the college is located	48	231	279
Students from other states of India	02	01	03
NRI students	-	-	-
Other overseas students	-	-	-
Grand Total	50	232	282

8. Is there a method of assessing the students' academic standing in order to provide enrichment and remedial courses?

Yes : No :

9. Furnish the following details (in figures) :

Books in the department library : 176

Journals/ periodicals subscribed by the department : NIL

Computers in the department : NIL

: However, the department can avail the computer facility from the Central Computer Center created by the college.

Research projects completed during the last three years and their total outlay : 01, Total outlay Rs. 51386/-

On going research projects : NIL.

Teachers who have attended National / International seminars during last two years : 01

Teachers who have been resource person during last two years

: All teachers of the department acted as resource person in school teachers' training programme conducted by the Goalpara Science Society in 2000. Two teachers acted as master resource person.

Batch-II		Year of entry : 2002-2003						
Admitted to the programme	H.S - I	H.S.- II	T.D.C.- I		T.D.C-II		TDC -III	
			M	G	M	G	M	G
Admitted Nos	99	90	12	58	07	47	07	12
Drop outs (-)	08	-	04	06	02	02	-	01
Drop out/ Unsuccessful Candidates Reappearing (+)	41	82	-	-	07	28	04	02
Total Candidates Enrolled	132	172	08	52	12	73	11	13
Drop outs during The Exam. (-)	04	04	-	-	02	16	03	01
Appeared for the final Exam.	128	168	08	52	10	57	08	12
Passed in final Exam.	37	96	05	48	02	46	08	07
Passed in 1 st Class	-	-	02	02	-	01	-	03
University/AISEC Rank, if any.	-	-	-	-	-	-	-	-

11. What is the sanctioned teaching staff strength and present position?

Sanctioned : 07

Filled : 07

12. How often were national/international seminars, workshops etc. organized at the department? : None

13. Are there any international or national links/collaborations for teaching, research or both ?

: Sometimes back the department had national/international links for research works with TIFR, Mumbai, CERN, Geneva, NORDITA, Denmark and ICTP, Italy.

14. List the teaching staff, with their designations, qualifications, fields of specialization, years of experience, age and sex (in the descending order of seniority) :

Name	Designation	Highest Qualification	Specialisation	Experience in years	Age in yr.	Sex
Dr. K.Goswami.	Selection Grade Lecturer and HOD.	Ph.D.	Spectroscopy, Nuclear Physics.	37	57	M
G.Talukdar.	Selection Grade Lecturer	M.Sc.	Electronics & Radiophysics	26	51	M
Dr.A.B.Ahmed.	Sr.Lecturer	Ph.D.	Solid State Physics, Luminescence	17	47	M
U.N.Debsarma	Sr.Lecturer.	M.Sc	Solid State Physics	19	44	M
G.C.Sarma	Sr.Lecturer	M.Sc	Solid State Physics	15	42	M
Ranjit Choudhury	Lecturer	M.Sc	Theoretical Physics	07	33	M
Samsul Alom	Demonstrator	B.Sc	-	28	53	M

15. How many from the teaching staff have received national/international recognition as fellows, awardees ?

: None

16. What percentage of the teaching faculty are in active research ?

: About 40 %

17. List the major thrust areas within the subject in which research activities are being pursued .

(The department does not organize research activities but it sponsors, to a limited extent, the individual members of the teaching staff for pursuing research works at different Universities or places.)

**** Nuclear Physics (Dr. K. Goswami at Gauhati University)**

**** Luminescence (Dr. A. B. Ahmed at Manipur University)**

**** Theoretical High Energy Physics (R. Choudhury at Gauhati University)**

18. Give details of ongoing projects funded by external agencies : *NIL*

Funding agency	Amount (In Rs.)	Duration (Year)	Collaboration, If any

19. What are the basic advanced facilities, available and (like botanical garden, field laboratories, animal house, computing facility, major equipment, mortuary, post-mortem facilities, experimental surgery and medicine facilities etc.) acquired over the years ?

: Computing facility has been created by the college authority and are usable by the department.

20. What is total number of publication (add the list) of the department in the last five years ?

Research Papers = 68

Articles = 04

21. Have any one of the teaching programmes been dropped because it lost its immediate relevance or because it was not viable ?

: *None*

22. What is the average work load in terms of actual contact lectures per teachers ?

: *Average 25.3 periods = 19 Hours.*

23. What is the average time spent by the teacher with students and how much time is spent on committees that deal with academic matters ?

: *Actual contact lecture = 19 hours per week*

Additional time spent with students = 14 hours per week.

Additional times spent with committees = 5 hour per week.

24. Does the department monitor overall performance of students through regular assessments ?

Yes :

No :

If yes, give methods and details of assessment.

: *Through written examination, interaction and by assessing presentation of the students.*

25. How do the teachers update themselves for discharging their teaching / research responsibilities ? Give details.

: *In addition to participating in orientation and refresher courses, by the regular use of books, periodicals, and journals, occasional participation in group discussions and symposia, regular interaction with colleagues to exchange views and ideas.*

26. What is the annual budget of the college to the department ?

: *As provided by the college authority.*

27. How much of research funding has been generated by the teachers from the other agencies ?

: *NIL*

28. Do the teachers offer consultancy services and earn revenue for the college/ department ?

Yes : No :

If yes, how much has earned during the last two years ?

29. Furnish the following details :

Ratio of applications to available seats		UG	PG	Research
T.D.C-I	Major	3:1		
	General	15:10		
T.D.C-II	Major	1:1		
	General	1:1		
T.D.C-III	Major	1:1		
	General	3:1		
H.S-I		11:10		
H.S-II		1:1		
Progression to higher education		<i>Proper and adequate information not available</i>		
Ratio of part-time teachers to full-time teachers		0:7		

30. Furnish the following data :

Ratio of students to teachers : 40 : 1

Numbers of research papers published : 68

31. Has the department received any special support for teaching or research ?

Yes : No :

32. Number of departmental seminars organized (Give details) :

: Once in a week.

33. Number of popular lecture/ guest lectures held (Give details) :

: At least thrice a year.

34. No of seminars/ workshops/ training camps organized (Give details) :

: Two training camps — one in January 1999, another in July 2001— organized by Goalpara Science Society were co-organized. Two scientific investigations during solar eclipse in February 1980 & October 1995 were catalyzed and organized.

35. Number of social/educational /environmental rally/camp organized (Give details)

: Took active part in organizing National Childrens Science Congress every year and programme on “ Emergence of Modern Science 1895-1905”

36. Number of co-curricular activities organized in the department (give details) :

: Organized three scientific exhibitions in 1975, 1978 & 1987.

37. Number of educational tours of the student organized (give details) :

: NIL

38. Number of awards/ medals/ certificates of proficiency earned by the department :


: NIL.

39. Any other relevant facts :

: i) A team of two students who participated in state level quiz and speech competition organized by Assam Physical Society at Pragjyotish College, Guwahati in 2000 got second prize.

ii) Students of the department appear in NSEP and NGPE Examinations conducted by Indian Physics Teachers' Association annually.

Date : 28/11/03
Goalpara College


(Dr. K. Gowasmi)
Head
Department of Physics.

INPUTS FROM THE DEPARTMENTS

1. Name and address of the department : *Political Science*
Goalpara College.
Goalpara -783101.
2. Date of establishment of the Department : *8/8/1955*
3. Built-up area of the department in sq. m : *16.7 sq.m. & floor area for classes as provided by the College Authority.*
4. List the different programmes (Level of study = UG/PG/Any other) :

Programme		Level of study	Cut off marks	Student Strength
T.D.C-I	Major	UG	40% in H.S Final Examination.	70
	General	UG	Passed in H.S Final & marks as fixed by Admission Committee*	150
T.D.C- II	Major	UG	Qualified in 1st year Examination.	70
	General	UG	Qualified in 1st year Examination.	150
T.D.C-III	Major	UG	Qualified in 2nd year Examination.	70
	General	UG	Qualified in 2nd year Examination.	150
H.S.- I		10+	As fixed by the Admission committee.*	370
H.S.- II		10+	Passed in 1st year Examination.	370

* Cut off marks is fixed every year by Admission Committee.

5. Number of teaching, technical and administrative staff of the department :

	Male	Female	Total
Total no. of teachers	04	NIL	04
Teachers with Ph. D as the highest Qualification.	NIL	NIL	NIL
Teachers with P.G as the highest Qualification.	03	NIL	03
Teachers with other specific eligible Qualification . (M.Phil)	01	NIL	01
Technical staff	NIL	NIL	NIL
Administrative staff	NIL	NIL	NIL
Any other (if any)	NIL	NIL	NIL

5. Does the department have academic, administrative and financial autonomy ?

	Yes	No
Academic		✓
Administrative		✓
Financial		✓

If yes , what extent ?

7. Number of students in the department during the current year :

	<i>Female</i>	<i>Male</i>	<i>Total</i>
Students from the same state where the college is located	<i>560</i>	<i>501</i>	<i>1061</i>
Students from other states of India	<i>02</i>	<i>08</i>	<i>10</i>
NRI students	<i>NIL</i>	<i>NIL</i>	<i>NIL</i>
Other overseas students	<i>NIL</i>	<i>NIL</i>	<i>NIL</i>
Grand Total	<i>562</i>	<i>509</i>	<i>1071</i>

8. Is there a method of assessing the students' academic standing in order to provide enrichment and remedial courses ?

Yes : No :

9. Furnish the following details (in figures) :

Books in the department library : *130*

Journals/ periodicals subscribed by the department : *01 (ONE)*

Computers in the department : *NIL*

Research projects completed during the last three years and their total outlay : *NIL*

On going research projects : *NIL*

Teachers who have attended National / International seminars during last two years : *NIL*

Teachers who have been resource person during last two years : *01*

Batch-II		Year of entry : 2002-2003							
Admitted to the programme	H.S-I	H.S-II	T.D.C.- I		T.D.C-II		TDC -III		
			M	G	M	G	M	G	
Admitted Nos	357	234	77	170	62	133	25	31	
Drop outs (-)	11	03	07	11	03	15	NIL	NIL	
Drop out/ Unsuccessful Candidates Reappearing (+)	109	167	NIL	NIL	12	96	18	09	
Total Candidates Enrolled	455	398	70	159	71	214	43	40	
Drop outs during The Exam. (-)	27	NIL	04	04	05	13	06	NIL	
Appeared for the final Exam.	428	398	66	155	66	201	37	40	
Passed in final Exam.	250	248	63	73	44	84	31	16	
Passed in 1 st Class	-	-	07	NIL	NIL	NIL	NIL	NIL	
University/AIIEEC Rank if any.	-	-	-	-	-	-	-	-	

11. What is the sanctioned teaching staff strength and present position ?

Sanctioned : 04

Filled : 03

12. How often were national/international seminars, workshops etc. organized at the department ? : *NIL*

13. Are there any international or national links/collaborations for teaching, research or both ? : **NO**

14. List the teaching staff, with their designations, qualifications, fields of specialization, years of experience, age and sex (in the descending order of seniority) :

Name	Designation	Highest Qualification	Specialisation	Experience Years	Age Year	Sex
Rafique Zaman	Head & Sr. Lecturer	<i>M.A</i>	<i>Public Administration</i>	18	46	M
Dilip Kr. Nath	Lecturer	<i>M.A</i>	<i>Sociology</i>	6	36	M
Jayanta Kr. Brahma	Lecturer	<i>M.Phil</i>	<i>International Relation</i>	1	28	M
Dhruba Jyoti Das	Lecturer (Part-Time)	<i>M.A</i>	<i>Sociology</i>	-	29	M

15. How many from the teaching staff have received national/international recognition as fellows, awardees ? : **NIL**

16. What percentage of the teaching faculty are in active research ? : **NIL**

17. List the major thrust areas within the subject in which research activities are being pursued . : **Does not arise.**

**

**

**

18. Give details of ongoing projects funded by external agencies : **NIL**

Funding agency	Amount (In Rs.)	Duration (Year)	Collaboration, If any

19. What are the basic advanced facilities, available and (like botanical garden, field laboratories, animal house, computing facility, major equipment, mortuary, post mortem facilities, Experimental surgery and medicine facilities etc.) acquired over the years ? : **NIL**

20. What is total number of publication (add the list) of the department in the last five years ? : **NIL**

21. Have any one of the teaching programmes been dropped because it lost its immediate relevance or because it was not viable ? : **NO**

22. What is the average work load in terms of actual contact lectures per teachers ?

: **25 classes/ week/ teacher = 19.75 hours/ week/ teacher**

23. What is the average time spent by the teacher with students and how much time is spent on committees that deal with academic matters ?

: **19 hours for classes and 6-7 hours with other academic matters.**

24. Does the department monitor overall performance of students through regular assessments ?

Yes :

No :

If yes, give methods and details of assessment.

: The department monitors overall performance of students through regular assessments by conducting unit test, seminars, quiz, debate, discussion & home works etc.

25. How do the teachers update themselves for discharging their teaching / research responsibilities ? Give details.

: The teachers update themselves by attending different refresher courses, orientation programmes, workshops & by doing library works, reading journals etc.

26. What is the annual budget of the college to the department ?

: As provided by the college authority.

27. How much of research funding has been generated by the teachers from the other agencies ? : *NIL.*

28. Do the teachers offer consultancy services and earn revenue for the college/ department ?

Yes :

No :

If yes, how much has earned during the last two years ?

29. Furnish the following details :

Ratio of applications to available seats	UG	PG	Research
T.D.C - (Major)	3:2	-	-
T. D. C- (General)	1 : 1	-	-
H.S - (Arts)	3 : 2	-	-
Progression of higher education	<i>We do not have actual Record.</i>		
Ratio of part-time teacher to full time teacher	1 : 3		

30. Furnish the following data :

Ratio of students to teachers : *1 : 264 (for the session 2003-04)*

Numbers of research papers published : *NIL.*

31. Has the department received any special support for teaching or research ?

Yes :

No :

32. Number of departmental seminars organized (Give details) : *10 (Ten)*

33. Number of popular lecture/ guest lectures held (Give details) :

:Two guest lecturer held, one on "Problems and prospects of building peace in Assam" & another on "Sixth schedule and the problems of Tribal community in Assam"

34. No of seminars/ workshops/ training camps organized (Give details) : *NIL*

35. Number of social/educational /environmental rally/camp organized (Give details)

: NIL.

36. Number of co-curricular activities organized in the department (give details)

: *NIL.*

37. Number of educational tours of the student organized (give details):

: *NIL.*

38. Number of awards/ medals/ certificates of proficiency earned by the department:

: *NIL.*

39. Any other relevant facts: *NIL.*

Rafique Zaman

(Rafique Zaman)

Head

Department of political Science
Goalpara College, Goalpara

Date: 20-11-03

INPUTS FROM THE DEPARTMENTS

1. Name and address of the department : *Statistics*
Goalpara College.
Goalpara-783101.
2. Date of establishment of the Department : 1985-86.
3. Built-up area of the department in sq. m : *16.73 sq.m & floor area for classes as provided by the College Authority.*
4. List the different programmes (Level of study = UG/PG/Any other) :

Programme		Level of study	Cut off marks	Student Strength
T.D.C - I	Major	-	-	-
	General	UG	<i>Passed in H.S. Final & Marks as fixed by Admission Committee*</i>	40
T.D.C - II	Major	-	-	-
	General	UG	<i>Qualified in first year Examination</i>	40
T.D.C - III	Major	-	-	40
	General	UG	<i>Qualified in Part-I Examination</i>	50
H.S-I		10+	<i>As fixed by the Admission Committee</i>	50
H.S-II		10+	<i>Passed in H.S 1st year Examination</i>	50

* Cut off mark is fixed every year by Admission Committee.

5. Number of teaching, technical and administrative staff of the department :

	Male	Female	Total
Total no. of teachers	01	-	01
Teachers with Ph. D as the highest Qualification.	-	-	-
Teachers with P.G as the highest Qualification.	01	-	01
Teachers with other specific eligible Qualification	-	-	-
Technical staff	-	-	-
Administrative staff	-	-	-
Any other (if any) (Laboratory Bearer)	01	-	01

6. Does the department have academic, administrative and financial autonomy ?

	Yes	No
Academic		✓
Administrative		✓
Financial		✓

If yes , what extent ?

7. Number of students in the department during the current year :

	Female	Male	Total
Students from the same state where the college is located	13	55	68
Students from other states of India	NIL	NIL	
NRI students	NIL	NIL	
Other overseas students	NIL	NIL	
Grand Total	13	55	68

8. Is there a method of assessing the students' academic standing in order to provide enrichment and remedial courses ?

Yes :

No :

9. Furnish the following details (in figures) :

Books in the department library : 30

Journals/ periodicals subscribed by the department : NIL

Computers in the department : NIL

Research projects completed during the last three years and their total outlay : NIL

On going research projects : One.

Teachers who have attended National / International seminars during last two years : NIL

Teachers who have been resource person during last two years : NIL

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10. Mention the following details of last two batches of students :

Batch-I									Year of entry : 2001-2002								
Admitted to the programme	H.S- I		H.S- II		T.D.C.- I		T.D.C-II		TDC -III								
					M	G	M	G	M	G							
Admitted Nos	12		10		-	23	-	13	-	02							
Drop outs (-)	-		-		-	03	-	-	-	-							
Drop out/ Unsuccessful Candidates Reappearing (+)	09		-		-	-	-	16	-	-							
Total Candidates Enrolled	21		10		-	20	-	29	-	02							
Drop outs during The Exam. (-)	-		01		-	03	-	-	-	-							
Appeared for the final Exam.	21		09		-	17	-	29	-	02							
Passed in final Exam.	08		09		-	14	-	11	-	02							
Passed in 1 st Class	-		-		-	-	-	-	-	-							
University/AHSEC Rank if any.	-		-		-	-	-	-	-	-							

Batch-II		Year of entry : 2002-2003						
Admitted to the programme	H.S-I	H.S-II	T.D.C.- I		T.D.C-II		TDC -III	
			M	G	M	G	M	G
Admitted Nos	10	17	-	16	-	15	-	01
Drop outs (-)	-	-	-	01	-	-	-	-
Drop out/ Unsuccessful Candidates Reappearing (+)	07	02	-	-	-	16	-	-
Total Candidates Enrolled	17	19	-	15	-	31	-	01
Drop outs during The Exam. (-)	-	04	-	-	-	-	-	-
Appeared for the final Exam.	17	15	-	15	-	31	-	01
Passed in final Exam.	05	12	-	15	-	20	-	01
Passed in 1 st Class	-	-	-	-	-	-	-	-
University/AIISEC Rank if any.	-	-	-	-	-	-	-	-

11. What is the sanctioned teaching staff strength and present position ?

Sanctioned : 01

Filled : 01

12. How often were national/international seminars, workshops etc. organized at the department ? : *Not yet.*

13. Are there any international or national links/collaborations for teaching, research or both? : *No*

14. List the teaching staff, with their designations, qualifications, fields of specialization, years of experience, age and sex (in the descending order of seniority) :

Name	Designation	Highest Qualification	Specialisation	Experience Year	Age	Sex
<i>Dhrubajyoti Das</i>	<i>Sr. Lecturer & HoD</i>	<i>M.Sc</i>	<i>Demography</i>	<i>15</i>	<i>40</i>	<i>M</i>
<i>Miss Aparna Choudhury</i>	<i>Part-Time Lecturer</i>	<i>M.Sc</i>	<i>Econometrics</i>		<i>26</i>	<i>F</i>

15. How many from the teaching staff have received national/international recognition as fellows, awardees? : *NIL*

16. What percentage of the teaching faculty are in active research? : *50%*

17. List the major thrust areas within the subject in which research activities are being pursued .

** *Infant Mortality.*

**

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18. Give details of ongoing projects funded by external agencies :

Funding agency	Amount (In Rs.)	Duration (Year)	Collaboration, If any
U.G.C (NER)	30,000/-	2 years	<i>NIL</i>

19. What are the basic advanced facilities, available and (like botanical garden, field laboratories, animal house, computing facility, major equipment, mortuary, post mortem facilities, Experimental surgery and medicine facilities etc.) acquired over the years ?

: Scientific calculators used in practical classes. Computing facility for the department is available in the central computer room of the college.

20. What is total number of publication (add the list) of the department in the last five years ?

: NIL

21. Have any one of the teaching programmes been dropped because it lost its immediate relevance or because it was not viable ?

: NIL

22. What is the average work load in terms of actual contact lectures per teachers ?

: 24 Classes (Per week)

23. What is the average time spent by the teacher with students and how much time is spent on committees that deal with academic matters?

: Actual contact lecture = 18 hours.

Additional time spent With Students = 12 hours per week

On academic matters = 06 hours per week

24. Does the department monitor overall performance of students through regular assessments?

Yes :

No :

If yes, give methods and details of assessment.

: Unit test, Group Discussion, Seminar, Quiz etc.

25. How do the teachers update themselves for discharging their teaching / research responsibilities? Give details.

: By attending orientation programme, refresher course, seminars, continuous library works, along with these efforts are also made by the teacher to upgrade themselves through internet.

26. What is the annual budget of the college to the department?

: As provided by the college authority.

27. How much of research funding has been generated by the teachers from the other agencies?

: NIL

28. Do the teachers offer consultancy services and earn revenue for the college/ department ?

Yes : No :

If yes, how much has earned during the last two years ?

29. Furnish the following details :

Ratio of applications to available seats	UG	PG	Research
T.D.C (Major)	-		
T.D.C (General)	1: 1		
H.S. (Arts + Science)	1: 1		
Progression to higher education	<i>We do not have adequate information</i>		
Ratio of part-time teacher to full-time teacher	1:1		

30. Furnish the following data :

Ratio of students to teachers : 68 : 01

Numbers of research papers published : *NIL*

31. Has the department received any special support for teaching or research ?

Yes : No :

32. Number of departmental seminars organized (Give details) :

- i) "Average" its concept and uses.
- ii) "Probability" -- Different approaches.

33. Number of popular lecture/ guest lectures held (Give details) : *NIL*

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34. No of seminars/ workshops/ training camps organized (Give details) : *NIL*

35. Number of social/educational /environmental rally/camp organized (Give details)

: *NIL*

36. Number of co-curricular activities organized in the department (give details)

:

: *NIL*

37. Number of educational tours of the student organized (give details)

: *NIL*

38. Number of awards/ medals/ certificates of proficiency earned by the department :

: *NIL*

39. Any other relevant facts : *NIL*

Dhrubajyoti Das
(*Dhrubajyoti Das*)

Head
Department of Statistics.

Date : 21.11.03
Goalpara College

INPUTS FROM THE DEPARTMENTS

1. Name and address of the department : *Zoology ,
Goalpara College,
Goalpara -783101*
2. Date of establishment of the Department : *August, 1966*
3. Built-up area of the department in sq. m : *207.9 sq.m. Class room for theory classes made available in the main college building.*
4. List the different programmes (Level of study = UG/PG/Any other) :

Programme		Level of study	Cut off marks	Student Strength
TDC 1st year	Major	UG	<i>45% in H.S Final Exam.</i>	15
	General	UG	<i>Passed in H.S. Final & marks as fixed by Admission Committee.*</i>	75
T.D.C 2nd year	Major	UG	<i>Qualified in 1st year Examination.</i>	15
	General	UG	<i>Qualified in 1st year Examination</i>	75
T.D.C 3rd year	Major	UG	<i>Qualified in Ppart-I Examination.</i>	15
	General	UG	<i>Qualified in Part-I Examination.</i>	75
H.S. (Sc) 1st Year		10+	<i>As fixed by the Adm. Committee.*</i>	150
H.S. (Sc) 2nd Year		10+	<i>Passed in H.S 1st year Exam.</i>	150

** Cut off marks is fixed every year by Admission Committee.*

INPUTS FROM THE DEPARTMENTS

1. Name and address of the department : *Zoology ,
Goalpara College,
Goalpara -783101*
2. Date of establishment of the Department : *August, 1966*
3. Built-up area of the department in sq. m : *207.9 sq.m. Class room for theory classes made available in the main college building.*
4. List the different programmes (Level of study = UG/PG/Any other) :

Programme		Level of study	Cut off marks	Student Strength
TDC 1st year	Major	UG	45% in H.S Final Exam.	15
	General	UG	Passed in H.S. Final & marks as fixed by Admission Committee.*	75
T.D.C 2nd year	Major	UG	Qualified in 1st year Examination.	15
	General	UG	Qualified in 1st year Examination	75
T.D.C 3rd year	Major	UG	Qualified in Ppart-I Examination.	15
	General	UG	Qualified in Part-I Examination.	75
H.S. (Sc) 1st Year		10+	As fixed by the Adm. Committee.*	150
H.S. (Sc) 2nd Year		10+	Passed in H.S 1st year Exam.	150

* Cut off marks is fixed every year by Admission Committee.

5. Number of teaching, technical and administrative staff of the department :

	Male	Female	Total
Total no. of teachers	6	1	7
Teachers with Ph. D as the highest Qualification.	1	-	1
Teachers with P.G as the highest Qualification.	2*	1	3
Teachers with other specific eligible Qualification (M. Phil.)	3*	-	3
Technical staff	-	-	-
Administrative staff	-	-	-
Any other (if any) (Laboratory Bearers)	3	-	3

- One teacher has finally registered for Ph. D. degree under G.U.

6. Does the department have academic, administrative and financial autonomy ?

	Yes	No
Academic		✓
Administrative		✓
Financial		✓

If yes , what extent ?

7. Number of students in the department during the current year :

	Female	Male	Total
Students from the same state where the college is located	46	188	234
Students from other states of India.	-	4	4
NRI students	-	-	--
Other overseas students	-	-	-
Grand Total	46	192	238

8. Is there a method of assessing the students' academic standard in order to provide enrichment and remedial courses?

Yes :

No :

9. Furnish the following details (in figures) :

Books in the department library : 350

Journals/ periodicals subscribed by the department : *NIL*

Computers in the department : *NIL*

Research projects completed during the last three years and their total outlay : 5 and Rs 1,17,000/-

On - going research projects : *NIL*

Teachers who have attended National / International seminars during last two years : 01

Year of entry : 2002-2003								
Batch-II								
Admitted to the programme	H.S - I	H.S.-II	T.D.C.- I		T.D.C-II		TDC -III	
			M	G	M	G	M	G
Admitted Nos	98	84	09	12	08	19	14	11
Drop outs (-)	74	08	-	-	-	-	-	-
Drop out/ Unsuccessful Candidates Reappearing (+)	41	70	-	-	02	15	02	03
Total Candidates Enrolled	68	146	09	12	10	34	16	14
Drop outs during The Exam. (-)	03	06	-	-	-	-	-	-
Appeared for the final Exam.	65	140	09	12	10	34	16	14
Passed in final Exam.	20	61	08	10	08	29	15	11
Passed in 1st Class	-	03	02	-	06	-	04	-
University/AIASEC Rank, if any.	-	-	-	-	-	-	-	-

11. What is the sanctioned teaching staff strength and present position ?

Sanctioned : 07

Filled : 07

12. How often were national/international seminars, workshops etc. organized at the department ?

: One state level seminar was organized in the year of 1999.

13. Are there any international or national links/collaborations for teaching, research or both ?

: *Yes, for personal research only.*

14. List the teaching staff, with their designations, qualifications, fields of specialization, years of experience, age and sex (in the descending order of seniority) :

Name	Designation	Highest Qualification	Specialisation	Experience	Age	Sex
Gobinda Kalita	Head of the Department	M.Sc. M. Phil.	Ichthyology	31 Years	52 Yrs	M
M.A. Kashem	Selection Grade Lecturer	M.Sc.	Cell-Biology	26 Years	51 Yrs	M
Ratan Chandra Bhattacharyya	Selection Grade Lecturer	M.Sc. M. Phil	Entomology	22 Years	47 Yrs	M
Mrs. Mridula Medhi (Sarma).	Selection Grade Lecturer	M.Sc.	Fish & Fishery Biology	20 Years	48 Yrs	F
A.T.M. Forhad Ali	Selection Grade Lecturer	M.Sc. M. Phil	Genetics	19 Years	48 Yrs	M
Pradip Chutia	Sr.Lecturer	M.Sc.	Animal Physiology	14 Years	39 Yrs	M
Dandadhar Sarma	Lecturer	M.Sc Ph.D	Fish & Fishery Biology	6 Years	33 Yrs	M

15. How many from the teaching staff have received national/international recognition as fellows, awardees ? : *NIL*

16. What percentage of the teaching faculty are in active research ? : *40%*

17. List the major thrust areas within the subject in which research activities are being pursued .

** *Limnology*

** *Fish & Fishery Biology*

** *Wetland Ecology*

** *Wild life Biology*

18. Give details of on going projects funded by external agencies : *NIL*

Funding agency	Amount (In Rs.)	Duration (Year)	Collaboration, if any

19. What are the basic advanced facilities available (like botanical garden, field laboratories, animal house, computing facility, major equipment mortuary, post-mortem facilities, experimental surgery and medicine facilities etc.) and acquired over the years ?

Binocular Research Microscope with photographic facility.	Digital P ^H Meter	Slide Projector
Overhead Projector	Lux Meter	Colorimeter
Conductivity Meter	Projection Microscope	
Incubator	Turbidity Meter	
Fish pond	Refrigerator	
	Museum (Zoo)	

20. What is total number of publication (add the list) of the department in the last five years ?

: 26

21. Have any one of the teaching programmes been dropped because it lost its immediate relevance or because it was not viable ?

: *Does not arise.*

22. What is the average work - load in terms of actual contact lectures per teacher ?

: *24 classes/week/teacher.*

23. What is the average time spent by the teacher with students and how much time is spent on committees that deal with academic matters?

Actual contact lecture = 18 hours.

Additional time spent with students = 7-8 hours

Time spent on other academic matters = 5 hours

24. Does the department monitor overall performance of students through regular assessments?

Yes :

No :

If yes, give methods and details of assessment.

: Through class tests, viva-voce, seminars, group discussions, etc.

25. How do the teachers update themselves for discharging their teaching / research responsibilities? Give details.

: Through research works, attending seminar, symposium, workshop, refresher course, orientation course, summer institute and through library works.

26. What is the annual budget of the college to the department?

: As provided by the college authority.

27. How much of research funding has been generated by the teachers from the other agencies?

: NIL.

28. Do the teachers offer consultancy services and earn revenue for the college/ department ?

Yes : No :

If yes, how much has earned during the last two years ?

29. Furnish the following details :

Ratio of applications to available seats	UG	PG	Research
T.D.C Major	2 : 1	-	-
T.D.C. General	3 : 2	-	-
H.S. (Science) Progression of higher education	<i>We do not have actual record</i>		
Ratio of part-time teacher to full time teachers	-	-	-

30. Furnish the following data :

Ratio of students to teachers : 40 : 1

Numbers of research papers published : 26

31. Has the department received any special support for teaching or research ?

Yes : No :

32. Number of departmental seminars organized (Give details) :

: One departmental seminar is organized every week on working days.

33. Number of popular lectures/ guest lectures held (Give details) :

A total of twenty five popular talks have been arranged by inviting guests from Gauhati University, District Fishery Department , District Sericulture Department, noted fish farmers of the state, etc.

34. No of seminars/ workshops/ training camps organized (Give details) :

1. *Organized seminar through Zoological Society of Assam, in the year 1990 .*

2. *Organized seminar entitled "Prospects & Problems of Aquaculture in sustainable development" sponsored by UGC (NER).*

3. *Organized workshop on blood group determination.*

35. Number of social/educational /environmental rally/camp organized (Give details)

: Organized awareness rally on AIDS in 1990.

36. Number of co-curricular activities organized in the department (give details) :

: NIL.

37. Number of educational tours of the student organized (give details) :

: Every year one educational tour for T.D.C part-I (Major & General) students, outside the state and within the state respectively, are arranged. Places for visit are so selected that offers zoological importance or students can get acquaintance with sophisticated instruments necessary in zoological study.

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38. Number of awards/ medals/ certificates of proficiency earned by the department :

: Earned the certificate of proficiency in the science exhibition organized by Assam Science Society, Goalpara Branch.

39. Any other relevant facts :

: Every year students are encouraged to do dissertation work on selected topics pertaining to Bio-diversity. Students get the opportunity to learn research methodology through such dissertation works.

Gobinda Kalita
(G. Kalita)

Head
Department of Zoology

Date : 24/11/03
Goalpara College

PART-II

SELF-ANALYSIS PART

PREFACE

In the early part of the post-independence era, in order to achieve excellence in the pursuit of truth and to expand the domains of knowledge in higher education particularly for the aspirant youths of the undivided Goalpara District, Goalpara College was established on August 8, 1955 as a result of the dedicated services rendered by a sympathetic and enthusiastic group of people of the region led by Late Khagendra Nath Nath, then MLA. of Goalpara.

Initially, Goalpara College was established as a night college under the able guidance of the founder Principal Late Wazuddin Ahmed M.Sc.,BL.with only 22 students. Later, with the co-operation and financial help from the generous people of the region, it developed into a full-fledged institution of higher education in Arts Stream in the year 1959 with its permanent building in the heart of the Goalpara town. It was affiliated to Gauhati University and was brought under the deficit grants-in-aid system by the Government of Assam in 1962. As a result of the bold venture of the same group of enthusiastic people, Science Stream was introduced in 1966 and was brought under the deficit grants-in-aid system in 1974.

The College was fortunate enough to receive the glorious services rendered by such academicians and distinguished scholars as Late Dr. Mahendra Bora (former President, Asom Sahitya Sabha and a noted literateur), Dr. Ratna Kanta Baruah(distinguished academic administrator), Dr. Birendra Nath Dutta (formerly Professor and Head of the department of Folklore in Gauhati and Tezpur University,

a noted singer, lyricist, poet, writer and presently President of Assam Sahitya Sabha), Dr. Prabin Chandra Sharma (noted academician and Ex-MP) as the Principal of the college at different times.

The emblem of the college designed by former Principal Late Dr. Mahendra Bora clearly spells out the aims and objectives of the college. It expresses that service and sufferings are the means to success and achievements. The college renders services to the people of this region of which a large percentage is plagued by poverty, poor communication system and other socio-economic problems. It can be mentioned in this context that some families of the students are severely hit by floods and have to cope with this menace even for six months in a year. In spite of such adverse situation, the college has been occupying a significant position since its inception by producing quality products occupying national as well as international positions. Presently, Goalpara College attracts a fairly large number of students from the neighbouring states particularly Meghalaya and West Bengal.

From its establishment in 1955, the college has developed spectacularly and has at present 1936 regular students in Science and Arts faculties together comprising 19 departments, 78 faculty members (including 16 part-time faculties) and 48 other employees. The college campus, at present, has an area of about 17 acres with basic facilities such as boys' and girls' hostel, water supply, street lighting, a canteen, a park, one health care centre, playground, etc. The college gets financial grants under the deficit grants-in-aid system from the Government of Assam

only for the payment of salaries to the employees and development grants from the UGC.

In order to cope with the rapidly changing world and to face the challenges in higher education in the 21st century, the college is preparing itself to *become a valuable contributor to the knowledge based economy consistent with its avowed vision and mission.*

As a part of this preparation, the college endeavours to initiate a process of making a strategic plan and accordingly has tried to identify some of its strengths and weaknesses in the light of the educational requirements of 21st century. On the basis of these strengths and weaknesses, the college keeps itself on a *continuous quality enhancement* programme and desires to get itself assessed by the *National Assessment and Accreditation Council and prepares a Self-Study Report according to the guidelines provided for the same by the NAAC.*

With this aim in view, the principal has constituted a *Steering Committee* with Mr. T. Sharma, HOD, Chemistry as its coordinator and five faculty members as its members viz. Dr. M. Ahmed, HOD, Botany, Mr. S.N. Sarma, senior lecturer, Geography, Mr M.K. Das, lecturer, Philosophy, Dr. D. Sarma, lecturer, Zoology and Mr. Y. Ray, lecturer, History to prepare the Self-Study Report as per the guidelines of NAAC. To assist this committee in this process, a number of sub-committees consisting of almost all the members of the teaching and some of the non-teaching staff have been formed to collect necessary data from different sources.

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The data so collected are used to analyze its performance on the seven criteria identified by NAAC to determine the current strengths and weaknesses of the institution. These strengths and weaknesses, as we perceive, are discussed criteria-wise below :

Criterion I : Curricular Aspects

Our strengths :

One of the strongest points of Goalpara College is that it offers opportunities to have higher education in two faculties- Humanities and Science under which there are at present two programmes i.e. Higher Secondary and Undergraduate. These programmes include 19 subjects out of which there are major in 13 subjects in the undergraduate level. Two of these 19 subjects are vocational subjects in the undergraduate level (introduced with the financial assistance from UGC).

In addition, Goalpara College is a recognized centre of Post Graduate School of correspondence under Gauhati University enabling the students to obtain post-graduate degree and diploma in certain subjects.

Moreover, the college has submitted proposals to the University Grants Commission for the introduction of ten career oriented courses as add-on subject (Annexure-9) under the 10th Plan.

The college also intends to introduce remedial courses for S.C. and S.T. students and accordingly submitted proposals to the U.G.C. for financial assistance.

As an affiliated college of Gauhati University, it solely depends on Committee of Courses and Studies (CCS) constituted by G.U. so far as the designing of course structure and curricula are concerned. However, the college may take part in designing the courses by sending senior teachers of the college as members to this committee when asked for. This committee generally follows multi-stage and multi-person approval while designing the course structure. Any revision and up-gradation,

required to be done, of the course are decided and carried out exclusively by the CCS.

Our weaknesses :

One of the major weaknesses of the college is that none of the faculties has enough subjects to offer ample options and flexibility to the students. However, the students do have limited option in selecting the major subject in a particular faculty.

The curriculum design is neither modularly structured nor it is multi-disciplinary in character. However, the college can not do anything in this regard as the curriculum is designed by the University.

In curriculum design of the Arts faculty, students' exposure to real life situation through field work and project assignment is practically non-existent.

Due to the paucity of fund and curtailment of grants by the state Government, need-based and professional subjects could not be introduced to meet the present day needs.

* * *

Criterion II : Teaching-learning and Evaluation

We consider the following as our strengths in this regard :

Goalpara College is a premier institution of higher education specially for the people of the lower parts of the Brahmaputra valley, Assam. A large number of students from this region as well as from different parts of the state and also from the neighbouring states of Meghalaya and West Bengal seek admission to the courses offered by the college. Students are generally selected for admission on the basis of merit and reservations as per Government rules available for schedule caste, schedule tribe, other backward classes and more other backward class students. The teaching-learning experience takes place mainly through the following types of training and instruction methods :

- (1) Class room instruction in which the teachers play active role and encourage participation of students in the process.
- (2) Both the faculties adopt 'learning by doing' method in which the students learn to develop their skills through laboratory works, project works/field works (only in science departments), seminars, group discussions, debate, mock parliament etc.

To enhance the effectiveness of teaching-learning effort, the Committee of Courses and Studies of Gauhati University has introduced, from 2003-04 session, an annual evaluation process by holding Part-I, Part-II and Part- III examinations in the Degree level. The class room instructions are

conducted by qualified and competent teachers. The teachers, on their part, update and refresh their knowledge through various means such as by making full use of the existing library facilities, participating in various Faculty Improvement Programmes like Orientation Course, Refresher Course, Seminars /Conferences, Workshops, etc.(Annexure-5).

The college has provisions, though not adequate, for the use of audio-visual aids in teaching. In some subjects of the science faculty, the revised syllabi require the use of computer. Such departments may make use of the computers available in the Central Computer Room.

Most of the departments of science faculty and a few departments of arts faculty have built up their own departmental libraries keeping reference books and journals to help teachers and students in the class room instructions.

The teachers of the college are recruited by following a procedure laid down by the Government and only those teachers are appointed who fulfill the norms laid down by the UGC.

A few teachers of the college have already completed M.Phil. and Ph.D. degree. About 25 percent of the rest of the teachers are engaged in active research for obtaining Ph.D. degree. The teaching staff in general has members with considerable teaching and/or research experience (Annexure - 5).

Self appraisal method for the performance appraisal of teachers on teaching, research and extension works has been introduced. These reports from teachers and students' feed back on teachers help the teachers in identifying their weaknesses and deficiencies and make them more accountable.

Performances of the students are evaluated through Unit Tests conducted by the college and Class Tests by the respective departments from time to time. However, results of these tests have no direct bearing on the results of the examinations conducted by University and H.S. Council. But these results are used in improving the performances of the students in the final examinations. It may be mentioned in this connection that the performances of students in unit tests combined with their attendance in class and participation in seminars and group discussions are used as a basis for awarding internal assessments to the students and for determining their eligibility to appear in the University/Council Examinations from the current session.

The final examinations of the UG classes are conducted by Gauhati University while H.S. examinations are conducted by Assam Higher Secondary Education Council through their Controller of Examinations. As of now, in arts faculty, there is no provision for internal assessment. But in science faculty, there is internal assessment in the practical papers. The total marks in a practical paper is computed by taking 80 percent of the marks actually obtained in that paper plus 20 percent of the marks accruing as internal assessment.

The results of the college in B.A./B.Sc. final examinations as well as in H.S. final examinations conducted by Gauhati University and Assam Higher Secondary Education Council respectively are fairly satisfactory. A number of students get first classes in both the final examinations every year

Among the weakness, the following may be mentioned :

- (i) There is at present, no formal remedial courses for weaker students and for SC and ST students. However, this weakness is sought to be removed in near future as the college has submitted proposals to the UGC for introduction of remedial courses for SC and ST students under 10th plan.
- (ii) Audio-visual aids cannot be used at present by all the departments due to lack of adequate number of such devices and infra-structural facilities available in the class rooms for such uses.
- (iii) Although, the college has two vocational courses, the output of these departments are not what it was expected. It may be due to lack of efforts of the state government to encourage such students to go for entrepreneurship and the attitude of the students to seek a paid job after the completion of education.
- (iv) Due to poor communication system, it is not possible for the teacher and students to collect scarce teaching and reading materials easily. However, internet facility has recently been made available in the college.
- (v) Till now, no national and international linkages have been established for upgrading teaching-learning and research.
- (vi) It is perhaps due to lack of infra-structural facilities and range of course / programme options, that NRI and overseas students are not yet attracted.

Criterion III : Research, Consultancy and Extension :

The college is mainly concerned with teaching. Research is not a curricular activity in the college. However, the college encourages the individual teachers to do research work. Consequently, some of the teachers are engaged in exploring the available natural resources and advancing solutions to the socio-economic problems of the region. With the limited resources available in the college, individual teachers are making sincere efforts to explore society based themes. A few of our teachers have already obtained Ph.D. degree and about 30 percent of the remaining teachers have registered themselves for Ph.D. degree. They have been continuing their research work without affecting their normal duty. So far as many as 19 Minor Research Projects have been completed in the last three years by the teachers of the college from either of the faculties and these have a total outlay of Rs. 6,70,000/- (Rupees six lakh seventy thousands) only. About 60 percent of the faculty members are engaged in active research as is evident from their research publications. A total of 174 research papers have been published in various journals of national and international standard (Annexure - 5). Some teachers also presented their research findings in various national and international seminars (Annexure - 5). Some of the science departments are equipped with some advanced equipments for research works.

To augment research and extension activities of regional interest, the college has developed within its campus many centres such as Extension Education Centre, Women Research and Study Centre, Centre for Regional Studies, Population Study Centre, Community Development Centre etc. (For activities of these centres please refer Annexure -22). Besides these, Memoranda of Understanding have also been signed with different NGO's and Government agencies to enhance the society based extension activities (Annexure -24). A Career Counselling and Guidance Cell has also been established to provide students with career information and opportunities. The college has also submitted proposals to the UGC under 10th plan for introduction of coaching classes specially for minority community to prepare the students for competitive examinations and different services.

The process of establishing a study centre of Indira Gandhi National Open University at Goalpara College with career oriented and need-based subjects is in progress and it is expected to be operational from the next session.

Weaknesses noticed in this context are as follows :

- i. Goalpara College is not geared up to provide any consultancy service to any organization or group of individuals.
- ii. Research facilities within the college are very limited. Unless a teacher obtains a UGC fellowship, he/she cannot register as full time research scholar.
- iii. The college subscribes to a very few Research Journals.

- iv. Due to technical difficulties, faculty members could not take advantage of the Faculty Improvement Programmes provided by UGC for M.Phil. and Ph.D. during the 9th plan period.

* * *

Criterion IV : Infrastructure and Learning Resource :

We consider the following as our strengths :

Goalpara College has created significant infra-structural facilities for teaching, learning and extension services. The college has at present a total land area of about 17 acres. The built-up area is about 58 percent of the total land area (Details shown in the Master Plan enclosed Annexure – 25). The built-up area consists of

- (i) the main building housing the college library, administrative block, computer room, boys' common room and girls' common room, teachers' common room and class rooms.
- (ii) the science building housing the Laboratories of the science departments, their Departmental Common Rooms and Class Rooms. The laboratories have their own running water supply facilities.
- (iii) College hostels – Boys' and Girls'.
- (iv) NCC and NSS building.
- (v) College Canteen.

Besides the built-up area, the college has basic facilities for games and sports play ground, a park, a considerable planted area, two cycle stands and a fishery pond. The college develops and maintains its infra-structure with resources generated by it and development grants made available by the UGC.

The college library, called 'Goalpara College Library', at present contains 23,329 books (including text and reference books), a number of research journals. It subscribes to as many as 12 magazines and 06 newspapers. From 2003, the library is introducing 'book bank' facility for the benefits of the students. Computerization of the library is also in progress and for this purpose required software package is being procured from outside agency. Recently, arrangements have been made to avail internet facility in the college library. The library also has a periodical room, a students' reading room and a reference room.

Most of the science departments and a few of the arts departments have built-up their own departmental libraries. The college has made provisions for use of audio-visual aids in teaching.

The college library has a total of 249 working days in a year and it provides services to the college community on working days from 9.30 A.M. to 4.30 P.M. Besides book-lending and reading room facility, the library also provides reprographic facility.

The college has a Health Care Centre with minimum basic facilities for routine health check-up. It runs with the help of an ANM and a doctor who render services on contract basis. This centre renders services to the students during the college hours and to the boarders of the college hostels 24 hours on demand.

The college provides a host of other facilities to the students such as a play ground for football and cricket, courts for volleyball and badminton, opportunities to do social services through NSS, NCC and Scout and Guides. The construction of a modern auditorium is in progress. A portion of the boundary walls of the college has been made permanent. At present musical and cultural activities, debate and symposia and other literary activities are conducted in a temporary auditorium within the college. With support from the college, the students' union annually organizes College Week. The students are encouraged to participate in the different sports and literary events during the college week as well as in other competitions. In addition, the college with the help of other agencies organizes cultural and literary meet from time to time. Participation in sports, cultural and literary activities is encouraged through providing special reservations for admission into the college. Students are also sponsored by the college to participate in the Gauhati University Youth Festival and other meets both within and outside the state. The college has a reputation in the field of culture and literature as revealed by its performance in different competitions (Annexure-29). Some of its alumni brought glory to their alma mater through their performances in movies and theatres too (Annexure-30).

Our weaknesses in respect of this criterion are as follows :

- (i) Being a relatively old college, the buildings of the college are getting old and due to the financial constraints the college authority is facing certain difficulties in maintaining the old buildings and constructing new ones.

- (ii) Due to paucity of fund, the college library is not what it should have been. It has yet to have got a collection of audio-visual cassettes, adequate number research and other journals.
- (iii) Since there is no indoor stadium, participation of students in different indoor games throughout the year and in physical education activities are seriously affected.
- (iv) Regular coaching in games and sports, cultural and literary activities and physical education is still to be provided to the students.
- (v) Permanent boundary walls are still to be erected round the whole college campus. Only a portion of it is completed.

* * *

Criterion V : Student Support and Progression :

Our strengths :

The college authority and the teachers of this college within the limitation of resources and infra-structural facilities have been endeavouring to provide continuous and need-based education to the students so that they may come up with success in academic as well as in real life situation.

Apart from classroom instructions, the teachers engage themselves in formal and informal evaluation of students' strengths and weaknesses and accordingly provide need-based counselling. Feedbacks from students on individual teachers and on the quality of the campus life are collected annually. These feedbacks are used to improve the class room instructions, reschedule/revise the routine according to the need of the students and make necessary modification in the teaching schedule of different departments (Details of feedback is in Annexure-17).

In addition to the counselling by the individual teachers, the Career Counselling and Guidance Cell of the college renders services to the students for the development of their career. Internet facility has been made available in the college recently and this is expected to help in personality development and employment of the students.

State Government provides a number of scholarships to students belonging to Schedule Caste, Schedule Tribe, Other Backward Class and More Other Backward Class.

The college provides minimum basic facilities to the students for indoor and outdoor games. Recreational facilities provided to the students include a college Canteen, a Park, a Boys' Common Room and a Girls' Common Room.

The college constituted a Grievance Redressal Cell with a grievance redressal mechanism and this cell tries to redress the genuine grievances of students as well as other employees of the college.

Goalpara College Alumni Association was formed in the early part of 2003 and an analysis of the feedback obtained from the alumni reveal that most of them are satisfied with the present performance of their alma mater (Annexure-32). The rate of progression of our alumni, it may be mentioned, to higher education during the last couple of years is a healthy one. Some of our alumni have established themselves in various fields of excellence. Mention may be made of our alumni who are now in the faculty of Oxford University (UK), Indian Administrative service, Indian Revenue Service, Assam Civil Service, in financial institutions, in Universities and Colleges, in Legislative Assemblies, Central Govt. Services etc.

We perceive the following weaknesses :

- i. Apart from the State Government scholarships to students of backward communities, the students can not enjoy the benefit of any other scholarship either sponsored by the Govt. or by any other agency.

- ii. The college is not in a position to provide placement services to the students and is providing only counselling and guidance on career information and opportunities.
- iii. The college in the past did not have an organized Alumni Association and therefore, it (the college) could not have any kind of support from its alumni. However, a formal Alumni Association has been formed recently which has chalked out certain plans to contribute for further growth of the college (Annexure -32)

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Criterion VI : Organisation and Management :

Our strengths :

Goalpara College, affiliated to Gauhati University (Guwahati, Assam) runs under Grants-in-Aid system. To ensure healthy management practices, the college, since its inception, has been adopting suitable policies both in academic and administrative spheres. In order to cope with the rapidly changing higher education system and the present-day needs, the college formulated an updated mechanism in 2001 both for academic and administrative management. This mechanism works through a number of committees duly constituted by the college governing body (Annexure-19), the highest policy making body constituted by Director of Higher Education, Assam (Annexure-19).

The college believes in and practices collective decision making. This can be gauged from the composition of different committees comprising mostly of the teachers. The committees work democratically and the decisions adopted by such committees are subject to scrutiny by the governing body before execution.

For smooth functioning of the college affairs as well as for rendering service to the college community, the governing body has an efficient mechanism. This mechanism is so devised that it can not only check the performance of individual employee but also augment their efficiency for the over-all development of the institution to take up the challenge of time (Annexure- 34). To achieve this end, the college, among others, takes into account performance appraisal report for teaching staff and maintains

confidential report for non-teaching staff. The performance appraisal report makes the strength and weakness of individual teacher transparent, helps to locate individuals who need additional training while providing valuable input for professional improvement besides providing reliable tool for promotion or otherwise.

So far as the non-teaching staff is concerned, the management lacks a similar professional development scheme. However, members of the non-teaching staff of the college have, in a number of instances, displayed interest for professional upliftment.

The day-to-day activities of each academic department are governed by the departmental advisory committee under the stewardship of respective heads. The decisions taken by the Departmental Advisory Committee are promptly communicated by the head to the principal for information and needful action.

During the last two consecutive years (i.e. 2001-02 and 2002-03), the college presented surplus budgets, showing surplus of Rs. 4,000/- (Rupees Four Thousand) and Rs. 1,67,000/- (Rupees One Lakh Sixty Seven Thousand) only respectively (Annexure-6). Unfortunately, during 2001-02, an amount of Rs. 12,58,524/- (Rupees Twelve Lakh Fifty Eight Thousand Five Hundred Twenty four) only had to be spent in excess of the budgeted amount due to unexpected non-receipt of the due deficit grants-in-aid from the state government coffer.

The plantation in the college campus is a good source of revenue, besides being an eco-friendly step.

To redress the grievances of students, teachers, non-teaching staff and guardians, the governing body recently constituted a Grievance Redressal Cell. Composition, Rules and Regulations, etc. of the Cell is incorporated in Annexure-39.

To maintain an well-orchestrated linkage with the society, the college since its inception, has been organizing various welfare programmes. Some such programmes, which are in no way exhaustive, are enumerated in Annexure -38

Our Weaknesses :

The sources of college fund is limited and need serious considerations. At present, the college, depends largely on the dwindling state government aid, developmental aid from UGC, area development fund of MLA and MP, donation from a few agencies and individuals, etc.

The recent steps taken by the state government drastically cutting down deficit grants to colleges have created a new situation telling upon the strained resource position, for which the authority is compelled to restrict some of the developmental works. The refusal of the state government towards the creation of new posts in colleges has further aggravated the situation to the detriment of the college fund. Notwithstanding the government stand, to comply with the university norms, the college spends a huge amount monthly, since long, to bear the pay of the teachers and non-teaching employees in non-sanctioned as well as part-time jobs. The college is yet to get out of this

fund crux. This has seriously hampered the developmental activities of the institution.

The college is yet to tap resource sources like massive fund raising drive, alumni, consultancy services, etc.

Further, introduction of self-financing course in the college in collaboration with other agencies, lasted for some time, could not be continued for technical difficulties.

Automation in the college office has not yet materialized due to paucity of fund.

Its a matter of concern that frequent election to the assembly and parliament has proved, to some extent, detrimental to the academic and financial life of the institution as the college campus including the buildings are being regularly requisitioned for about a month each time election is held. In the process some damage to college property is inflicted.

* * *

Criterion VII : Healthy Practices :

Our strengths :

To keep pace with the rapidly changing world and to meet the challenges of higher education in the 21st century, the college has been preparing itself to become a valuable contributor to the emerging knowledge based economy. The college is trying to put itself on the path of continuous quality enhancement and bring healthy management practices both in academic and administrative arena. With this goal in mind, the college desires to undergo the process of Assessment and Accreditation.

The college believes in collective decision making and team work. In order to ensure efficient management practices, the college authority is adopting a decentralized management strategy (Annexure -42).

To strengthen the regular academic programmes and to fulfill the present day needs of the students, Goalpara College has made provisions to avail the facility of Post Graduate School of Correspondence, Gauhati University for studying P.G. course in some subjects. In addition to this, the process of establishing an IGNOU Study Centre with society-based subjects is in progress and is expected to be operational from the next academic session. Recently the college submitted proposals to the UGC for the introduction of a number of career-oriented and add on courses (Annexure-9). The college is also looking forward to introduce a self-financing course in computer application. From its

inception, the college authority has been making sincere efforts to impart value-based education to the students (Annexure -44).

Efforts are being made for all round personality development of the learners through class room instructions and through activities of Career Counselling and Guidance Cell. Skills to face interviews, personal skills and team culture are fostered among the students by the Career Counselling and Guidance Cell through regular organization of debate and symposia, group discussion and in dissertation works applicable to only a few science departments.

Organisation and coordination skills of the students are developed through a number of students managed events such as college week, participation in Gauhati University Youth Festivals, inter-college competitions etc. It has been decided to make the internet browsing facility available to the students.

To make the community aware and worth-living, the college organizes community orientation programmes through its Community Development Centre and Extension Education Centre (Annexure -22).

The college also encourages organization of sports, literary and cultural events and debates and symposia by the general public by giving permission on request and to use the college play ground or the college auditorium, whichever is necessary. In such activities, the teachers also participate if and when it is necessary.

Our weaknesses :

- i. Goalpara College is recognized as one of the backward districts of Assam by the UGC. In absence of proper communication system the college is neither able to sign any twinning programmes nor to develop any kind of students' exchange programme.
- ii. Absence of major industries and research organization, particularly in lower Assam, offers a major set back to higher education in this region. Except the tea and oil industries in upper Assam, there is hardly any scope for the college funding of or to sign MoU for the development of higher education in lower Assam region in general and Goalpara district in particular.
- iii. Adequate measures are yet to be taken to develop physical education like meditation and yoga.

* * *

Summary

Goalpara College, from its inception, has been playing a pivotal role in this region of Assam in the promotion of higher education both in Arts and Science stream. It has been trying to make ideal provision for advancement and dissemination of knowledge and learning and in the process has been able to mould the rural and economically backward talents into some prominent citizens.

Inhabited by different ethnic group of people, Goalpara is one of the backward districts of Assam and it has different socio-economic problems of its own. This institution has been successful in highlighting and, to some extent, help to solve such problems.

To set a high standard of excellence in the preservation and creation of knowledge through teaching-learning, research, innovation and to serve as an effective instrument of development for the state of Assam in particular and the country in general, following thrust areas have been identified:

- i. Preservation of rich bio-diversity of the region through research and extension.
- ii. Creation and motivation for creation of an eco-friendly environment in and around the college campus and the region as a whole.
- iii. Exploration of natural resources for the upliftment of the society.
- iv. Visualization of socio-economic problems through research and extension.

- v. Introduction of Diploma and Degree courses in information technology.
- vi. Introduction of remedial courses for SC and ST students.
- vii. Extension of placement services to the students through the Career Counselling and Guidance Cell.
- viii. Utilization of computer facilities in administrative, financial and academic activities.
- ix. Generation of revenue through consultancy services, Alumni Association and self-financing courses.
- x. Up-gradation of the college library through networking with inter-university centres such as INFLIBNET, IUCCA etc.
- xi. Enrichment of the library by procuring adequate number of books and journals.
- xii. Extension of infra-structural facilities for extensive use of audio-visual aids in class room instruction.
- xiii. Encouragement to the teachers to go for orientation course/ refresher course and other faculty improvement programmes.
- xiv. Arrangement of provision for sharing of experience of alumni placed in higher position by interaction with the students and teachers.
- xv. Augmentation of facilities to make the job of teachers and employees more enjoyable.
- xvi. Introduction of need-based and professional subjects to meet the present-day needs.

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With these future plans, Goalpara College intends to emerge as a leading institution of higher education and expects to have directions and useful feedback from National Assessment and Accreditation Council during its visit to the institution.

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ANNEXURE

Annexure – 1

The spirit of the original resolution adopted on April 02, 1955 for the establishment of Goalpara College was to encourage and impart higher education to the youths of this backward region. Based on that spirit, the goals and objectives of the college have been updated from time to time and at present take the following shape :

The goals of the institution are-

- (1) Pursuit of excellence in every field. We are looking for the best talents in games and sports, music, art, literature and cultural activities and above all in the academic field.
- (2) To educate the young people irrespective of gender, community and race with scientific spirit and social responsibility.

* * *

Annexure – 2

The objectives of the institution are as follows :

- To provide higher education to eligible youths in general and SC /ST /OBC /MOBC and economically weaker sections of the society in particular.
- To arrange remedial teaching for the weak and slow learners.
- To provide access to a wide range of vocational subjects at the degree level to meet the socio-economic demands.
- To promote among the students as well as the teachers an awareness of socio-economic needs of the state and prepare them for the fulfillment of these needs through co-curricular and extra-curricular activities.
- To impart training in co-curricular and extra-curricular activities.
- To enhance purposeful education along with the ideals of national integration , secularism , scientific outlook and humanistic approach towards life and society.

Annexure-4

Recruitment of members for the teaching and non-teaching staff of the college is done according to the following procedure :

- (i) Teaching faculties are recruited according to the UGC guidelines and non – teaching staffs are recruited as per State Govt. norms of higher education.
 - (ii) On the basis of the resolution taken by the Governing Body, advertisements for recruitment are published through leading news papers for at least two days giving details of job requirements, qualifications, specializations, experience, age limit etc.
 - (iii) After the expiry of the last date of receiving applications, comparative statement for a particular post(s) is made as per the guidelines of the Director of Higher Education, Assam(Guidelines enclosed- vide Annexure 3)
 - (iv) The Governing Body then appoints a selection committee for interview consisting of the following members :
 - i. Chairman -Principal / Secretary of the College .
 - ii. Vice- Principal
 - iii. One Govt nominee
 - iv. One G. B. member
 - v. Minimum two subject- experts *
 - vi. Concerned HOD *
- (* For recruitment to teaching staff only)

- (v) Call letters for interview are then issued to the eligible candidates at least 15 (fifteen) days prior to the date of interview.
- (vi) The selection committee, after conducting the interview, recommends a panel of candidates for appointment and forwards it to the G.B. for further action.
- (vii) The G.B. then approves the panel forwarded by the selection committee and appoints the most deserving candidate(s) and the name(s) of the most deserving candidate(s) is/are forwarded to the Director of Higher Education, Assam for necessary approval.
- (viii) After obtaining prior approval of the DHE , the G.B. issues appointment letter(s) to the candidate(s) concerned.

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Annexure-4

GOVERNMENT OF ASSAM.
EDUCATION (HIGHER EDUCATION) DEPARTMENT.

NO. EPC JKX/11/5
21/5/5
Dated Kahilipara, the 17th June/92

The Director of Higher Education, Assam.
Kahilipara, Guwahati, 19.

PROCEDURE TO BE FOLLOWED FOR SELECTION OF CANDIDATES
FOR APPOINTMENT OF PRINCIPAL LECTURERS ETC. IN DEFICIT
COLLEGES.

It has been noticed that while selecting the candidates for appointment of Principal, Lecturer etc. in the Govt. Aided Colleges of the Deficit System of Grant-in-aid, no uniform procedure appears to have been followed by the College Governing Bodies. As you are aware, need for adoption of a uniform policy/Procedure for selection of candidates for appointment as Principal, Lecturer in the Deficit Colleges assumed special significance and urgency in the present system of education more particularly in the Higher Education section so as to ensure that we can identify the best of talents through a process of screening and recruit such candidates who have given evidence of interest in teaching, creativity and relevance to the society and have capacity to undertake research, experimentation and innovations. Govt. noticed with concern that while selecting candidates for appointment as lecturer the appointing authority in some cases have not taken such things into consideration and even in some cases alleged disparity and discrimination of selection of teachers have been reported.

In view of the above position and with a view to streamline the procedure of selection of teaching staff and to give proper and clarified emphasis on the academic achievement and quality of a candidate for teaching job, the following guidelines and procedure are formulated for proper and effective implementation by all concerned :-

1. For selection of candidates for appointment of Principal the Screening Body of the College shall constitute a Special Committee as follows :-
 - 3. President of the Governing Body/Special Body _____ Convener
 - 2. Two members of the Governing Body/Special Body _____ Members
 - 1. One member of the Governing Body/Special Body _____ Member
 - 1. One member of the Governing Body/Special Body _____ Member
- Majority shall be required for all decisions. The committee shall constitute a majority. The committee shall be constituted by the college authorities.

Date: 11.2.20

Academic Qualifications	Teaching Experience (10 yrs.)	Administrative Experience	Low Extra Curricular activities	Interview	Total
	Mxm. 10 (100% in each 1/2%)	Mxm. 5 1/2% in each yr.	Mxm. 5	Mxm. 15	100

Marking for academic qualifications.

H.S.C.	Degree			Post Graduate	M.Phil	Ph.D.	Research papers and articles.
	H.S.L.C	H.S.	H.S.				
1st Divn. or Class	10	10	10	10+ 5 (for gold Medal)	5	10	5
2nd Divn. or Class	5	5	5	7 (55-60%)			
or Distinction	6	-	-	5 (50-55%)			
3rd Divn.	3	3	3	3 (45-50%)			

(A) SELECTION OF LECTURERS

The College Governing Body/Special Body shall constitute a Selection Committee for a term of two years with effect from the date of Constitution with the following members:-

- Principal Member
- Inspector of Schools or Dist. Elementary Education Officer, or any senior Govt. Officer (Govt) Member
- Head of the concerned Deptt. Member
- Two or more lecturers having minimum 15 years teaching experience) Member

Majority will constitute the quorum.

Academic Qualifications	Teaching Experience	Knowledge of the subject	Interview	Total
	15	15	15	100

Qualification will be same as for selection of lecturers. Selection Committee for selection of lecturers shall constitute the governing body for a term of two years.

- Principal _____ Chairman
- Member of the _____ Member
- Member of the Government _____ Member
- Member of the Government _____ Member
- Member of the Government _____ Member

Academic qualification	Practical test (for typing etc.)	Experience	Interview	T.T.S.L
B.A.	Max. 20	Max. 5	Max. 20	50

Academic qualification markings

	H.S.C. EXAM.	H.S. Exam.	Degree
1st/Class	5	5	5
2nd/Class	4	4	4
3rd/Class	3	3	3 (Simple)

The Principal of the College shall notify the
of vacancies to the District Employment exchange. On receipt of
Candidates supplied from the District Employment Exchanges,
Principal shall issue Calling letters only to those anlisted
and select panel of eligible candidates through the selection

In Case of any dispute in the Constitution of
Committees (s), the D.P.I.'s decision shall be final. Similarly,
if any dispute arises out of the selection of Candidates & both
(non-Teaching) or if any member of the selection Committee
is dissatisfied in writing in such matters, the Principal of the College
shall immediately refer the matter to the D.P.I. whose decision shall

You are accordingly requested to kindly issue
instructions to all concerned accordingly for strict compliance.

Yours faithfully,

(P.C. SHARMA)
Commissioner & Secretary, to the Govt. of Assam.
Education Department.

Dated _____, 1954, at _____

- Principal, the Hindu College, Education, Assam, Dispur for
- Principal, the Hindu College, Education, Assam, Dispur for
- Principal, the Hindu College, Education, Assam, Dispur for
- Principal, the Hindu College, Education, Assam, Dispur for
- Principal, the Hindu College, Education, Assam, Dispur for

ANNUAL BUDGET OF GOALPARA COLLEGE FOR THE FINANCIAL YEAR : 2002-03.

SYNOPSIS :

The annual budget of Ggoalpara College for the financial year 2002-03, prepared and approved by the Budget Committee is to be presented to the college Governing Body for its formal approval. While preparing the budget, the actual receipts and expenditure of the previous years were taken in to consideration. The budget consists of two parts,

Part-I : Non-plan budget.

&

Part-II : Plan budget.

The total receipts from state Gov. and internal (own) sources in the non-plan budget is estimated at Rs. 1,92,94,000 /- (One crore ninety two lac twenty seven thousand) and the total expenditure is estimated at Rs. 1,91,27,000 /- (Rupees one crore ninety one lac twenty seven thousand). The budget is, therefore, a surplus one.

The plan budget includes the anticipated grants from the UGC, and area development funds and also donations and contributions from public; and the related anticipated expenditures.

Increase in income from own source through raising students fee and also increase in expenditure for extension works, development of the library, science laboratories and play-grounds have been given priority in the budget. The total outlay of the whole budget are as follows :

1) Non-plan budget	: Rs. 1,92,94,000 /-	Rs. 1,91,27,000 /-
2) Plan budget	: Rs. 20,00,000 /-	Rs. 20,00,000 /-
Total	: Rs. 2,12,94,000 /-	Rs. 2,11,27,000 /-

**GOLAPARA
PART-I NON-PLAN BUDGET :**

RECEIPT

Sl. No	Heads of account	Actual Receipt of Previous year (In Rupees)	Budgeted Receipt (In Rupees)
1	State Govt. Grants	13223852/-	16400000/-
2	Own Sources:		
i	Tution fee	750168 /-	750000 /-
ii	Admission fee & forms	90613 /-	125000 /-
iii	Establishment/ Electricity	126310 /-	325000 /-
iv	Enrolment	21030 /-	60000 /-
v	Municipality tax	12530 /-	39000 /-
vi	I/Card, Badge, Progress Report	25272 /-	26000 /-
vii	Lab. Fee & Caution money	88810 /-	190000 /-
viii	Building fee	158425 /-	300000 /-
ix	Building fee	449978/-	550000 /-
x	Examination fee	94681 /-	94000 /-
xi	Hostel fee	82445 /-	150000 /-
xii	Library fee	45494 /-	60000 /-
xiii	Games fee	61815 /-	50000 /-
xiv	Magazine fee	27495 /-	30000 /-
xv	Festival fee	12120 /-	15000 /-
xvi	Common room fee	93770 /-	90000 /-
xvii	Students union fee	10188 /-	20000 /-
xviii	Students aid fund	11005 /-	10000 /-
xviii	Miscellaneous		
TOTAL BUDGETED RECEIPT			1,92,94,000 /-

GOALPARA COLLEGE, GOLAPARA, ASSAM.
PART-II : PLAN BUDGET
FOR THE FINANCIAL YEAR : 2002-03.

Sl. No	Heads of Account	Anticipated Receipt (in rupees)	Anticipated Receipt (in rupees)	Remarks
1	Grant from U.G.C	12,00,000/-	i Upgradation of library : 2,00,000 /-	Proposal put up.
			ii Upgradation of laboratory : 2,00,000 /-	
			iii Purchase of Computer and Equipments : 6,00,000 /-	
			iv Vocational education : 2,00,000 /-	
2	Grants from constituency development fund i) Local M.L.A. ii) Local M.P.	3,00,000 /- 3,00,000 /-	Construction of boundary wall : 3,00,000 /-	Proposal put up.
			Construction of class room : 3,00,000 /-	Proposal put up.
3	Donation and contribution	2,00,000 /-	Improvement of boys and Girls' hostel : 2,00,000 /-	
Total		20,00,000 /-	Rs. 20,00,000 /-	

Annexure -7

Information regarding NET and GATE qualifying students graduated from this college are partially available .

NET/SLET qualified students

1. Manabendra Sarma
2. Amit Das.
3. Manos Prtaim C. Kalita.
4. Diganta Bikash Das.
5. Anjan Chakraborty
6. Deva Chakraborty
7. Paritosh Mondol
8. Pallavi Goswami
9. Padma Lochan Das/

GATE qualified students

1. Manabendra Sarma.
2. Mrinal Ghosh.
3. Surajeet Saha.
4. Manos Pratim C. Kalita.
5. Diganta Bikash Das.
6. Padma Lochan Paul

TOEFL

1. Diganta Bikash Das
2. Padma Lochan Das/

GRE

1. Diganta Bikash Das
2. Padma Lochan Das/

Annexure - 8

As Goalpara College is affiliated to Gauhati University, the course and syllabi are designed by the Committee for Course and Study (CCS) constituted by the university. However, some of the senior members of both the faculties are sometime invited to this committee to offer suggestions. As far as possible, this committee designs the curriculum according to present day needs and we attempt to up-date in our mission and goals in the light of the curriculum provided.

* * *

Annexure – 9

Courses introduced by the college during the last three years :

1. Major in Education introduced in the academic year 2001-2002 and Introductory Computer Science, Sanskrit, Arabic in Higher Secondary in the year 2003-04.
2. The college applied for financial assistance for introduction of certificate course in career-oriented subjects viz :

Science

1. Certificate course in TV & Radio Technician
2. Certificate course in Bio-Fertilizer Production
3. Certificate course in Sericulture
4. Certificate course in Computer Application.
5. Certificate course in Food Processing.

Humanities

1. Certificate course in Rural Development
2. Certificate course in Entrepreneurship
3. Certificate course in Tourism
4. Certificate course in Disaster Management
5. Certificate course in Functional English.

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Annexure -10

Every department makes a general plan for teaching. This is done at the beginning of the session by the respective department in a departmental meeting of its members. While making such a teaching plan, following points are taken into consideration :

- (i) Workload of the teachers
- (ii) Specialization and experience of the teachers
- (iii) Extent of course content of the syllabi
- (iv) Availability of infra-structural facilities in the college
- (v) College routine
- (vi) Academic calendar of the college

* * *

Annexure- 11

Teaching schedules for different departments are made at the beginning of the session on the basis of the syllabi prescribed by the Gauhati University and Assam Higher Secondary Education Council. The College routine is modified as per the requirements of the syllabi. Every department then convenes a departmental staff meeting in which the whole syllabi for that year is unitised on the basis of total number of faculty members and their respective specialization. Respective HOD is empowered to monitor the progress of different teachers in covering the syllabi and to make necessary changes in the schedule, if needed. Each department also evaluates the performances of the students through 'Class Tests' conducted departmentally and through 'Unit Tests' conducted by the college as a whole.

* * *

Annexure – 12

As per normal procedure, the different Heads of the departments are requested to monitor the over-all academic performance of the students so that the promising students can better their performance while the deficient ones get additional attention for improvement.

Students having record or knack in extra-curricular and co-curricular activities are offered facilities or training under guidance of resource persons or respective prof.-in-charge of the discipline.

* * *

Annexure – 13

Recruitment of personnel for the teaching and non-teaching staff of the college is done according to the following procedure :

- i. On the basis of the resolution taken by the Governing Body, advertisements for recruitment are published through leading Newspapers for at least two days giving details of job requirements, qualifications, specializations, experience, age limit etc.
- ii. After the expiry of the last date of receiving applications, comparative statement for a particular post is made as per the guidelines of the Director of Higher Education, Assam.(Guidelines enclosed vide Annexure-3)
- iii. The Governing Body then appoints a selection committee for interview consisting of the following members
 - i. Chairman -Principal / Secretary of the College .
 - ii. Vice- Principal
 - iii. One Govt. nominee
 - iv. One G. B. Member
 - v. Minimum two subject experts *
 - vi. Concerned IOD *

(* For recruitment to teaching staff only)

- iv. Call letters for interview are than issued to the eligible candidates at least 15 (fifteen) days prior to the date of interview.
- v. The selection committee after conducting the interview recommended a panel of candidates for appointment and forwarded it to the G.B. for further action.
- vi. The G.B. then approves the panel forwarded by the selection committee and appoint the most deserving candidate(s) and the name(s) of the most deserving candidate(s) is/are forwarded to the Director of Higher Education, Assam for necessary approval.
- vii. After obtaining prior approval of the DHE , the G.B. issues appointment letter(s) to the candidate(s) concerned.

The college goes for introducing new subject(s) or goes for opening major in subject(s) from time to time. In such situation to satisfy the norms fixed by the university (G.U.), the college places demand to the Director of Higher Education, Assam for sanctioning of new teaching positions. Following this the Govt. of Assam creates new teaching positions from time to time.

* * *

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Annexure -14

The college Governing Body has the power to appoint temporary / part time teachers if it becomes necessary. Such necessities arise :

- (i) When vacant posts cannot be filled up in time by following the regular procedure.
- (ii) Some teachers go on leave for more than three months.
- (iii) Additional teachers are required as a result of introduction of new subject(s) or course(s).

Such teachers are, however , recruited through local advertisement and interview. The college authority pays remunerations to such teachers from its own resources.

* * *

Annexure – 15

Self-appraisal method to evaluate the performance of the faculty is introduced from 2002. Before that, appraisal of teacher was made by the Principal as per the requirements of the Aided College Management Rules, Assam. Outcome of such appraisals are then made use of mainly for placement in Senior scale lecturer / Selection Grade lecturer posts and to some extent to improve the quality of the faculty.

Following the introduction of self-appraisal method, the teachers are required to submit the self-appraisal report annually in a prescribed format (Format enclosed- vide Annexure –15).

* * *

Annexure-15

PERFORMANCE APPRISAL REPORTSelf Appraisal

A. General information :

a) Name :

b) Date of birth :

c) Residential Address :

d) Designation :

e) Name of the Department :

f) Area of specialization :

g) Date of appointment

i) In the Institution :

ii) In the present post :

B. Teaching

a) Class Taught :

Class	Assigned per week		Period taught in the year		Steps taken for the Teaching of period Missed during absence of leave
	Lecture	Tutorial/ Practical	Lecture	Tutorial/ Practical	
U G (Pass)					
U G (Major)					
Other					

b) Regularity and punctuality :

c) Details of the teaching plan :

d) Details of participation in the following :

i) *University evaluation* :

ii) International Education :

iii) Paper Setting :

iv) Assessment of Home Assignments :

v) Conduct of Examination :

vi) Evaluation of Dissertation :

C. Details of innovations/ Contribution in Teaching during the year :

a) *Design Curriculum* :

b) Teaching methods :

c) Laboratory Experiments :

d) Evaluation Methods :

e) Remedial teaching/ Student counseling :

f) Preparation of resource material including Books, Reading materials, Laboratory manuals etc. :

g) Any other :

D. Improvement of professional competence :

a) *Details regarding refresher courses / orientation courses attended, participation in summer schools, workshops, seminars, symposia etc. including open university courses/ M. Phil/ Ph. D. :*

E. Research Contribution :

a) M. Phil (admitted/ Completed) :

b) Ph. D. (Registered/ Completed) :

c) No of research papers published (Please enclose list) :

d) *Books/ Journals/*

- i) Title of the project :
- ii) Name of the funding agency :
- iii) Duration :
- d) Details of seminar, conferences, symposia organized :
- e) Membership of professional bodies, editorship of Journals etc. :

F. Extension work/ Community Service :

- a) Please give a brief account of your contribution to
 - i) Community work such as values of national integration; Secularism, Democracy, Socialism, Humanism, Peace, Scientific temper, Flood or Drought relief, Small family Norms etc.
 - ii) National literacy Mission :
 - b) Positions held/Leadership role played in organizations Linked with extension work and National service scheme (NSS or NCC) or any other similar activity :

G. Participate in corporate life :
(Please give a short account of your contribution)

- a) College/University/Institution :
- b) Co-Curricular activities :
- c) Enrichment of campus life (Hostel, Sports, Games, Cultural activities) :
- d) Student welfare and Discipline :
- e) Membership/Participation in bodies/ Committees on Education and National Development :
- f) Professional organizations of teachers :

II. Assessment :

- a) Steps taken by you for the evaluation of the course programme taught :

I. General Data :

State brief assessment of your performance indicating :

- a) Achievements
- b) Difficulties faced
- c) Suggestions for improvement :

Signature of the teacher.

J. Verification of factual data :
(By a person to be nominated by principal)

- A) General information :
- B) Teaching :
- C) Details of innovations/ contributions in teaching
During the year :
- D) Improvement of professional competence :
- E) Research contributions :
- F) Extension work/Community Service :
- G) Participation in Corporate life :

Signature of the person authorized.

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Annexure – 16

Teacher-appraisal method for self-evaluation of the teacher is mandatory, as adopted in the Aided College Management Rule, Assam.

Therefore, these methods are strictly followed during any placement scheme, such as senior scale, selection grade, etc. and for service confirmation till 2002 (attached herewith).

However, this college introduced self-appraisal method for teachers as mandatory for each and every teacher annually from 2003.

In this context, departmental Heads submit the verified self-appraisal report confidentially to the Principal. Teachers with minor shortcomings are made aware of the same by the Principal and are encouraged to rectify them.

Serious shortcomings are referred to and discussed in the Governing Body meeting and suitable remedial measures are taken .

However, verification of the self-appraisal report of the HODs are done by the Principal and, if necessary, produced in the GB meeting.

The format of the self-appraisal report is enclosed (attached herewith).

Period of report: _____
Father's name: _____

Date of birth: _____
Date of Joining: _____
Temporary/Confirmed: _____

Designation: _____
Other qualification: _____

Character & Conduct: -

- (a) Individual
- (b) Fellow Colleagues
- (c) Office assistants
- (d) Students
- (e) Other staff

Regularly & Fidelity:

General intelligence (Whether above or below average):

Response to the request of the Principal/Secretary in order to integrate the program of the College, Examination: - works, Co-curricular activities, etc.

Performance of duties: -

Total No. of lectures delivered during the year 1997 for 2 years (year-wise):
(a) H.G.
(b) Pass :-
(c) Major :-

Performance of the students on the particular subject in pass/major (Very good, good, average, below average): -

Are they fit for promotion/advancement? Major responsibility:

General remarks, if any:

(RECORDING OFFICER)
NAME: _____

Does not cast any reflection on the Principal.

PERFORMANCE ANNUAL REPORTS

Period of report _____

1. Name :- _____

2. Deptt. :- _____

3. Education :- _____

4. Qualification :- _____

5. Date of approval :- _____

6. Date of selection :- _____
by the state selection Board.

7. Date of confirmation :- _____

8. Other Qualification :- _____

 A) Ph.D./M.Phil :- _____

 B) Refresher Course/Summer Institute :- _____

 C) Any publication :- _____

 D) Contribution to Educational :- _____
 renovation.

9. Character & Conduct :- _____

Relationship with :-

(a) Principal	:-
(b) Fellow Colleague	:-
(c) Office staff	:-
(d) Students	:-
(e) Others	:-

10. Regularity & punctuality :-
in attending College as well as classes? _____

11. Response to the request of the :-
Principal/Secretary in respect of the integrated development of College & in the conduct of College, & University/ Examination. _____

12. General remarks, if any :- _____

13. Overall remarks :- _____

PRINCIPAL & SECRETARY,
GOALPARA COLLEGE 1, GOALPARA,

Annexure-17

Students' feedback on campus experiences are evaluated since 2002. Data are collected through a prescribed format (format attached herewith as an annexure). Feedbacks are collected once in a year. Data so collected are analyzed to evaluate satisfaction and dissatisfaction of the students on campus life. Students' feedbacks are sincerely used to improve infra-structural facility, class room instructions and minimum civic amenities.

Students' feedbacks are collected through a questionnaire (a copy of the same attached herewith). Data so collected are than analyzed statistically using mainly central tendencies and the results are depicted with the help of bar diagrams on the basis of a random sample of 285 students.

Some the responses of the students on campus life are as follows:

- i. Most of the students have the opinion that the student teacher relationship is very good.
- ii. Majority of the students think principal as helpful.
- iii. Inadequate hostel facilities is one of the causes of students' dissatisfaction.
- iv. Health care services provided by the Health Care Centre are good but inadequate.
- v. Most of the students express satisfaction over the intellectual capacity of the college.
- vi. Students express satisfaction on the present academic environment of the college.



Goalpara College

STUDENT FEEDBACK ON TEACHERS

Department :

Class :

Please grade the teacher on the following attributes using the 10 point scale given below :

10	9	8	7	6	5	4	3	2	1
Very Good			Good		Fair		Poor		Very Poor

Name of Teacher :

Department :

Your rating

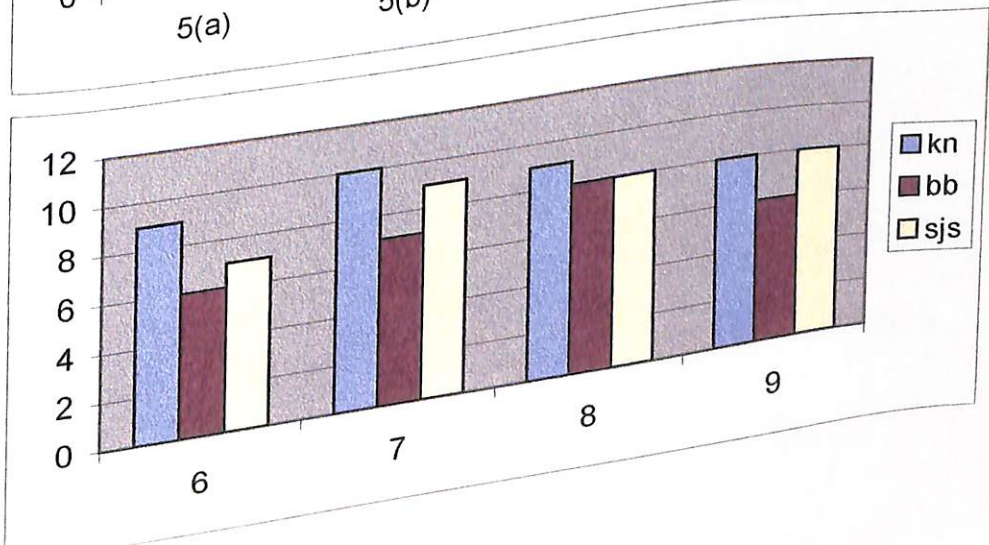
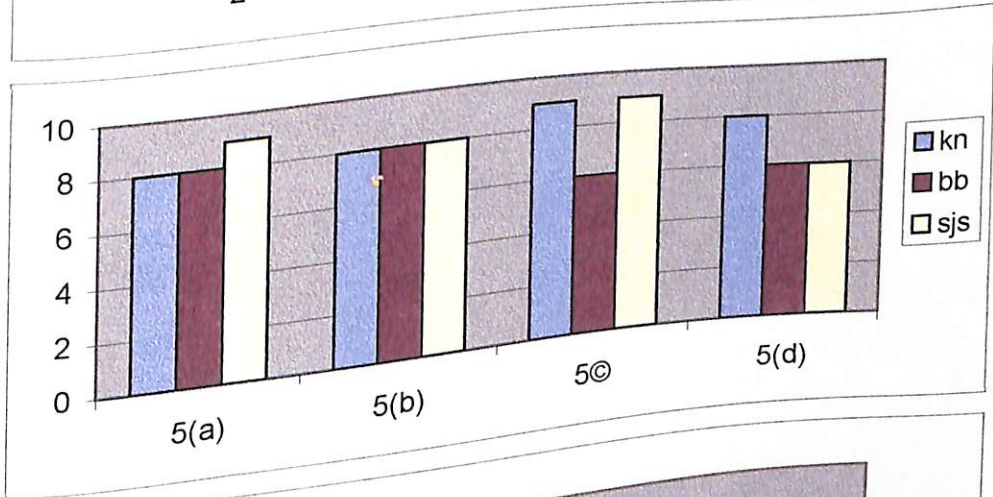
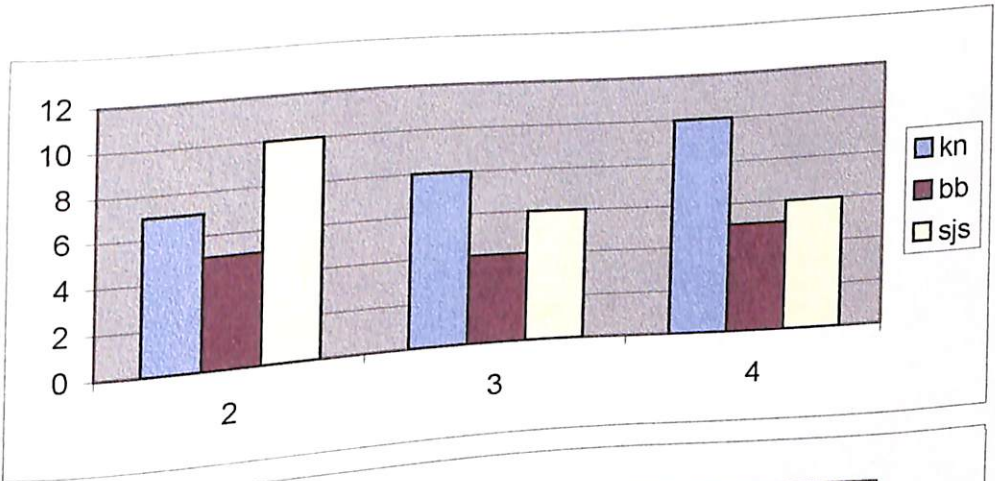
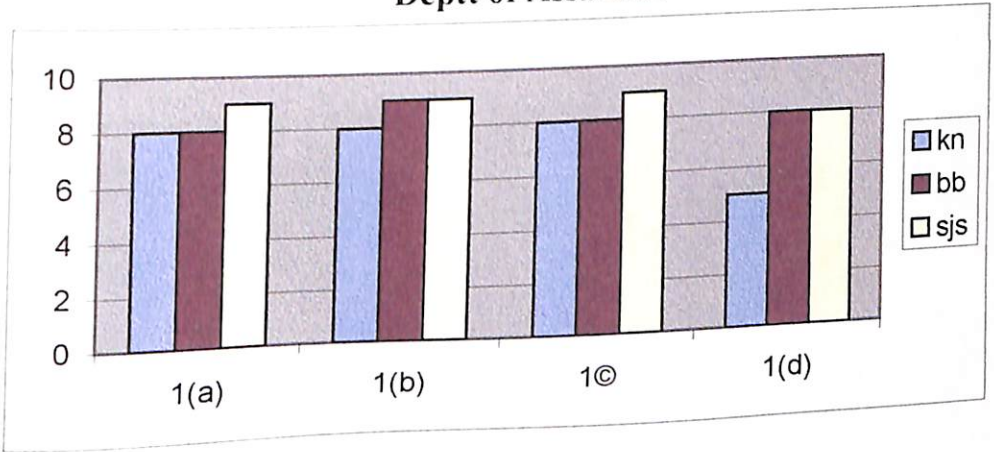
Attributes

1. Communication skills in terms of :
 - (a) distinctness of speaking
 - (b) audibility of voice
 - (c) expression/mode of delivery of the lesson
 - (d) clarity of language
2. Interest generated by the teacher
3. Ability to relate course material with environment/other important issues
4. Ability to inter-relate courses/refer to other courses
5. Accessibility of the teacher
 - (a) regularity of the teacher in the class
 - (b) availability of the teacher in the college campus
 - (c) approachability of the teacher
 - (d) Willingness of the teacher to interact with the students in and outside the class
6. Ability to design quizzes/examination/assignment/homework to test understanding of the course
7. Knowledge base of the teacher (as perceived by you)
8. Sincerity/commitment of the teacher
9. Overall rating

(289)

(279)

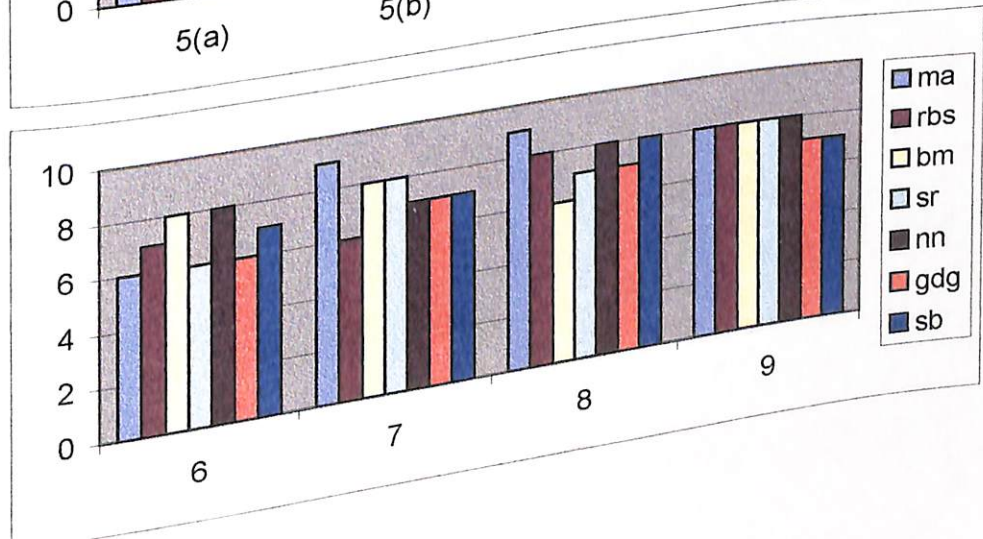
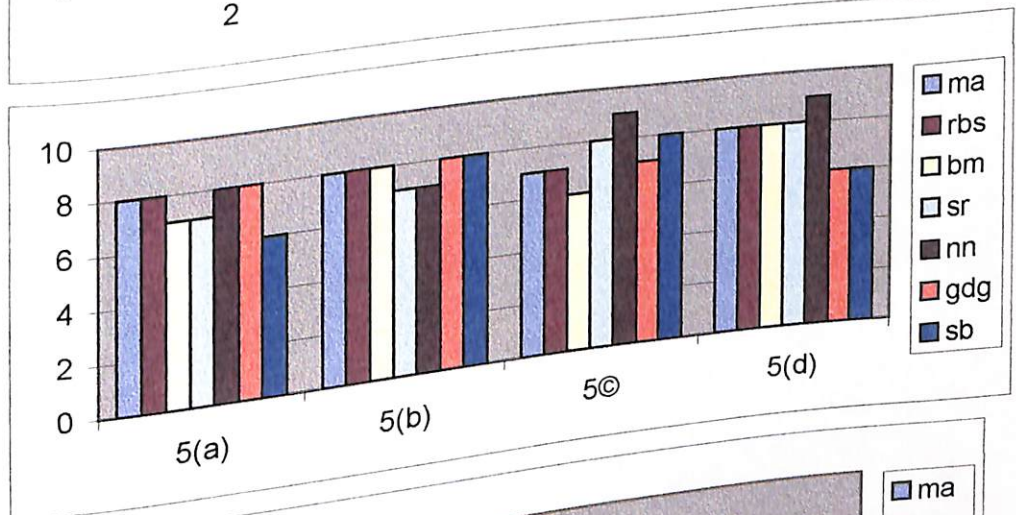
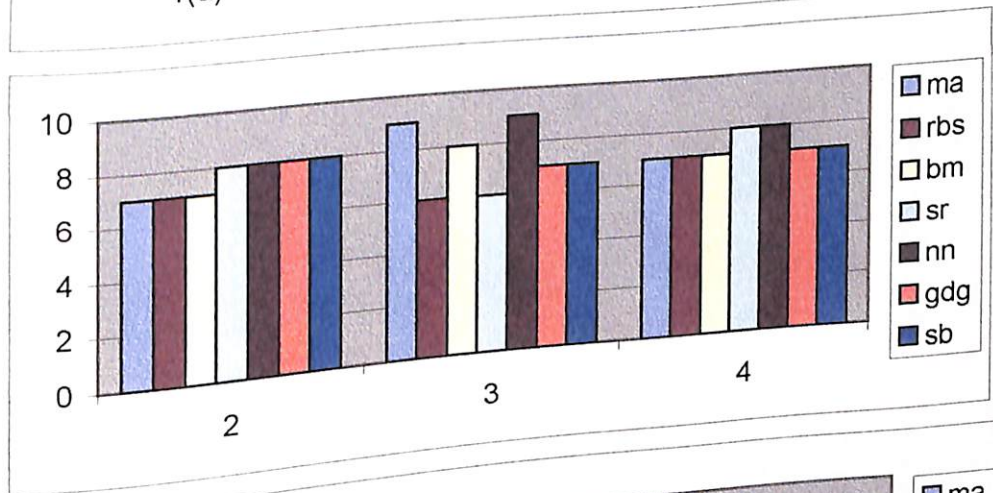
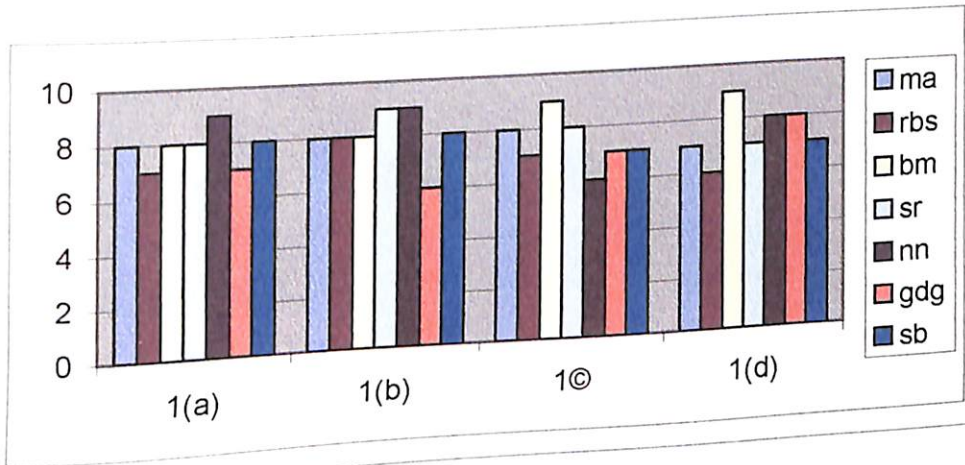
Student Feedback on Teachers Deptt of Assamese



(283)

(280)

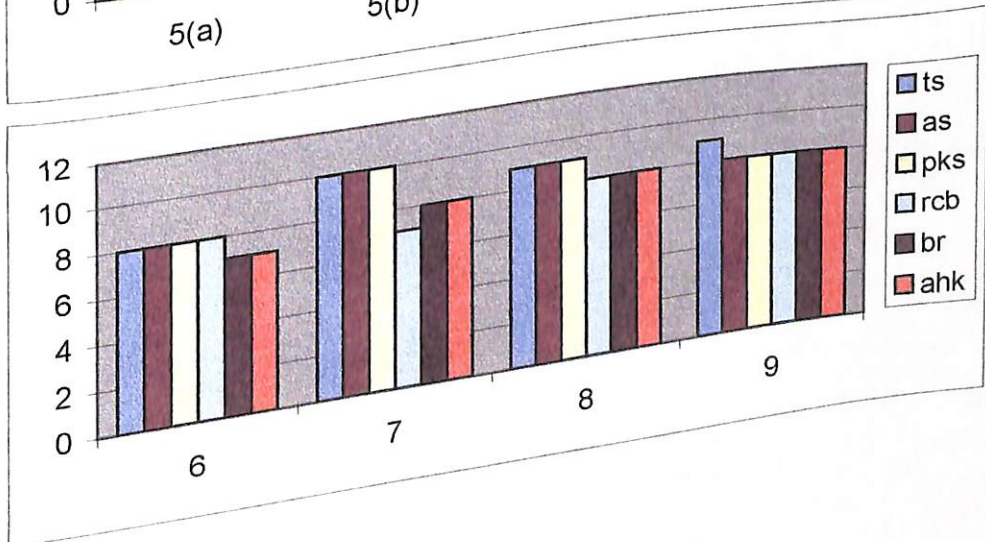
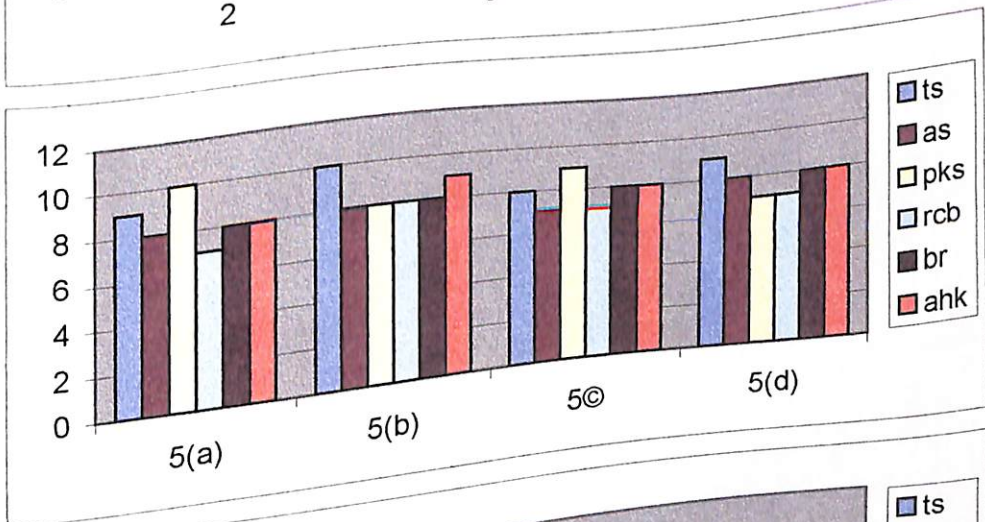
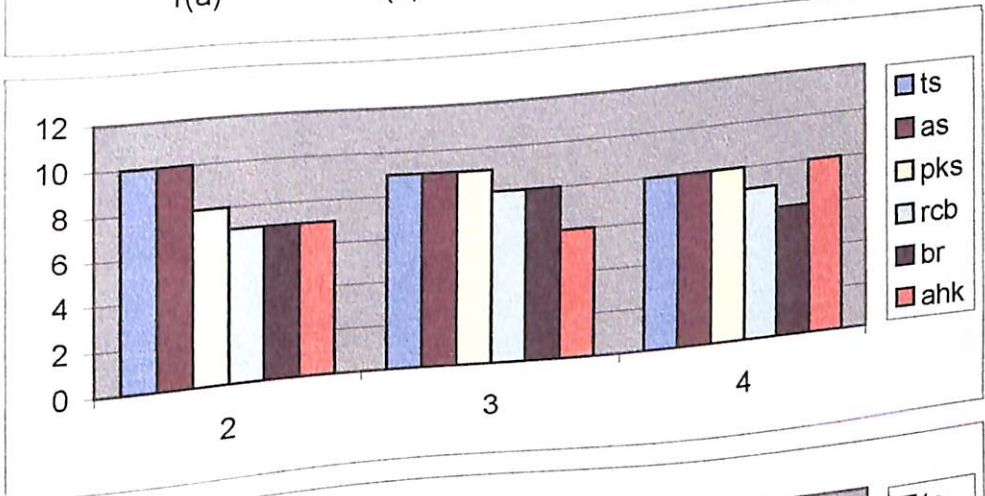
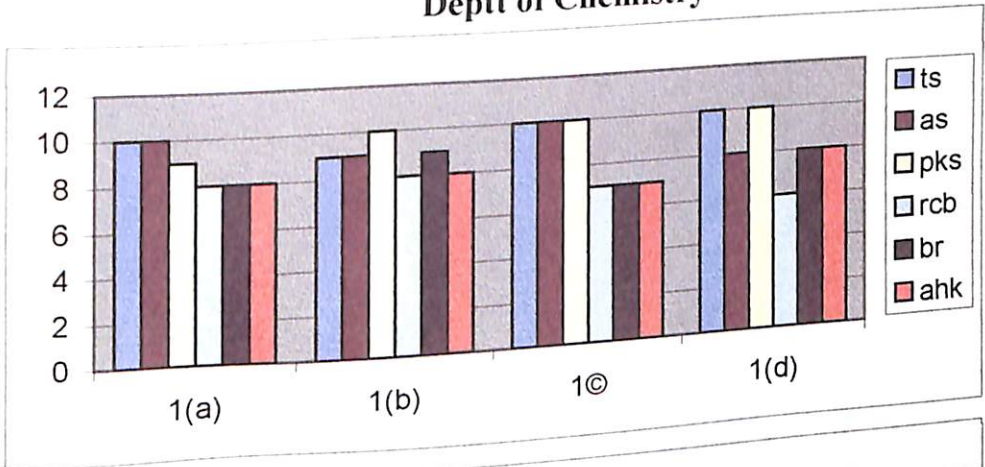
Student Feedback on Teachers Deptt of Botany



(284)

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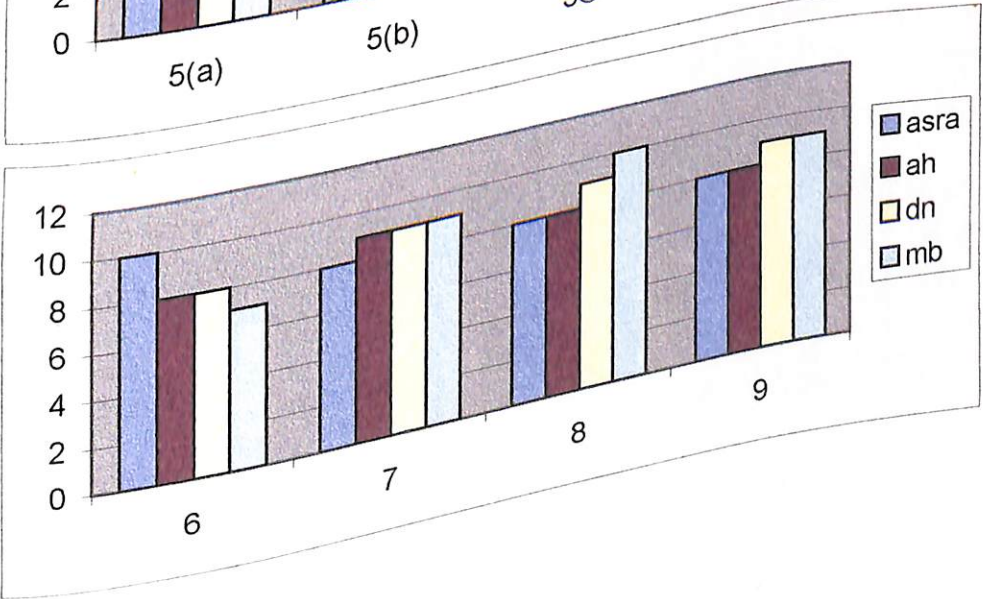
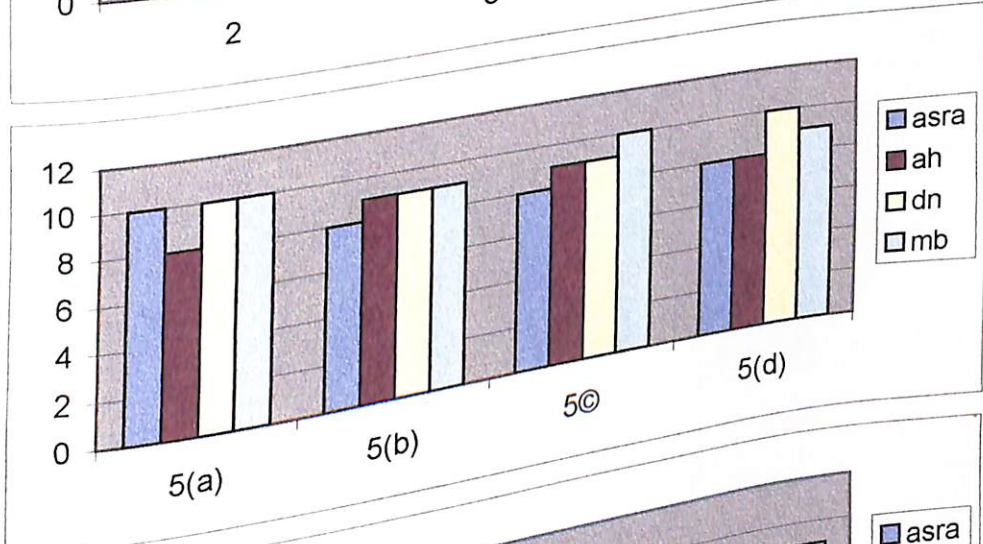
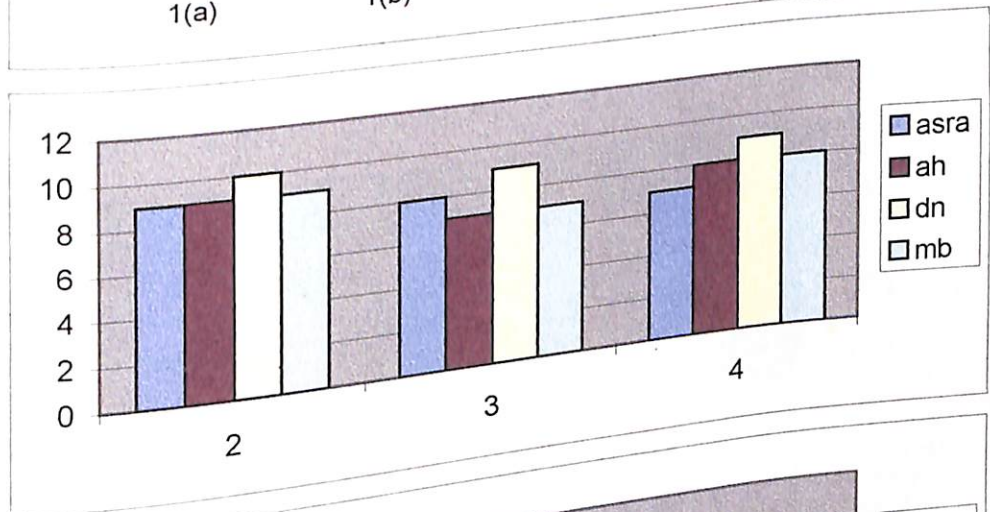
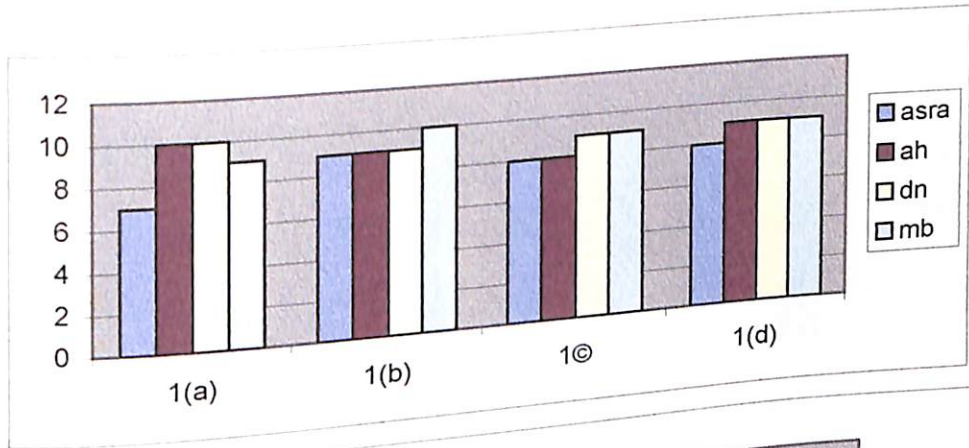
Student Feedback on Teachers Dept of Chemistry



(285)

(282)

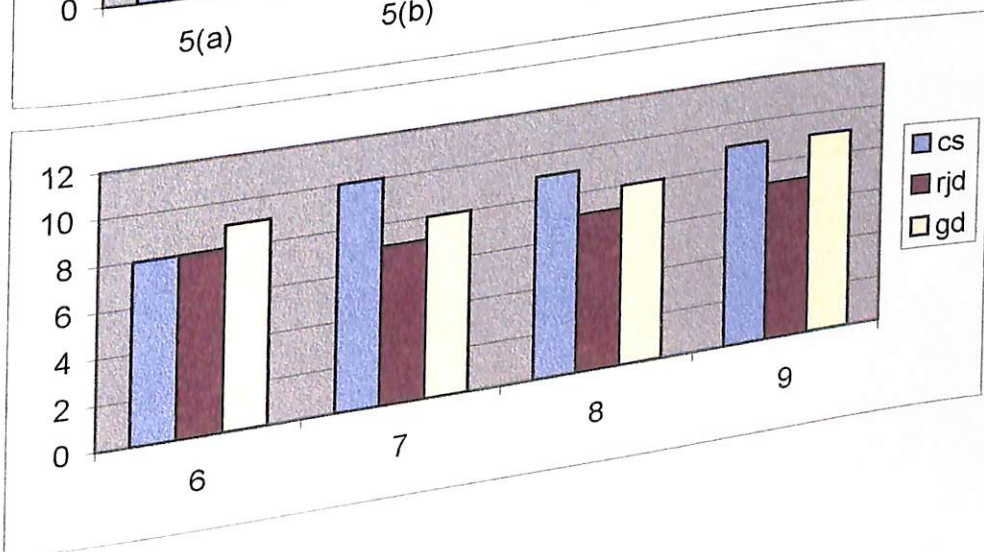
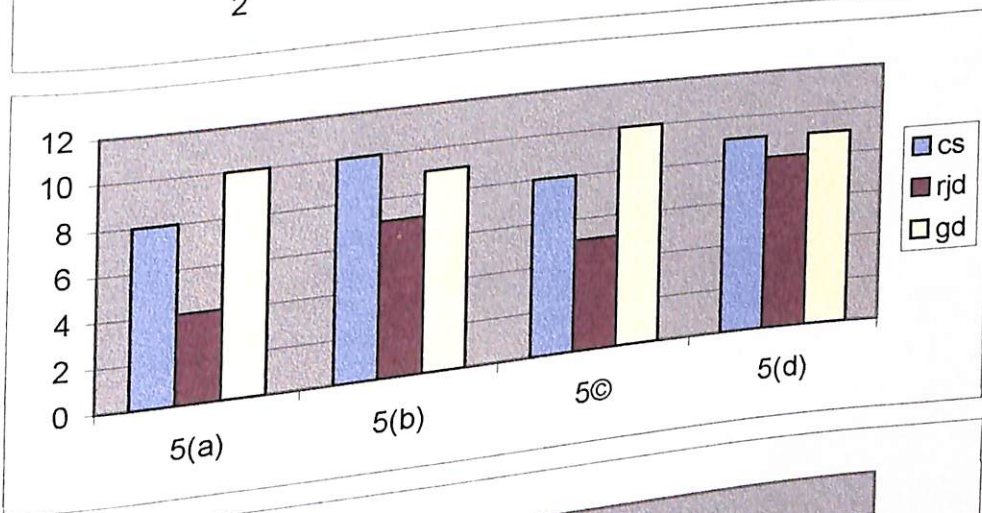
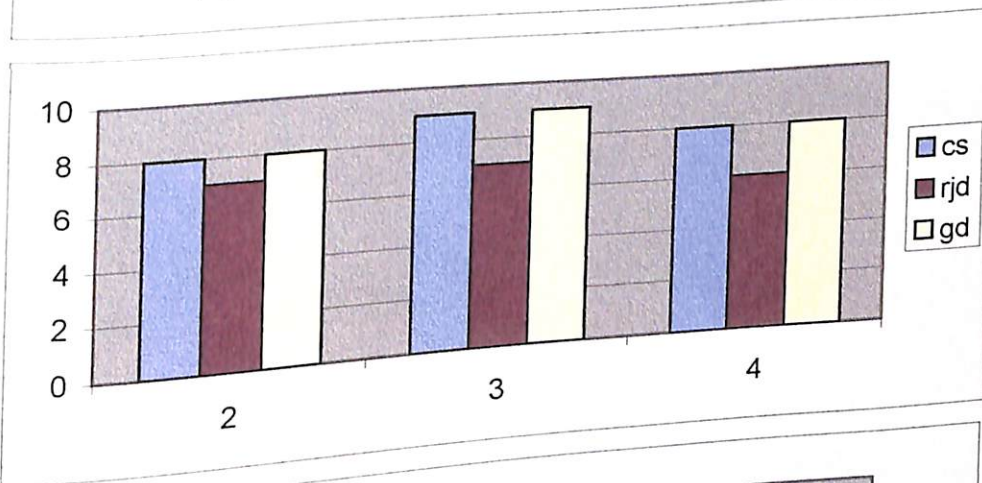
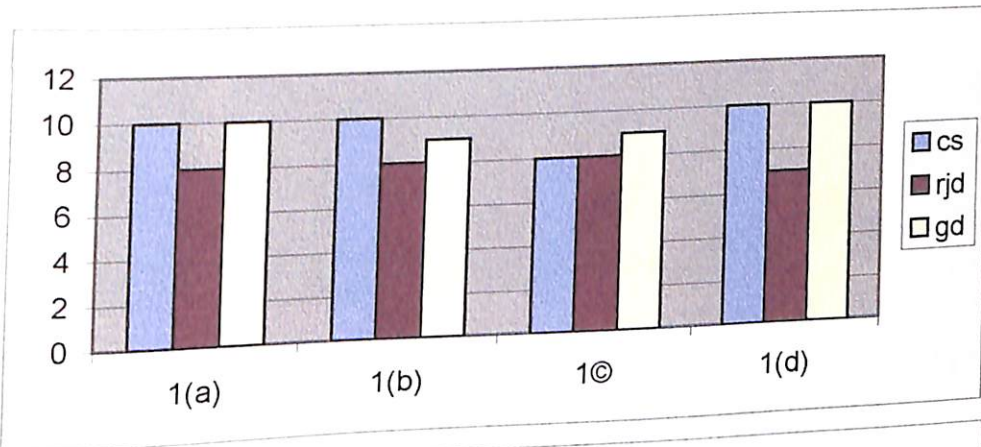
Student Feedback on Teachers Deptt. of Economics



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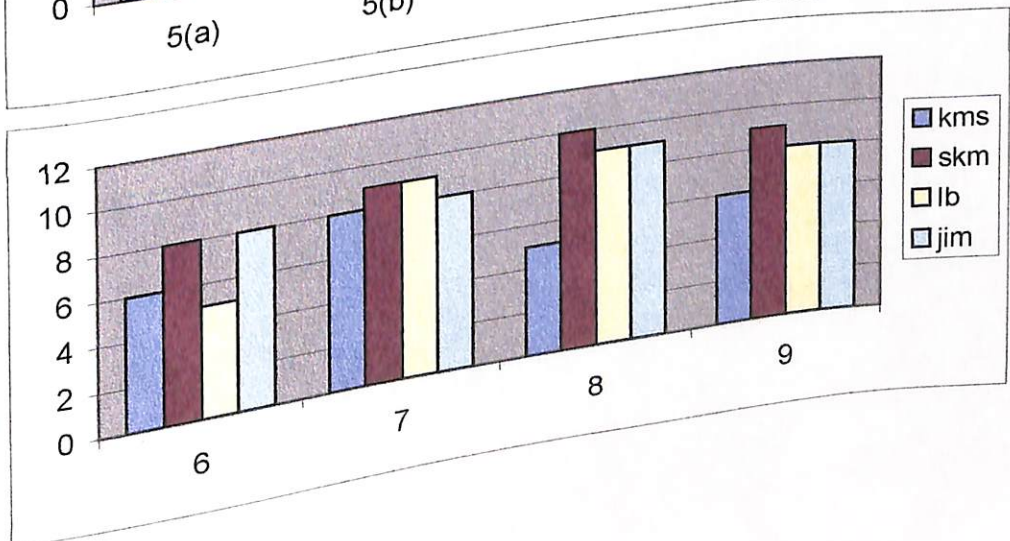
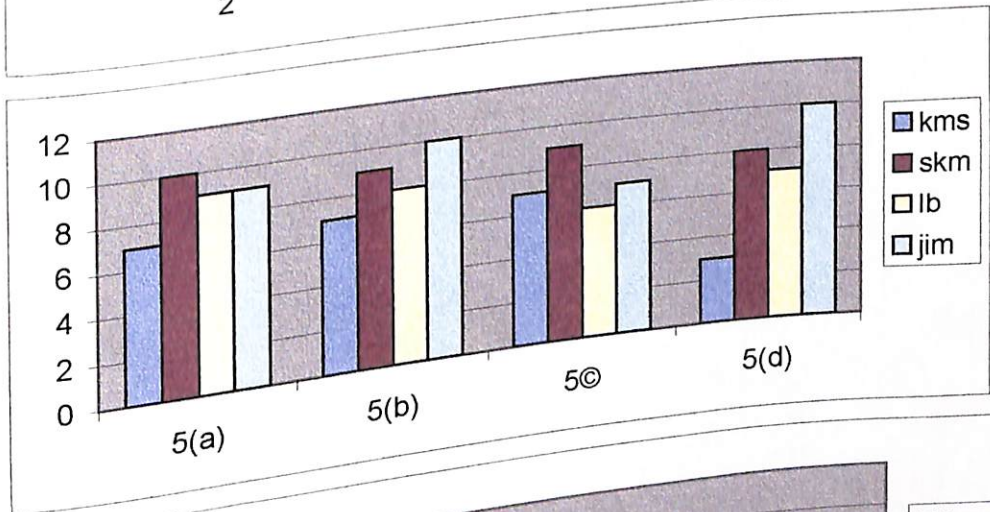
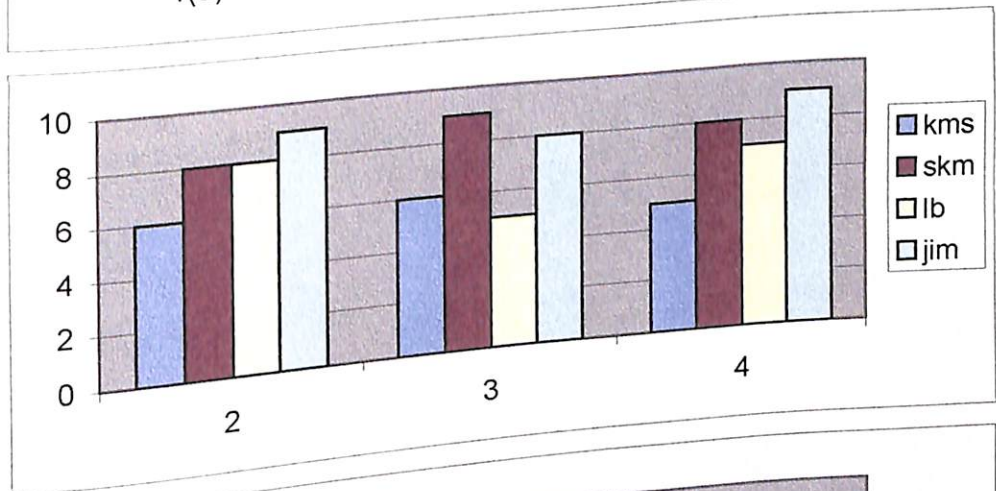
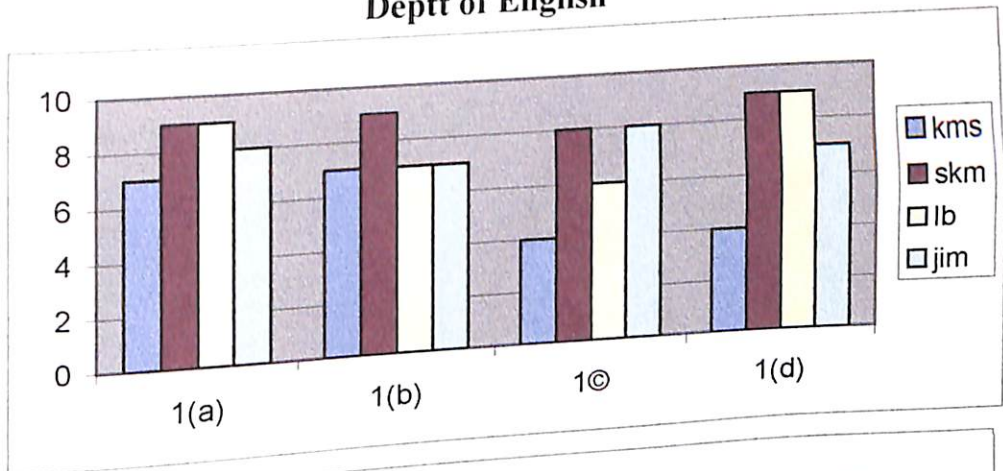
Student Feedback on Teachers Dept of Education



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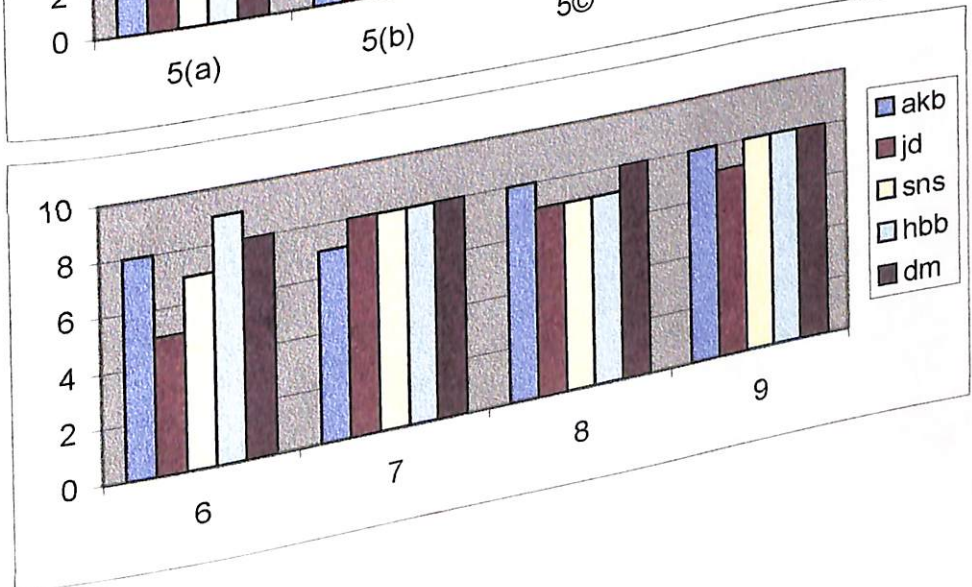
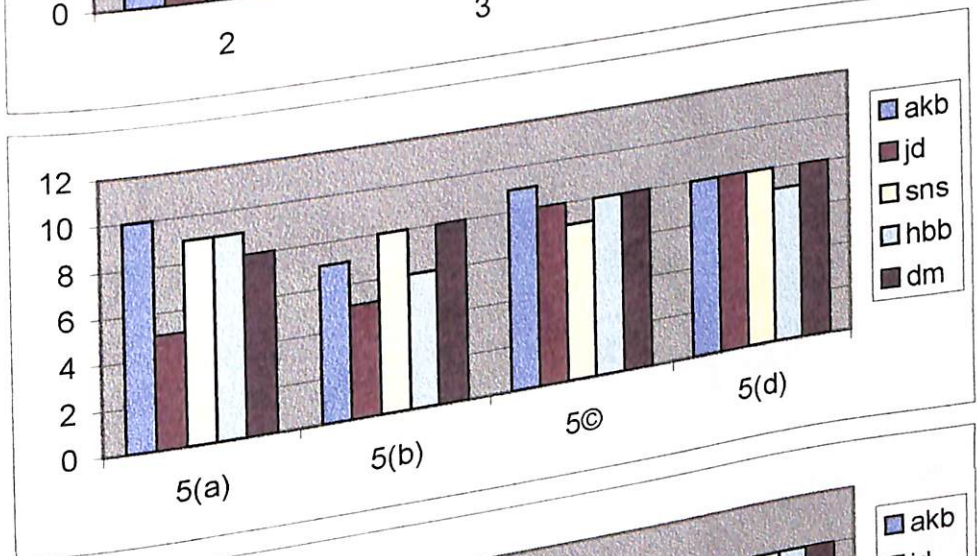
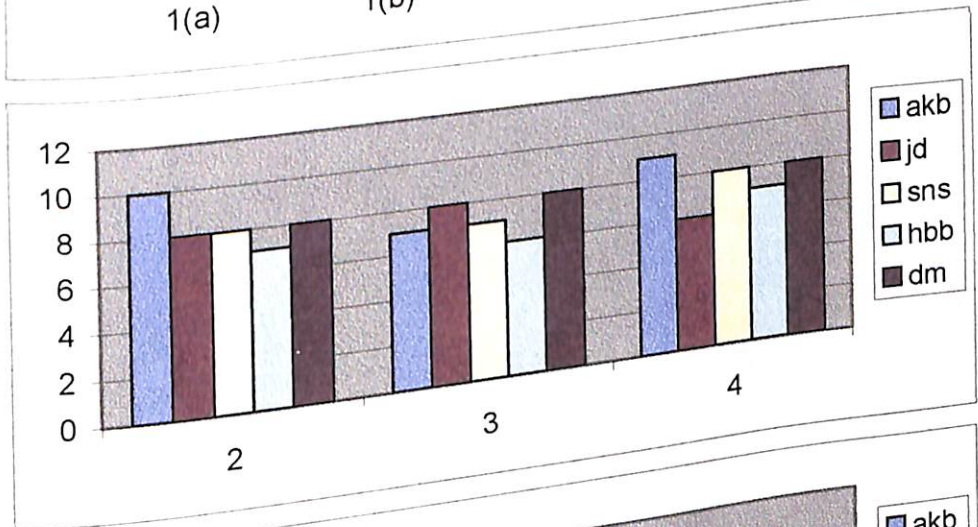
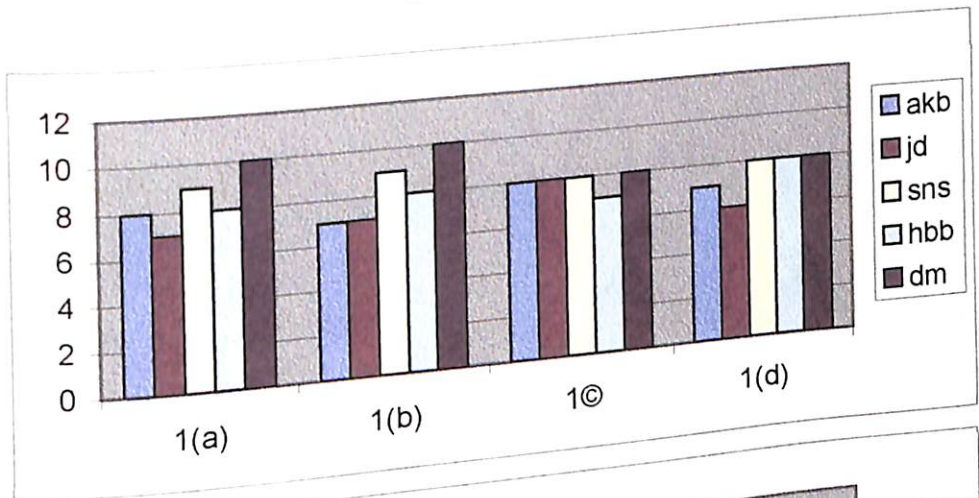
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Student Feedback on Teachers Deptt of English



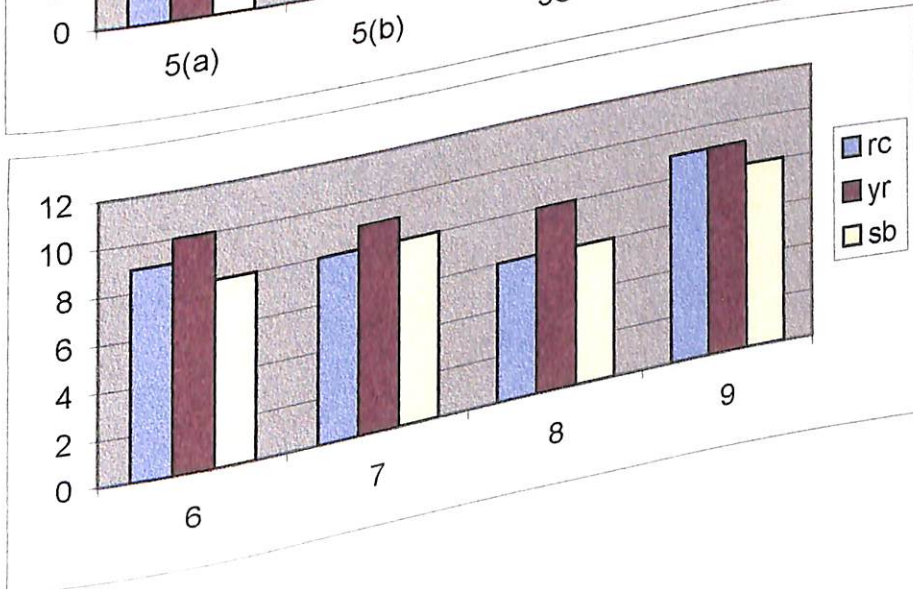
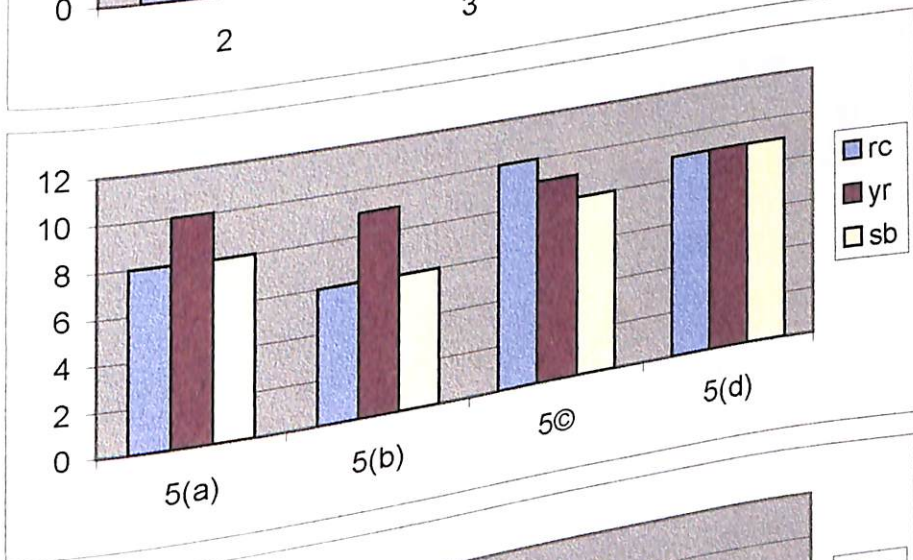
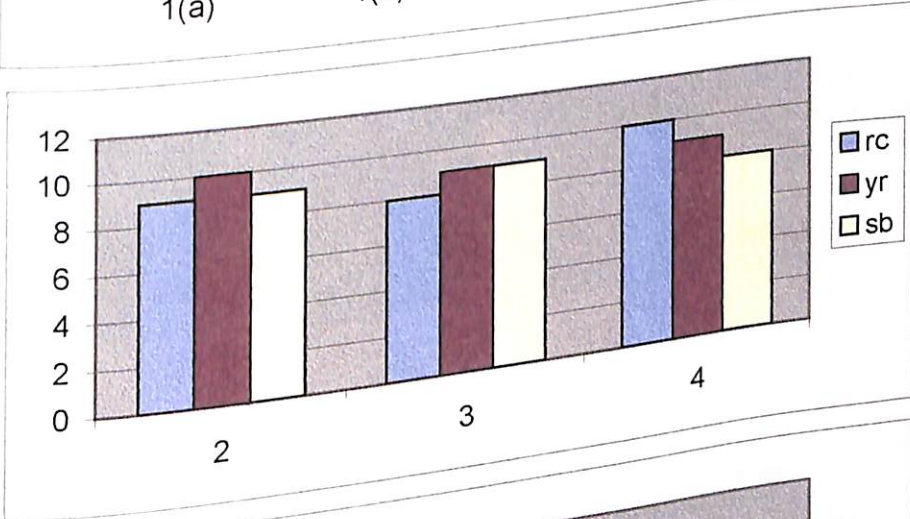
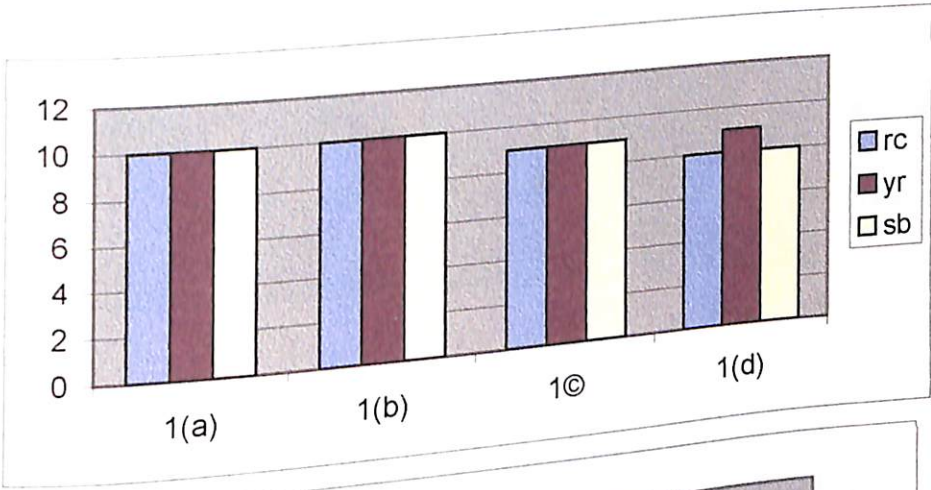
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Student Feedback on Teachers Dept. of Geography



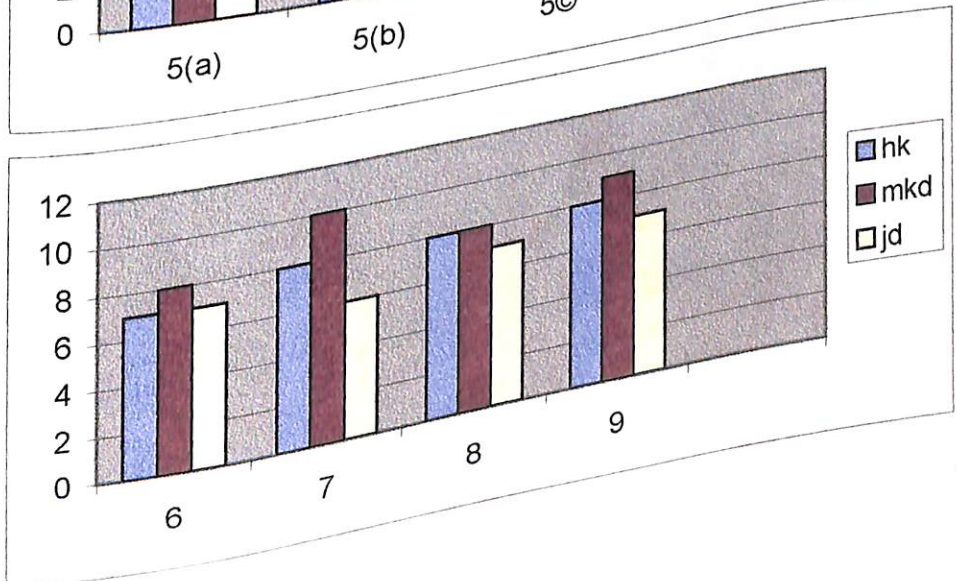
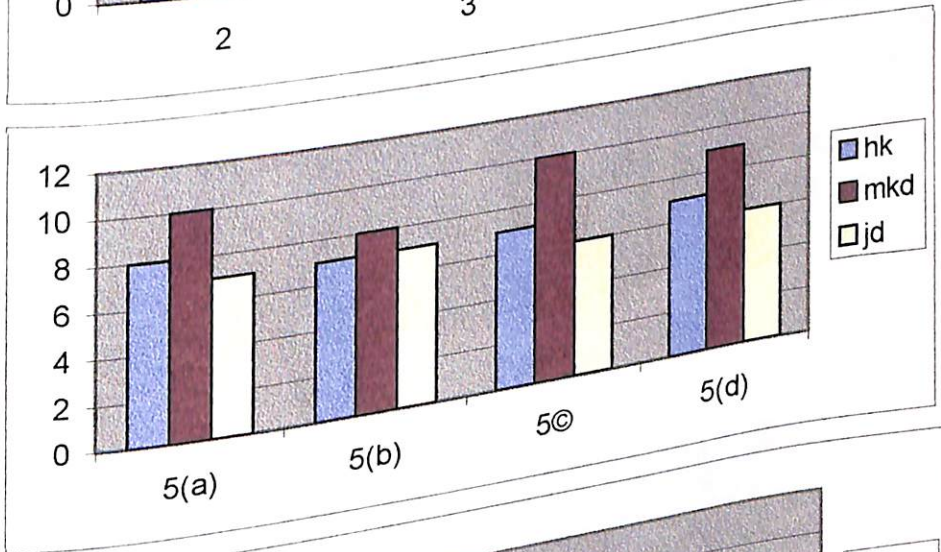
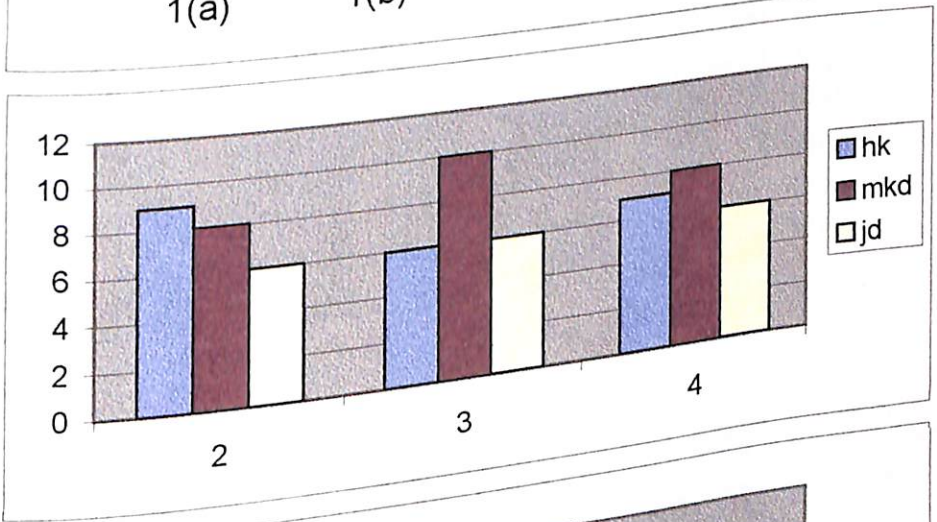
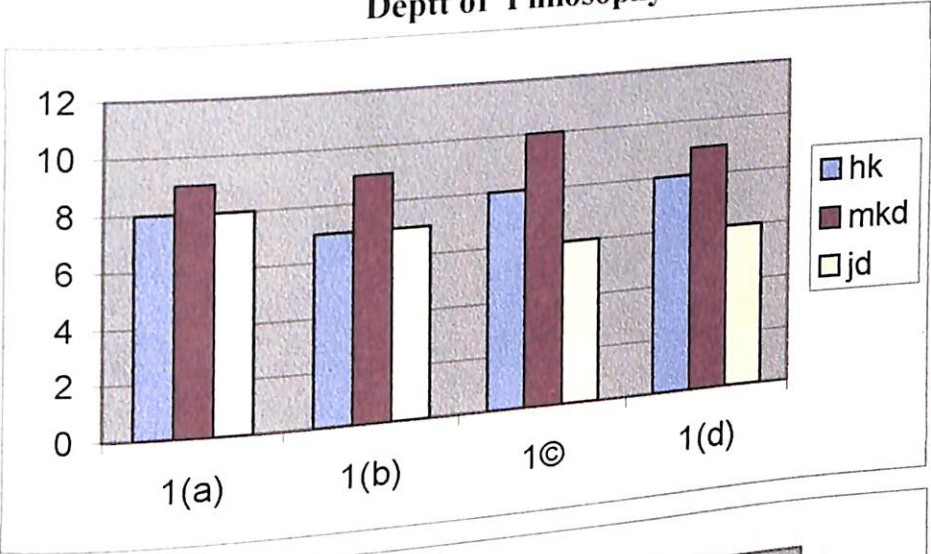
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Student Feedback on Teachers Deptt of History

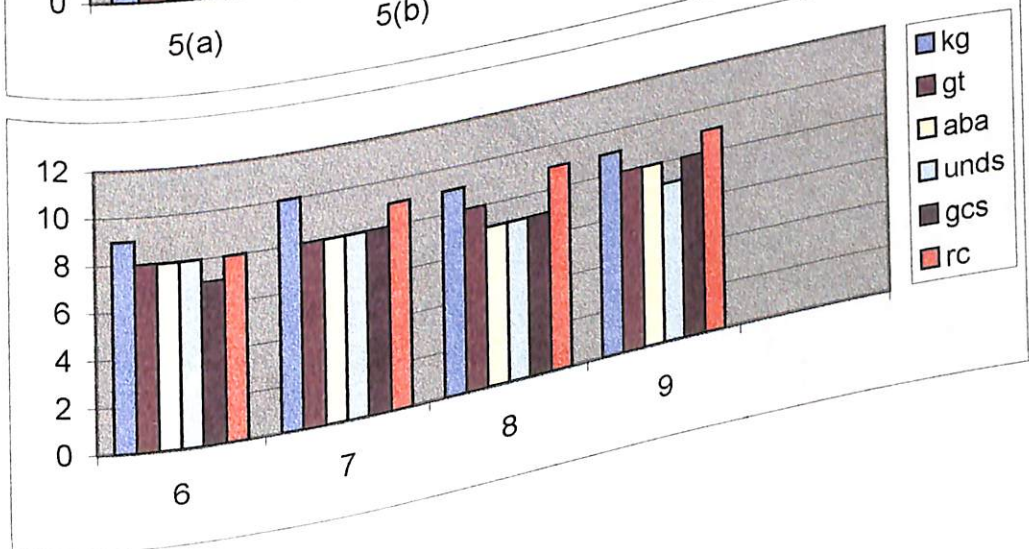
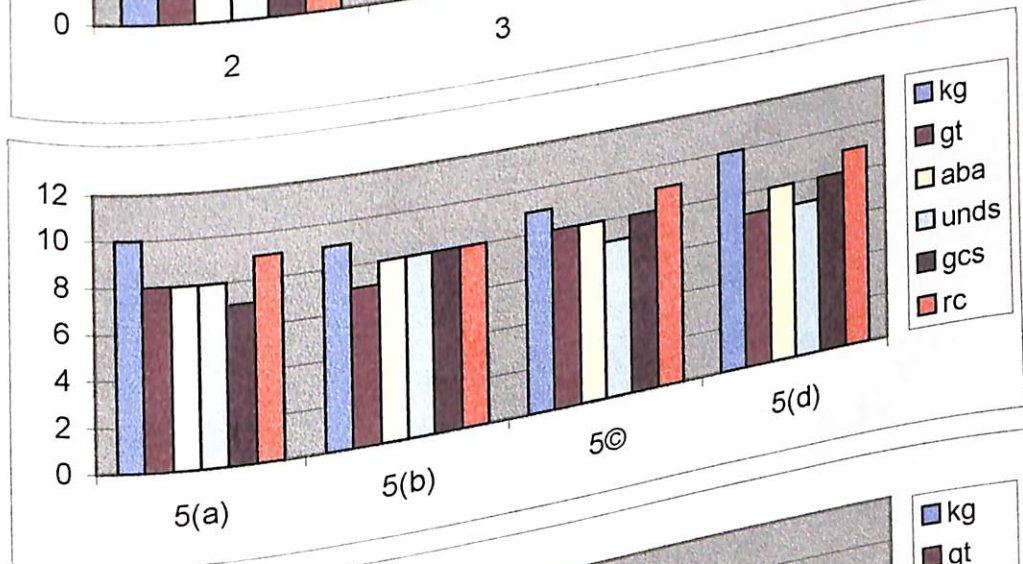
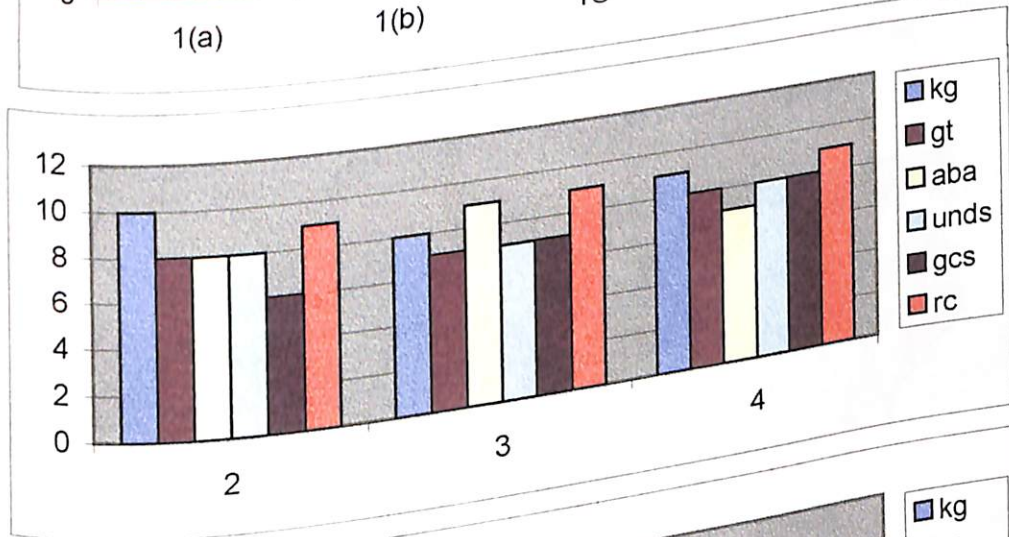
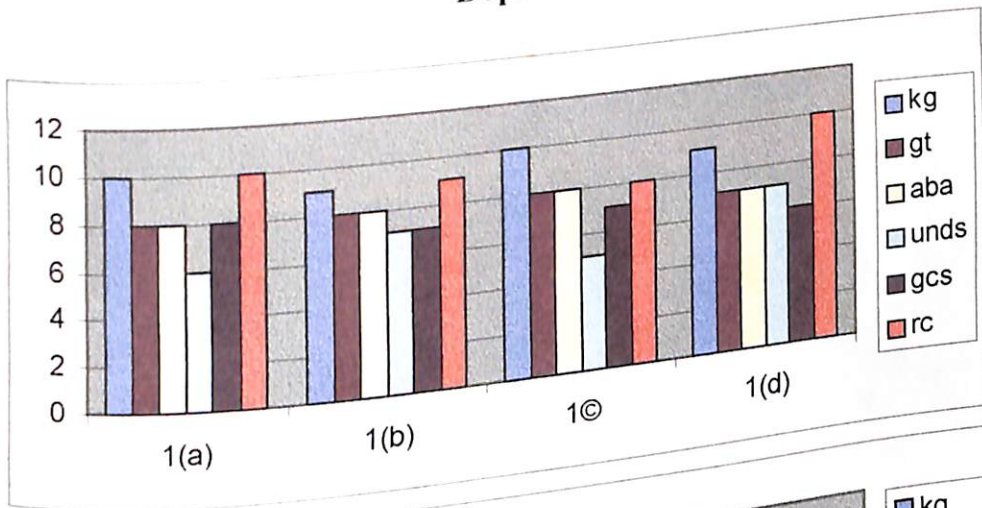


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Student Feedback on Teachers Deptt of Philosphy

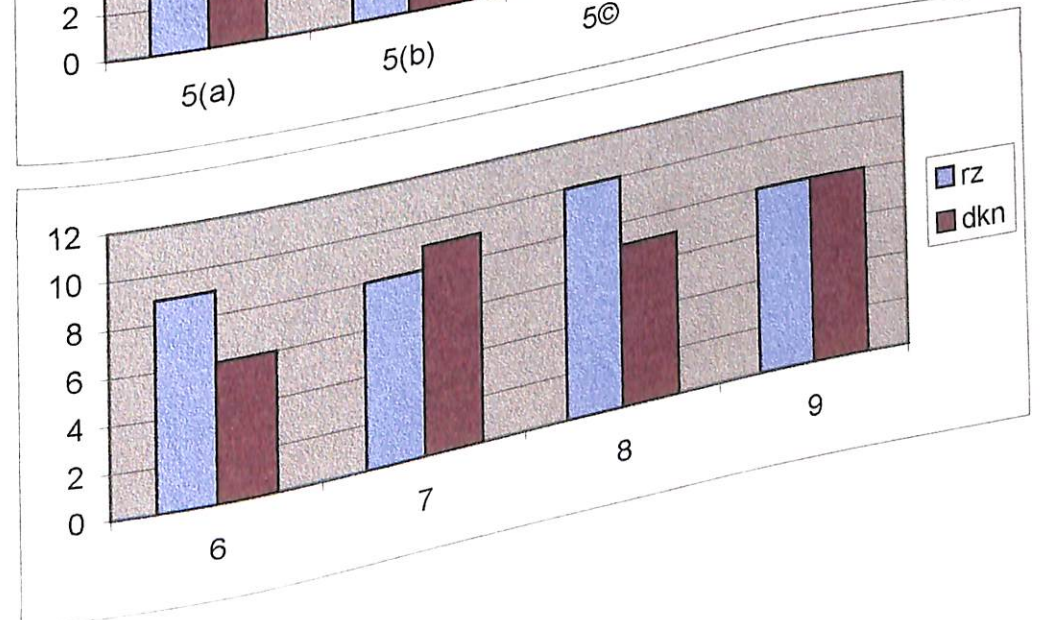
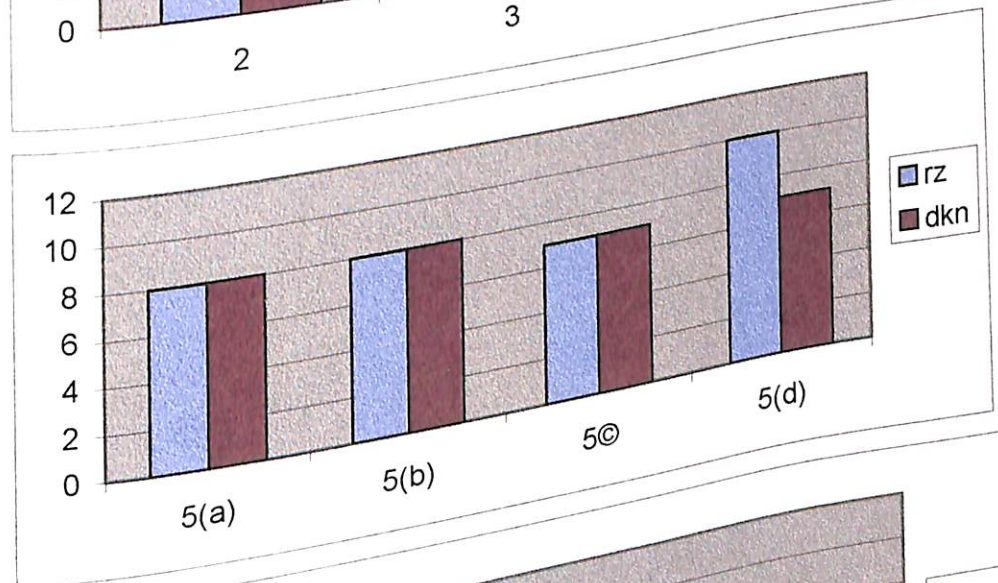
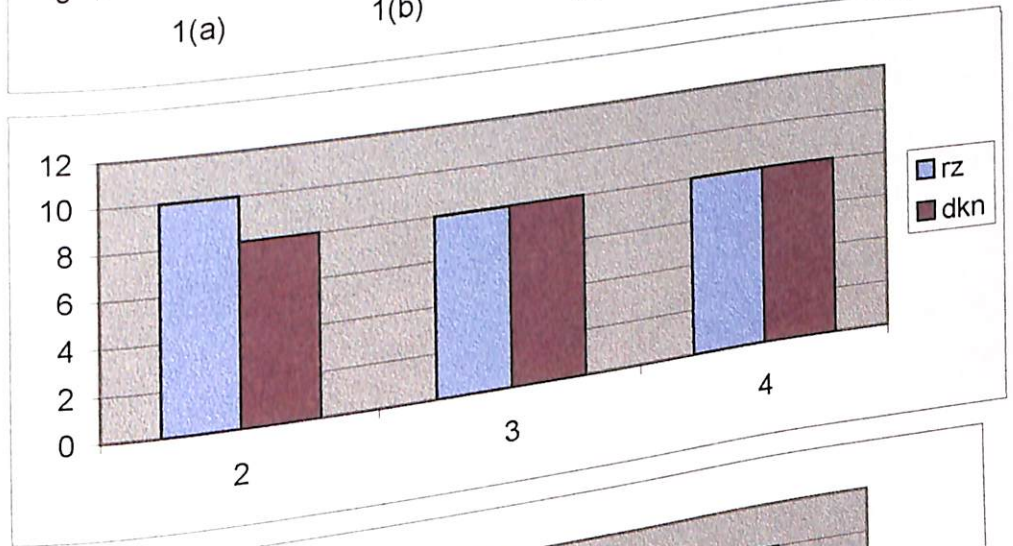
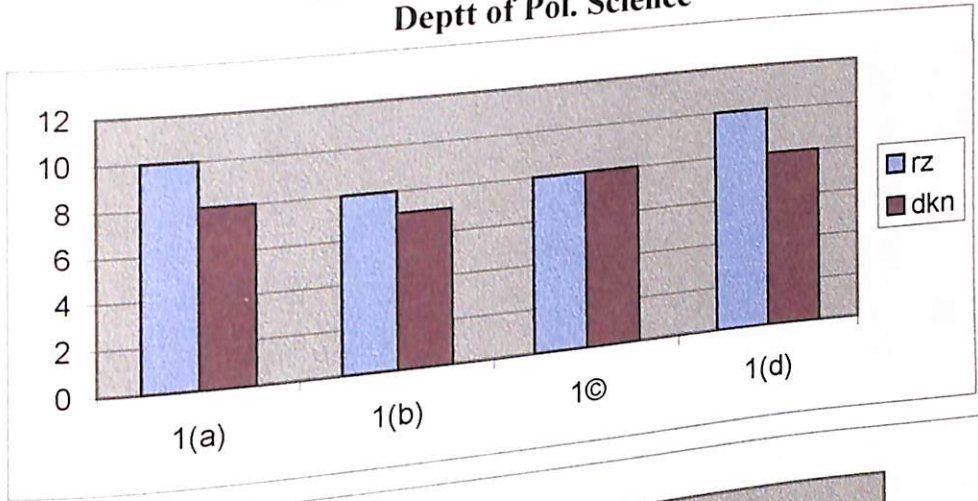


Student Feedback on Teachers Deptt of Physics



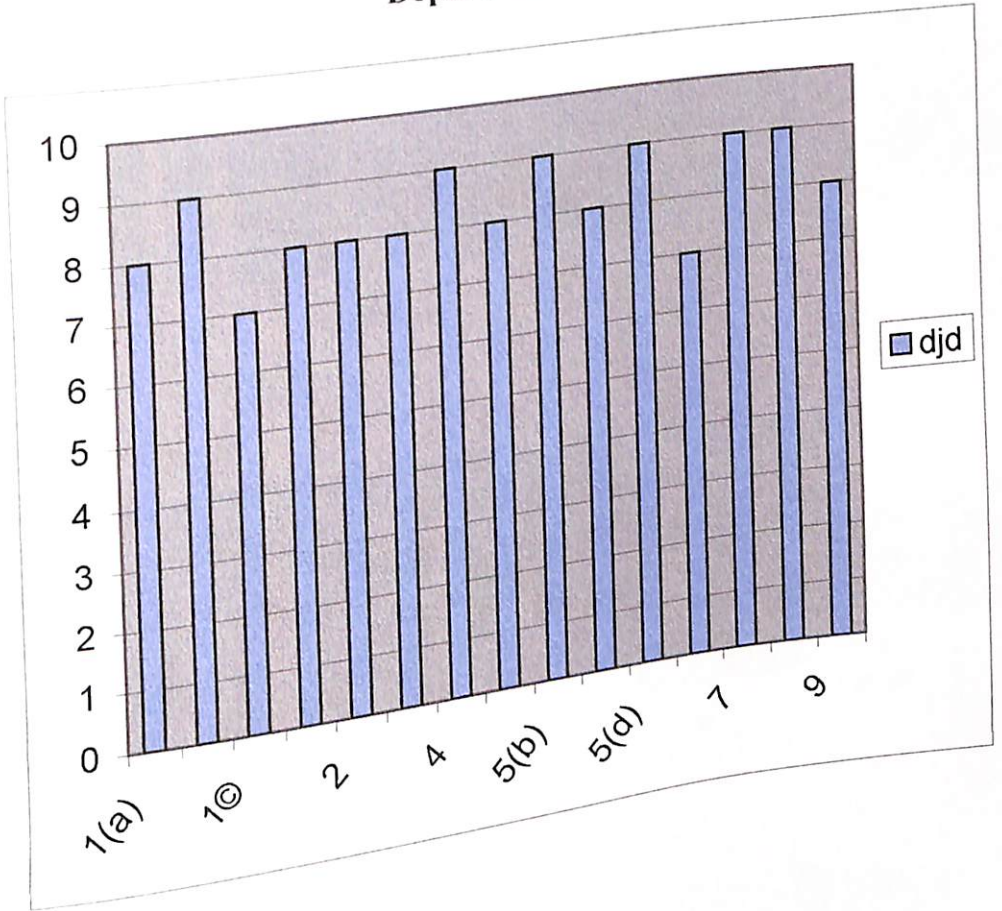
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Student Feedback on Teachers Deptt of Pol. Science

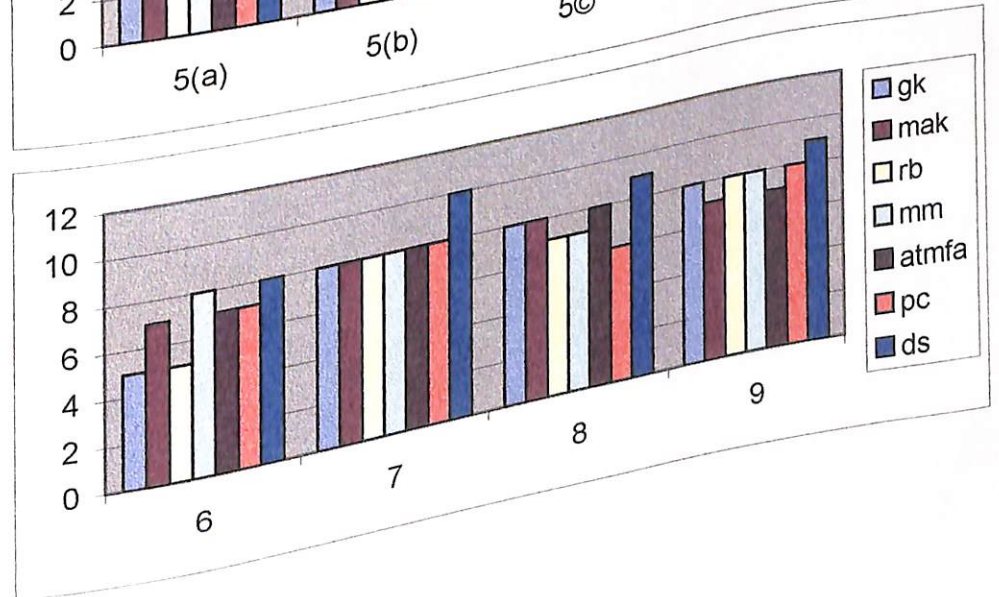
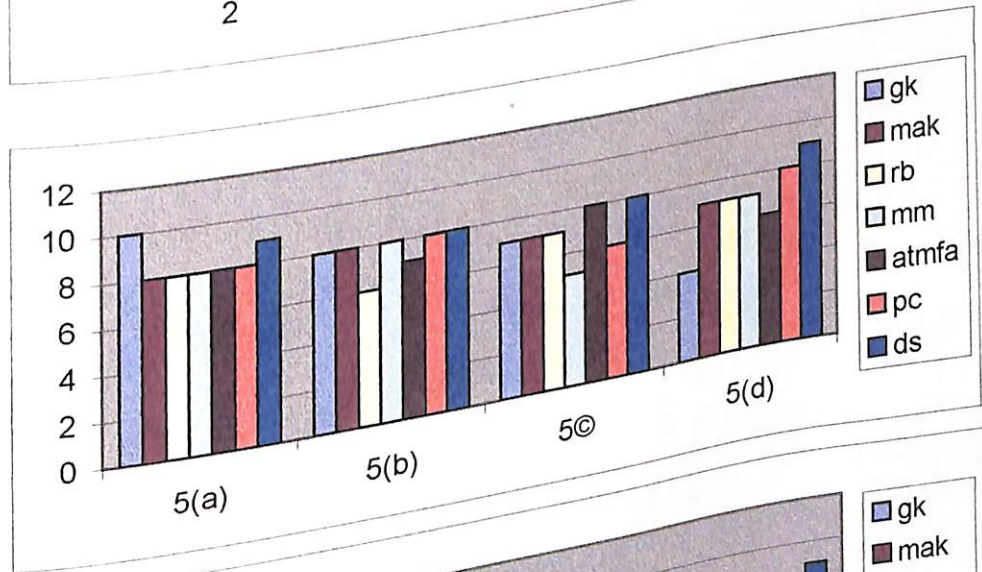
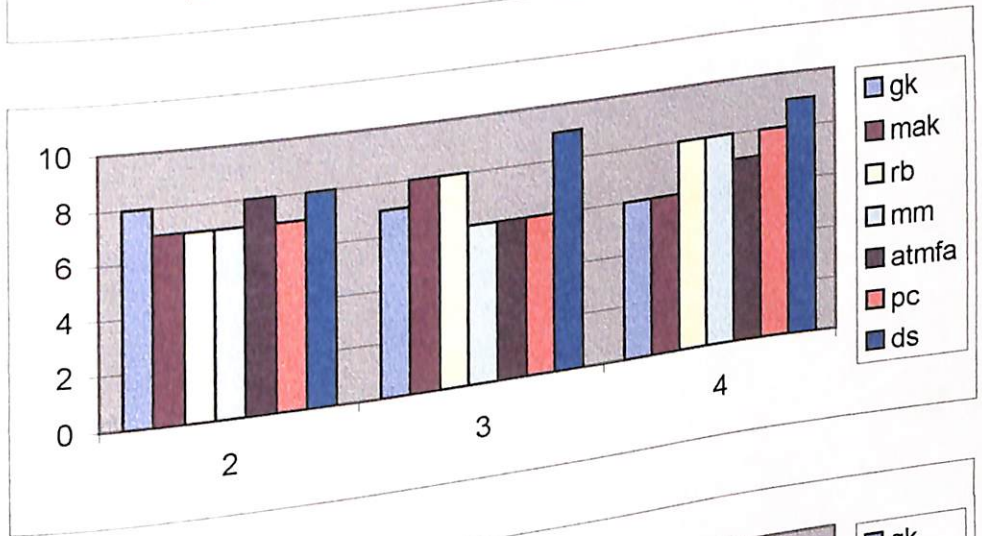
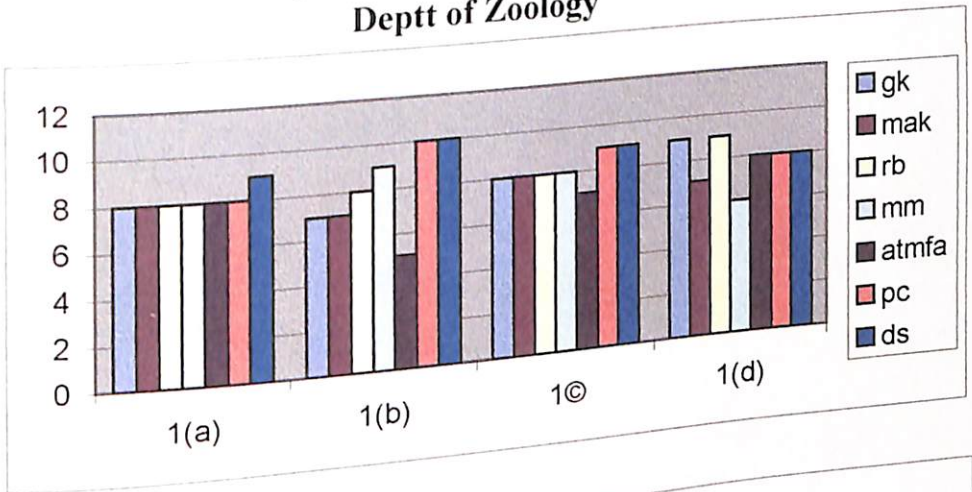


(291) (294)

Student Feedback on Teachers Deptt of Statistics



Student Feedback on Teachers Deptt of Zoology





Goalpara College

STUDENTS' PROGRAMME EVALUATION

.....
.....
Subject :
Other Subjects :

(The information will be used only to improve the programme and provisions)

- When undertaking the programme did you get a prospectus giving details of
- (a) courses available
 - (b) admission rules
 - (c) completion requirements
 - (d) fee refund structure
 - (e) financial aid
 - (f) support services and training

- Why did you select your subject(s)
- (a) interest in the subject
 - (b) past result in the subject
 - (c) influence of parents/friends/teacher
 - (d) easy of getting admission
 - (e) easy to pass
 - (f) reputation of the department/teachers
 - (g) easy to get a job
 - (h) easy of getting admission to higher courses
 - (i) availability of scholarship/stipend
 - (j) others

- How is your background to undertake the programme ?
- (a) adequate
 - (b) inadequate
 - (c) more than adequate

1. How many teachers taught you during the full duration of the programme ? (Give the total number of teachers)
 2. If you have to grade your teachers on the 10 (ten) point scale (highest 10 to lowest 01) to how many would you assign the following grades ? (Give number of teachers against each grade)

(a) 10	(b) 9	(c) 8
(d) 7	(e) 6	(f) 5
(g) 4	(h) 3	(i) 2
(j) 1		
 3. How many teacher prepared their lectures ? (Give number of teachers against each quality)

(a) thoroughly	(b) well
(c) poorly	(d) indifferently
(e) not at all	
 4. How many teacher are able to communicate ? (Give number of teachers against each option)

(a) effectively	(b) invariably
(c) passably	(d) badly
 5. How many teachers encouraged students to participate in the class ? (Give number of teachers against each option)

(a) through question-answers	(b) through discussion
(c) through course	(d) related games
(e) Through inviting suggestions	
- You would like your teachers to be
- (Rank the qualities according to your preference omitting the ones that do not apply)
- | | | |
|---------------|----------------|-----------------|
| (a) scholarly | (b) oratorical | (c) open minded |
| (d) casual | (e) fair | (f) aloof |
| (g) polite | (h) strict | (i) painstaking |
| (j) friendly | (k) lenient | (l) articulate |

If you wish, you may name the teacher you like best for the qualities you ranked the highest in Question No. -

.....

When you meet students who have studying similar courses at other colleges how do you feel ?

- (a) superior
- (b) inferior
- (c) equal

How would you grade the student - teacher relationship in your college ?

- (a) very good
- (b) good
- (c) satisfactory
- (d) unsatisfactory
- (e) very poor

How do you find Principal of your college ?

- (a) very helpful
- (b) helpful
- (c) indifferent
- (d) unhelpful
- (e) cumbersome

Are you satisfied with the hostel facilities of the college ?

- (a) adequate
- (b) inadequate
- (c) regular
- (d) unreliable

How do you find the health care facilities of the college ?

- (a) good
- (b) bad
- (c) good but inadequate

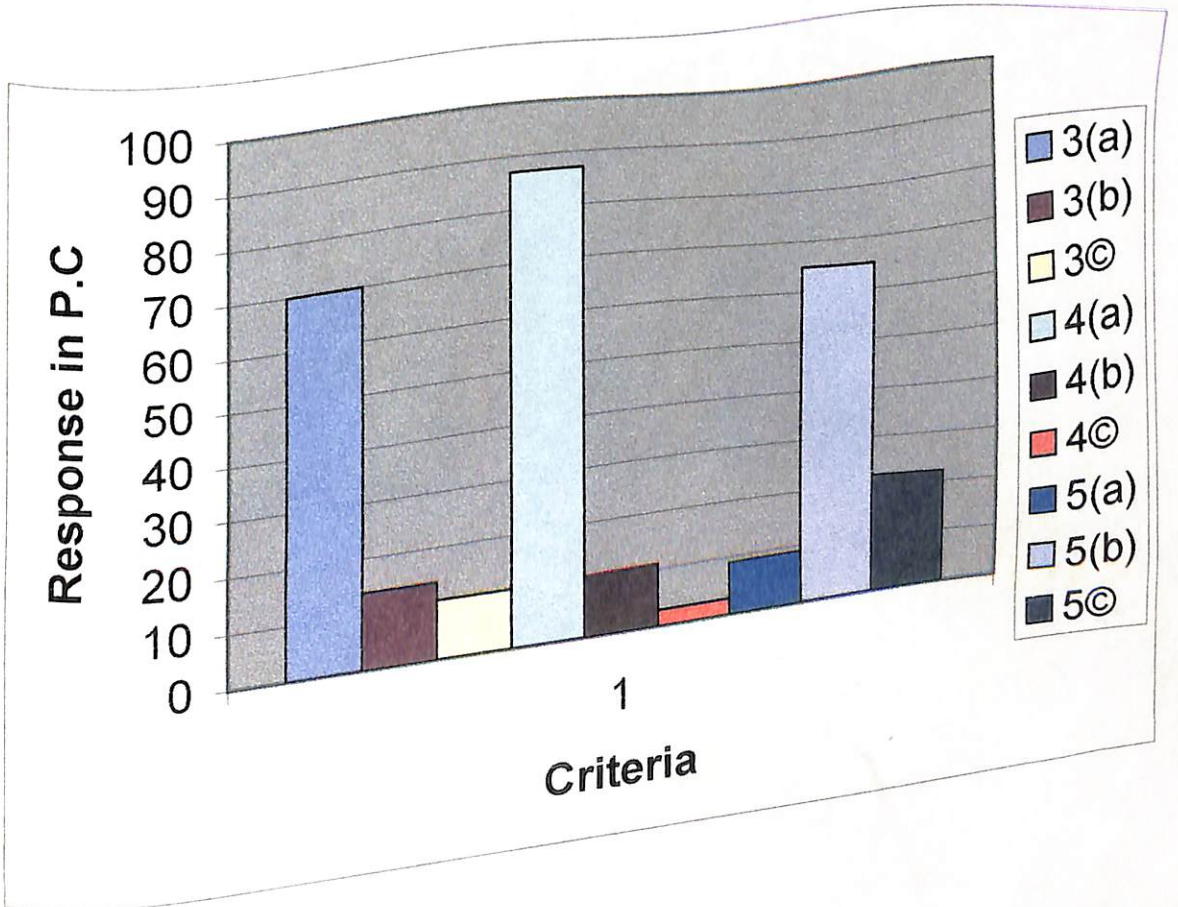
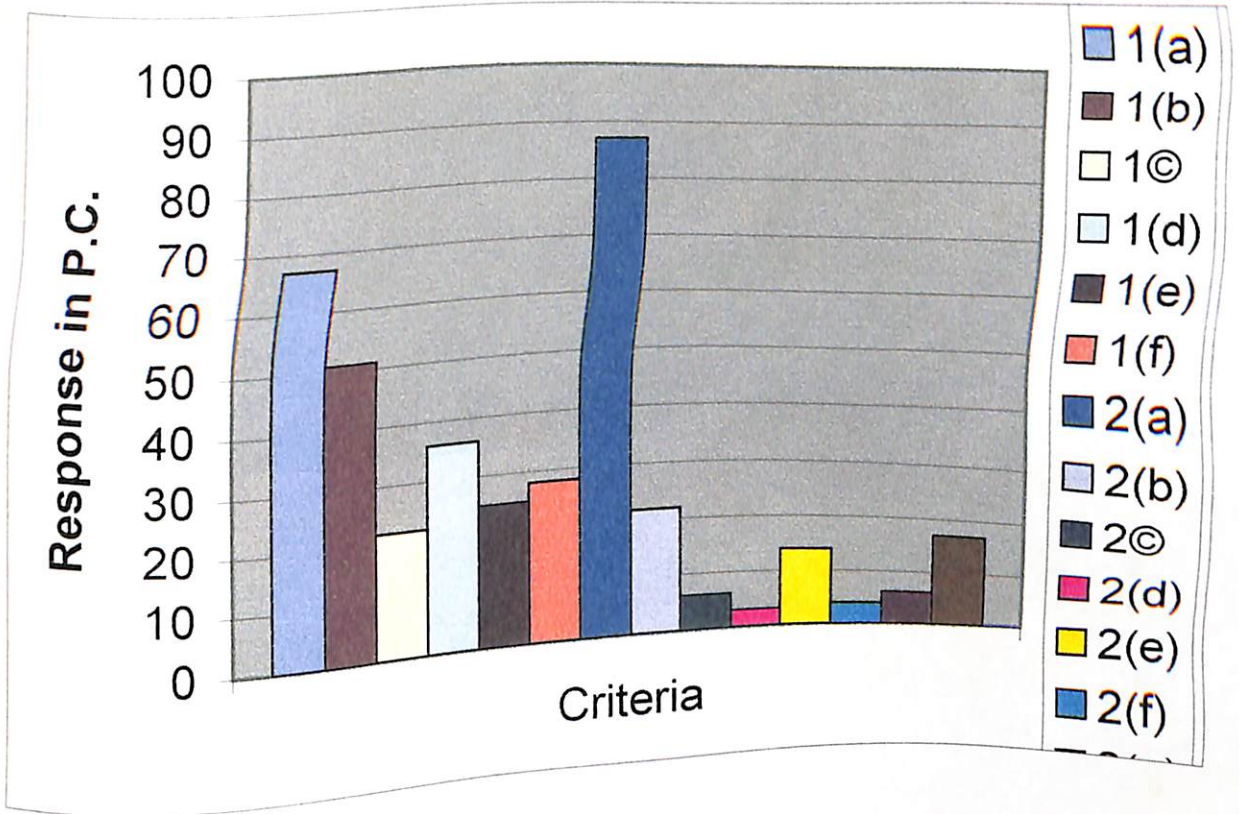
Do you participate in any of the extra curricular activities of the college ?

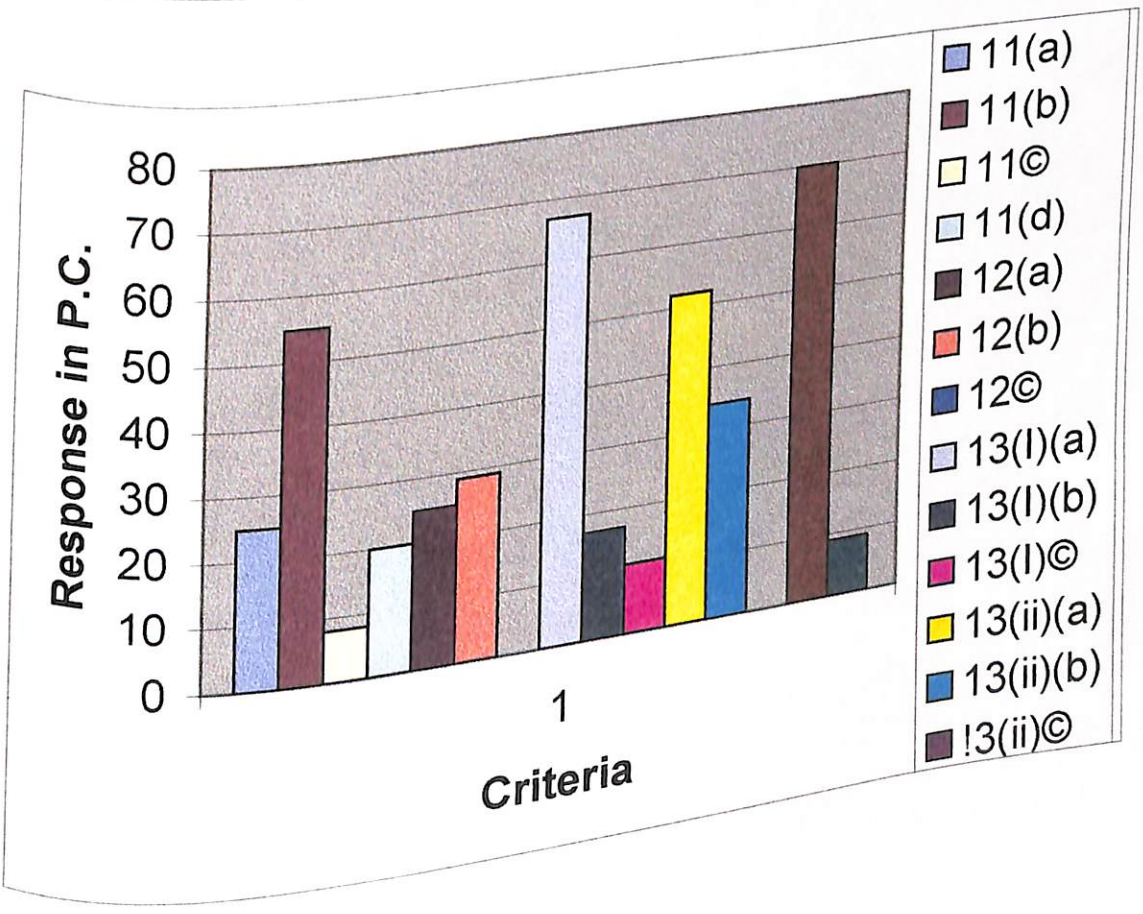
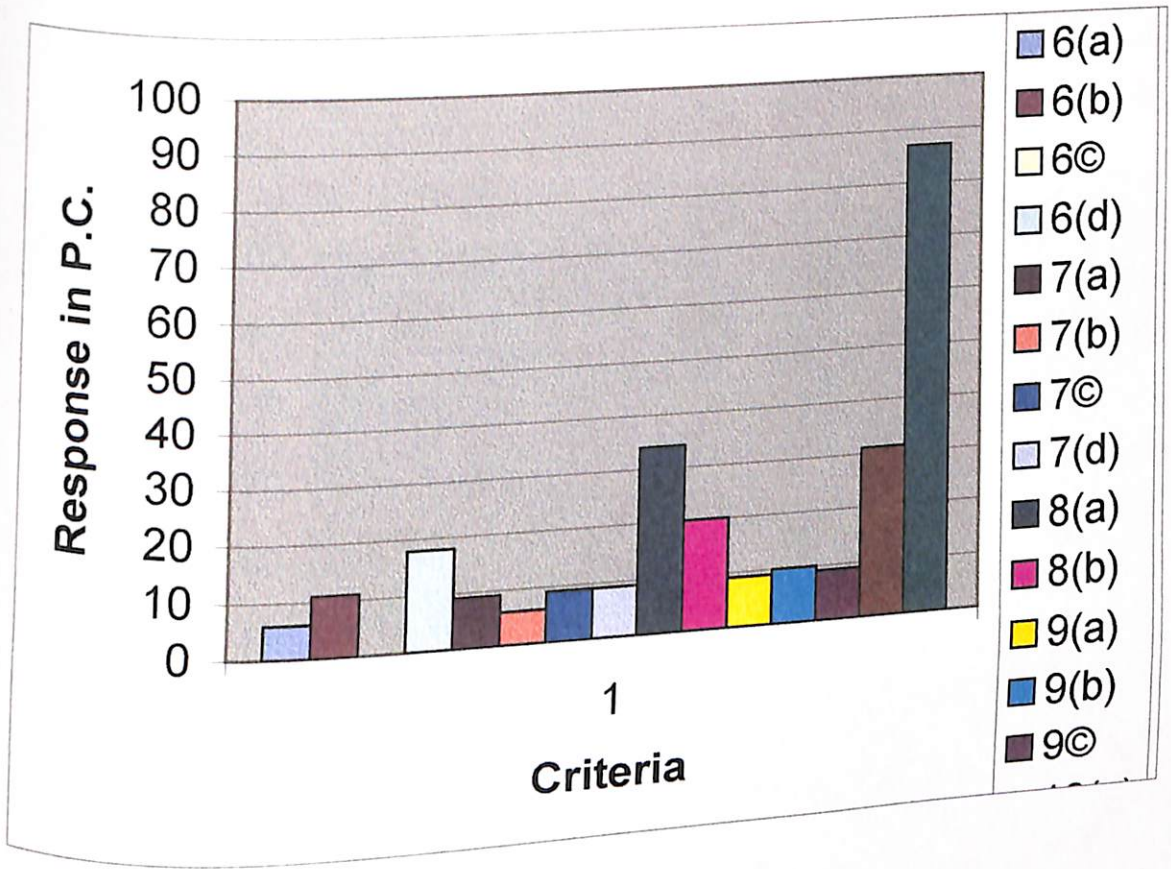
- (a) rarely
- (b) often
- (c) never
- (d) sometimes

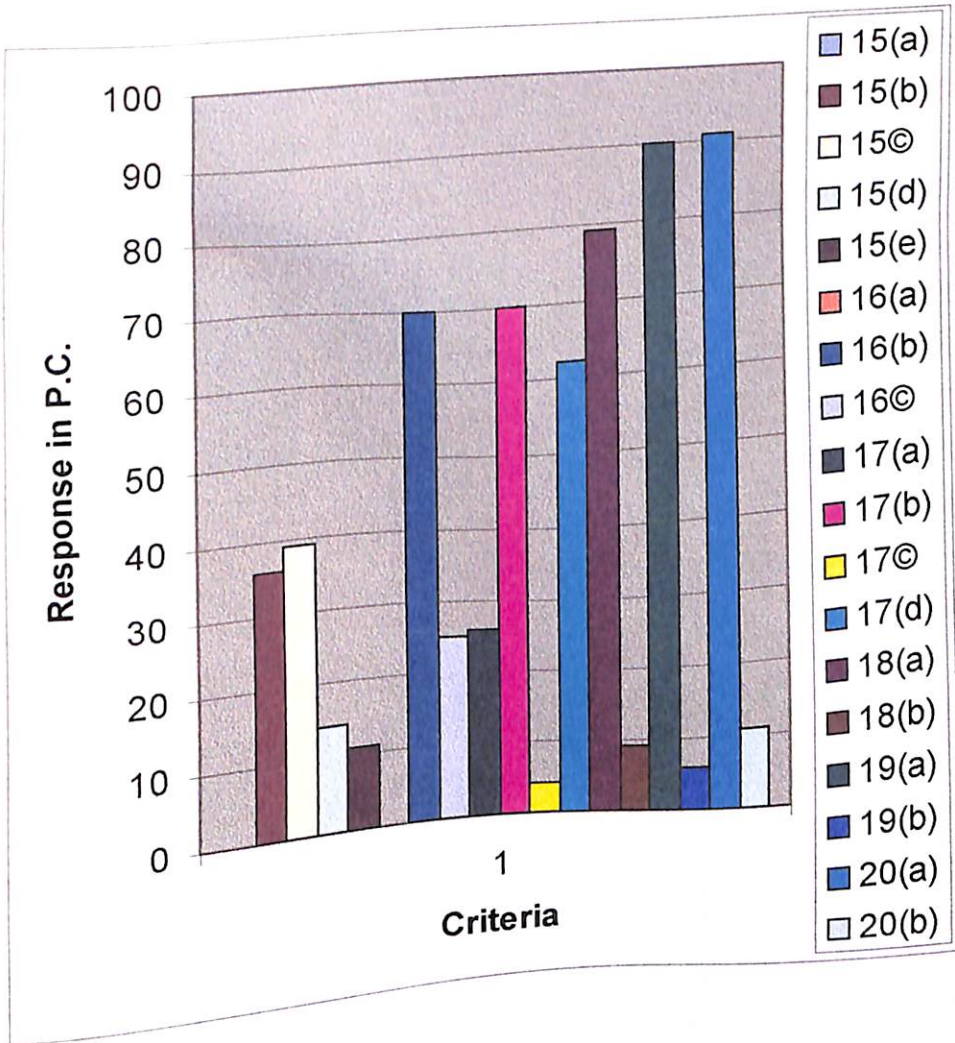
What is the attitude of teachers to extra curricular activities ?

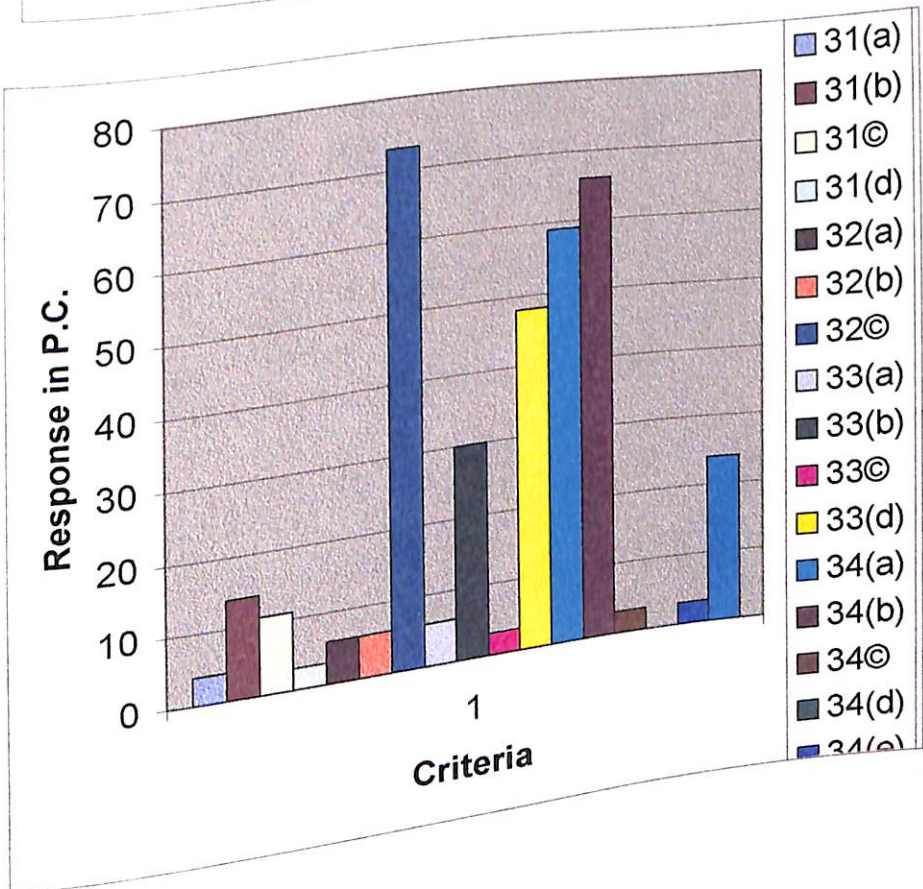
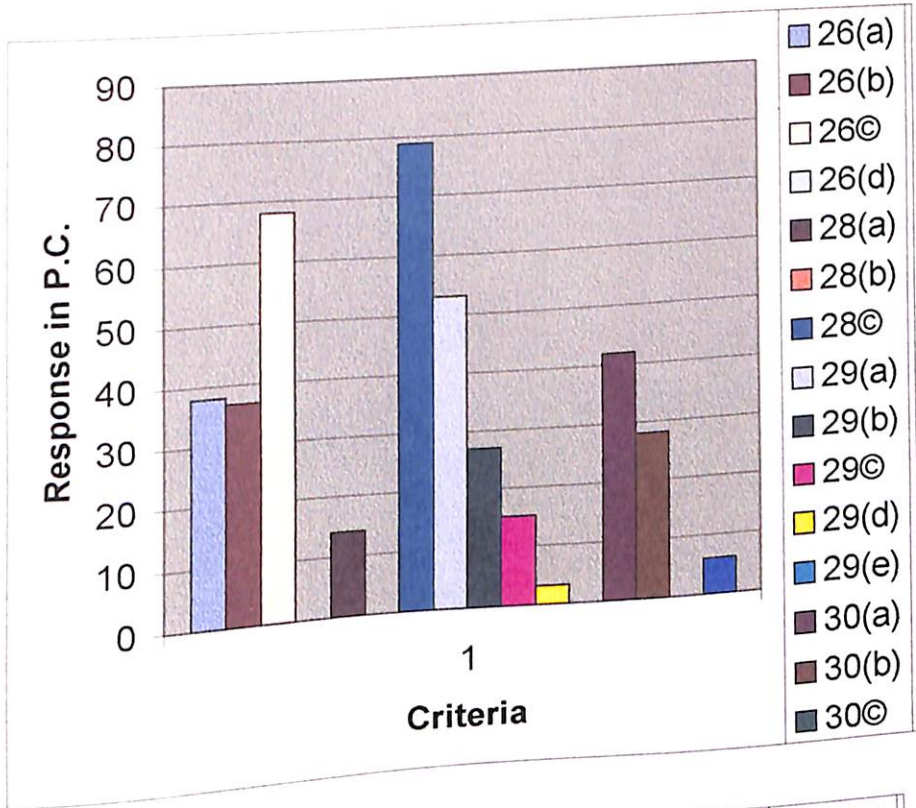
- (a) co-operative
- (b) encouraging
- (c) indifferent
- (d) hostile
- (f) enthusiastic
- (e) cynical

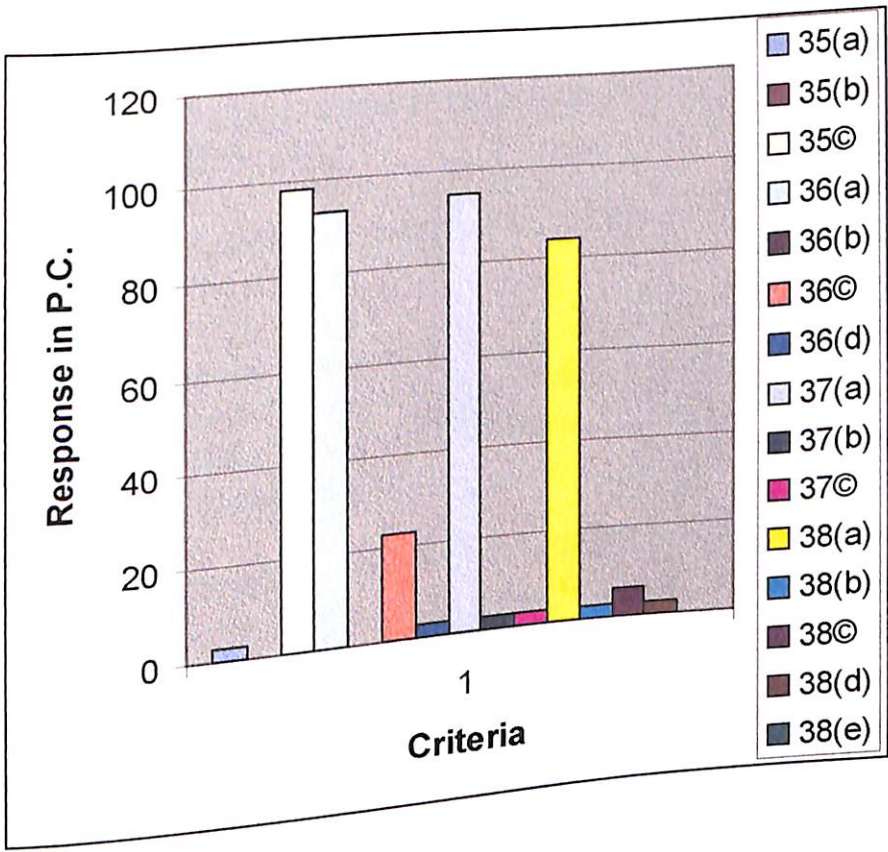
Students' Programme Evaluation (Based on a sample survey of 285)











(303)(a)

Annexure-18

Goalpara College organised different seminars/conferences for the benefit of teachers. Some of them are as follows :

1. In the year 1986, Goalpara College, in collaboration with Assam Science Society, Goalpara Branch, organized a seminar on 'Doctor, Medicine and People'.
2. Zoological Society of Assam, Goalpara College branch organized a seminar on 'AIDS' in 1990.
3. North East India Geographical Society, Goalpara College unit organized the 18th Annual Conference in 1994, with programmes like technical session, popular talks in different schools of Goalpara district, Geographical exhibition, etc
4. On the occasion of 37th Annual Conference of Assam College Teachers' Association at Goalpara College in 1987, science exhibition, book fair among others were organized.
5. One State level Seminar on 'Problems and Prospects of Aquaculture in Sustainable Development' with two days programme for the benefit of unemployed and fish farmers of Assam was organized in the year 1999 by Zoology Department, Goalpara College and sponsored by UGC.
6. Goalpara College Teachers' Association organizes Dr. Mohendra Bora memorial lecture every year from 1999 in fond memory of revered Principal of the college and noted literateur of the State of Assam by inviting prominent scholars of the state for delivering lectures on various important topics on science or humanities.
7. Assam Science Society, Goalpara branch in collaboration with the college organized the Silver Jubilee Year (1977-78) along with the later's Annual Conference with a variety of programmes.
8. Physics department of the college also organized various seminars on burning topics. Further, in Feb. 1980 and Oct. 1995, it organized two camps for scientific investigations during solar eclipses at Goalpara College premises and Govt B.T. College, Goalpara respectively.

Annexure-19

There are various committees formed either by the Governing Body or by the Principal for smooth functioning of different activities of the college. Some of these committees exclusively include faculty members and other technical/ academic experts, if needed. These committees are :

- (i) Governing Body : Two teachers' representatives are elected annually to the GB.
- (ii) Construction Committee
- (iii) Library Committee
- (iv) Disciplinary Committee
- (v) Examination Committee
- (vi) Purchase Committee
- (vii) Election Commission to conduct the college election (for every year)
- (viii) Routine Committee to prepare/modify the college routine (for every year).
- (ix) Editorial Board for the college magazine
- (x) Academic Committee of which all the HODs are members.
- (xi) NSS Advisory Committee.
- (xii) Central Computer Room Management Committee.
- (xiii) Hostel Management Committee.
- (xiv) Canteen Management Committee.
- (xv) Grievance Redressal Cell.

Annexure – 20

The college generally follows the traditional method of teaching within the class room i.e. the lecture method . Of course, there are provisions for use of audio-visual aids such as Overhead Projector, Slide Projector, Models, Charts, etc. to supplement the lecture method.

However, such facilities are at present limited and cannot be availed by all the departments at the same time.

* * *

Annexure-21

The college has no direct linkages at the national or international level for teaching and research. However, some faculty members at their own initiative have established some links with different national and international institutions and agencies.

They also procure reprints of research papers from individual scholars of India and abroad. Some of the faculty members are members of different academic societies of Assam as well as in the national level.

* * *

Annexure-22

To make the community aware and worth-living, college introduced following center to render various social works which are as follows:

1. Extension Education Centre

The Extension Education Centre of the college was formed in 2002. The center organised various activities, which include Environmental Awareness lecture, AIDS Awareness Rally, training programme on bio-fertilizer production, seminar on water resource management, flood relief etc.

2. Woman Research and Study Centre

This center always keep vigilance on various social problems of women specially amongst the illiterate women and highlighted women's problems through research activities.

3. Population Study Centre

This center keeps vigilance in various population structure and social problems of the population.

4. Centre for Regional Study

This center organizes various discussions to find out the problems of development of the district and listed various measures for its development. This centre in collaboration with an NGO of Guwahati organizes an 'Exhibition

on Adventure' to highlight the possibility of adventure tourism in Goalpara district.

5. Community Development Centre

This center carries out various programmes among the different communities of the district pertaining to problem related with socio-economic condition and evil effects of shifting cultivation.

6. Career Counselling and Guidance Cell

This cell with its limited resources tries to keep the students well - informed about career and job opportunities, organizes lectures /workshops on vocational guidance and employment counseling.

7. Certificate Course in Computer Application

The college conducted courses each of three months on computer application through Assam Science Society, Goalpara Branch in collaboration with 'Epitome Consultancy', Guwahati for three consecutive terms in 2000-01. However, the MOU was not renewed by the college authority as it applied for CCA conducted by IGNOU. The Computer Centre Management Committee, now proposes to introduce a certificate course in computer application in collaboration with a reputed private agency providing employment potential.

8. Activities of NSS Unit

Goalpara college unit of NSS has been striving to give an extension dimension to the higher education system and orient the students to community service. Some of the activities of this unit are : various programme on AIDS awareness, water-borne disease, National Integration, disaster preparedness and rendering help in pulse polio immunization camp etc.

9. Activities of NCC wing

The activities of the NCC wing of Goalpara College are:

- i. The cadets regularly participate in the official parade on the occasion of the Independence Day and Republic Day and have won prizes for the best team several years.
- ii. The cadets participate in tree plantation programme, anti-dowry campaign, total literacy mission etc. from time to time.
- iii. The cadets also participate in programmes like Combined Annual Training Camp, Rock Climbing course, Army Attachment Camp, National Integration Camp etc.

Annexure-23

The college sets up its Extension Activity Cell in 2002. However, prior to setting up of this cell, teachers actively participated in different extension activities organized mainly by (i) Assam Science Society, Goalpara Branch, (ii) Bharat Jana Vigyan Jatha, Goalpara, (iii) Asom Sahitya Sabha, Goalpara Branch, (iv) National Childrens' Science Congress, Goalpara District, (v) Sadou Asom Maina Parijat, Goalpara. A few faculty members of the college are engaged in Himalayan Vigyan Chetna Jatra – 2003. Some of the faculty members are also the active members of leading NGOs of the district as well as of the state. The teachers are encouraged by the college to participate in such activities in the following ways :

- (a) Participation in extension activities is encouraged as it is counted as an additional qualification for recommendation to higher positions.
- (b) Granting special leave to those teachers who want to participate in such activities.
- (c) By providing infra-structural facilities and financial assistances to organize and execute such programmes.
- (d) Participation of students in the extension activities organized by the college is encouraged by giving prizes, medals, proficiency certificates etc.

* * *

Annexure-24

The college has signed a few Memoranda of Understanding with leading NGOs viz. Assam Science Society, Goalpara Branch (the office of which is within the college campus).

The teachers and students have been participating in different extension activities organized by this NGO both within and outside the college.

Formerly the college had no significant link with the government departments so far as the extension activities are concerned except that resource persons were provided by the college when asked for by any government department. However, the college has recently signed MOUs (Memorandum of Understanding) with some Govt. departments for mutual co-operation in the activities organised by either of the parties.

* * *

MASTER PLAN

GOALPARA COLLEGE

Goalpara College was established on 8th August 1955 to cater to the need of education in the locality.

Mission: - To make aspirant youths educated with scientific temper, creative mind and human values to cope up with national standard.

Vision: - i) Sincere commitment to the cause of empowerment of the aspirant youths of the locality through access to higher education /formal, non-formal and vocational.

ii) To meet the changing needs and future challenges.

iii) To achieve excellence in all fields.

Goals and Objectives: -

Based on the mission and vision stated above, the goal of the institution is the pursuit of excellence in every fields. The institution aims at providing the basic facilities to the aspirant youths to reveal their talents. This goal is based on the following

Objectives: -

i) To provide the scope of higher education to all eligible youths with emphasis on those belonging to backward communities and weaker sections.

ii) To arrange remedial teaching for the weak and slow learners.

- iii) To provide access to a wide range of vocational subjects to meet the socio-economic demands.
- iv) To impart training in co-curricular and extra-curricular activities.
- v) To foster purposeful education along with the ideals of national integration, secular-scientific outlook and humanistic approach towards life and society.

Master Plan:

The master plan for 10 years (with 2000 as the base year) takes into account the above mentioned mission, vision, goals and objectives.

1. Description of the surrounding environment :-

Goalpara College is located in the heart of Goalpara town on the eastern side of the main road running across the town. The campus covers an area of over 6.7 hectares of land. The main college building facing the west is about 200 metres away from the main road, interposed with the college playground, tree plantations and a small park. The Majaar of Peer Sahib lies in the main road. The other surrounding are separated from local dwellers by open fields and plantations.

The present infrastructure consists of Assam type buildings comprising class rooms, administrative office, library, boys' and girls' common room, and teachers' common room, auditorium computer room and the departmental rooms.

Future expansion plan :- Infrastructure development/expansion plan :- The infrastructure development works which are in progress are----

- i) Construction of boundary wall- the southern part and the western part is partially completed.
- ii) Running water facility in the main building and girls' hostel.
- iii) Construction of new auditorium building.
- iv) Volleyball and basketball court.

The developmental works, which are not yet undertaken, are—

- i) Hostel Superintendent's quarters.
- ii) New administrative building.
- iii) New Principal's quarter.
- iv) New Science building (multi-storied lab and classroom).
- v) P.G. building.
- vi) I.T. and Computer Science building.
- vii) Extension of approach roads up to the eastern boundary.

The development works already completed since the adoption of the

Master plan is—

- i) Extension of boys' hostel.
- ii) New science building.
- iii) Class rooms for newly introduced subjects.
- iv) Canteen building and shed.
- v) College garden.
- vi) Concrete boundary wall of girls' hostel.

B. Academic Development Plan:

The following subjects of study have been newly introduced:

- (1) Arabic
- (2) Sanskrit
- (3) Introductory Computer Science

Proposal has been sent to the U.G.C. for the following 'short term program' .

Courses:

- a) (i) Tourism studies
- (ii) Rural Development
- (iii) Enterpreneurship
- (iv) Functional English
- (v) Disaster Management
- (vi) Bio-fertiliser Production
- (vii) Sericulture
- (viii) Food processing
- ix) Computer applications
- x) Radio and TV technician

b) Scheme for remedial courses for SC and ST.

c) Coaching for competitive examinations for minority community.

(ii) Future research plans/projects:

For research works under F I P the acceptance of the plan-proposals under 10th plane is still awaited. Several (19) minor research projects have been completed

by our teachers and few (02) are still continuing.

(iii) Introduction of new techniques in teaching and learning:

The following techniques /methods are worth -mentioning:

- i) Provision of Overhead projector
- ii) Compulsory weekend seminars in every Department
- iii) Group discussion by students
- iv) Feed-back from students
- v) Continuous evaluation
- vi) Concessional Photostat facility in the library
- vii) Modernization of college library
(Computerization under active consideration)
- (viii) Book bank and library reference facilities extended

(iv) Future extention service:

- i) Proposal for establishment of IGNOU study centre with need -based subjects has been put up.
- ii) Certificate course in computer application under suspension is to be reopened with extended scope. Fresh MOU with competent agency is under progress
- ii) Application for financial assistance from U.G.C for introduction of certificate courses in career oriented and add-on courses has been put up.

(v) Collaborations with other institutes, industries and N G Os:-

Regular collaboration with the under mentioned institutes and N G Os exist in the performance of various extra curricular activities.

- (i) Assam Science Society :- Teachers Training Programme, Children Science Congress, Science exhibitions, seminars, popular talks, mass contact programmes etc.
- (ii) Assam Academy of Mathematics:- Students orientation programme, Mathematics Olympiad and mathematics examinations
- (iii) Assam Physical Society and Indian Association for Physics Teachers:- NCEP and NGPE tests
- (iv) Society for Chemical Education:- Chemistry Olympiad Examination
- (v) North East India Geographical Society:- Institutional member
- (vi) Goalpara Sports Association:- Various sporting activities as affiliated member

(b) (iv) Strength and weakness of the college:

The SWOT (Strength Weakness Opportunity Threat) analysis carried out with the students reflects the major strengths and weakness of the college. These may be outlined as follow: -

Strength: Expansion of infrastructure as well as academic scopes. Another strong point is cordial teamwork of the teachers and healthy relationship among the college community.

Weakness: Services of the large number of teachers have not been regulated. The scope of the expansion has been hampered by paucity of fund. Concrete boundary wall around the campus is not yet completed. Emphasis on physical activities inadequate.

Opportunity-Introduction of carrier oriented subjects, Extra curricular activities and scope of exposure.

Threat:

(a) Irregularity and uncertainty of funding

(b) Dependence on political and administrative set up for developmental activities

Strategies for removal of the above weakness are given due recognition in the administrative policy by the college authority.

(c) (iv) Time bound implementation plan and resource mobilization plans:

The undertaken plans incorporated in the master plan are to be completed by 2010. Vigorous resource mobilization efforts are being made for fund raising. The following fund sources are under constant exploration:

(i) Local Area Development Fund

(ii) Public donation

(iii) Financial assistance/grants from UGC, DST, Industries (eg. BRPL)

(iv) Utilization and exploitation of self resources

Annexure-26

Configuration and other Hardware and Software of Computer

The college computers are enriched with the following configuration of hardware and software :

Hardware :

Hardware	Numbers
Colour Monitor	10
B/W Monitor	01
Scanner	01
UPS 500 VA	10
External Modem	01
Internal Modem	01
Hp Laser Jet Printer	01
Dot-matrix printer	01

Details Configuration of Hardware :

- i. Pentium – 4, 1.7GHZ
- ii. Intel 845GL Chipset MB
- iii. 128MB SDR RAM
- iv. 40gb 5400 rpm HDD
- v. 52 X CD ROM Drive
- vi. 1.44 MB FDD
- vii. 15 " Colour Monitor
- viii. Multimedia Keyboard
- ix. Logitech Scroll Mouse
- x. Speaker
- xi. 2 USB port
- xii. 1 parallel port
- xiii. 1 serial port
- xiv. ATX Cabinet

Details Configuration of Software :

The computer available in the central computer room of the college are equipped with the following software :

1. Windows98
2. Fortran
3. Basic
4. Logo
5. Fox-pro
6. Tally
7. Microsoft Front page
8. Microsoft office
9. Microsoft Visual studio
10. Scandisk
11. WinZip
12. Accessories
 - i. Outlook Express
 - ii. Online service
 - iii. Net meeting
 - iv. Win amp
 - v. Windows media player etc.

Annexure-27

The computer and their accessories in the Computer Centre are maintained as follows :

1. The Computer Management Committee monitor over-all maintenance of the computers and take necessary steps, if and when necessary.
2. Software arrangement of the computers are maintained through scanning the computer time to time.
3. The curation of the hardware are made from time to time.
4. Any major problem incurred in hardware are maintained by hiring computer hardware expert as well as software expert.

* * *

Annexure-28

Following facilities are available in the college campus for sports and physical education :

1. Games and sports :

- i. Playground for Football and Cricket with sufficient playing materials
- ii. For organizing Athletic meet, no permanent tracks are but, before any meet, temporary tracks are made in the existing play ground. Athletics devices are available throughout the year.
- iii. Volley ball and Badminton courts are temporarily arranged when meets are organized. For both the events devices are available in the college.
- iv. Table Tennis Board, Carom Board , Chess and Checker are also available in the college.

2. Physical Education :

Arrangement for imparting physical education are being made.

Annexure-29

Name of events	Year	Status of Event	Venue	Position
Classical Vocal Solo (Kheyal)	2002	Youth Festival	Gauhati University	Gold
	2003	Youth Festival	Gauhati University	Bronze
Classical Instrumental (Solo)	2002	Youth Festival	Gauhati University	Bronze
	2003	Youth Festival	Gauhati University	Gold
Light Vocal	2002	Youth Festival	Gauhati University	Bronze
Bangeet	2002	Youth Festival	Gauhati University	Gold
	2003	Youth Festival	Gauhati University	Silver
Traditional Tribal Song	2003	Youth Festival	Gauhati University	Gold
	2002	Youth Festival	Gauhati University	Bronze
Folk Dance (Group)	2003	Youth Festival	Gauhati University	Gold
	2003	Youth Festival	Gauhati University	Bronze
Debate	2003	Youth Festival	Gauhati University	Bronze

Cultural Procession	2003	Youth Festival	Gauhati University	Consolation Prize
Fine Arts	2002	Youth Festival	Gauhati University	Silver
Cartooning, Painting, and Collage	2002 2003	Youth Festival	Gauhati University	Silver(Total Three)
Clay Modelling	2002	Youth Festival	Gauhati University	Bronze
One Act Play	2003	Inter Goalpara District Drama Competition	Samannay Silpi Samaj, Dolgoma, Goalpara	Best Disciplined Team Award

In 1996, the college team was honoured as the Second Best Team Award in the Youth Festival held at Gauhati University.

In 2003, one student is selected in Assam team for playing in the Vijoy Merchant Trophy
College team received best team award in the Inter College Quiz Competition (G.U.) held at JN College, Boko (Kamrup) in 2003.

* * *

Annexure=30

Institutions (partial) where one or more of our alumni are holding prominent position :

1. Lecturer, Oxford University, U.K.
2. Indian Revenue Service.
3. Indian Administrative Service.
4. Assam Civil Service.
5. Assam Police Service.
6. Combined Defence Service.
7. Probationary Officer, Indian Nationalised Bank.
8. Life Insurance Corporation of India.
9. Lecturer in affiliated colleges of Guahati and Dibrugarh University and other Indian universities and colleges.
10. Reader in Gauhati University.
11. Professor in Dibrugarh and Gauhati University.
12. Ex and present Members of Legislative Assembly, Assam and Meghalaya.
13. Formerly Speaker of the Legislative Assembly, Meghalaya.
14. Cabinet Minister in the Govt. of Meghalaya.
15. Medical and Health Officer in different hospitals.
16. Faculty member of Assam Agriculture University, Jorhat, Assam.
17. Principal in different Higher Secondary Schools of Assam.
18. Assam Government Employee.
19. Teacher in Different Training School.
20. Assam Judicial Service.

21. High court and Lower court.
22. Bharat Sanchar Nigam Limited.
23. Postal and Telegraph Service.
24. Executive Engineers in various Govt. Departments
25. Film industry in Bollywood.
26. Indian Navy
27. Sports Authority of India.

* * *

Annexure-31

The teachers of the college participate in academic and personal counselling both inside and outside the class room.

The teachers also participate in different activities organized by the Career Counselling and Guidance Cell as and when necessary.

This Cell organizes activities such as :

- i. Preparatory interviews
- ii. Spoken English
- iii. Workshops / guest lectures
- iv. Notification of various jobs as notified by the state directorate of employment exchange and other agencies.

* * *

Annexure-32

Goalpara College Alumni Association was formed in January, 2003 at an Alumni Meet organized by Goalpara College. This Association has its own constitution. Its aim and objectives are as follows :

- i. To provide assistance in all sphere in the dissemination of knowledge and learning.
- ii. To provide possible financial assistance for the growth of the institution.
- iii. To provide assistance in the creation of an eco-friendly environment in and around the institution.
- iv. To provide co-curricular and extra-curricular activities among the students.

Although the Association, till now, has not performed any activity in conformity with its aims and objectives, it is at present engaged in a fund raising drive and has been planning to do the following in the initial phase :

- i. Construction of Main Gate No. 2 of the college.
- ii. Supply of basic facilities to the Health Care Centre of the college.
- iii. Supply of equipments and accessories to the proposed college gymnasium.



Goalpara College

GOALPARA

QUESTIONNAIRE FOR ALUMNI/ALUMNAE FOR IMPACT ANALYSIS.

1. Name

2. Present Address

3. Present Occupation

4. Educational Qualification

5. Period for which you were a student of Goalpara College

: From to

: Married / Unmarried

6. Marital status

INSTRUCTIONS

The primary aim of this questionnaire is to study the impact of education provided by Goalpara on students as well as communities of this region. Please read the questions carefully and put a tick mark on the answer which according to you is the appropriate one. For questions which have no simple no type answer, write your opinion in the space provided. Please use separate sheet if necessary. There is no right or wrong answers and no time limit.

- 1). Do you feel proud to be an alumnus / alumna of Goalpara College ?
yes No
- 2). Do you feel that the college had provided you the best education possible at the time you were a student ?
yes No
- 3). When you were a student of Goalpara College, what aspect / aspects of the college you liked ?
- 4). Are you of the opinion that the college is in anyway responsible for the development of your personality ?
yes No
- 5). After leaving the college, have you maintained any link with the college ?
- 6). Do you feel attached to the college ?
yes No
- 7). What makes you happy while talking and thinking about Goalpara College ?
- 8). What, according to you, the college seemed to be lacking at the time you were a student there ?
Have those been made good later ?
yes No
- 9). Do you think that the college has made any progress in imparting education since your days ?
yes No
- 10). Do you feel that studying in Goalpara College and your interactions with its teachers have made you confident in facing the challenges of life ?
yes No
- 11). While talking with your friends, how do you talk about Goalpara College ?
- 12). Do you think that education you received in the college has helped you in choosing your occupation ?
yes No

Are you of the opinion that the college has played a vital role in the development higher education in this region ?

yes No

Do you think that the atmosphere of Goalpara College and the quality of education provided by it have inspired you to pursue further studies ?

yes No

What, according to you, is special about Goalpara College as one of the institutions where you have received your higher education ?

Do you think that the teachers were friendly enough to discuss your academic as well as personal problems freely during your stay in the college ?

yes No

Do you think that Goalpara College is an elite institution of higher education in this region of the state ?

yes No

Did the college campus atmosphere generate the feelings of friendliness and tolerance during your time in the college ?

yes No

Do you think that the college had provided adequate facilities to the students for co-curricular activities with the limited resources then available to the college ?

yes No

Do you feel that the college should introduce more new vocational courses ?

yes No

Do you encourage your wards and your relatives to get themselves admitted in Goalpara College ?

yes No

Did the college authority handle the grievances of the students sympathetically in your days ?

yes No

Do you feel that the college deserves more recognition from everywhere for the services it has rendered to the people of this region ?

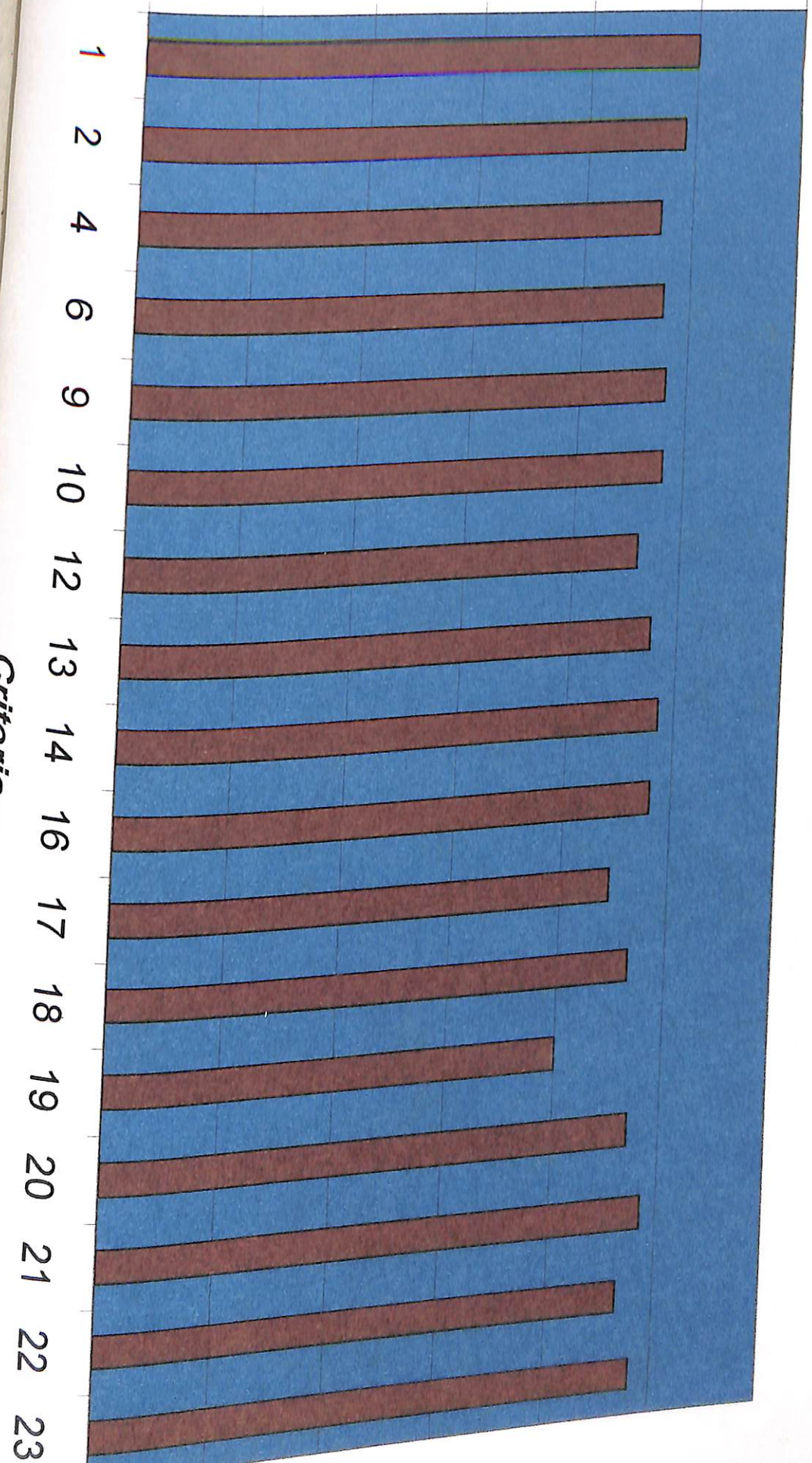
yes No

Please elaborate your response ?

Alumni Feedback

(+ve) Response in P.C.

120
100
80
60
40
20
0



Criteria

(333)

Annexure-33

Policies and criteria for admission are clearly defined to prospective students in the college prospectus.

Announcement of the admission dates are made public through local cable TV channel and by notice on the notice board.

* * *

Annexure-34

Since its inception , the college co-ordinates its activities through a mechanism which involves principal, vice-principal, head of the departments, office superintendent and librarian. To cope with the rapidly changing situation, since 2001, this mechanism has been given a concrete structure which is as follows :

Governing Body of the college is the head of this mechanism and it constitutes the following committees/sub-committees in consultation with the principal. The principal looks into the matter and functioning of these committees.

These committees include :

Name of Committee	Coordinator	Responsibility
Academic Committee	Principal	Looks after the academic matter
Disciplinary Committee	Principal	Takes care of overall discipline of the college.
Library Committee	Librarian	Monitors functioning of the library including purchasing of books and journals, etc.
Departmental Advisory Committee	Head of the Department	Monitors overall activities of the department

Coordinators are to report to the principal from time to time.

Annexure-35

In order to ensure services to the students and teachers and for smooth running of the college, the Governing Body has devised a mechanism to check and maintain the work- efficiency of the non-teaching staff. The salient features of this mechanism are as follows:

- 1) The Governing Body is the apex policy framing and implementing body.
- 2) The principal / secretary acts as the head of this mechanism.
- 3) The principal deposes the vice-principal to supervise the working of the office and menial staff.
- 4) Departmental heads supervise the working of the laboratory bearers of their respective departments.
- 5) Library staff is supervise by the vice-principal as well as by the librarian.

* * *

(336)

Annexure-36

Governing Body generally approves the panel prepared by the selection committee for appointment and the first one in the panel is appointed after getting approval from Director of Higher Education, Assam. But, in one occasion, the confusing caste certificate of the selected applicant for lecturership had dragged the case to the court for its verdict.

* * *

Annexure-37

Comparative statement of college dues from 2001-2003

	2003-04	2002-03	2001-02
	(Rs.)	(Rs.)	(Rs.)
Enrolment			
Admission	60/-	60/-	30/-
Establishment fee	140/-	140/-	35/-
Building+ Physical development fee	150/-	150/-	70/-
Examination fee	60/-	60/-	50/-
Electricity fee	50/-	50/-	25/-
Municipality fee	20/-	20/-	5/-
Library fee	80/-	80/-	40/-
Enrolment fee	30/-	30/-	10/-
Identity card fee	10/-	10/-	6/-
Progress Report fee	10/-	10/-	6/-
Miscellaneous fee	5/-	5/-	1/-
Students Union			
Union fee	50/-	50/-	40/-
Common Room	10/-	10/-	5/-
Magazine fee	35/-	35/-	30/-
Game fee	30/-	30/-	22/-
Festival fee	20/-	20/-	15/-
Students' Aid Fund	10/-	10/-	5/-
Tuition Fee			
H.S.(Arts)	50/-	24/-	24/-
H.S.(Science)	60/-	30/-	30/-
Degree (Arts) General	60/-	30/-	30/-
Degree(Arts) Major	70/-	39/-	39/-
Degree(Science)General	70/-	36/-	36/-
Degree(Sci.)Major	85/-	45/-	45/-

NOTIFICATION

G.O. No. ECD/2003/33 Date: 1.7.2003

It is notified for information of all concerned that the E-C vide its Resolution No. 2003/7/71 dated 7.6.03 approved the recommendations of the Financial Management Committee held on 29.3.03 and decided to raise the fees with effect from 2003-04 and they are as follows :-

Enhancement of rate of fees of Certificates/Diplomas :

A. Provisional Certificates/Diplomas	Existing fees	Recommended fees
1	2	3
1. D.Lit/D.Sc./Ph.D.	Rs. 90/-	Rs. 300/-
2. M.Phil	Rs. 90/-	Rs. 300/-
3. Master's Degrees	Rs. 75/-	Rs. 200/-
4. P.G. Certificates	Rs. 75/-	Rs. 200/-
5. P.G. Diplomas	Rs. 75/-	No Provisional
6. Bachelor's Degrees	Rs. 65/-	Rs. 200/-
7. Rank Certificates	Rs. 95/-	Rs. 200/-
B. ORIGINAL CERTIFICATES :		
8. D.Lit/D.Sc./Ph.D.	Rs. 165/-	Rs. 500/-
9. M.Phil	Rs. 100/-	Rs. 500/-
10. Master's Degrees	Rs. 160/-	Rs. 300/-
11. P.G. Certificates	Rs. 125/-	Rs. 250/-
12. P.G. Diplomas	Rs. 125/-	Rs. 250/-
13. Bachelor's Degrees	Rs. 125/-	Rs. 200/-
14. Certain subject	Rs. 75/-	Rs. 200/-
15. Rank Certificate	Rs. 125/-	Rs. 500/-
16. Transcript fee for each Exams.	Rs. 440/-	Rs. 1000/-
C. DUPLICATE CERTIFICATES :		
17. D.Lit/D.Sc./Ph.D.	Rs. 375/-	Rs. 1000/-
18. M.Phil	Rs. 315/-	Rs. 1000/-
19. Master's Degrees	Rs. 315/-	Rs. 600/-
20. P.G. Certificates	Rs. 250/-	Rs. 500/-
21. P.G. Diplomas	Rs. 250/-	Rs. 500/-
22. Bachelor's Degrees	Rs. 250/-	Rs. 500/-
23. P.U. Certificates	Rs. 190/-	Rs. 500/-
24. Certain subjects	Rs. 125/-	Rs. 400/-
25. Rank Certificate	Rs. 250/-	Rs. 400/-
26. Duplicate Rank Certificate	Rs. 190/-	Rs. 400/-

Contd....2

1	2	3
D. OTHER CERTIFICATES ISSUED :		
27. Registration certificate	Rs. 75/-	Rs. 15
28. Duplicate registration certificate	Rs. 125/-	Rs. 30
29. Migration certificate	Rs. 190/-	Rs. 50
30. Duplicate migration certificate	Rs. 250/-	Rs. 100
31. Eligibility certificate	Rs. 190/- ✓	Rs. 50
32. Name/Surname change certificate	Rs. 250/-	Rs. 40
33. Delay fine for each registration certificate	Rs. 15/-	Rs. 50
34. Enrolment fee for each candidate		Rs. 50
35. Eligibility (outside the university)	Rs. 15/-	Rs. 5000
36. Course completion certificate and other certificate to be issued by the Depts.		Rs. 25

Sd/- M.C. Sarma
Registrar,
Gauhati University.

Date: 8.7.03
Action to :-

- Memo No. N/SCD/Noti/200./ 327-421
Copy forwarded for information and necessary action to :-
1. Concerning Head of the Dept., G.U.
 2. Treasurer, G.U.
 3. Controller of Examinations, G.U.
 4. Secretary, University Classes, G.U.
 5. Director, Students Welfare, G.U.
 6. P.S. to Vice-Chancellor, G.U.
 7. P.S. to Registrar, G.U.
 8. Supdt., Accounts Branch, G.U.
 9. Supdt., General Branch, G.U.
 10. All affiliated colleges under G.U.

Registrar,
Gauhati University.

GOVT. OF ASSAM
OFFICE OF THE DIRECTOR OF HIGHER EDUCATION:: ASSAM:KAHILIPARA:::
GUWAHATI-19.

No. PC/HE/c01/7/93/43 :Dated Kahilipara the 4th July/2003.

From :- Dr. H.K.Sahoo,
Director of Higher Education, Assam,
Kahilipara, Guwahati-19.

To, The Principal,
. (Kahilipara) . . . College,
P.O. Dist.

Sub :- Revision of fee structure.

Ref :- Govt. letter No B(2)H 316/93/pt/137
dated 04/07/2003.

Sir,
With reference to the above, I have the honour
to convey the Govt. decision of revising the fee structure of
the Govt. Colleges including Higher Secondary Schools as
follows :-

H.S. (Arts & Commerce)	Rs. 50/-P.M.
H.S.(Science)	Rs. 60/-P.M.
B.Sc.(Pass)	Rs. 70/-P.M.
B.A.& B.Com (Pass)	Rs. 60/-P.M.
B.A. & B.Com (Major)	Rs. 70/-P.M.
B.Sc.(Major)	Rs. 85/-P.M.

You are, therefore requested to take necessary
action to implement the new fee rates with effect from the
current academic session 2003-2004.

Yours faithfully,

[Signature]
Director of Higher Education, Assam,
Kahilipara, Guwahati-19.

Memo NO PC/HE/c01/7/93/43A:Dated Kahilipara the 4th July/2003.
Copy for information & necessary action to :-

1. The P.S. to Minister Education, Assam, Dispur
Guwahati-6
2. The P.S. to Minister of State, Education,
Assam, Dispur, Guwahati-6.
3. The Addl. Chief Secretary to the Govt. of
Assam, Education Deptt. Dispur, Guwahati-6.
4. The Commissioner & Secretary to the Govt.
of Assam, Education (Higher) Deptt. Dispur,
Guwahati-6.
5. The Secretary to the Govt. of Assam,
Education (Higher) Deptt. Dispur, Guwahati-6.
6. The Addl. Director of Education, Hills,
(N.C.Hills, Haflong/Karbi Anglong, Dist.
Dispur).
7. The Principal Secretary Karbi Anglong
Autonomous Council, Diphu.
8. The Principal Secy. N.C. Hills Autonomous
Council, Haflong.
9. The Secy. Assam Higher Secondary Education
Council, Guwahati-21.
10. The Registrar, G.U./ D.U./ A.U.
11. The G.I.A. Br. of this office.
12. The G.I.A. (B)
13. The A.P.T. Br.
14. The Accounts (A) Br.
15. The Accounts (B) Br.
16. The Audit Br.
17. office Guard file

-Jor

[Signature]
Director of Higher Education, Assam,
Kahilipara, Guwahati-19.

GOVERNMENT OF ASSAM
EDUCATION (HIGHER) DEPTT. DISPUR
8888888888888

No. B(2)H.156/93/37

Dated Dispur, the 16th May/98.

To,

1. The Director of Higher Education, Assam,
Kahilipara, Guwahati-19.
2. The Director of Secondary Education, Assam,
Kahilipara, Guwahati-19.

Sub :-

REVISION OF TUITION FEES.

Sir,

I am directed to say that the Governor of Assam is pleased to revise the existing fee structure of Tuition fees in respect of Colleges including Higher Secondary which is as follows :

<u>CLASS</u>	<u>EXISTING RATES</u>	<u>REVISED RATES</u>
1) H.S. (Science)	Rs. 10/-	Rs. 30/-P.M.
2) H.S. (Arts & Commerce)	Rs. 8/-	Rs. 24/-P.M.
3) B.Sc.	Rs. 12/-	Rs. 36/-P.M.
4) B.A. & B.COM.	Rs. 10/-	Rs. 30/-P.M.

You are, therefore, requested to take necessary action to implement the above enhancement of Tuition fees from the current accademic session, 1998.

Yours' faithfully,

Sd/- K.K. Rajkhowa,
Dy. Secy. to the Govt. of Assam,
Education(H) Deptt.

Dated Dispur, the 16th May/98.

Memo No. B(2)H.156/93/37-A

Copy to the :-

- 1) The P.S. to the Minister, Higher/Secondary Edn.
Assam, Dispur, Guwahati-6.
- 2) The Secy. to the Govt. of Assam, Education
(Secondary) Deptt., Dispur.

By Order etc.

Dy. Secy. to the Govt. of Assam,
Education(H) Department.

Annexure-38

For the benefit of the students as well as the local community, Goalpara College has been organizing different welfare programmes from time to time. Some such programmes, which are in no way exhaustive, are enumerated below :

1. Goalpara College has a Students' Aid Fund to provide financial succour to deserving and needy students.
2. The college has a 'book bank' for the benefit of poor and needy students of the college.
3. Goalpara College takes active part in programmes like Blood Donation Camp, Flood Relief Camp, Disaster Management Training Camp, Donation to Prime Minister's Relief Fund, etc.
4. The college, sometimes in association with other organizations, organizes science exhibition, book fair, training programme for school teachers, workshop for school students on study of science and mathematics, District-level National Childrens' Science Congress, Bharat Jana Vigyan Jatha (BJVJ), etc.
5. The college, sometimes in collaboration with other institutions, organizes National Science Day, World Environment Day, Ramanujan Day, World AIDS Day, International Ozone Layer Depletion Day, etc in various parts of the district with a variety of programmes.

6. Seminars, popular talks, memorial lectures, Olympiad in mathematics and chemistry are organized by the college regularly for the benefit of students and masses.

* * *

Annexure-39

GRIEVANCE REDRESSAL CELL, GOALPARACOLLEGE.

Rules and Regulations :

The Grievance Redressal Cell, Goalpara College has been constituted and approved by the Governing Body in 2003 in order to look into the grievances of students, teachers, non-teaching staff and guardians and redress these grievances through a mechanism laid down for this purpose.

For the smooth functioning of this cell, following rules and regulations have been framed and approved by the Governing Body :

Clause 1: The main constituents of the Grievance Redressal Cell will be

- a) The Grievance Redressal Committee herein after called the GRC.
- b) The Principal of the college and or his designated teaching/ non-teaching staff.
- c) The Governing Body of the college or a committee appointed by it.

(a) :

- i) The G.R.C. shall be constituted by the Principal and should be approved by the Governing Body.

- ii) It shall consist of 7 (seven) members one of whom will be the Co-ordinator.

- iii) The tenure of the G.R.C. shall be two years.

- iv) During the tenure of the G.R.C., the Principal of the college may change any member of the G.R.C. or may add new members to it if the situations so demand.

b):

- i) If and when an appeal is made by the aggrieved party when the decision of the G.R.C. is not satisfactory and it is referred to the Principal, he may look into the matter either personally or through a committee consisting of the co-ordinator of the G.R.C. and a few other members from the teaching / non-teaching staff. of which he will be the convenor.
- ii) The Principal may, however, uphold the earlier decision of the G.R.C.

(c)

- i) Whenever some matters are referred to the Governing Body on the basis of the appeal made by an aggrieved party, the Governing Body may look into the matter either in a full fledged meeting or through committee appointed by it.
- ii) The Governing Body may, however, uphold the earlier decision of the principal.

Clause 2 : Nature of Grievance :

- i) Only those grievances which are related to the academic, disciplinary and administrative matters of the college shall considered by the G.R.C.
- ii) The aggrieved party may be a student, an employee of the college or guardian, but their grievances must be related to those mentioned in 2(i).
- iii) The decision regarding the legitimacy of a grievance for consideration to redress it shall be made by the G.R.C. and its decision shall be final.

Clause 3 : Procedures For Grievance Redressal

A grievance redressal mechanism has been formulated and being approved by the Governing Body. The salient features of this mechanism are as follows :

Grievances are broadly classified into two categories----

- (a) Grievances which require normal attention of the G.R.C. Such grievances must be certain the name and address of the aggrieved party.
- (b) Grievances which require immediate attention of the G.R.C. and grievance where the aggrieved party does not disclose his/her name and address.

3(a) :

- i) The grievances shall have to be submitted in a "Grievance Box" provided for it in the room of Superintending Assistant. But before lodging the grievances he/she must register his /her name and address in full on the Register Book provided for it.
- ii) The Grievance Box will be opened before one hour on the day of the G.R.C. meeting by the coordinator or the person appointed by him.
- iii) The meeting of the G.R.C. will be held on first and third week of every month.
- iv) The GRC meeting will be called by the coordinator with not less than 24 hours' notice.

- v) The quorum of the meeting will be two-third of the total members of the G.R.C.
- vi) The G.R.C. will discuss the grievances and take the decision by a majority members present and voting. In normal condition coordinator will not cast his vote but in case of tie he will have to cast his vote.
- vii) The decision of the G.R.C. is to be conveyed to the Principal by the coordinator.
- viii) The Principal will take necessary action on the basis of the decision of the G.R.C.
- ix) In the absence of the coordinator the Principal may give temporary charge of the coordinator to any member of the G.R.C.

(b)

- i) The Principal will receive the grievance which require immediate attention of the G.R.C. But the aggrieved party must register his /her name and address on the Register Book provided for it.
- ii) The coordinator will convene an emergent meeting within one hour's notice. In this case, the quorum of the meeting will be half of the total members. The decision will be taken by a majority members present and voting. In this case also the coordinator of the G.R.C. has no right to vote, but in case of tie he has casting vote.
- iii) The decision will convey to the Principal of the College by the Coordinator of the G.R.C.

- iv) The Principal will take necessary action on the basis of the decision of the G.R.C.
- v) If the situation is such that the Principal has to dispose the matter Himself, he may deal with it without referring to the G.R.C.

(c) :

- i) The Principal will receive the grievances where the aggrieved party does not want to disclose his /her name and address. But the aggrieved party must register his/her name in the "Register Book" which will kept secret by the Principal.
- ii) The Principal will refer the grievances to the G.R.C. If the grievances are in normal attention the G.R.C. will take the decision according to clause 3 (a),(iii),(iv),(v) and (vi) and if the grievances require immediate attention the G.R.C. will take decision according to clause 3.b(ii).
- iii) The G.R.C. will convey all the decisions to the Principal for necessary action.

Clause 4 :

Amendment of the rules of grievance redressal cell may be made by two-thirds majority of the G.R.C. and such amendment will come in to effect only after Governing Body's approval.

Annexure-40

Even though the college does not provide any direct loan facility, it allows the following institution to provide loan facility to the members of the college.

The college has a registered Co-operative Society viz 'Goalpara College ECONTACTS Limited'. Any member of the teaching and non-teaching staff fulfilling certain eligibility criteria specified by the bye-laws can become a member of this Society by purchasing a minimum of one share. This Society provides facilities of house building loan and special loan to its shareholders.

Goalpara College Teachers' Association, a unit of Assam College Teachers' Association provides loan facilities to its members through a fund called " Mutual Benefit cum Distress Fund" formed with the help of regular contributions from the members of G.C.T.A. It may also be mentioned that distress grants are made to needy members or even non-members from this fund. The college employees having provident fund account can avail provident fund loan facility.

(350)

Annexure-41

The College has a Purchase Committee duly constituted by the Governing Body and the Principal of the college is the convener of this committee. For the purchase of major items, this committee invites quotations through advertisements/ letters. On receipt of the quotations, the committee examines the same and prepare a comparative statement. Based on the comparative statement the Purchase Committee selects the party for supply of materials.

* * *

Annexure-42

Since its inception, the college adopted different procedures for quality assessment to ensure healthy management practices both in academic and administrative activities of the college.

However, in order to cope with the rapidly developing higher education system and the present day needs, a mechanism is formulated in 2001. The salient features of this mechanism are as follows :

The ultimate responsibility for monitoring the internal quality of the college lies with the Governing Body. The Governing Body for this purpose constitutes different committees, which it feels necessary, to monitor the academic as well as administrative activities.

Committees formed to monitor the academic activities :

Academic Committee

The academic committee constituted by the Principal include all the HODs and the vice principal. The principal is the convener of the committee. This committee discusses the performance of the students in different examinations and finalise the result of the internal examinations and looks after all other academic matters.

Disciplinary Committee

It looks into the overall discipline among the students.

Departmental Advisory Committee

There is one such committee for each department where the departmental head is the convener and the faculty members are its member. It looks into the overall academic activities of the department. Assessment of students' performance and formulation of remedial measures are also the responsibility of this committee.

Examination Committee

To conduct the internal examination of the college, an examination committee is there of which principal is the officer-in-charge and the vice-principal is a permanent member. The principal nominates another three/four members to form the committee each year from the teaching staff. This committee conducts the different internal examinations, keeps the records of the students performance and places results of the examinations in the academic committee meeting for discussion. These results are also discussed and analyzed in a staff meeting.

Library Management Committee

This committee, of which the Librarian is the coordinator, monitors and manages the activities of the college library and ensures maximum utilization of the library facilities by the students and teachers.

Computer Centre Management Committee

This committee manages the Computer Centre and monitors its activities in order to ensure proper utilization of computer facility by the students and teachers.

Administrative Committee : The principal and the vice-principal monitor the administrative activities of the college. However, some sub-committees are constituted to assist them in this regard.

Construction Committee

This committee headed by the principal consists of a technical expert and such members of the Governing Body and the teaching staff as nominated by the Governing Body. This committee looks after the construction, maintenance and renovation work relating to construction work of the college.

Purchase Committee

This committee headed by the principal is responsible for any major purchases made for the college.

Grievance Redressal Cell

For the redressal of grievances of students, employees and guardians, a Grievance Redressal Cell is constituted by the principal and duly approved by the Governing Body. This cell formulates a grievance redressal mechanism in which a Grievance Redressal Committee, Principal and his nominated teachers and the Governing Body or its appointed committees are the three constituent parts.

Annexure-43

To strengthen the regular academic programmes the college has introduced and proposes to introduce the following courses :

1. Established Post Graduate School of Correspondence, Gauhati University as distance education centre for obtaining P.G. degree and diploma in certain subjects of humanities.
2. Proposed to establish IGNOU study centre with society- based and need-based subjects which is expected to be operational from the next academic session.
3. **Certificate Course in Computer Application** : The College conducted courses on computer application through Assam Science Society, Goalpara Branch in collaboration with 'Epitome Consultancy', Guwahati for three consecutive terms each of three months duration in 2000-01. However, the MoU was not renewed by the college authority as it applied for CCA conducted by IGNOU. The Computer Centre Management Committee, now proposes to introduce a certificate course in computer application in collaboration with a reputed private agency providing employment potential.
4. The college applied for financial assistance for introduction of certificate course in career-oriented as add on subjects viz :

Science

1. Certificate course in TV & Radio Technician
2. Certificate course in Bio-Fertilizer Production
3. Certificate course in Sericulture
4. Certificate course in Computer Application.
5. Certificate course in Food Processing.

Humanities

1. Certificate course in Rural Development
2. Certificate course in Entrepreneurship
3. Certificate course in Tourism
4. Certificate course in Disaster Management
5. Certificate course in Functional English

* * *

Annexure-44

Besides imparting information based education, the college endeavours to impart value-based education through the following ways :

1. The college organizes seminars / debates / discussions / talks on issues related to different social problems to inculcate civic values and attitudes among the students.
2. The college has a Students' Union, the members of which are duly elected by the students themselves thus enabling the students to learn to take responsibility and carry out their specific duties and responsibilities in a disciplined way.
3. The college organizes cultural programmes and competitions among the students annually.
4. The college makes provisions for annual educational excursions and field tours for a few departments as required by their syllabi. These enable students to know the cultural and ethical details of different people.
5. The college celebrates annually the death/birth anniversaries of some great personalities like Shrimanta Sankardeva and Hazarat Muhammad, the prophet, Saraswati Puja, Republic Day, Independence Day, National Science Day, World Environment Day, etc. These help the students to understand our religion and culture and inculcate the sense of national integration, patriotism and fellow feelings among them.

Annexure-45

The teacher-student relationship in every department of the college is very congenial and the teachers help the students both inside and outside the class-room in personality development, specially in developing leadership quality, ability to do team work and analytical skills. Seminars, group discussions are regularly arranged and guest lectures are also organized in some of the departments.

Career Counseling and Guidance Cell of the college arranges workshops in which resource persons advise students how to develop personality and face interviews.

Students are encouraged to contribute to the college magazine and the wall magazines published by individual departments as well as by the college as a whole.

Some of the departments of the college organize project works and survey works to impart practical knowledge to the students. Some of the departments of the college have got provisions for arranging educational excursions and field trips in order to acquaint themselves with the various facets of the concerned subjects.

Annexure-46

To fulfill its goals and objectives, the college has taken the following steps :

- i. To impart higher education to S/C, S/T, OBC, and MOBC reservations of seats for admission into the college is provided as per the Central Government rules. Deserving students from economically weaker section of the society are provided with aids from Students' Aid Fund and text books from the Book Bank.

Proposals under the tenth plan are submitted to the UGC for financial assistance to introduce a remedial course for SC and ST students.

- ii. To prepare the students for self-employment, two vocational subjects viz. Industrial Fish and Fisheries and Bio-technology have already been introduced with financial assistance from the UGC

Proposals under the tenth plan are submitted to the UGC for financial assistance to introduce ten job-oriented subjects as add on subjects.

- iii. To fulfill the socio-economic needs of the state, different programmes are carried out by the centres mentioned in Annexure - 55.

Some of the teachers of the college, through personal research activities, highlight such socio-economic problems.

NSS unit of the college organizes awareness programmes

among the students and mass people to train them in civic and moral responsibilities.

- iv. In order to train the students in co-curricular and extra-curricular activities, training programmes are arranged with the help of locally available experts. Our students show satisfactory performance in youth festivals organized by Gauhati University every year.

* * *

APPENDIX

Annual Report

2001-2002

**GOALPARA COLLEGE
GOALPARA: ASSAM**

Annual Report
Goalpara College
Session : 2001-02

Introduction :

Goalpara College, established in 1955 is a deficit grants-in-aid college affiliated to Gauhati University, Guwahati, Assam. The college is a co-educational institution with under graduate course of studies in both Arts and Science streams in first degree level. However, as in many other colleges in Assam, this college also admits students for two year Higher Secondary courses (Arts and Science) under Assam Higher Secondary Education Council.

The college, as per Assam Non-Government College Management Rules, has one Principal (at present in-charge) who is also the secretary of the Governing Body. Besides, there is a vice-principal, teachers and non-teaching staff. A substantial number of the students belong to SC, ST, OBC, MOBC and other weaker sections of the society.

The college receives limited grants from UGC, state govt. and other agencies which are utilized for the development and expansion of physical facilities such as the construction/renovation of new building, purchase of equipments and chemicals for laboratories, expansion of library facilities, computer facilities and for creation of other facilities to meet academic and administrative needs. However, the financial resources

(2)

available at present, fall far short of the requirement to promote the desired development.

In addition to the traditional courses, the college offers another two vocational courses namely Industrial Fish and Fisheries and Bio- technology. However, the response of students for the vocational courses is yet not satisfactory.

Enrolment :

In the year 2001-02, a total of 976 students got enrolled in the H.S. course in arts and Science stream together. The number of students admitted in the same year in T.D.C. (Arts & Science) is 1020 only.

New Subjects :

The number of subjects covered in the under-graduate level this year remains the same as in the previous year. However, to meet the increasing demand of the students, major course in Education has been introduced this year in the first year of B.A. course.

Staff Strength :

This year the number of teaching staff has registered marginal growth. The number of teachers at the end of the academic year is 71, the break-up of which is as follows :

No. of teachers in sanctioned post = 53

No. of teachers in non-sanctioned post = 11

No. of part time teachers = 07

(3)

Among the non-teaching staff, the number of librarian, assistant librarian and grade-III library employee is one each.

The college office was manned by 09 grade – III and 34 grade- IV employees.

Growth of infra-structure :

A building consisting of five rooms having a total area of approximately 180 sq. meter has been constructed this year in the campus with fund made available from the LAD fund of local MLA.

Some furniture were also procured this year which include 40 pairs of desks and benches, 30 chairs, 03 tables and 02 black boards.

The following instruments /laboratory equipments have been purchased for different science departments as well as for the college.

CHEMISTRY:

Centrifuge machine (electrical) : 01 no.
do (Hand operated) : 02 no.s
Hot plate (electrical) : 01 no.

GEOGRAPHY:

Dumpy Level : 01
Theodolite : 01
Planimeter : 01
Survey Umbrella : 03
Ranging Rod : 10

(4)

Rotameter	: 03
Levelling Staff	: 02
Measuring Tape	: 03
Water Current Meter	: 01
Telescope	: 01

PHYSICS:

Slotted Weight	: 02 sets
Sodium Lamp Transformer	: 02 no.s
Slide Calipers	: 04 no.s
Screw Gauge	: 03 no.s
Spherometer	: 03 no.s
Milliammeter	: 02 no.s
Microammeter	: 04 no.s
Pointer Galvanometer	: 02 no.s
Millivoltmeter	: 02 no.s
Viscosity Apparatus	: 01 set
Kater's Pendulum	: 01 no.
Optical Bench	: 01 set
Potentiometer	: 02 no.s
Transistor Characteristic	: 01 no.
Rigidity Modulus Apparatus	: 01 no.

(5)

Potential Divider	:	01 no.
Spectrometer	:	01 no.
Induction Coil	:	01 no.
A.C. Millivoltmeter	:	02 no.s
Resistance Coil	:	04 no.s
Bar Magnets	:	02 pairs

INDUTRIAL FISH AND FISHERIES :

Slide Cabinet	:	01 no.
Thermo hydrometer	:	02 no.s
Plankton counting Cell	:	02 no.s
Plankton Net	:	03 no.s
Hot Plate	:	01 no.
Hand Tally counter	:	01 no.
Research Binocular Microscope	:	02 no.s
Rotary Micro tome	:	01 no.
Magnetic Stirrer	:	01 no.
Microphotography Equipment	:	01 set
Projection Microscope	:	01 no.

STATISTICS :

Electronic Calculator (820)	:	12 no.s
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Library Facility :

A total of 368 new books were added to the existing stock of library books this year thereby increasing the number to 23329. This year, the college subscribed to 12 and 58 journals/periodicals and magazines respectively.

Co-curricular & Extra-curricular activities :

Co-curricular and extra-curricular activities have been given a new thrust. More and more members of the college fraternity have been involved in environment awareness programme, AIDS awareness programme, etc. Further one NSS camp was organized while district level Childrens' Science Congress has been revitalized. The achievement in cultural activities is spectacular as evident from earning laurels in university youth festival.

Development of Research and Extension :

The college has neither infra-structural facility nor any provision for research work.

Resource development :

A number of teachers have availed orientation/refresher courses this year besides a few attending seminar, workshop, etc for professional development.

A new building as mentioned above has been constructed this year adding to the physical growth of the college.

Qualitative level of the institution :

The college is maintaining a steady level of quality in teaching-learning with no marked improvement.

(7)

Notwithstanding this, the college adopted a few measures aimed with qualitative improvement of the learners in view.

The existing class routine has been thoroughly updated taking into consideration the following criteria :

- i. Number of available teachers in different departments
- ii. Contents of the syllabus
- iii. College working days
- iv. Available infra-structural facility
- v. Size of classes.

Further, traditional method of teaching have been supplemented by audio-visual aids to a limited extent.

Research by teachers :

Some of our teachers are engaged in active research. A total of ten research/seminar papers have been published by our teachers this year.

Budget :

The annual budget of the college for this year showed total expected earning in the non-plan head as Rs. 1,68.88,000/- only and the expected expenditure as Rs. 1,68,84,000/- only with a marginal surplus of Rs. 4,000/- Only. The total outlay of

(8)

the whole budget is as follows :

Sl.no.	Receipt	Expenditure
1	Non-plan budget : Rs. 1,68,88,000/-	Rs. 1,68,84,000/-
2	Plan budget : Rs. 18,00,000/-	Rs. 18,00,000/-
	Total : Rs. 1,86,88,000/-	Rs. 1,86,84,000/-
	Surplus :	Rs. 4,000/-

Audit :

Accounts of the college for the period 01-04-2001 to 31-03-2002 was duly audited by Mr. B.K. Patowary, Audit Officer, Local Fund Audit, Assam.

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Annual Report

2002-2003

**GOALPARA COLLEGE
GOALPARA : ASSAM**

Annual Report
Goalpara College
Session : 2002-03

Introduction

Goalpara College, established in 1955 is a deficit grants-in-aid college affiliated to Gauhati University, Guwahati, Assam. The college is a co-educational institution with under graduate course of studies in both Arts and Science streams in first degree level. However, as in many other colleges in Assam, this college also admits students for two year Higher Secondary courses(Arts and Science) under Assam Higher Secondary Education Council.

The college, as per Assam Non-Government College Management Rules, has one Principal (at present in-charge) who is also the secretary of the Governing Body. Besides, there is a vice-principal, teachers and non-teaching staff. A substantial number of the students belong to SC, ST, OBC, MOBC and other weaker sections of the society.

The college receives limited grants from UGC, state govt. and other agencies which are utilized for the development and expansion of physical facilities such as the construction/renovation of new building, purchase of equipments and chemicals for laboratories, expansion of library facilities, computer facilities and creation of other facilities to meet academic and administrative needs. However, the financial resources available at present, fall far short of the requirement to promote the desired development.

In addition to the traditional courses, the college offers another two vocational courses namely Industrial Fish and Fisheries and Bio-technology. However, the response of students for the vocational courses is yet not satisfactory.

Enrolment

The enrolment in this academic session showed slight improvement as compared to the previous year. In the year 2002-2003, 822 students joined H S classes (Science and Arts), which the corresponding figure for B A and B Sc was 1159 only.

New subject

Neither any new subject nor major in any subject has been introduced in this session.

Staff Strength

The teaching staff this year at the end of the academic year was 77. The break-up of the teacher of different categories are shown below.

No. of teachers in sanctioned post = 52

No. of teachers in non sanctioned post = 10

No. of part time teachers = 15

Among the non teaching staff, the college library has, after the superannuation of the employee, one librarian and one grade III employee.

The college office is manned by 9 grade III employee and 33 grade iv employees of whom 9 are exclusively for office administration, two for library, 17 for laboratory and 5 for the two hostels (boys and girls)

Growth in infrastructure

During the current year, to accommodate the increase demand for hostel boarders, five new rooms were added to the existing boys' hostel. The total area of the rooms is approximately 900 square feet.

Further a portion of the boundary wall was constructed with fund made available from the LAD fund of local MLA

The following are some of the teaching aids purchased this year

(a) Furniture : Card catalogue cabinets ---	3 No.s
(b) Changing tray	2 No.s
(c) Steel racks for books	14No.s

The following instruments/laboratory equipments were purchased for science departments as well for the college.

Chemistry :-

Overhead Projector	:	01 no.
Digital p ^H meter	:	01 no.
Muffle Furnace	:	01 no.
Electronic Balance	:	01 no.

Geography :-

Overhead Projector	:	01 no.
Tracing Table	:	02 no.

Physics :-

Physical Balance	:	04 nos
Chemical Balance	:	01 no.
Demonstration	:	01 no.
Screw Gauge	:	01 no.
Hydrostatic Balance	:	01 no.

(12)

Fortin's Barometer	:	01 no.
Slide Calipers	:	06 no.s
Overhead Projector	:	01 no.

Library Facility

The library procured 820 new books this year. The number of journals/periodicals in the library and magazines available for the readers this year was 98 and 71 respectively.

Co-curricular & Extra-curricular Activity

This year Chemistry Olympiad was held in the college centre which received wide response from the students' community.

NCC contingent of the college was adjudged as second best contingent in the official Republic Day parade this year. Some other activities of the college this year include community development surveys and vocational skill development by Women's Research and Study Centre.

The college maintained their good performance in Gauhati University Youth festival and was adjudged the second best team.

Generation of Resource/Fund

The college administration substantially raised students' fees for augmenting developmental activities .

A grant of Rs 700000/- was received by the college from the UGC this year for development of the college library/laboratory.

Qualitative level of the Institution

The college is maintaining a study level of quality in teaching –learning with no marked improvement. The college adopted some measures for the qualitative improvement of the learners. The existing college routine was updated thoroughly taking into consideration the following criteria :

- (a) Number of teachers available in different departments
- (b) Contents of the syllabus
- (c) College working days
- (d) Available infra-structural facility
- (e) Size of classes

Some more audio-visual aids were made available to enrich the traditional method of teaching .

Research by Teachers

Some of our teachers engaged themselves in active research. A total of 23 research/seminar papers were published by individual teachers during this year.

Budget

As per annual budget for the financial year 2002-03 , the total receipts from state government and internal (own) sources in the non-plan budget was estimated at Rs.19294000/- and the total expenditure was estimated at Rs. 19127000/- only. The budget was a surplus one.

(14)

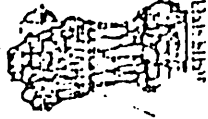
The plan budget included the anticipated grants from the U.G.C., area development funds and also donations and contributions from public along with the related anticipated expenditures.

Increase in income from own sources through enhancement of fees and also increase in expenditure for extension works , development of the library , science laboratories and play grounds had been given priority in the budget. The total outlay of the whole budget was as follows :

Sl. No.	Receipt. (Rs.)	Expenditure (Rs.)
1	Non-plan budget: 1,92,94,000/-	1,91,27,000/-
2.	Plan budget : 20,00,000/-	20,00,000/-
Total	2,12,94,000/-	2,11,27,000/-
Surplus : Rs. 1,67,000/-		

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অসম

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THE ASSAM GAZETTE

অসাধাৰণ

EXTRAORDINARY

প্ৰাপ্ত কৰ্তৃত্ব দ্বাৰা প্ৰকাশিত

PUBLISHED BY AUTHORITY

নং 118 দিগপুৰ, শনিবাৰ, 16 জুন, 2001, 26 জেঠ 1923 (শক)
No. 118 Dispur, Saturday, 16th June, 2001, 26th Jyaishta, 1923 (S.E.)

GOVERNMENT OF ASSAM

ORDERS BY THE GOVERNOR

EDUCATION (HIGHER) DEPARTMENT

NOTIFICATION

The 15th June, 2001

No. B(2)H.294/2(a)1/4.--In supersession of the Assam Aided College Management Rules, 1976, except in respects of things done or omitted to be done before such supersession, the Government of Assam is hereby pleased to make the following rules regulating the management of Non-Government Colleges in Assam, namely :-

1108 THE ASSAM GAZETTE, EXTRAORDINARY, JUNE 16, 2001

1. Short title, application and commencement :-

- (1) These rules may be called the Assam Non-Government College Management Rules, 2001.
- (2) They shall come into force on the date of their publication in the Official Gazette.
- (3) They shall be applicable to Non-Government Colleges in Assam affiliated by any Central or State University of Assam and in receipt of deficit Grants-in-Aid or ad-hoc Grants-in-Aid from the State Government.

2. Definitions -- in these rules, unless there is anything repugnant in the subject or context :-

- (a) "College" means a Non-Government College;
- (b) "Constitution" means the Constitution of India;
- (c) "Director" means the Director of Higher Education, Assam;
- (d) "Governing Body" means the body constituted under rule 3;
- (e) "Governor" means the Governor of Assam;
- (f) "Management" means the body or group of persons administering the affairs of a Non-Government College including academic affairs as well as the affairs relating to the assets and liabilities of the Non-Government College in fair manner within the framework of established financial and administrative principles of the State Government from time to time;
- (g) "Non-Government Colleges" means colleges for imparting Higher education in the Post-secondary courses, established and situated in Assam, affiliated by any Central or State University of Assam and receiving the concurrence of the State Government;
- (h) "President" means the President of the Governing Body;
- (i) "State Government" means the Government of Assam;
- (j) "Secretary" means the Secretary to the Governing Body;

THE ASSAM GAZETTE, EXTRAORDINARY, JUNE 16, 2001 1109

4. Composition of the Governing Body :-

- (1) The Governing Body shall consist of :-
- (a) One President; ✓
- (b) One Secretary, the Principal of the College shall be the ex-officio Secretary of the Governing Body;

Provided that if circumstances so demands, the Director may nominate any person from the teaching staff of the college to act as the Secretary in lieu of the Principal of the College, for a period of six months, and beyond that period with the State Government's prior approval.

(c) The Vice-Principal-Member-Ex-Officio :-

(d) Two members to be nominated by the affiliating University concerned;

(e) One member to be nominated by the Director from the field of Education;

(f) One woman member to be nominated by the Director;

(g) One member to be nominated by the Director from the Backward Classes;

(h) Local Deputy Commissioner or his representative may be included as a member;

(i) Other members as may be nominated by the Director in which the local member of the Legislative Assembly and the Chairman, Zilla Parishad may be included;

(j) The Governing Body shall elect one member from amongst the Teaching and Non-Teaching Staff of the college on the submission of a three persons panel by the Principal. However, they shall have no voting right during discussion of service matters which concern them.

(2) The minimum number of members of the Governing Body shall be ten and shall not exceed twelve.

(3) Whenever the Governing Body is constituted, the Director of Higher Education shall nominate one member to be the President of the

1110 THE ASSAM GAZETTE EXTRAORDINARY, JUNE 16, 2001

from the date of its constitution. The term may, however, be extended for another period of two years by the Director with the prior approval of the State Government.

Provided that if the Director is satisfied at any time that a particular Governing Body is not functioning in the best public interest, the Director may dissolve the Governing Body and constitute a fresh Governing Body thereafter, recording his views with reason thereof through a speaking order for the purpose.

6. Taking over the management of a Non-Government College.--In the event of mismanagement of the affairs of a Non-Government College, the State Government may take over the control and management of the College for a period not exceeding six months, and make arrangement for the management of the college in such manner as may be considered necessary and the arrangement so made may be extended for such further period by the State Government as may be deemed necessary.

7. Accountability of the Governing Body.-- The Governing Body, constituted under Rule 3 shall be responsible for the proper financial management, including the upkeepment of the assets of the Non-Government College and management of its academic affairs.

8. Secretary of the Governing Body to report to the Director.-- The Secretary of the Governing Body shall be responsible to report to the Director about any deviation of financial norms and procedures or any loss of assets of the College immediately whenever it comes to his notice.

9. Restriction of some members to attend the Governing Body.-- No member of the Governing Body, being an employee of the College, shall attend any meeting of the Governing Body at which any matter relating to his pay, promotion or conduct is under discussion. But it shall be open to the President to call him for making any statement or representation on the subject but he shall have to leave the meeting after doing so, when decision is to be taken.

10. Restriction of some members to enter into contract for works of the College.-- No member of a Governing Body shall enter into any contract for work, supply of materials or for any sale or purchase with the Governing Body.

11. Disqualifications.-- Any member, who absents himself for more than four consecutive meetings of the Governing Body, without informing the President, shall cease to be a member of the Governing Body and the Secretary shall report the fact to the Director for record. Further, the nomination of member of the Governing Body shall be void owing to any of the following grounds :-

(i) if he becomes insolvent :

(ii) if by reasons of physical or moral turpitude he becomes incapable of acting as such :

(iii) on death or resignation :

(iv) on his being convicted of a criminal offence involving moral turpitude.

12. Vacancy in the Governing Body :-

(1) Any occurrence of vacancy in the Governing Body shall be reported by the Secretary forthwith to the Director who shall thereupon take steps to fill up such vacancy in the manner in which it was originally filled up.

(2) No act or proceedings of the Governing Body shall be invalid merely because of any vacancy of its members.

13. Meeting of the Governing Body :-

(1) The Governing Body shall meet at least once in every six months, but it may meet at shorter intervals also, if circumstance so demands and the President of the Governing Body is satisfied that such meeting is necessary.

(2) A meeting of the Governing Body shall be called by the Secretary with the consent of the President, if it is not a requisitioned meeting by the 2/3 (two-third) members of the Governing Body, with not less than 7 (seven) days' notice.

(3) The notice of a meeting shall set forth the business to be transacted at the meeting and no business other than so stated shall be transacted, except with the consent of three-fourth of the members present.

(4) Except any emergency meeting, which shall be so notified, all meetings of Governing Body shall be held in the College premises.

14. Proceedings of the meeting of the Governing Body :-

(1) The minutes of the proceedings of the meeting shall be recorded in the 'Proceedings Book' by the Secretary and signed by all the members present.

(2) If any note of dissent is given by any member it shall be recorded in the Proceedings-Book.

(3) All records of the Governing Body shall be kept in the College Office and the head of the College shall be responsible to preserve all such records properly and safely.

15. Presiding over the meeting.-- At the meeting of the Governing Body shall be presided over by the President and in the absence of the President, the other members present may select or elect one of them to preside over the meeting ~~already notified and approved before hand by the President.~~

16. Quorum.-- At least ^{seven} ~~three~~ members of the Governing Body, ~~excluding~~ the ~~accepted~~ member shall form a quorum of the meeting.

17. Secretary to make correspondence.-- Under the direction of the Governing Body, the Secretary shall make all correspondence with the appropriate authority on behalf of the Governing Body.

Provided that no correspondence shall be made direct to the State Government, but it, however, can be addressed through the Director.

18. Governing Body to obtain prior approval of the Director in certain matters.-- The minutes of the proceedings of the Governing Body meeting shall be sent to the Director and the concerned affiliating University. No final decision regarding appointment, promotion, suspension, termination, removal or dismissal of teaching or non-teaching staff including that of the Principal or any construction works involving Rs.10,000/- (Ten thousand) or more shall be undertaken by the Governing Body without the prior approval of the Director.

Provided that so far as Non-Government Colleges are concerned, the Governing Bodies are not required to send the proceedings of the meeting to the Director but it will be open for the Director to call for the proceedings, if any complaint is received against the Governing Body and any direction given by the Director on it shall be final and binding on the Governing Body of the College.

19. Duties of the Governing Body:

In general the following are earmarked as duties of a Governing Body in respect of Non-Governing Colleges receiving deficit Grants-in-Aid:

- (i) to undertake financial management of the College, to utilise the Grants-in-Aid received from the State Government, University Grants Commission and any fund collected as authorised subscriptions and received as fees from the students for the academic purpose of the College, including payment of salary etc.

to the Teaching and the non-teaching staff of the College;

(ii) to arrange for the maintenance of the College buildings, furniture and equipment as required, including playground, auditorium, libraries etc.;

(iii) to grant leave to the teaching and non-teaching staff subject to the existing leave rules to grant leave, other than casual leave and arrangement made to fill up the vacancies, should be reported to Director and to concerned affiliating University;

(iv) to appoint persons in connection with the affairs of the College against the post or posts so sanctioned by the State Government with scrupulous compliance of the ~~Reservation Policy under 20 points Basket~~ of the State Government ~~Reservations & Policies.~~

(v) to arrange for half-yearly internal audit for all college funds and verification of stocks, furniture and other assets;

(vi) to submit annual audited accounts preferably audited by a Chartered Accountant latest by thirtieth June of every year, in respect of the proceeding financial year;

(vii) to reply to audit objections or inspection notes on the Accounts of the College audited or inspected by the Inspector/Auditor of the Education Department, Director of Local Audit, Assam and the Accountant General, Assam;

(viii) to submit annual report with statistics in respect of the enrolment of students stream-wise, subject-wise, result, teaching days held, performance of Lecturers in an academic session, to the Director and to the affiliating University concerned;

(ix) to oversee the functioning of the disbursing officer in disbursing the stipend/scholarship sanctioned to the students in time, as well as to strive for preservation of an excellent academic standard of the College;

(x) on behalf of the Governing Body the Secretary shall receive and draw the grants sanctioned by the State Government and by the Government of India and University Grants Commission from

(xi) to ~~draw the grants sanctioned by the State Government and by the Government of India and University Grants Commission from~~ ~~the State Government and by the Government of India and University Grants Commission from~~

GOVT. OF ASSAM
 EDUCATION (TECHNICAL) DEPARTMENT: DISPUR
 ORDERS BY THE GOVERNOR OF ASSAM
NOTIFICATION

Dated Dispur, the 16th Oct/2001.

NO. B(2)H 294/2000/39 The Governor of Assam is hereby pleased to make the following rules to amend the Assam Non-Government College Management Rules, 2001, hereinafter referred to as the Principal Rules, namely :-

Short
 title
 extent and
 Commencement

1. (1) These rules may be called the Assam Non-Government College Management (Amendment) Rules, 2001.
- (2) It shall have the like extent as the Principal Rules.
- (3) They shall come into force on the date of their publication in the official Gazette.

Amendment
 of Rule 2

2. In the Principal Rules, in Rule 2
 - i) In the first line, for the word "repugnant", word "repugnant" shall be substituted;
 - ii) In clause (g) for the word "imparting", the word "imparting" shall be substituted.
3. In the Principal Rules, in rule 3, in the heading for the word "Boy", the word "Body" shall be substituted.

Amendment
 of Rule 3

Substitution
 of rule 4

4. In the Principal Rules, in rule 4, for the existing provisions, the following shall be substituted, namely :-

" 4. Composition of the Governing Body :-

- (1) The Governing Body shall consist of :-
 - a) One President ;
 - b) One Secretary, the Principal of the College shall be the ex-officio Secretary of the Governing Body.

Provided that if circumstance so demands, the Director may nominate Vice-Principal or the seniormost member from the teaching staff of the College to act as the Secretary in lieu of the Principal of the College, for a period of six months, and beyond that period with the State Government's prior approval ;

contd. 2/-

- c) The Vice-Principal - Member- Ex-officio;
- d) Two members to be nominated by the affiliating University concerned;
- e) Two members to be nominated by the Director from the field of education, out of which one should be from the guardians;
- f) One woman member to be nominated by the Director, provided that there is no woman member in the Governing Body;
- g) Two teachers to be elected annually by the teachers from amongst themselves for a period of one year from the date of constitution of the Governing Body :
 Provided that the teachers so elected shall not be eligible for being re-elected for the successive term.

- ✓h) One member from the non-teaching staff to be nominated by the Principal annually from the date of constitution of the Governing Body ;
- i) Except in cases where there is a life member in Governing Body in pursuant to any agreement to the context, the donors providing Rs. 50,000/- or more shall elect one member among themselves to the Governing Body for a period of one year.
- 2) The minimum number of members of the Governing Body shall be ten and shall not exceed twelve.
- 3) Whenever the Governing Body is constituted the Director of Higher Education shall nominate one member to be the President of the Governing Body .

Insertion in rule 7

5. In the Principal Rules, in rule 7, after the existing provisions, the following shall be inserted, namely :-
 " The Governing Body shall see that the teachers perform their duties in classes and examination and attend the college as per norms of the University Grants Commission. A self appraisal report regarding performance from every teacher shall be obtained annually by the Governing Body and forward the same to the Director, Higher Education for perusal " .

Amendment of Rule 13

- 6. In the Principal Rules, in rule 13,
 - i) in sub-rule (1), in the first line, for the word "six", the word "four" shall be substituted;
 - ii) In sub-rule (2), in the second line, for the word "the" occurs between the word "with" and "consent", the word "prior" shall be substituted.

Substitution
of Rule 15

7. In the principal Rules, in rule 15, for the existing provision, the following shall be substituted, namely :-

" 15. Presiding over the meeting - The meeting of the Governing Body shall be presided over by the President and in the absence of the President, the other members present may select or elect one of them to preside over the meeting".

Substitution
of Rule 16

8. In the principal Rules, in rule 16, for the existing provisions, the following shall be substituted, namely :-

"16. Quorum. - At least seven members of the Governing Body shall form a quorum of the meeting."

Amendment
of rule 18

9. In the principal Rules, in rule 18, -
i) in the first paragraph, for the letters, words, figure and brackets "Rs. 50,000/- (Fifty thousand)", the following letters, words, figure and brackets shall be substituted, namely :-

"Rs. 1,00,000/- (one lakh)";

ii) In the proviso, in the first line, after the word "concerned" and before the words "the Governing Bodies", the following shall be inserted, namely :-

" who are not brought under deficit system of grants-in-aid".

Amendment
of Rule 19

10. In the principal rules, in rule 19, -

i) in clause (iv), for the existing provisions, the following shall be substituted, namely :-
"(iv) to appoint persons in connection with the affairs of the College against the post or posts sanctioned by the State Govt. with scrupulous compliance of the University Grants Commission guidelines and State Government instructions and policies;"

ii) For clause (x), the following shall be substituted, namely :-
x) except scholarship money and students union fund all other funds of the College shall be jointly operated by the Secretary and the President, where the President is not willing to operate the funds jointly, the

// //

Governing Body may appoint one Treasurer from amongst the members for the purpose of joint operation of the College funds".

Amendment
of Rule 21

11. In the Principal Rules, in rule 21,
- i) In clause (v) In the last line, after the words " classes " the word " Examination " shall be inserted ;
 - ii) After clause (v) the following new clause shall ^{be} inserted, namely -
 - vi) "(iv) to ensure that all the duties regarding teaching and examination, co-curricular and extra-curricular activities are duly performed by the teachers of the College".

Sd/-(P.C.Sharma),
Commissioner & Secy. to the Govt.
of Assam, Education Department-

Memo NO B(2)H 294/2000/39 A: Dated ২০০০/১০/১৬ Dispur, the
16th Oct/2001.

Copy to :-

1. The Director, Assam, Govt. Press, Bamunimaidam, Guwahati -21. He is requested to publish the above notification in the next issue of Assam Gazette and to send 500 (five hundred) copies to this Deptt. after publication.
2. The Director, Higher Education, Assam, Kahilipara, Guwahati -19.
for necessary action.

By order etc.
Sd/- illegible.
Dy. Secretary to the Govt. of Assam,
Education (H) Deptt.

Academic Committee

Regulations –

The academic committee, Goalpara College has come into being as an automatic process (by convention) from the date of inception of the college.

The smooth functioning of the committee has been ensured by adopting the following norms, which are also known to every person / body associated with the activity of the college.

Constituents—

- (a) Heads of all the departments of the college will automatically be a member of the committee.
- (b) Principal will be the convener of the committee. He will act as the chairman of the committee in the meetings.
- (c) All departments are to be represented in the committee. If some of the head of the departments are on leave the next senior person or a person nominated by the head of the deptt will represent the deptt.

Function and Role—

- (a) The committee will formulate policies in academic matters and its effective implementation is to be ensured by the principal.
- (b) The committee sit when it is felt necessary by the principal and may also be requisitioned by a considerable number of deptts. As a routine work, the will sit (i) along with the admission committee to formulate principles of admission at the beginning of the session, (ii) along with examination committee to formulate the principles of finalisation of the college examination results. It

will also discuss the academic atmosphere and attendance of students and formulate mechanisms for effective implementation of guidelines of affiliating organisations / institutions as received from Gauhati University and the Director , Higher Education .

Powers—

- (a) It will have power to advice the principal in all academic and administrative matters .
- (b) When so asked by the convener , it will discuss all matter relating to the college , without looking into the jurisdiction of any sub-committee/ committee and advice the principal about the remedial measures.

* * *

Admission committee

For smooth functioning and conduct of the admission process of the college sub-divided into four sub committees each with a convener and four to five members are formed annually by the principal . Though not a member of any of the committees noted above , the principal will act as the ex-officio Chairman of the committees.

Function and Role—

(a) The admission sub-committees will collect the application forms of candidates seeking admission in IIS(Arts) and IIS(Sc) 1st year and Degree (Arts & Sc) 1st year from the office . They will prepare a details statement on the applications and present the statements in a joint meeting of admission and academic committees for taking decision and prepare guidelines .

(b) On the basis of the above guidelines they will further scrutinise and group the application forms on the basis of which a list is prepared and notified . Subsequently , the applicants are asked to appear an interview for verification of forms and completion of selection and admission process on the same day.

For classes other than those mentioned above , the college is to admit the qualified candidates of the previous examinations , the admission committee as well as the academic committee normally authorises the principal to admit the qualified candidates in the respective classes .

Examination Committee

For smooth conduct functioning of the college examinations a committee of 5(five) to 6(six) members , excluding the principal , in the name of Examination Committee is formed annually by the principal . The vice- principal will be the ex-officio member and the other members and the convener of the committee will be nominated by the principal . Though not a member in the notified committee, the principal will act as the ex-officio Chairman of the committees.

Functions and Role—

- (a) It will formulate the time-table of the examination scheduled .
- (b) Appoint necessary invigilators and other staff.
- (c) Use necessary accommodation as examination halls.
- (d) Receive question papers , process them and issue necessary question papers to each hall .
- (e) Receive answer scripts and issue them to examiners and take the marksheet back .
- (f) Tabulate the marks received and present them in the joint meeting of the Examination committee and Academic committee.
- (g) To work out the details as per decision of the joint meeting and present the outcome to the principal for final implementation .

Extension Education Centre

This committee constituted by the Governing Body consists of 7 members out of which one shall be the co-ordinator of the committee . Following are the rules and regulations of the committee .

1. The committee shall be known as Extension Education Centre , Goalpara College .
2. There will one co-ordinator and 6 members from the teachers .
3. The committee will out for arranging various programmes for extension of education amongst the students and common people .
4. The term of the committee will be for 2 (two) years .
5. The co-ordinator will have power to contact similar education centres , NGOs , Govt organs etc and organise workshops , seminar , symposium etc on behalf of the centre .
6. The committee will power to amend , append rules as and when it feels necessary .

Rules regarding the use of the college library:

1. a. The library is meant for the use of all the bona fide students and employees of the college.
- b. Defaulters, declared as such by the principal, will not be entitled to library facilities.
2. Lecturers are entitled to borrow not more than 10 (ten) volumes at a time.
3. a. Students of Degree classes may borrow 2 (two) volumes at a time.
- b. Students of H.S. classes may borrow 1 (one) volume at a time.
4. Books are to be issued only to the borrowers in person. In issuing books on a subject preference will be given to the subject teachers.
5. Rare volume and books under series shall not be issued from library. These may, however, be used in the library.
6. A person entitled or permitted to use the library must not disfigure or mutilate any book (or chart or map etc.) by writing in the margin, underlining sentences, marking passages or in any other way. A borrower shall be personally held responsible for any loss or damage of any book/books borrowed by him/her. He/she must either replace the book or pay its cost (at current market price plus postal charges) to be decided by the authority.

7. Borrowers should carefully examine the condition of the books issued to them before leaving the library counter. They should immediately bring to the notice of the librarian any damage or mutilation of the books so issued.
- 8.a Any student retaining a book beyond the period allowed shall pay a fine of Rs. 0.50 per day until the book/books is/are returned and will not be allowed to borrow any more book until the fine is paid.
- b. Teachers shall return all the library books lying with them at least once in a year preferably before summer vacation.
8. Notwithstanding anything contained in these rules , the principal may amend or modify the operation of any part of the rules in individual cases on the recommendation of the librarian.
9. Students may borrow books for a period of 15 (fifteen) days only.
10. The "book bank" under the college library shall follow separate rules and regulations laid down for the purpose.

* * *

Rules Regarding Use of Book Bank :

1. The "Book Bank" is specially meant for the use of students hailing from very poor families.
2. Students who want to avail book bank facility are to apply to the principal at the beginning of the session along with a certificate in support of poverty from a competent authority (such as from President of Gaon Panchayat, Ward Commissioner etc.) in support of their prayer.
3. Books from "Book Bank" shall be issued after necessary approval from library committee set up for the purpose.
4. Books will be issued from the Bank after making necessary agreement with the librarian guided by library rules.
5. (a) H.S. students are entitled to borrow not more than 3 (three) volumes for a session.
(b) Degree (general) students are entitled to borrow not more than 4 (four) volumes for a session.
(c) Degree (major) students may borrow not more than 5 (five) volumes for a session.

(Dr. A.Masum)
Principal
Goalpara College
Goalpara, Assam.

Purchase Committee

Goalpara College

Rules and Regulations :

The Governing Body of the college shall constitute a purchase committee. The tenure of the committee shall be for two years.

Objectives :

Except procurement of items/materials related to construction, the committee will take decisions regarding all major purchase of the college.

Composition :

The committee will be headed by the principal and the vice principal be an ex-officio member of the committee. The Governing Body shall nominate one of its member and a few representatives from the teaching and non-teaching staff as members of the Purchase Committee. The total numbers of the committee will be five.

Meeting of the Committee :

The Principal shall convene meeting of the committee whenever the college has to make any major purchases involving Rs.25,000/- or more. The meeting will decide about the procedure, modes and natures of purchases to be made.

Construction Committee, Goalpara College.

Rules and Regulations

The Governing Body of the college shall constitute a Construction Committee. The tenure of the committee shall normally be for two years.

Objectives :

The main objectives of the committee are :

- i) To decide about the new constructions to be taken up in a year as per the Master Plan of the college.
- ii) To decide about utilization of UGC and state Govt. grants relating to construction.
- iii) To decide about the procedures to be followed while undertaking constructions.
- iv) To approve the design and estimate of the proposed new construction.
- v) To design method of procurements of materials require for construction.

Composition :

The committee shall be headed by the principal as convener. The vice-principal shall be an ex-officio member of the committee. The G.B. shall nominate one technical advisor as its member. The G.B. shall also nominate a few of its members and some representatives from the teaching staff as member of the construction committee. The total number of the committee shall be 7 (Seven).

Meeting of the Committee :

The convener (the principal) shall convene meetings time to time to pursue the stated objectives. Presence of at least 5 (five) members shall constitute quorum of the meeting. The meeting will deliberate and decide about the agenda.

* * *

**RULES, REGULATIONS AND GUIDELINES
OF
CAREER COUNSELING AND GUIDANCE CELL**

As per the Governing Body resolution a committee is constituted to launch a career-counseling and guidance cell in the college premises to deal with the activities pertaining to the career development of the students of Goalpara College in pursuit of technical or professional courses and various competitive exams for jobs, scholarships etc. Besides it will also offer guidance to the students relating to their educational, vocational, personal/social and remedial needs.

SALIENT FEATURES

1. The cell is named as *Career-Counseling and Guidance Cell, Goalpara College, Goalpara.*
2. The committee to run the Cell consists of five members with a provision for inducting two more members if necessary.
3. One of the members of the said committee will be appointed as the Coordinator of the Cell.
4. The tenure of the committee shall be two years.
5. The committee may appoint a Counselor with expertise in the field
6. All the teachers and students can apply for membership.
7. The Cell should be constantly in touch with various career-counseling agencies and with their help and support guide and counsel the aspirant students of the college.
8. The Cell should also take necessary steps to develop psychological, personality and other ability tests in order to translate its aims and objectives into success.

9 . The Cell should also undertake to help the students

----- in their all-round development ;

----- make proper choice of courses offered,

----- make proper choice of career,

----- make up deficiencies at home ,

----- develop their communicative competence,

----- face new challenges in life ,

----- make themselves disciplined, confident and above all

responsible citizens.

10 . The Cell will also organize training/ coaching, seminars, workshops, mock interviews,
from time to time .

11 . The Cell will also make efforts to provide placement facilities to the student as well as
teacher members .

* * *

Computer Centre Management Committee

This committee constituted by the principal consists of 6-7 members from the teaching staff of the college. One of the members shall be nominated as the co-ordinator of the committee. Following rules and guidelines are framed for proper management of the computer centre.

1. The tenure of the committee shall normally be for two years.
2. The computer centre will mean the central computer room only.
3. The computer centre may be allowed to be used by
 - (i) The teachers and the students of the departments having specific computer related syllabi.
 - (ii) Students and faculties of vocational computer courses (certificate or diploma)
 - (iii) Any teacher who wants to do preparatory computer works for conducting computer practical classes.
4. Any personal, research related, departmental or official works of the College may also be allowed to be done in the computer centre by the co-ordinator when he is satisfied that such works are related with greater interest of the college.
5. A proper log book will be maintained at the computer centre. The committee will also frame a routine for the convenience of different categories of users.

6. Any technical problem that may arise while using a computer have to be reported by the user to any member of the committee. The committee will take proper care in maintaining and repairing the computers .
7. The computer room will be open from 9 a.m. to 4-30 p.m. on all working days .

The coordinator shall time to time call meeting of the management committee to formulate policies and principles for proper maintenance of the committee. It will also have the power to amend or add new clauses when it feels necessary .

* * *

Appendix XII

Criteria for facilitating the faculty for professional development programmes.

Selection of faculty for professional development programmes are made as per UGC guidelines and college management rules. At present, faculty of the college can avail mainly three professional development programmes viz – Orientation programmes, Refresher Course and Fellowship for M.Phil and Ph.D.

(1) Selection of faculty members for Orientation programmes and refresher courses are made as per UGC guidelines. However in this context, seniority, need of the members and convenience of the academic progress are given due importance. Relevant guidelines of UGC are appended herewith.

(2) For selection of teachers for FIP are made strictly on UGC guidelines.

(3) Teachers are allowed to participate at the different academic conference / seminars / workshop at different levels by the college authority considering the academic interest and progress of the students.

• * *

X PLAN GUIDELINES FOR
FACULTY IMPROVEMENT PROGRAMME

X PLAN GUIDELINES FOR
FACULTY IMPROVEMENT PROGRAMME

1. INTRODUCTION:

The Commission will provide assistance for award of "Teacher Fellowships" for doing M.Phil. or completing Ph.D. to teachers of those Universities and Colleges which are included in the list maintained by the UGC under Section 2(f) and 12 (B) of the UGC Act, 1956.

2. OBJECTIVE

The objective of the "Teacher Fellowship" under Faculty Improvement Programme is to provide an opportunity to the teachers of the Universities and Colleges to pursue their academic/research activities leading to the award of M.Phil./Ph.D., degree.

3. ELIGIBILITY/TARGET GROUP

- 3.1 The teacher should be permanent/confirmed (or have been appointed on a regular basis in case of Government colleges.)
- 3.2 The teacher should not be more than 45 years of age (relaxable by 5 years in the case of women teachers and teachers belonging to SC/ST category on the date of application.
- 3.3 The teacher should have at least a second class Master's Degree with minimum 50% marks (45% marks for SC/ST teachers). In case of a teacher appointed after 1956, he/she should have at least 55% marks (50% marks in case of SC/ST teachers) at Master's level or equivalent in the seven point grading scale with letter grades, O,A,B,C,D,E & F.
- 3.4 The teacher should have at least 3 years of teaching experience on the date of submitting the application for award of teacher fellowship.

3.5 The teacher who did not avail any teacher fellowship from UGC or any other agencies may be given preference.

3.6 A Teacher Fellow will register for the M.Phil. in a College/University/Institution, which offers the M.Phil. programme in the concerned subject. A teacher seeking Teacher Fellowship for completion of Ph.D. should have completed his/her registration process in a recognized College/University/Institution having a well developed Post-graduate department in the concerned subject with adequate research facilities.

3.7 The teacher will continue to receive full salary from the parent institution/college during the period of Teacher Fellowship.

3.8 The scheme will also be applicable to the teachers who are entitled to Study Leave with full pay. However, it would be open to them either to opt for the Teacher Fellowship under Faculty Improvement Programme or Study Leave given by the Universities.

3.9 RESERVATION : 15% and 7.5% out of the total fellowships allocated to a University/College will be reserved for SC and ST candidates respectively.

3.10. TENURE OF TEACHER FELLOWSHIP AND PROVISION FOR EXTENSION

3.10.1 The Teacher Fellowship for the Ph.D. programme would be for a period of two years. Extension of one year could be granted based on the justification and merits of the case. The Teacher Fellowship for M.Phil. programme would be for one year extendable for another six months if necessary and justified.

3.10.2 The tenure of Teacher Fellowship under 'Faculty Improvement Programme' for doing M.Phil. or completing the Ph.D. should be confined within the Plan period and under no circumstances should it be extended beyond the plan period, i.e. beyond 31st March, 2007. Hence, the selection for 2006-2007 would be completed before March 31st of the year 2005 for M.Phil. and by March 31st of the year 2005 for completion of Ph.D.

5. PROCEDURE FOR APPLYING FOR THE SCHEME

5.1 Application of award of Teacher Fellowship under 'Faculty Improvement Programme' in respect of a teacher will not be considered unless it is recommended by a Selection Committee to be constituted with the following as members:-

5.1.1 Principal of the College/ Nominee of the Vice-Chancellor, in case of University.

5.1.2 Head of the Department/A Senior Teacher in the subject concerned

5.1.3 A nominee of the affiliating University, preferably the Director of the College Development Council/Dean of Science, in case of University.

5.1.4 A subject expert from a teaching Department/College other than the concerned Institution.

5.1.5 In case of selection of SC/ST candidate, a SC/ST person, preferably an academician in the University, should also be present.

5.2 The Selection Committee will scrutinize the applications submitted in prescribed proforma (Annexure-I) by the applicants and ensure that the applicants satisfy all the conditions laid down by the Commission for the award of Teacher Fellowship. A certificate to this effect will be furnished in the proceedings of the Selection Committee, which will be signed by all the members.

5.3 The Selection Committee will prepare a panel of names of teachers to be awarded Teacher Fellowships in order of merit. While preparing the panel, care must be taken to select teachers from various disciplines. Separate panels will be preferred for Humanities, Social Sciences and Sciences respectively. The number of candidates to be included in the panel should not exceed 20% of the number of permanent teachers (and in case of a Government College, teachers appointed on a regular basis) who satisfy the eligibility conditions and do not possess M.Phil. and/or Ph.D. degree. If there are less than 20% of permanent teachers in a University/College who satisfy eligibility conditions, some or all may be considered for award of Teacher Fellowship.

6. PROCEDURE FOR APPROVAL BY THE UGC

The short listing will be done at the University itself keeping in view the availability of funds:

6.1 The teachers to be awarded Teacher Fellowships, including duration of the fellowship in each case, will be communicated by the Regional Offices of the UGC under whose jurisdiction the College is located. The concerned Regional Office will also release the grants towards the Teacher Fellowship. All correspondence in this regard shall be addressed to the Officer Incharge of the concerned Regional Office, and in case of State Universities/Central Universities by the concerned Bureaus of the UGC.

UGC GUIDELINES FOR ATTENDING REFRESHER COURSE & ORIENTATION PROGRAMME

The University Grants Commission, in pursuance of the National Policy on Education 1986 and its programme of action, had set up 51 Academic Staff Colleges (ASCs) in different Universities/Institutions in the country. The Academic Staff Colleges so established are conducting specially designed orientation programmes for newly appointed lecturers and refresher courses for in-service teachers.

The Orientation programmes is intended to inculcate in the young lecturers the quality of self-reliance through awareness of the social, intellectual and moral environment as well as to discover self-potential and confidence. It contributes to the teacher awareness of the problems of the Indian society and the role of education, higher education leaders and educators in the resolution of these problems to achieve desired goals in national development.

The Refresher course provides opportunities for serving teachers to exchange experiences with their peers and mutually learns from each other. It will be a forum to abreast of the latest advances in the subjects, technological spin off etc.

The Commission has further allowed 95 Institutions/Universities as UGC Refresher Course Centres to conduct refresher courses during the period 2001 - 2002 and 2002-2003 around the country on the basis of requests received from number of Universities/Institutions.

The Commission has been providing cent percent financial assistance to the host Universities/Institutions to run the courses mainly towards cost of resource persons, participants, books/materials, working expense and salaries of the UGC - allocated staff etc. as per the norms under the programme.

Eligibility conditions for the teachers to attend the course:

Courses are convened for in-service teachers who are eligible as per UGC-ASC rules and regulations. The newly appointed teachers may have to attend the orientation programme/course up to 8 years of continuous services and also even after 8 years of service if the orientation programme has to be attended by the lecturers under career advancement scheme. Then after a gap of one year, such teachers may opt for Refresher course. The eligibility for attending Refresher course for teachers who have not attended earlier Orientation programme has been reduced to "two years" from "five years". However, the gap in two successive Refresher courses should normally be "two years" and may be relaxed if it is essential for the teacher to fulfill eligibility condition for his career advancement.

Lecturers working in the Universities and Colleges, who are included in the list of Colleges under Section 2(f) of the UGC Act, even though they may not yet to be fit under 12-B of the UGC Act, may be invited to participate in the Refresher courses. It has also been agreed that teachers of colleges which do not yet come within the purview of Section 2(f), but have been affiliated to a University for at least 5 years, be permitted to participate in the Refresher courses.

Required number of courses under career advancement scheme:

As per UGC notification on "Revision of pay scales and minimum qualifications for appointment of teachers in universities & colleges and other measures for the maintenance of standards, 1998" (or placement in senior scale, in addition to the other requirement in the guidelines, the lecturer should also participate in one orientation programmes and one refresher courses).

For senior scale to selection grade after placement in the Refresher courses.
The participation in Orientation Course and Refresher Course is mandatory requirement for career advancement from lecturer to lecturer (Senior Scale) and from Lecturer (Senior Scale) to Lecturer (Senior Scale).

For junior scale to selection grade after placement in the Refresher courses, a lecturer should participate in two Refresher Courses.
The participation in Orientation Course and Refresher Course is mandatory requirement for career advancement from lecturer to lecturer (Senior Scale) and from Lecturer (Senior Scale) to Lecturer (Senior Scale).

All eligible teachers are essentially required to attend orientation programme and refresher courses as per the terms of reference under the programme/course. **The UGC's preference lies towards the teachers in attending the course and not in considering or approving equivalence of courses as are requested by many teachers.**

The Universities and Colleges will allow interested eligible teacher to attend the UGC - ASC courses based on their eligibility otherwise valid reasons will have to be intimated to the teachers concerned for non - sending of teacher for the purpose as the courses so organized for their teachers will ultimately benefit the university and college.

Restricting of courses using Experts of eminence as resource persons

In order to have national character in the programme and also to bring good quality and status in the courses, being run all over the country on cent percent UGC financial support, an attempt has been made by the UGC that the course content of the Orientation Programmes and Refresher Courses are prepared, restructured and also taught with the help of Experts of eminence in the subject disciplines to be used as Resource persons for ASCs and Refresher Course Centres (RCCs). The content of the Refresher course will have essential percentage of the core material in the subject discipline along with required percentage of areas of emergence and priority, (both national and global), essential laboratory and practical component, computer application with relevant advancement to the subject discipline.

The curriculum for the Academic Staff Orientation Course may have the five components with 144 contact hours, i.e., 6 hours daily for 4 week programmes and a minimum of 108 hours for a 3 week programmes as already communicated to the UGC-ASC/RCC. In addition, computer awareness and application of computers in teaching and research in different areas as relevant for the subject disciplines also need to be incorporated. All UGC - ASCs and UGC - RCCs must takes steps to implement the programmes/courses accordingly.

Courses under UGC-ASC are conducted round the year and are non-vacational.

Submission of requests by Interested eligible teachers to the nearest UGC-ASC/UGC-RCC for attending the programme/course:

Teachers who are interested and eligible may submit the request/application through proper channel of the employer for participation in the programme/course in their area/discipline directly to the nearest UGC-ASC/UGC-RCC as per allocation made by the UGC and detailed herewith the communication. **No application/correspondence may be made to UGC in this regard by the candidate/participants teacher.**

If, however, the subject discipline by chance is not covered in the areas of interest of the teacher in the State, the teacher may go ahead with the next nearest UGC - ASC or UGC - RCC where such discipline/area is allocated and submit the request/application accordingly. Teachers selected for the programme are to be treated as on duty with full pay and allowances by the sponsoring University/College. The Commission has been providing cent percent financial assistance towards organizing such courses to the host ASC/RCC selected in the universities/Institutions by the UGC.

Financial Assistance to the participating teachers

The teacher participants may be paid 2nd class railway fare or 1st Class Rail fare for journey beyond 500 Kms. or over 12 hrs. whichever is less on production of railway tickets or other documents in support that the teacher has actually undertaken the journey by 1st class. The participants may be provided free board and lodging by the University. However, to cover the cost of their boarding/lodging the Commission will pay to the University College @ Rs. 115/- per outstation participant for "A" class cities, Rs. 100/- for others and Rs. 75/- for local participant per day. In case free boarding/lodging is provided, no DA will be admissible. DA of Rs. 75/- in respect of local participants is inclusive of conveyance allowance of Rs. 10/- per day, and will be payable on actual number of days of the programme, attended except holidays/Sundays.

Course materials to the participants:

In order that the participating teacher enjoys the teaching and also contribute, the participating teachers may be provided course content and required material in printed form before joining the course. Issuing of Certificate by the UGC designed common format:
All the UGC-ASC and UGC-RCCs will issue Certificate in the UGC designed format common to all the successful teacher participants for the purpose in order to bring national character for the courses being run all over the country on cent percent UGC financial support and with desired

**INTERNAL AUDIT REPORT OF THE ACCOUNTS OF
GOALPARA COLLEGE, GOALPARA, ASSAM, FOR THE
PERIOD FROM 1-4-01 TO 31-3-02.**

It is to certify that the accounts of Goalpara College, Goalpara in the district of Goalpara have been audited by the undersigned for the period from 01-04-2001 to 31-03-2002 as per Governing Body's Resolution and Principal's letter No. GC/ Audit/674-A/2002 dated 8-4-2002.

2. INCUMBENCY :-

Dr. S.N. Sarmah, M.Sc. Ph.D. held the office of the Principal and Secretary of the college during the period covered by audit.

3. CLOSING BALANCE :-

The closing balance of the college fund (general) as per cash book as

on

31-03-2002 was Rs. 7,75,249.88 as detailed below :-

i)	Cash in hand.....	Rs.	2685.00
ii)	Cash in SBI Current Account	Rs.	771913.00
iii)	Cash in Assam Co-operative Apex Bank	Rs.	651.88
iv)	Reserve fund (fixed deposit)	Rs.	194920.00

TOTAL =

Rs. 970169.88

Contd...2...

4. RESERVE FUND :-

The college authority maintained a Reserve fund of Rs. 1,94,920.00 (Rupees one lakh ninety four thousand nine hundred twenty) only as on 31-03-2002 in the shape of cash certificate, N.S.C. etc. Details of the amount kept in fixed deposit are shown below:-

Sl.No.	Date of entry	Receipt No.	Name of Bank/Post Office	Amount (in Rupees)
1	30-12-1999	SD/A/40 021273	State Bank of India, Goalpara Branch, Goalpara	47600/-
2	30-12-1999	SD/A/40 021274	SBI, Goalpara Branch, Goalpara.	88000/-
3	29-12-1999	A-037996	P.G.Bank, Goalpara Branch	58720/-
4	25-04-1981	607337	Goalpara Post Office	50/-
5	25-04-1981	607337	Goalpara Post Office	50/-
6	01-06-1976	386506	- do-	100/-
7	01-06-1976	386507	-do-	100/-
8	01-06-1976	386508	-do-	100/-
9	01-06-1976	386509	-do-	100/-
10	01-06-1976	386510	-do-	100/-
			Total	194920/-

No increase or decrease has been made in the fixed deposit account as shown above.

Contd....3...

5. Govt. Grants :

The institution was in receipt of Govt. Deficit Grants as well as other grants as detailed in the statement 'A' annexed on the principles and conditions as laid down in Govt. letter No. EBS. 77/56/27 dated 17/4/57 and on the general conditions of grants - in - aid as set forth in section 68 (iv) of the Assam Education Department Rules and orders and a few other special conditions.

6. Utilization of Grants :

The drawal and utilization of Govt. Recurring grant in respect of the college have been detailed in the statement 'A' annexed, Deficit grants (including Gratuity) of Rs. 1,27,16452.00 (Sl. No.1 to 22 & 25 of the statement) and Rs. 5,07,400.00 (Sl. No. 23 & 24 of the statement) received during the period under audit have been utilized fully during the period and in the month of April'2002 respectively.

7. Misappropriation / Embazzlement :

No such case noticed during the period under audit.

8. Inter-Transfer of Fund :

It has come to notice during the course of audit that a few amounts were transferred as loan from one fund to another. However, in case of this inter-transfer of fund proper procedure is maintained with prior approval of the competent authority.

Contd....4....

9. Diversion of Govt. Grant :

During the period under audit no amount of Govt. grant received for a purpose has been found directed to other purpose.

10. Audit Recovery :

A total sum of Rs. 27,375.00 was recovered and deposited into the general fund and other private funds being short credit of fees and fines during the period under audit. The amount were recovered and deposited into the fund as shown blow.

Date of recovery	Amount recovered (Rs.)	Respective Account No.
10/6/2002	3,233.00	4/252, SBI, Goalpara Branch.
10/6/2002	16,600.00	1049 – Apex Bank, Goalpara Branch.
3/7/2002	2,115.00	1443 – Apex Bank, Goalpara Branch
30/7/2002	5,427.00	4/252, SBI, Goalpara Branch.
Total	27,375.00	

11. Cash Book :

The college authority maintained double entry Cash Book and all transactions along with bank transactions are entered correctly. All necessary books and accounts have been found maintained satisfactorily.

Contd....5...

12. Subsidiary Fund :

The closing balance of the subsidiary funds as on 31/3/2002 as per Cash Book are stated below :

i) **Examination Fund** : Cash in hand with Secretary = Rs. 1,892.00

At Bank (A/C No. 1048, Apex Bank) = Rs. 1,40,284.00

Total = Rs. 1,42,176.00

ii) **Game Fund** : Cash in hand with Secretary = Rs. NIL

Bank (A/C No. 1046, Apex Bank). = Rs. 34,998.00

Total = Rs. 34,998.00

iii) **Library Fund** : Cash in hand with secretary = Rs. 958.00

At Bank (A/C No. 1046, Apex Bank) = Rs. 2,25,701.00

Total = Rs. 2,26,659.00

iv) **Common Room Fund** : Cash in hand with Secretary = Rs. NIL

At Bank (A/C No. 1051 Apex Bank) = Rs. 10,149.00

Total = Rs. 10,149.00

v) **Magazine Fund** : Cash in hand with Secretary = Rs. NIL

At Bank (A/C No. 1047 Apex Bank) = Rs. 94,188.00

Total = Rs. 94,188.00

vi) Union Fund : Cash in hand with Secretary = Rs. NIL

At Bank (A/C No. 1050 Apex Bank) = Rs. 1,957.38

Total = Rs.1,957.38

vii) Festival Fund : Cash in hand with Secretary = Rs. NIL

At Bank (A/C No. 4373 Apex Bank) = Rs. 24,437.00

Total = Rs. 24,437.00

viii) Students' Aid Fund :Cash in hand with Secretary = Rs. 212.00

At Bank (A/C No.1536 Apex Bank =Rs. 39,617.00

Total = Rs. 39,829.00

ix) Registration Fund : Cash in hand with Secretary = Rs. 1,545.00

At Bank (A/C No. 10257 Apex Bank) = Rs. 21,345.00

Total = Rs. 22,890.00

x) Hostel Fund : Cash in hand with Secretary = Rs. 8,962.30

At Bank (A/C No. 1443/27 Apex Bank) = Rs. 19,378.92

Total = Rs. 28,071.22

13. Receipt and Payment Account :-

The receipt and payment account of the college general fund has been prepared for the period from 01-04-2001 to 31-03-2002 and shown in the statement 'B' annexed.

Contd...7...

14. Payment Voucher :-

Some irregularities noticed in checking the payment vouchers of the college fund as well as other subsidiary funds during the course of audit. The irregularities were, however, regularized as far as possible at the time of verification.

The authority is hereby suggested to take necessary steps for removing the irregularities while incurring the expenditure in future.

15. Financial Position :-

The financial position of the college as on 31-03-2002 is stated below :-

ASSETS			LIABILITIES		
1	Cash in hand with Secretary	Rs. 2685/-	1	Pay & Allowances due	Rs. 19,31,753/-
2	Cash at SBI	Rs. 771913/-	2	L.I.C. Premia to be deposited	Rs. 37,052/-
3	Cash at Apex Bank	Rs. 651.88/-	3	C.P.F. contribution	Rs. 1,89,710/-
4	Reserve fund	Rs. 194920/-	4	ECONTACS due	Rs. 1,40,245/-
5	Amount to be received from Govt.	Rs. 1429971/-	5	G.C.T.A.	Rs. 20,670/-
			6	G.C.E.A.	Rs. 2,665/-
			7	G.C.S.S.	Rs. 3,050/-
6	Amount to be received from other sources	NIL	8	Bank loan to be paid i) SBI 12065/- ii) P.G.B 7130/- iii) U. Co 5670/-	Rs. 24,865/-
	TOTAL	Rs.2400140.88		TOTAL	Rs. 23,50,010/-

There is an excess of assets for Rs. 50,130.88 over liabilities

Contd...8...

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			6	G.C.E.A.	Rs. 2,665/-
			7	G.C.S.S.	Rs. 3,050/-
6	Amount to be received from other sources	NIL	8	Bank loan to be paid	Rs. 24,865/-
	TOTAL	Rs.2400140.88		i) SBI 12065/- ii) P.G.B 7130/- iii) U. Co 5670/-	Rs. 23,50,010/-
				TOTAL	

There is an excess of assets for Rs. 50,130.88 over liabilities

Contd...8...

16. Non-Maintenance of Records :-

The college authority had not maintained the following essential records during the period under audit.

- i) **LEDGER BOOK** in respect of ' Receipt and Payment ' for facility of preparing receipt and payment account. The authority is hereby suggested to maintain ledger book properly for smooth account of the college.
- ii) **FIXED ASSETS REGISTER** for proper records of fixed assets of the college. It is suggested to maintain this assets register as early as possible.
- iii) **STOCK BOOK** for stock account of articles purchased and their proper utilization were not maintained. So, one stock book for articles purchased such as office contingency, stationary articles etc. should be maintained and up-to-date entries made therein in future.

17. Irregular Deposit of Fee Collection :-

In the course of checking the collection and deposit of fees and fines under various heads of fees, it was observed by the undersigned that the amounts realized from the students had not been deposited timely into the fund by the collecting persons to whom the responsibility of the collections was entrusted with. Such actions are highly irregular and objectionable. It should be noted that delay in deposit of large amounts as such amounted to temporary misappropriation of funds. This has caused loss to the college fund in the shape of bank interest that might have accrued had the amounts been deposited timely into the fund. This practice should be stopped in future.

18. General :-

Subject to the observation made in the foregoing paras, the accounts records in general are found in order and satisfied.

Sd /-

(B.K. Patowary)
AUDIT OFFICER
Local Fund Audit, Assam
Goalpara

**INTERNAL AUDIT REPORT ON THE ACCOUNTS OF GOALPARA
COLLEGE FOR THE PERIOD FROM 01-04-2002 TO 31-03-2003.**

It is to certify that the accounts of Golapara College under Goalpara sub-division in the District of Goalpara for the period from 01/04/2002 to 31/03/2003 have been audited by the under signed as per resolution of the Governing Body of the College and Principal's letter No-GC/Audit/674/2002 dated 08/04/2002.

2. INCUMBENCY :

Dr. S.N. Sarma, Msc.Ph.D, held the office of the Principal and secretary of the College during the period covered by the audit.

3. GOVT. GRANT :

The institution was in receipt of Govt. Deficit Grants as well as other grants as detailed in the statement "A" annexed on the principles and conditions as laid down in Govt. letter No. EBS.77/56/27 Dated 17.04.57 and on the general conditions of Grants-in-aid as setforth in section 68(iv) of the Assam Education Department Rules and orders and a few other special conditions.

The drawal and utilization of Govt. Grants received by the institution have been shown in the annexed statement "A". The amounts of

Contd...2...

Deficit Grants Rs. 1,64,27,004.00 including gratuity of Rs. 2,16,000.00 (vide Sl. No. 1 to 30 of the statement) and Rs. 1,81,017.00 (vide Sl. No. 31) received during the period under audit have been utilized fully under the period of audit and in the month of April,2003 respectively.

4. CLOSING BALANCE :

The closing balance of the college fund as per Cash Book on 31/03/2003 was Rs. 14,64,199.88 as detailed below.

i) Cash in hand.....	= Rs.	2685.00
ii) Cash in SBI Current Account	= Rs.	12,65,943.00
iii) Cash in Apex Bank Current Account.....	= Rs.	651.88
iv) Reserve Fund.....	= Rs.	1,94,920.00
SBI Goalpara	= Rs.	1,35,6000.00
PGB Goalpara	= Rs.	58,720.00
Post office, Goalpara	= Rs.	600.00
Grand Total	= Rs.	14,64,199.88

Contd...3...

5. RESERVE FUND :

The College authority maintained a Reserved Fund for Rs.1,94,920.00 as on 31-03-2003. The amounts are kept/invested in cash certificates/N.S.C etc. as detailed below. :

SI No	Name of the Bank/Post office	Nature of Deposit	Receipt no.	Date of purchase	Amount (Rs.)
1	P.G B Goalpara	Re-vestment certificate	A-037996	29.12.99	58720/-
2	S.B.I, Goalpara	Term Deposit	021273	30.12.99	47600/-
3	S.B.I, Goalpara	do	021274	30.12.99	88000/-
4	Post office Glp.	N.S.C	386506	01.06.76	100/-
5	Post office Glp.	N.S.C	386507	01.06.76	100/-
6	Post office Glp.	N.S.C	386508	01.06.76	100/-
7	Post office Glp.	N.S.C	386509	01.06.76	100/-
8	Post office Glp.	N.S.C	386510	01.06.76	100/-
9	Post office Glp.	N.S.C	607337	25.04.81	50/-
10	Post office Glp.	N.S.C	607336	25.04.81	50/-
				Total	194920/-

No increase or decrease has since been made in the F/D accounts as shown above.

6. CLOSING BALANCE OF SUBSIDIARY FUND :

i) Library fund :

Cash in hand Rs 3694.00
 Cash in bank Rs 153216.00
 A/C No.1046

Total = Rs. 156910.00

Contd..4...

ii) Magazine Fund :

Cash in hand Rs. 1508.00
Cash in bankRs. 152293.00
A/C No.1047

Total = Rs. 153801.00

iii) Game Fund :

Cash in hand Rs. NIL
Cash in bank Rs. 30922.00
A/C No.1048

Total = Rs. 30922.00

iv) Examination Fund :

Cash in hand Rs. 2926.00
Cash in bankRs.149063.00
A/C No.1049

Total = Rs.151989.00

v) Student Union Fund :

Cash in hand Rs. NIL
Cash in bank Rs. 0591.00
A/C No.1050

Total = Rs. 10591.00

vi) Common Room Fund :

Cash in hand Rs. NIL
Cash in bankRs. 17870.00
A/C No. 1051

Total = Rs. 17870.00

vii) Festival Fund :

Cash in hand Rs. NIL
Cash in bank Rs. 18443.00
A/C No.4373

Total = Rs. 18443.00

viii) Student Aid Fund :
Cash in hand Rs. 312.00
Cash in bankRs. 49755.00
A/C No.1536

Total = Rs. 50067.00

ix) Registration Fund :
Cash in hand Rs. 1865.00
Cash in bankRs. 25015.00
A/C No.10257

Total = Rs. 26880.00

x) Hostel Fund :
Cash in hand Rs. NIL
Cash in bankRs. 49611.00
A/C No.1443/27

Total = Rs. 49611.00

7. MAINTENANCE OF CASH BOOK :

The College authority has maintained double column Cash Book and all transactions along with bank transactions are entered correctly. All necessary books of accounts have been found maintained satisfactorily.

8. MISAPPROPRIATION/ EMBAZZLEMENT :

No misappropriation / embezzlement of fund has been detected in the course of audit.

9. DIVERSION OF GOVT. GRANTS :

During the period under audit no amount of Govt. Grant received for a purpose has been found diverted for other purpose.

Contd...6...

10. INTER TRANSFER OF FUND :

No amount was found transferred from one fund to another during the period covered by audit.

11. RECEIPT AND PAYMENT ACCOUNT :

The receipt and payment account of the College fund has been prepared for the period from 01-04-2002 to 31-03-2003 and is shown in the statement "B" annexed.

12. PAYMENT VOUCHERS :

All payment vouchers under different heads of expenditure have been checked properly in the course of audit. No irregularities have been noticed against the payment vouchers.

13. FINANCIAL POSITION :

The financial position of the College as on 31-03-2003 is stated below.

ASSETS (Rs.)			LIABILITIES (Rs.)		
1	Cash in hand	2,685.00	1	Pay & Allowances Including revised Arrear outstanding	6,09,797.00
2	Cash in SBI	12,65,943.00	2	C.P.F outstanding	3,52,755.00
3	Cash in Apex	651.88	3	Bank loan	1,58,006.00
4	Bank Reserve Fund	1,94,920.00	4	L.I.C (SSS)	1,67,780.50
5	Amount received From Govt.	3,84,000.00	5	G.I.S	9,500.00
6	Amount received From other sources	--	6	Bills payable	2,25,250.00
	Total	18,48,199.88		Total	15,23,098.50

There is an excess of assets for Rs. 3,25,201.38 over liabilities.

Contd...7...

14. OTHER IRREGULARITIES :

The College authority had not maintained the following records during the period under audit.

i) Ledger Book in respect of receipt and payment for facility of preparing receipt and payment account. The authority is hereby suggested to maintain Ledger Book properly for smooth account of the College.

ii) Fixed Assets Register for proper records of fixed assets of the College. It is also suggested to maintain this Assets Register as early as possible.

iii) Goods purchased by the authority time to time without inviting quotation. Hence, the prices vary from time to time for the same item. This may be noted and followed properly.

15. GENERAL :

In pursuance of the letter No. GC/Audit/674-A/2002 Dated 8-4-2002 of the Principal & Secretary, Goalpara College, Goalpara, I, Sri B.K.Patowary being an Internal Auditor have audited the accounts of Goalpara College for the period from 1-4-2002 to 31-3-2003. I received all the relevant accounts records, documents such as Cash Book, Pass Book., Register, Receipt Books, Vouchers, etc. for the audit. During the course of audit all kinds of records maintained by the College are found to be kept up-to-date. The maintenance of accounts in general is in order.

Sd/-

B.K. Patowary
Audit officer
Local Fund Audit, Assam.
Camp : Goalpara.

ANNUAL BUDGET OF GOALPARA COLLEGE

For the year – 2001-02.

Synopsis : The annual budget of Goalpara College for the year 2001-02, prepared and approved by the budget committee, it to be presented to the College Governing Body for its formal approval. The whole budget consists of two parts :

Part-I : Non-plan budget.
&
Part-II : Plan budget.

The actual receipts and expenditures of the previous years have been taken in to consideration while preparing the non-plan budget. The total expected earning in the non-plan budget is Rs. 1,68,88,000/- (Rupees one crore sixty eight lakh eighty eight thousand) and the expected expenditure is Rs. 1,68,84,000/- (Rupees one crore sixty eight lakh eighty four thousand) with a marginal surplus of Rs. 4000/- (Rupees four thousand). The total outlay of the whole budget is as follows :

Receipt	Expenditure
1. Non-plan budget : Rs. 1,68,88,000/-	Rs. 1,68,84,000/-
2. Plan budget : Rs. 18,00,000/-	Rs. 18,00,000/-
Total = Rs.1,86,88,000/-	Rs. 1,86,84,000/-

Goalpara College
Part-II : Plan Budget
For the financial year : 2001-02

Heads of receipt	Anticipated Receipt (In Rupees)	Anticipated Expenditure	Remarks
1) Grant from UGC	10,00,000 /-	i) For Library	3,00,000 /-
		ii) For Laboratories	4,00,000 /-
		iii) For Vocational Courses	3,00,000 /-
2) Grant from area development funds	3,00,000 /-	iv) Repair and maintenance of college building	4,00,000 /-
iii) From MLA	3,00,000 /-	v) Electrification/repairs	50,000 /-
ii) From MP	1,00,000 /-	vi) Boundary Walls	3,00,000 /-
iii) Others	1,00,000 /-	vii) Cycle Stand	50,000 /-
Donation and Contributions	1,00,000 /-		
Total	Rs. 18,00,000 /-	Total	Rs. 18,00,000 /-