

ANNUAL QUALITY ASSURANCE REPORT
2011-2012



MORIGAON COLLEGE
MORIGAON, ASSAM

The Annual Quality Assurance Report (AQAR) of the IQAC

All NAAC accredited institutions will submit an annual self-reviewed progress report to NAAC, through its IQAC. The report is to detail the tangible results achieved in key areas, specifically identified by the institutional IQAC at the beginning of the academic year. The AQAR will detail the results of the perspective plan worked out by the IQAC. (Note: The AQAR period would be the Academic Year. For example, July 1, 2012 to June 30, 2013)

Part – A

AQAR for the year (for example 2013-14)

2011-12

1. Details of the Institution

1.1 Name of the Institution

Morigaon College

1.2 Address Line 1

Morigaon College

Address Line 2

City/Town

Morigaon

State

Assam

Pin Code

782105

Institution e-mail address

morigaoncollege@hotmail.com

Contact Nos.

03678-240268/9435479207

Name of the Head of the Institution:

Dr. Harekrishna Deva Sarmah

Tel. No. with STD Code:

03678-240268

Mobile:

Name of the IQAC Co-ordinator:

Mobile:

IQAC e-mail address:

1.3 NAAC Track ID (For ex. MHCOCGN 18879)

OR

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

1.5 Website address:

Web-link of the AQAR:

For ex. <http://www.ladykeanecollege.edu.in/AQAR2012-13.doc>

1.6 Accreditation Details

Sl. No.	Cycle	Grade	CGPA	Year of Accreditation	Validity Period
1	1 st Cycle	B	70.10	2004	5 years
2	2 nd Cycle	B	2.35	2010	5 years
3	3 rd Cycle				
4	4 th Cycle				

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

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

- i. AQAR _____ (DD/MM/YYYY)⁴
 ii. AQAR _____ (DD/MM/YYYY)
 iii. AQAR _____ (DD/MM/YYYY)
 iv. AQAR _____ (DD/MM/YYYY)

1.9 Institutional Status

University State Central Deemed Private

Affiliated College Yes No

Constituent College Yes No

Autonomous college of UGC Yes No

Regulatory Agency approved Institution Yes No

(eg. AICTE, BCI, MCI, PCI, NCI)

Type of Institution Co-education Men Women

Urban Rural Tribal

Financial Status Grant-in-aid UGC 2(f) UGC 12B

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

1.10 Type of Faculty/Programme

Arts Science Commerce Law PEI (Phys Edu)

TEI (Edu) Engineering Health Science Management

Others (Specify)

.UG programme under distance mode.

1.11 Name of the Affiliating University (for the Colleges)

Gauhati University, Guwahati.

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

Autonomy by State/Central Govt. / University	<input type="text" value="--"/>		
University with Potential for Excellence	<input type="text" value="--"/>	UGC-CPE	<input type="text" value="--"/>
DST Star Scheme	<input type="text" value="--"/>	UGC-CE	<input type="text" value="--"/>
UGC-Special Assistance Programme	<input type="text" value="--"/>	DST-FIST	<input type="text" value="--"/>
UGC-Innovative PG programmes	<input type="text" value="--"/>	Any other (<i>Specify</i>)	<input type="text" value="--"/>
UGC-COP Programmes	<input type="text" value="--"/>		

2. IQAC Composition and Activities

2.1 No. of Teachers	<input type="text" value="7"/>
2.2 No. of Administrative/Technical staff	<input type="text" value="2"/>
2.3 No. of students	<input type="text" value="-"/>
2.4 No. of Management representatives	<input type="text" value="2"/>
2.5 No. of Alumni	<input type="text" value="1"/>
2. 6 No. of any other stakeholder and community representatives	<input type="text" value="1"/>
2.7 No. of Employers/ Industrialists	<input type="text" value="-"/>
2.8 No. of other External Experts	<input type="text" value="-"/>
2.9 Total No. of members	<input type="text" value="13"/>
2.10 No. of IQAC meetings held	<input type="text" value="04"/>

2.11 No. of meetings with various stakeholders: No. Faculty
 Non-Teaching Staff Students Alumni Others

2.12 Has IQAC received any funding from UGC during the year? Yes No
 If yes, mention the amount

2.13 Seminars and Conferences (only quality related)

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

Total Nos. International National State Institution Level

(ii) Themes

2.14 Significant Activities and contributions made by IQAC

2.15 Plan of Action by IQAC/Outcome

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

Plan of Action	Achievements
Attach academic calendar	plans were timely executed

* Attach the Academic Calendar of the year as Annexure.

2.15 Whether the AQAR was placed in statutory body Yes No

Management Syndicate Any other body

Provide the details of the action taken

Part – B

Criterion – I

1. Curricular Aspects

1.1 Details about Academic Programmes

Level of the Programme	Number of existing Programmes	Number of programmes added during the year	Number of self-financing programmes	Number of value added / Career Oriented programmes
PhD				
PG		2 (KKHSOU)*		
UG	2			
PG Diploma	2			
Advanced Diploma				
Diploma				
Certificate				
Others				
Total	4	2		
Interdisciplinary				
Innovative				

*KKHSOU= Krishna Kanta Handique State Open University

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

Pattern	Number of programmes
Semester	2
Trimester	
Annual	4

1.3 Feedback from stakeholders* Alumni Parents Employers Students

(On all aspects)

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

*Please provide an analysis of the feedback in the Annexure

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

No

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

No

Criterion – II

2. Teaching, Learning and Evaluation

2.1 Total No. of permanent faculty	Total	Asst. Professors	Associate Professors	Professors	Others
	47	20	27	nil	nil

2.2 No. of permanent faculty with Ph.D.

2.3 No. of Faculty Positions Recruited (R) and Vacant (V) during the year	Asst. Professors		Associate Professors		Professors		Others		Total	
	R	V	R	V	R	V	R	V	R	V
	00	01	00	00	00	00	00	00	00	01

2.4 No. of Guest and Visiting faculty and Temporary faculty

2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended	1	10	2
Presented papers	1	05	07
Resource Persons	-	-	-

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

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

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

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

2.10 Average percentage of attendance of students

2.11 Course/Programme wise distribution of pass percentage:

Title of the Programme	Total no. of students appeared	Division				
		Distinction %	I %	II %	III %	Pass %
BA (1+1+1)	242	00	13	103	05	73.55
B.Sc (1+1+1)	48	00	17	27	-	91.66

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

- i. Introduce class test before pre-final and final examinations.
- ii. Inter class seminar related to their syllabus
- iii. Assignments for second/third year students.

2.13 Initiatives undertaken towards faculty development

<i>Faculty / Staff Development Programmes</i>	<i>Number of faculty benefitted</i>
Refresher courses	08
UGC – Faculty Improvement Programme	02
HRD programmes	
Orientation programmes	06
Faculty exchange programme	
Staff training conducted by the university	
Staff training conducted by other institutions	
Summer / Winter schools, Workshops, etc.	
Others	

2.14 Details of Administrative and Technical staff

Category	Number of Permanent Employees	Number of Vacant Positions	Number of permanent positions filled during the Year	Number of positions filled temporarily
Administrative Staff	25	02	Nil	08
Technical Staff	nil	Nil	--	01

Criterion – III

3. Research, Consultancy and Extension

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

- IQAC propagate various research grants available at UGC.
- Research committee always keep in touch with the faculties for submission of new projects and completion of ongoing one.

3.2 Details regarding major projects

	Completed	Ongoing	Sanctioned	Submitted
Number		2	nil	Nil
Outlay in Rs. Lakhs		5,45,200.00		

3.3 Details regarding minor projects

	Completed	Ongoing	Sanctioned	Submitted
Number	9	04	nil	04
Outlay in Rs. Lakhs	2,73,000.00	3,97,000.00		

3.4 Details of research publications

	International	National	Others
Peer Review Journals			
Non-Peer Review Journals			
e-Journals			
Conference proceedings		02	

3.5 Details on Impact factor of publications:

Range Average h-index Nos. in SCOPUS

3.6 Research funds sanctioned and received from various funding agencies, industry and other organizations

Nature of the Project	Duration Year	Name of the funding Agency	Total grant sanctioned	Received
Major projects	5 years	--		nil
Minor Projects	2 years	UGC		2,73,000.00
Interdisciplinary Projects				
Industry sponsored				
Projects sponsored by the University/ College				
Students research projects <i>(other than compulsory by the University)</i>				
Any other(Specify)				
Total				2,73,000.00

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

ii) Without ISBN No.

3.8 No. of University Departments receiving funds from

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

3.9 For colleges
Autonomy CPE DBT Star Scheme
INSPIRE CE Any Other (specify)

3.10 Revenue generated through consultancy

3.11 No. of conferences organized by the Institution

Level	International	National	State	University	College
Number	--	01	--	--	3
Sponsoring agencies		UGC			Self

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

3.13 No. of collaborations International National Any other

3.14 No. of linkages created during this year

3.15 Total budget for research for current year in lakhs:

From funding agency From Management of University/College

Total

3.16 No. of patents received this year

Type of Patent		Number
National	Applied	Nil
	Granted	Nil
International	Applied	Nil
	Granted	Nil
Commercialised	Applied	Nil
	Granted	Nil

3.17 No. of research awards/ recognitions received by faculty and research fellows
Of the institute in the year

Total	International	National	State	University	Dist	College
3	--	--	--	3	--	--

3.18 No. of faculty from the Institution
who are Ph. D. Guides and students
registered under them

3.19 No. of Ph.D. awarded by faculty from the Institution

3.20 No. of Research scholars receiving the Fellowships (Newly enrolled + existing ones)

JRF

SRF

Project Fellows

Any other

3.21 No. of students Participated in NSS events:

University level State level

National level International level

3.22 No. of students participated in NCC events:

University level State level

National level International level

3.23 No. of Awards won in NSS:

University level State level

National level International level

3.24 No. of Awards won in NCC:

University level State level

National level International level

3.25 No. of Extension activities organized

University forum College forum
NCC NSS Any other

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

- Environmental awareness camp
- World wild-life week
- Women health and social awareness among girl students of the college

Criterion – IV

4. Infrastructure and Learning Resources

4.1 Details of increase in infrastructure facilities:

Facilities	Existing	Newly created	Source of Fund	Total
Campus area	10.5acre	Nil	--	10.5 acre
Class rooms	31	nil	MHR	31
Laboratories	08	--	--	08
Seminar Halls	nil	Nil	--	Nil
No. of important equipments purchased (≥ 1-0 lakh) during the current year.	8	Nil	--	8
Value of the equipment purchased during the year (Rs. in Lakhs)		3,85,000.00	UGC	3,85,000.00
Others				

4.2 Computerization of administration and library

Library is already computerized

4.3 Library services: (2010-11)

	Existing		Newly added		Total	
	No.	Value	No.	Value	No.	Value
Text Books	29564	390425	136	21700	29700	3925950
Reference Books	1002	26712	20	6050	1022	32762
e-Books	Nil	Nil	Nil	Nil	Nil	Nil
Journals	20	4800	2	800	20	5600
e-Journals	Nil	Nil	Nil	Nil	Nil	Nil
Digital Database	Nil	Nil	Nil	Nil	Nil	Nil
CD & Video	27	Nil	6	Nil	33	Nil
Others (specify)	Nil	Nil	Nil	Nil	Nil	Nil

4.4 Technology up gradation (overall)

	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Departments	Others
Existing	25	2	23	0	0	2	17	4
Added	12	2	-	-	-	1	8	1
Total	37	4	23	0	0	3	25	5

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

Nil

4.6 Amount spent on maintenance in lakhs :

i) ICT	0.22
ii) Campus Infrastructure and facilities	0.04
iii) Equipments	-
iv) Others	0.13
Total:	0.39

Criterion – V

5. Student Support and Progression

5.1 Contribution of IQAC in enhancing awareness about Student Support Services

- | | |
|-----|--|
| i. | Conducted orientation programme for newly admitted students. |
| ii. | Exit meeting for the outgoing students, organised departmentally |

5.2 Efforts made by the institution for tracking the progression

- | | |
|------|------------------------|
| i. | Feedback from students |
| ii. | Self appraisal |
| iii. | Student counselling |
| iv. | Suggestion box. |

5.3 (a) Total Number of students

UG	PG	Ph. D.	Others
903			

(b) No. of students outside the state

0

(c) No. of international students

0

Men	No	%	Women	No	%
	423	46.84		480	53.16

Last Year						This Year					
General	SC	ST	OBC	Physically Challenged	Total	General	SC	ST	OBC	Physically Challenged	Total
288	77	152	298	0	815	287	103	176	337	0	903

Demand ratio = 1.04: 1

Dropout = 4.94 %

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

Nil

No. of students beneficiaries

Nil

5.5 No. of students qualified in these examinations

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

5.6 Details of student counseling and career guidance

- A campus interview for job in HCL Technology Ltd. and First Source Ltd. (a call centre) was arranged in association with Orion Edutech, a Guwahati based NGO on 06-02-2012.
- Organized a series of lectures on different career related topics for our students on 09-02-2012
- Organized a written GK Test in collaboration with NCS Education Private Ltd. On 06-05-12
- A group of five selected students have participated in the 'North-East Graduate Congress' organized by RIST (Regional Institute of Science and Technology), 9th mile, Khanapara, Meghalaya on 29th and 30th May/2012.
- Organized an entrance test (Super 30) for IIT aspirants of +2 standards in collaboration with Centre for Social Responsibility & Leadership (an organization under Oil India Limited) on 23-11-2012.

No. of students benefitted

14

5.7 Details of campus placement

<i>On campus</i>			<i>Off Campus</i>
Number of Organizations Visited	Number of Students Participated	Number of Students Placed	Number of Students Placed
0	0	0	4

5.8 Details of gender sensitization programmes

International Women's Day was observed on 8th March, 2012

5.9 Students Activities

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

State/ University level National level International level

No. of students participated in cultural events

State/ University level National level International level

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

Sports: State/ University level National level International level

Cultural: State/ University level National level International level

5.10 Scholarships and Financial Support

	Number of students	Amount
Financial support from institution	27	16,820.00
Financial support from government	360	12,43,068.00
Financial support from other sources		
Number of students who received International/ National recognitions		

5.11 Student organized / initiatives

Fairs : State/ University level National level International level

Exhibition: State/ University level National level International level

5.12 No. of social initiatives undertaken by the students

5.13 Major grievances of students (if any) redressed: Nil

Criterion – VI

6. Governance, Leadership and Management

6.1 State the Vision and Mission of the institution

VISION:

To promote knowledge through quality education with a view to developing the human resource of the region for contributing to the process of nation building.

MISSION:

- To augment the new generation for contributing to the future knowledge-economy.
- To empower the socially, economically and educationally marginalised sections of the society.
- To uplift the rural masses through effective education.

6.2 Does the Institution has a management Information System

We have document based management information system. But we do not have software based management information system.

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

6.3.1 Curriculum Development

- Two of our faculty are member of syllabi revision committee.

6.3.2 Teaching and Learning

IQAC looks after students' discipline, Annual academic calendar and prospectus, schedules for examination, best practices of the college, Students' union body election, college week and UGC related activities. Moreover every department display their trend of result on departmental notice board. The departments conduct unit test, class test on regular basis.

6.3.3 Examination and Evaluation

- i. Ensuring continuous evaluation by class test, unit test.
- ii. Assignments and projects
- iii. Internal assessment process

6.3.4 Research and Development

- Faculties are encouraged to participate/ organize seminar/ conference/ workshop.
- Timely information is provided for submission of minor and major research projects to various funding agencies.
- Granted leave against FDP scheme of UGC.

6.3.5 Library, ICT and physical infrastructure / instrumentation

- Application of bar-coding system for issue and receipt of books in library, installation of Xerox machine and increase of carpet area.
- Increasing CD and VIDEO in library.
- Increasing number of computers.
- Construction of indoor Stadium started.

6.3.6 Human Resource Management

- All faculty members are involved in different curricular and co-curricular activities of students and stakeholders.

6.3.7 Faculty and Staff recruitment

- Depends on policy of the Government
- Authority recruits faculties as per UGC and state govt. norms.
- Authority appoints part time teacher if and when necessary.

6.3.8 Industry Interaction / Collaboration

Nil

6.3.9 Admission of Students

- An admission committee is formed to look after the admission norms.
- Admission is conducted on merit basis.

6.4 Welfare schemes for

Teaching	<ul style="list-style-type: none">• Mutual benefit fund• Loan facilities from bank.
Non teaching	<ul style="list-style-type: none">• Mutual benefit fund• Loan facilities from bank
Students	<ul style="list-style-type: none">• Student aid fund• Books borrow facilities from book bank.

6.5 Total corpus fund generated

9, 44,860.00

6.6 Whether annual financial audit has been done

Yes



No



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

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

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

For UG Programmes Yes No

For PG Programmes Yes No

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

- Introducing credit based semester system.
- On the spot evaluation.
- Propose for introducing micro zone concept.

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

University encourages for applying autonomy.

6.11 Activities and support from the Alumni Association

Departmental alumni hold interaction with the students.

6.12 Activities and support from the Parent – Teacher Association

Nil

6.13 Development programmes for support staff

- Admission fees concision of their wards, if any, in the college.
- Conducting hands on practice on handling the existing facilities.

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

Plantation of fruit plants, regular cleaning drive to keep the campus clean and green.

Criterion – VII

7. Innovations and Best Practices

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

Continuous evaluation

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

The following activities were performed:

- Laboratory equipments of Rs 3.85 lakh were purchased.
- Proposal submitted at SC welfare Board for construction of girls' hostel.
- Organised one national seminar on 29-30th July, 2011.
- Proposal submitted for construction of Science Building at NERO (UGC) office.

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

- The programmes of the institution are consistent with its goals and objectives.
- The institution provides clear information to students about admission and completion requirements for all programmes, the fee-structure and refund. policies, financial aid and student support services.

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

7.4 Contribution to environmental awareness / protection

Surrounding of the institution including campus is trying to maintain its greenery. Students are involved in the purpose

7.5 Whether environmental audit was conducted? Yes No

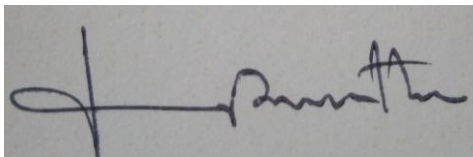
7.6 Any other relevant information the institution wishes to add. (for example SWOT Analysis)

Nil

8. **Plans of institution for next year**

- 1) Development of library facility including space, books and journals, issue and receipt of books through computerized system etc.
- 2) Development of science laboratories.
- 3) Introduction of student mentoring system
- 4) Enhancement of Hostel facility for student/s.
- 5) Communication with UGC for grant for Introduction of solar power system for un- interruptible power supply.
- 6) Development of the college canteen
- 7) Construction of new class room.
- 8) Provision for clean and pure drinking water for student to be enhanced.
- 9) Construction of car-parking
- 10) Renovation of the main gate of the College
- 11) New science building to be constructed
- 12) Special attention for needy students through remedial classes.
- 13) Observation of world earth day, environment day etc. and arrangement of field trip for student to make them aware of environment.
- 14) Development of toilets and urinals for boys
- 15) Completion of boys hostel
- 16) Organization of national seminar

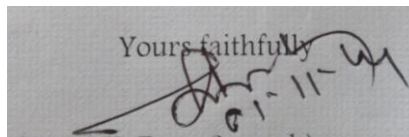
Name: - **Dr. Lila Kt Barthakur**



(Dr. L. K. Barthakur)

Signature of the Coordinator, IQAC

Name: - **Dr. H.K. Dev Sarmah**



Yours faithfully
(Dr. H.K. Deva Sarmah)
Principal
MORIGAON COLLEGE
Morigaon

Signature of the Chairperson, IQAC

Annexure I

Abbreviations:

CAS	-	Career Advanced Scheme
CAT	-	Common Admission Test
CBCS	-	Choice Based Credit System
CE	-	Centre for Excellence
COP	-	Career Oriented Programme
CPE	-	College with Potential for Excellence
DPE	-	Department with Potential for Excellence
GATE	-	Graduate Aptitude Test
NET	-	National Eligibility Test
PEI	-	Physical Education Institution
SAP	-	Special Assistance Programme
SF	-	Self Financing
SLET	-	State Level Eligibility Test
TEI	-	Teacher Education Institution
UPE	-	University with Potential Excellence
UPSC	-	Union Public Service Commission

Annexure-II

Following welfare schemes are made available in the college

1. Hostel facility for boys and girls.
2. Remedial classes arranged for week students

Annexure-III

Strength, weakness, opportunity, challenges of the college:

Strength:

- Qualified, experienced, dedicated and stable staff.
- Receive B grade in second cycle (CGPA-2.35).
- Well equipped laboratories
- Library with sufficient reference books
- Well managed play ground
- Good rapport between students and teachers.
- Ragging-free campus
- Increased number of girl students
- Governing body with representation from various sectors
- Research fund generation from various sources
- Dedicated service of higher education to rural students
- Large and green campus
- Good relation with the society
- College pass percentage always higher than the University.
- Sport and gymnasium facility is available.
- Post graduate diploma course in Biomass-biogas and disaster management
- Study centre of KKHSOU.

Weakness:

- Insufficient infrastructure facility
- Vocabulary (English speaking) is a major problem
- Limited involvement of alumni and parents
- Demand ratio of faculty and student is poor
- Contractual faculties and supporting staff.
- Shortage of faculties and supporting staff affected departments
- Management of human resource is not to the expected level.
- Poor ICT facility in teaching and learning
- Poor computerization in office management.

Opportunity:

- To introduce post graduate courses in science and arts stream
- Opt for vocational courses
- More fund for research
- More faculties for FDP

Challenges:

- To cope with the modern technologies due to paucity of fund
- To attract students due to lack of attractive infrastructure
- Motivation of girl students toward sports
- Self- reliant revenue generation
- Time constraint with limited numbers of teaching staff to have cooperated with students, industry and burden research activities.
- Attraction of student towards NCC

Annexure-IV

- Students, mainly the degree students were taken for the purpose.
- Students of the major and general courses of both science and humanities were supplied with a ready format containing questionnaires that tries to evaluate the classroom performance of individual teachers.
- The questionnaires consisted of punctuality, conception of the topic to be taught, vocabulary, board work, innovativeness, communication skill etc. and also his performance outside the classroom but within the college campus like, whether a teacher call a student by name and so on.
- On receiving the returned copies from students, a group of teacher who are entitled with the responsibility go through each format and comments/markings of each student against each teacher against appropriate queries.
- Thereafter, comments/markings of each student against each activity of a teacher is segregated and a total is made.
- From this a teacher can be well judged and if a teacher is found weak in certain field according to a student, he is immediately communicated to make correction of the fault pointed out by the students.