



Yearly Status Report - 2019-2020

Part A

Data of the Institution

1. Name of the Institution		PUTHIMARI COLLEGE
Name of the head of the Institution		Dr. NITYANANDA KALITA
Designation		Principal
Does the Institution function from own campus		Yes
Phone no/Alternate Phone no.		+916002402625
Mobile no.		9864086145
Registered Email		iqac.puthimaricollege@yahoo.in
Alternate Email		principal.puthimaricollege@yahoo.com
Address		SONESWAR, KAMRUP (R)
City/Town		GUWAHATI
State/UT		Assam
Pincode		781382
2. Institutional Status		

Affiliated / Constituent	Affiliated
Type of Institution	Co-education
Location	Rural
Financial Status	Self financed and grant-in-aid
Name of the IQAC co-ordinator/Director	Dr. SIRAJUDDIN AHMED
Phone no/Alternate Phone no.	+916900157668
Mobile no.	9435650782
Registered Email	iqac.puthimaricollege@yahoo.in
Alternate Email	principal.puthimaricollege@yahoo.com

3. Website Address

Web-link of the AQAR: (Previous Academic Year)	http://puthimaricollege.in/upload/aqar/1609404247.pdf
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4. Whether Academic Calendar prepared during the year

Yes

if yes, whether it is uploaded in the institutional website:
Weblink :

http://puthimaricollege.in/upload/a_calendar/1604738000.pdf

5. Accreditation Details

Cycle	Grade	CGPA	Year of Accreditation	Validity	
				Period From	Period To
2	B	2.24	2013	05-Jan-2013	04-Jan-2018

6. Date of Establishment of IQAC

03-Jan-2005

7. Internal Quality Assurance System

Quality initiatives by IQAC during the year for promoting quality culture		
Item /Title of the quality initiative by IQAC	Date & Duration	Number of participants/ beneficiaries
IQAC meeting held regularly	15-Jun-2019 1	9
IQAC meeting held	09-Sep-2019	28

regularly	1	
IQAC meeting held regularly	17-Sep-2019 1	17
IQAC meeting held regularly	15-Oct-2019 1	8
IQAC meeting held regularly	28-Jan-2020 1	106
IQAC meeting held regularly	29-Jan-2020 1	48
an awareness programme on CBCS system for students and teachers	07-Apr-2020 1	253
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8. Provide the list of funds by Central/ State Government- UGC/CSIR/DST/DBT/ICMR/TEQIP/World Bank/CPE of UGC etc.

Institution/Department/Faculty	Scheme	Funding Agency	Year of award with duration	Amount
Institution	Contingency	NCC	2019 365	3400
Institution	Contingency	NCC	2019 365	2500
Institution	Contingency	NCC	2019 365	11415
Institution	Construction of new building and upgradation of the old library	RUSA	2019 365	5000000
Institution	Contingency	NCC	2020 365	10175
Institution	Contingency	NCC	2020 365	7650
Institution	Contingency	NCC	2019 365	14350
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9. Whether composition of IQAC as per latest NAAC guidelines:

Yes

Upload latest notification of formation of IQAC

[View File](#)

10. Number of IQAC meetings held during the year :

7

The minutes of IQAC meeting and compliances to the decisions have been uploaded on the institutional

Yes

website	
Upload the minutes of meeting and action taken report	View File
11. Whether IQAC received funding from any of the funding agency to support its activities during the year?	No
12. Significant contributions made by IQAC during the current year(maximum five bullets)	
Introduction of College App. An awareness programme on CBCS system for students and teachers. Beautification of College Campus. Establishment of new computer lab. (RUSA Fund) Green Audit Financial Audit Adoption a village	
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13. Plan of action chalked out by the IQAC in the beginning of the academic year towards Quality Enhancement and outcome achieved by the end of the academic year	
Plan of Action	Achievements/Outcomes
Proposed to organize departmental seminar	Departmental seminars are organized
Proposed to mentor students at departmental level	Mentoring is conducted. Besides, the teachers guide the students from time to time.
Proposed to arrange at least two counselling Programme.	A Counselling programme on CBCS system is organised
Proposed to hold symposium on NAAC accreditation.	Two symposiums are held, one on NAAC Accreditation and the other on UGC Grant
Proposed to adopt a small tribal village nearer to College	The name of adopted village is Barosuba, Athgaon, located 6 KM south to the college.
Proposed to hold professional development and skill based programme.	Webinar, Online Classes, Orientation on CBCS, Relief to the flood victim.
Proposed to take up steps for meeting the demand of students/teachers/office staff reflecting in Feedback.	3 smart boards installed. Water purifier for students is installed. Extension of cycle stand. 1230 Nos.of books are purchased for library.
Proposed to conduct research project by any department of the college	Geography Department conducts a field study on Bio-Diversity of Manas National Park.
Proposed to publish a research journal	The Research Journal "Concept" Volume-09 is published
View File	
14. Whether AQAR was placed before statutory body ?	Yes

Name of Statutory Body	Meeting Date
GOVERNING BODY	13-Feb-2020
15. Whether NAAC/or any other accredited body(s) visited IQAC or interacted with it to assess the functioning ?	Yes
Date of Visit	19-Sep-2019
16. Whether institutional data submitted to AISHE:	No
17. Does the Institution have Management Information System ?	Yes
If yes, give a brief description and a list of modules currently operational (maximum 500 words)	In the last few years, the institution takes several steps for Management Information System. The steps are mentioned below. <ul style="list-style-type: none"> • Biometric attendance for the staff • Library is partially automated. The software, like SOUL and Nlist are installed for students. • CCTVs are installed inside and outside the classroom to find out the grievance. • Institution has provision of central announcing system. • Provision of Institutional website and email for better communication • Institution has provision of online admission and fees collection. • Digital display Notice Board

Part B

CRITERION I – CURRICULAR ASPECTS

1.1 – Curriculum Planning and Implementation

1.1.1 – Institution has the mechanism for well planned curriculum delivery and documentation. Explain in 500 words

Puthimari College is committed to provide ample opportunities to the students as well as to create conducive learning environment for meeting various needs of the younger generation. The vision and mission of the institution is stated below:-
Vision: - Imparting education in humanities to the younger generations of the student community and to enroot them to the world of practical knowledge.
Mission: - Puthimari college is committed to provide quality education with strong values, generating new ideas to meet the challenges of the competitive world by installing confidence in them. In order to realise the vision and mission of the institution, the curriculum designed by the respective university is followed. The institution has a well-planned mechanism with monitoring system for forwarding the teaching learning process. In the beginning of the session, every department prepares the teaching plans with some definite objectives keeping in mind the three domains of learning objectives i.e. effective and psycho motor/ cognitive. In order to achieve the

learning objectives, respective departments strictly follow the academic calendar. After that, syllabus is distributed and the same is submitted to the principal. Moreover, within one week of admission all departments are required to submit all plans and programme in respects of curricular activities like conducting honours entrance test, seminar report, teacher - student activities, parent- teacher meeting, departmental meeting etc. to the authority. All the teaching-learning and evaluation schedules have been strictly followed as per the academic calendar the college. Usually, the teachers follow lecture method.

Apart from that both digital and non-digital teaching aids are also used to achieve the learning objectives so that the behaviour of the learner could be changed and effective learning takes place. The institution tries to focus on learner centred education with democratic style of teaching so the learners can adjust themselves in the new changing situations in life and meet the challenges in time over and above. The traditional classroom teaching is supplemented by regular test, group discussion, lab work, seminar, teacher students' dialogue, departmental meeting etc. Besides, the teachers always keep in mind the level of teaching, democratic style and maxims of teaching so that cognitive and affective objectives could be achieved. Moreover, documentation of progress report is one of the important parameters required to see the progress of teaching materials taught by the teachers effectively to achieve the target. Papers related to curriculum have been documented for the entire session. In addition to that, co-relation between reality and skill is another important aspect of subject matter which is emphasised greatly in the teaching-learning process. The institution follows a pedagogy in such a way so that "learning by doing" takes place. Also the institutions focus on value based education and is taught as a part of the course for developing different types of values as well as holistic development of the learners.

1.1.2 – Certificate/ Diploma Courses introduced during the academic year

Certificate	Diploma Courses	Dates of Introduction	Duration	Focus on employ ability/entrepreneurship	Skill Development
NA	NA	Nil	0	NA	NA

1.2 – Academic Flexibility

1.2.1 – New programmes/courses introduced during the academic year

Programme/Course	Programme Specialization	Dates of Introduction
Nil	NA	Nil
No file uploaded.		

1.2.2 – Programmes in which Choice Based Credit System (CBCS)/Elective course system implemented at the affiliated Colleges (if applicable) during the academic year.

Name of programmes adopting CBCS	Programme Specialization	Date of implementation of CBCS/Elective Course System
Nil	NA	Nil

1.2.3 – Students enrolled in Certificate/ Diploma Courses introduced during the year

	Certificate	Diploma Course
Number of Students	Nil	Nil

1.3 – Curriculum Enrichment

1.3.1 – Value-added courses imparting transferable and life skills offered during the year

Value Added Courses	Date of Introduction	Number of Students Enrolled
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NA	Nil	Nil
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1.3.2 – Field Projects / Internships undertaken during the year

Project/Programme Title	Programme Specialization	No. of students enrolled for Field Projects / Internships
BA	biodiversity of manas national park by Geography Department	38
BA	Visit to monuments of Rajasthan	15
BA	Appraisal of Vaishnavite Satras of Majulis	20
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1.4 – Feedback System

1.4.1 – Whether structured feedback received from all the stakeholders.

Students	Yes
Teachers	Yes
Employers	Yes
Alumni	Yes
Parents	Yes

1.4.2 – How the feedback obtained is being analyzed and utilized for overall development of the institution? (maximum 500 words)

Feedback Obtained
A feedback committee has been constituted to initiate the process through questionnaire as per NAAC guidelines. The committee collects and analyse the feedback. The students' feedback are collected from almost 90 of major/ honours students and 30 of general/regular students. Feedbacks are collected from Parents, teachers, alumni and employees through questionnaire. After collection of feedback questionnaire, the committee analyses and find out the strength and weakness of different aspects of college and prepare a note to submit to IQAC. The IQAC meeting discussed the note of feedback and take resolution for remedial measures and it is sent to authority to take necessary action.

CRITERION II – TEACHING- LEARNING AND EVALUATION

2.1 – Student Enrolment and Profile

2.1.1 – Demand Ratio during the year

Name of the Programme	Programme Specialization	Number of seats available	Number of Application received	Students Enrolled
BA	MAJOR AND GENERAL	500	521	389
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2.2 – Catering to Student Diversity

2.2.1 – Student - Full time teacher ratio (current year data)

Year	Number of students enrolled	Number of students enrolled	Number of fulltime teachers	Number of fulltime teachers	Number of teachers

	in the institution (UG)	in the institution (PG)	available in the institution teaching only UG courses	available in the institution teaching only PG courses	teaching both UG and PG courses
2019	787	Nil	21	Nil	21

2.3 – Teaching - Learning Process

2.3.1 – Percentage of teachers using ICT for effective teaching with Learning Management Systems (LMS), E-learning resources etc. (current year data)

Number of Teachers on Roll	Number of teachers using ICT (LMS, e-Resources)	ICT Tools and resources available	Number of ICT enabled Classrooms	Number of smart classrooms	E-resources and techniques used
31	5	4	3	3	3

[View File of ICT Tools and resources](#)

[View File of E-resources and techniques used](#)

2.3.2 – Students mentoring system available in the institution? Give details. (maximum 500 words)

The number of students in major course are 20 to 40 in each department. The department takes responsibility of the students. Departments, especially HoD monitors the class attendance weekly and collects the necessary information about the absent students. If anybody is absent for a long time, they are communicated. Sometimes guardians are also asked to discuss the matters about the students if department feels necessary. Apart from this, NCC, NSS, Information and Career Guidance Committee, Women committee also take care of the students about their career and overall personality. The college is situated at rural environment, where, most of the students belong to BPL group. Teachers occasionally offer financial assistance to poor and meritorious students. Sometime few Matricious but belongs to BPL group, teachers help them financially to purchase books other than academic materials. Departments also provide books to the needy students through departmental library. Departments organised seminars for the students to know the knowledge and skill of the students. There is an elected students union comprising of 10 portfolios and principal appoints in charge against each portfolio to mentor and guide the secretary for future actions. Every secretary takes the responsibility according to their portfolio. They observe “college week” which reflects cultural competition, various sports, quiz, debates, symposium, literary competition etc. Finally, they organize a prize distribution ceremony and invite some guests from outside. Career and Information Guidance Committee also mentors and guides the selective students for future career by organizing various workshops, tests, lectures and training programme. Women Committee also takes active part to mentor the girl students regularly and tries to bring gender sensitization by organizing some workshops, lectures etc.

Number of students enrolled in the institution	Number of fulltime teachers	Mentor : Mentee Ratio
787	21	1 : 37

2.4 – Teacher Profile and Quality

2.4.1 – Number of full time teachers appointed during the year

No. of sanctioned positions	No. of filled positions	Vacant positions	Positions filled during the current year	No. of faculty with Ph.D
24	21	3	Nil	5

2.4.2 – Honours and recognition received by teachers (received awards, recognition, fellowships at State, National, International level from Government, recognised bodies during the year)

Year of Award	Name of full time teachers receiving awards from state level, national level, international level	Designation	Name of the award, fellowship, received from Government or recognized bodies
2019	Diparani Bhattacharyya	Associate Professor	Certificate of Excellence in

			Cinema 8th Kolkata International Short Film Festival 7th Indian Cine Film Festival 8th Mumbai Short Film Festival Noida International Film Festival Dada Saheb Phalke Film Festival
2019	Diparani Bhattacharyya	Associate Professor	Special Mention Awards in 8th Delhi International Short Film Festival 4th Indian World Film Festival, Hyderabad Bangalore International Short Film Festival Global India Film Festival Indian Talent Film festival2020
2019	Diparani Bhattacharyya	Associate Professor	Best Actor and Best Cinematographer Award in Prayash International Short Film Festival 2020.
2019	Diparani Bhattacharyya	Associate Professor	Best Film Award in Indian Film Makers Film Festival 2020.
2019	Parag Ch Kalita	Associate Professor	Appointment as Paper Setter for recruitment to APSC
2019	Parag Ch Kalita	Associate Professor	Invited as Resoyrce Person for Interactive Session on API, IQAC Narengi College
2019	Parag Ch Kalita	Associate Professor	Appointed as master Trainer in General Election to Loksabha 2019
2019	Lakshmidhar Talukdar	Associate Professor	Appointed as master Trainer in General Election to Loksabha 2019
2019	Miran Ali	Associate Professor	Appointed as master Trainer in General Election to Loksabha 2019
2019	Debananda Sarma	Associate	Appointed as

Professor

master Trainer in
General Election to
Loksabha 2019

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2.5 – Evaluation Process and Reforms

2.5.1 – Number of days from the date of semester-end/ year- end examination till the declaration of results during the year

Programme Name	Programme Code	Semester/ year	Last date of the last semester-end/ year-end examination	Date of declaration of results of semester-end/ year- end examination
BA	034	1,4,5 semester	20/11/2019	19/03/2020
BA	034	6 SEMESTER	01/10/2020	05/12/2020

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2.5.2 – Reforms initiated on Continuous Internal Evaluation(CIE) system at the institutional level (250 words)

There are two types of evaluation/ examination system: External evaluation 80 and Internal evaluation 20 For Continuous Internal Evaluation, departments are given full liberty to select different components. Generally we divide and allot 20 of total marks for each paper in honours and regular course covering sessional exam, attendance, project, seminar and assignment. It is time bound programmed guided by Academic Calendar. At the end of each semester all departments submit their internal marks to the examination committee and accordingly it is submitted to the affiliated University to prepare result. However, due to Covid-19 some components of internal exams could not follow. Only assignment were taken from students and sent to the University for their results.

2.5.3 – Academic calendar prepared and adhered for conduct of Examination and other related matters (250 words)

All semester examination and HS examination are highlighted and incorporated in Academic Calendar. Academic Calendar reflects the following activities as under teaching days, working days, holidays, Sundays, examination schedule, orientation programmed, departmental seminar, college election, college week, various celebration days, college foundation days, field trip, survey etc.

2.6 – Student Performance and Learning Outcomes

2.6.1 – Program outcomes, program specific outcomes and course outcomes for all programs offered by the institution are stated and displayed in website of the institution (to provide the weblink)

<http://puthimaricollege.in/upload/stuperlearout/1609832740.pdf>

2.6.2 – Pass percentage of students

Programme Code	Programme Name	Programme Specialization	Number of students appeared in the final year examination	Number of students passed in final year examination	Pass Percentage
034	BA	MAJOR	127	76	59.84
034	BA	General	49	5	10.20

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2.7 – Student Satisfaction Survey

2.7.1 – Student Satisfaction Survey (SSS) on overall institutional performance (Institution may design the questionnaire) (results and details be provided as weblink)

<http://puthimaricollege.in/upload/sss/1604904027.pdf>

CRITERION III – RESEARCH, INNOVATIONS AND EXTENSION

3.1 – Resource Mobilization for Research

3.1.1 – Research funds sanctioned and received from various agencies, industry and other organisations

Nature of the Project	Duration	Name of the funding agency	Total grant sanctioned	Amount received during the year
Students Research Projects (Other than compulsory by the University)	180	GOVERNING BODY	0.1	0.05
Any Other (Specify)	365	GOVERNING BODY	0.2	0.1

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3.2 – Innovation Ecosystem

3.2.1 – Workshops/Seminars Conducted on Intellectual Property Rights (IPR) and Industry-Academia Innovative practices during the year

Title of workshop/seminar	Name of the Dept.	Date
Intellectual Property Rights	iqac	29/01/2020

3.2.2 – Awards for Innovation won by Institution/Teachers/Research scholars/Students during the year

Title of the innovation	Name of Awardee	Awarding Agency	Date of award	Category
CERTIFICATE OF EXCELLENCE IN CINEMA	DIPARANI BHATTACHARYYA	8TH KOLKATA INTERNATIONAL SHORTS FILM FESTIVAL	21/07/2019	FILM
CERTIFICATE OF EXCELLENCE IN CINEMA	DIPARANI BHATTACHARYYA	7TH INDIAN CINE FILM FESTIVAL	08/09/2019	FILM
CERTIFICATE OF EXCELLENCE IN CINEMA	DIPARANI BHATTACHARYYA	8TH MUMBAI SHORT FILM FESTIVAL	08/12/2019	FILM
CERTIFICATE OF EXCELLENCE IN CINEMA	DIPARANI BHATTACHARYYA	NOIDA INTERNATIONAL FILM FESTIVAL	25/01/2020	FILM
CERTIFICATE OF EXCELLENCE IN CINEMA	DIPARANI BHATTACHARYYA	DADA SAHEB PHALKE FILM FESTIVAL	20/04/2020	FILM

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3.2.3 – No. of Incubation centre created, start-ups incubated on campus during the year

Incubation Center	Name	Sponsored By	Name of the Start-up	Nature of Start-up	Date of Commencement
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1	Assam Incubation and Research center	Mushroom Development Foundation	Mushroom Production Unit	To produce nutritious food and provide livelihood	03/12/2019
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3.3 – Research Publications and Awards

3.3.1 – Incentive to the teachers who receive recognition/awards

State	National	International
0	3	2

3.3.2 – Ph. Ds awarded during the year (applicable for PG College, Research Center)

Name of the Department	Number of PhD's Awarded
NA	Nil

3.3.3 – Research Publications in the Journals notified on UGC website during the year

Type	Department	Number of Publication	Average Impact Factor (if any)
Nil	NA	Nil	0
No file uploaded.			

3.3.4 – Books and Chapters in edited Volumes / Books published, and papers in National/International Conference Proceedings per Teacher during the year

Department	Number of Publication
ASSAMESE	4
View File	

3.3.5 – Bibliometrics of the publications during the last Academic year based on average citation index in Scopus/ Web of Science or PubMed/ Indian Citation Index

Title of the Paper	Name of Author	Title of journal	Year of publication	Citation Index	Institutional affiliation as mentioned in the publication	Number of citations excluding self citation
NA	NA	NA	Nil	0	0	Nil
No file uploaded.						

3.3.6 – h-Index of the Institutional Publications during the year. (based on Scopus/ Web of science)

Title of the Paper	Name of Author	Title of journal	Year of publication	h-index	Number of citations excluding self citation	Institutional affiliation as mentioned in the publication
NA	NA	NA	Nil	Nil	Nil	NA
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3.3.7 – Faculty participation in Seminars/Conferences and Symposia during the year :

Number of Faculty	International	National	State	Local
Attended/Seminars/Workshops	Nil	5	Nil	3
Presented	Nil	1	Nil	Nil

papers

[View File](#)

3.4 – Extension Activities

3.4.1 – Number of extension and outreach programmes conducted in collaboration with industry, community and Non- Government Organisations through NSS/NCC/Red cross/Youth Red Cross (YRC) etc., during the year

Title of the activities	Organising unit/agency/ collaborating agency	Number of teachers participated in such activities	Number of students participated in such activities
RELIEF TO THE FLOOD VICTIMS	STUDENT UNION	3	10
WATER FILTER DISTRIBUTION	NSS	7	25
AWARNSS PROGRAMME ON COVID-19	COLLEGE	15	Nil

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3.4.2 – Awards and recognition received for extension activities from Government and other recognized bodies during the year

Name of the activity	Award/Recognition	Awarding Bodies	Number of students Benefited
INVITATION FROM THE ASSEMBLY	GUEST IN THE ASSEMBLY DEBATES	GOVERNMENT OF ASSAM	15

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3.4.3 – Students participating in extension activities with Government Organisations, Non-Government Organisations and programmes such as Swachh Bharat, Aids Awareness, Gender Issue, etc. during the year

Name of the scheme	Organising unit/Agen cy/collaborating agency	Name of the activity	Number of teachers participated in such activites	Number of students participated in such activites
FLOOD RELIEF	STUDENT UNION	RELIEF TO THE FLOOD VICTIMS	3	10

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3.5 – Collaborations

3.5.1 – Number of Collaborative activities for research, faculty exchange, student exchange during the year

Nature of activity	Participant	Source of financial support	Duration
field project	28	college	7
webinar ICT Academy	300	college	90
student exchange	18	government of assam	7
field project	25	self	3

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3.5.2 – Linkages with institutions/industries for internship, on-the- job training, project work, sharing of research facilities etc. during the year

Nature of linkage	Title of the linkage	Name of the partnering	Duration From	Duration To	Participant
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		institution/ industry /research lab with contact details			
Sharing the Technical and academic resources	awariness	College Library Association	21/06/2020	21/06/2020	90
Sharing the technical and academic resources	Nurturing the Gradutes on Industry Readiness	ICT Academy	22/06/2020	22/06/2020	150
Sharing the technical and academic resources	Awariness Programme on Use of Online E- resources	Assam College Librarian Association	16/06/2020	16/07/2020	95
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3.5.3 – MoUs signed with institutions of national, international importance, other universities, industries, corporate houses etc. during the year

Organisation	Date of MoU signed	Purpose/Activities	Number of students/teachers participated under MoUs
Sankardev Yogasharam College Hospital Research Centre	05/02/2020	New Skill Training Centre	120
AMTRON	05/12/2019	Receiving Donation	1000
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CRITERION IV – INFRASTRUCTURE AND LEARNING RESOURCES

4.1 – Physical Facilities

4.1.1 – Budget allocation, excluding salary for infrastructure augmentation during the year

Budget allocated for infrastructure augmentation	Budget utilized for infrastructure development
18.3	18.3

4.1.2 – Details of augmentation in infrastructure facilities during the year

Facilities	Existing or Newly Added
Campus Area	Existing
Class rooms	Existing
Laboratories	Existing
Seminar Halls	Existing
Classrooms with LCD facilities	Existing
Classrooms with Wi-Fi OR LAN	Newly Added
Seminar halls with ICT facilities	Newly Added

Existing	23	0	14	0	0	7	16	2	0
Added	0	0	0	0	0	0	0	0	0
Total	23	0	14	0	0	7	16	2	0

4.3.2 – Bandwidth available of internet connection in the Institution (Leased line)

2 MBPS/ GBPS

4.3.3 – Facility for e-content

Name of the e-content development facility	Provide the link of the videos and media centre and recording facility
NA	Nil

4.4 – Maintenance of Campus Infrastructure

4.4.1 – Expenditure incurred on maintenance of physical facilities and academic support facilities, excluding salary component, during the year

Assigned Budget on academic facilities	Expenditure incurred on maintenance of academic facilities	Assigned budget on physical facilities	Expenditure incurred on maintenance of physical facilities
12.96	12.96	18.3	18.3

4.4.2 – Procedures and policies for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports complex, computers, classrooms etc. (maximum 500 words) (information to be available in institutional Website, provide link)

The college authority adopts necessary measures for maintaining physical assets of the college. The grade Iv employees are assigned duties to look after different parts of the college. CCTV surveillance is at work for ensuring security inside the campus. At the beginning of the session sub committees prepare a plan and policy to maintain and utilizing physical and academic support facilities available in the college. Library books and physical resource are maintained by librarian and library bearers under the guidance of library development Committee. Laboratories are maintained by the department themselves. At the begging of the session defected computers of departments and other computers are repaired by computer experts centrally. Class rooms, sanitation rooms, common rooms are maintained by the college authority centrally for proper utilization. For maintaining every facilities a third grade employee is assigned to look after. Leistering are cleaned through contract cleaner. To look after electricity and unlimited power supply an electrician is assigned on contract basis annually.

<http://puthimaricollege.in/upload/physical/1604908982.pdf>

CRITERION V – STUDENT SUPPORT AND PROGRESSION

5.1 – Student Support

5.1.1 – Scholarships and Financial Support

	Name/Title of the scheme	Number of students	Amount in Rupees
Financial Support from institution	NA	0	0
Financial Support from Other Sources			
a) National	MINORITY, CENTRAL SECTOR, ISHAN UDAY	84	0

b) International	NA	Nil	0
View File			

5.1.2 – Number of capability enhancement and development schemes such as Soft skill development, Remedial coaching, Language lab, Bridge courses, Yoga, Meditation, Personal Counselling and Mentoring etc.,

Name of the capability enhancement scheme	Date of implementation	Number of students enrolled	Agencies involved
NA	Nil	Nil	0
No file uploaded.			

5.1.3 – Students benefited by guidance for competitive examinations and career counselling offered by the institution during the year

Year	Name of the scheme	Number of benefited students for competitive examination	Number of benefited students by career counseling activities	Number of students who have passed in the comp. exam	Number of students placed
Nil	NA	Nil	Nil	Nil	Nil
No file uploaded.					

5.1.4 – Institutional mechanism for transparency, timely redressal of student grievances, Prevention of sexual harassment and ragging cases during the year

Total grievances received	Number of grievances redressed	Avg. number of days for grievance redressal
5	5	7

5.2 – Student Progression

5.2.1 – Details of campus placement during the year

On campus			Off campus		
Name of organizations visited	Number of students participated	Number of students placed	Name of organizations visited	Number of students participated	Number of students placed
NA	Nil	Nil	Nil	Nil	Nil
No file uploaded.					

5.2.2 – Student progression to higher education in percentage during the year

Year	Number of students enrolling into higher education	Programme graduated from	Department graduated from	Name of institution joined	Name of programme admitted to
Nil	Nil	NA	NA	NA	NA
No file uploaded.					

5.2.3 – Students qualifying in state/ national/ international level examinations during the year (eg: NET/SET/SLET/GATE/GMAT/CAT/GRE/TOFEL/Civil Services/State Government Services)

Items	Number of students selected/ qualifying
Nil	Nil
No file uploaded.	

5.2.4 – Sports and cultural activities / competitions organised at the institution level during the year

Activity	Level	Number of Participants
23	COLLEGE	633
View File		

5.3 – Student Participation and Activities

5.3.1 – Number of awards/medals for outstanding performance in sports/cultural activities at national/international level (award for a team event should be counted as one)

Year	Name of the award/medal	National/ Internaional	Number of awards for Sports	Number of awards for Cultural	Student ID number	Name of the student
Nil	NA	Nil	Nil	Nil	Nil	Nil
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5.3.2 – Activity of Student Council & representation of students on academic & administrative bodies/committees of the institution (maximum 500 words)

The college make an arrangement to involve the students so that they can have a share in administrative activities of the college. Many of the decisions of the college are taken in discussion with the Students' Union. The College also makes the students stake holders of the academic activities of the college. The representatives of the college particularly the General Secretary is made a member of IQAC. They are also members of different committees like Canteen Committee, Gender Sensitization Committee and other student's related committee. A Students Union is formed, following the guideline of Supreme court verdict which is basically involved in all the decision making process of the College. The college authority patronizes the students in different activities of the college. The college authority provides required funds for the students whenever they decide to carry out activities of the college campus. A budgeted fund collected from the students is allotted to carry out their activities in a year. There are specific arrangement to cater to the needs of the poor students. A student's aid fund is run by the authority to supply book and other fees to needy students. College has also constituted a grievances redressal Committee to address students grievances. A complain box has fixed to receive the grievances of the students. There are various committees like Women Committee, Information and Career Guidance Committee to provide the students the information about the employment and to develop a gender sensitive perspective. College has provided an app and other digital facilities to make the teachers easily accessible.

5.4 – Alumni Engagement

5.4.1 – Whether the institution has registered Alumni Association?

Yes

The institution has an active alumni association. The alumni of the college are active in day to day running of the college. They are actively connected by social media The alumni association has made an arrangement for registering the association. They hold meeting almost on a regular basis and discuss with the authority about various progresses of the college. The alumni register their names in the college both centrally and departmentally. They contribute to the college in different activities of college with different capacities. Every department maintains a register for their alumni. The college also centrally maintains a register for the alumni.

5.4.2 – No. of enrolled Alumni:

115

5.4.3 – Alumni contribution during the year (in Rupees) :

0

5.4.4 – Meetings/activities organized by Alumni Association :

0

CRITERION VI – GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.1 – Institutional Vision and Leadership

6.1.1 – Mention two practices of decentralization and participative management during the last year (maximum 500 words)

The college adheres to a policy of decentralization of the activities of authority in different spheres. The college holds the meetings of the staff both teaching and non-teaching for taking the suggestions in different issues of the college several committees like construction committee, Purchase Committee, infrastructure committee, Routine Committee , Academic Committee are formed. The meetings of HoD's are held for discussion on different issues. IQAC looks after the qualitative improvement of the academic activities carried out in the college. IQAC is supported by the HoDs and seven committee constituted as per the seven criteria of the NAAC. The teachers' unit also hold its meeting and put forwarded their suggestion for carrying out the activities in the college.

6.1.2 – Does the institution have a Management Information System (MIS)?

Partial

6.2 – Strategy Development and Deployment

6.2.1 – Quality improvement strategies adopted by the institution for each of the following (with in 100 words each):

Strategy Type	Details
Curriculum Development	Though curriculum development is a task of the University, the college submits both verbal and written suggestions for preparation of curriculum. Many of the teachers are members of the university curriculum development committee. Teaching plan Departmental meetings Field works Excursion Syllabus distribution. Tutorial class Monitoring through progress report.
Teaching and Learning	To improve the quality, we take up the following steps in teaching learning process- Apart from the regular classes, we conduct departmental seminar for the enhancement of learning skill. Learning through fieldwork and survey, educational excursion. Learning through e-journal, various journals, magazines, newspapers etc. Some departments frequently use ICT in teaching learning process
Examination and Evaluation	College has complemented traditional written examination with home

	assignments, attendance, project works etc.
Research and Development	Teachers engaged themselves in research activities on individually. College requests to the department for the research project and there is an arrangement to bear the expenditure the project. Authority approves the leaves to the teachers to participate in the seminars. The college holds national and international seminar inviting research papers.
Library, ICT and Physical Infrastructure / Instrumentation	The library is well equipped with automation. It uses "SOUL" package for its functioning. The library has got WIFI connection. A library advising committee has been constitute to carry out the policy and action. Books are bought annually as per the requirement in proportion.
Human Resource Management	Motivates and facilitates the faculty members to participate in Refresher and Orientation Course. Arrangement of Computer Training Programmes related to Tally and MS office for non-teaching staff. College organises ICT, Automation Training for both teaching and non-teaching staff. Faculties are encouraged and facilitated to take part in FDP, Major Research Projects, Minor Research Projects, Seminar, Workshop etc. Creating awareness on different safety measures during Covid-19 pandemic. College has distributed sanitizer, mask. Sanitization of the campus is done. Self-appraisal of the teachers through maintenance of Academic diary. Maintenance of Grievance Redressal Committees, Anti-Ragging Committee, Sexual Harassment Committee.
Industry Interaction / Collaboration	The college has collaborated with AMTRON, Assam Innovation and Research Centre, Mushroom Development Foundation, Sankardev Skill Development Centre. It also facilitates interaction of the students with this organisation by visit, workshop, training programme, lecture etc.
Admission of Students	At the beginning of the session notification served in College website. Applications of the candidates are scrutinizes verified and selected on the merit basis. Guidelines of the Government is duly followed. Major/Honours students are selected by

the examination and interview conducted by the departments. The payment is made electronically, digitally and manually. An admission committee is constituted for smooth conduct of the admission process

6.2.2 – Implementation of e-governance in areas of operations:

E-governance area	Details
<p>Planning and Development</p>	<p>The college has tried to endeavour for e-governance. Notification is given on website for purchasing and tendering. All payment for planning and development is done on online. Payment and correspondents are made electronically using PFMS.</p>
<p>Administration</p>	<p>All correspondence in regards to the higher authority made through online. RFID is used for Teachers' and students' attendance. CCTV has been installed in all classrooms and entrance. Examinations partially conducted online. Admission process is done online. Applications are received online. Wi-fi has been provided in Library and office. Office and Library is fully and partially automated. Leaves are granted by the apex body as per the government leave rules. The administration is monitored by the governing body of the college. The authority runs the college administration through online notification.</p>
<p>Finance and Accounts</p>	<p>The finance of college strictly adhere to financial rules of government of Assam available on online. The tender of different works are floated on college website. 95 of the transactions are made electronically. Salary is done online. Payments to university and others are done online. UGC and RUSA are paid through PFMS. Accounts is kept both electronically and manually.</p>
<p>Student Admission and Support</p>	<p>Admission process is done on line. The Form Fill-up of the students are done online. There is a college App to be reached by every teacher. Grievances of the students are received on line. Notifications of the students are given on line. An arrangement of smart online classes are available for the students. Online classes are done for the students. Webinars are held with the students.</p>

Examination	The all examination Form Fill-up of the students are done online. Verification of the examination form fill-up are done online. Results are declared online. Payments to the University and Council is done online.
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6.3 – Faculty Empowerment Strategies

6.3.1 – Teachers provided with financial support to attend conferences / workshops and towards membership fee of professional bodies during the year

Year	Name of Teacher	Name of conference/ workshop attended for which financial support provided	Name of the professional body for which membership fee is provided	Amount of support
Nill	NA	NA	NA	Nill
No file uploaded.				

6.3.2 – Number of professional development / administrative training programmes organized by the College for teaching and non teaching staff during the year

Year	Title of the professional development programme organised for teaching staff	Title of the administrative training programme organised for non-teaching staff	From date	To Date	Number of participants (Teaching staff)	Number of participants (non-teaching staff)
2020	AUTOMATION OF OFFICE	NA	20/02/2020	20/02/2020	30	Nill
2020	NA	AUTOMATION OF OFFICE	22/02/2020	22/02/2020	Nill	9
2020	TRAINING ON ONLINE SMART CLASSES	NA	13/03/2020	13/03/2020	30	Nill
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6.3.3 – No. of teachers attending professional development programmes, viz., Orientation Programme, Refresher Course, Short Term Course, Faculty Development Programmes during the year

Title of the professional development programme	Number of teachers who attended	From Date	To date	Duration
ORIENTATION PROGRAMME	1	24/06/2019	14/07/2019	21
FACULTY DEVELOPMENT PROGRAMME	1	06/05/2020	10/05/2020	5
FACULTY DEVELOPMENT PROGRAMME	1	28/04/2020	02/05/2020	5
FACULTY	1	05/05/2020	11/05/2020	5

**DEVELOPMENT
PROGRAMME**

[View File](#)

6.3.4 – Faculty and Staff recruitment (no. for permanent recruitment):

Teaching		Non-teaching	
Permanent	Full Time	Permanent	Full Time
3	3	1	1

6.3.5 – Welfare schemes for

Teaching	Non-teaching	Students
staff welfare fund	staff welfare fund	students aid fund

6.4 – Financial Management and Resource Mobilization

6.4.1 – Institution conducts internal and external financial audits regularly (with in 100 words each)

The institution has a mechanism for internal and external audit. The College has own internal audit mechanism where internal audit is an ongoing continuous process in addition to the external auditors to verify and certify the entire income and expenditure of the institute each year. Qualified internal auditors have been appointed as per the approval of the governing Body and a team of staff under them do a thorough check and verification of each financial year. Likewise an external Audit is also carried out by the statutory auditor i.e. govt. Auditors as govt. rules. If, there have been any findings/objections/minor errors of omission and commission when pointed out the audit team are immediately corrected/ rectified and precautionary steps are taken to avoid reoccurrence of such error in future.

6.4.2 – Funds / Grants received from management, non-government bodies, individuals, philanthropies during the year(not covered in Criterion III)

Name of the non government funding agencies /individuals	Funds/ Grnats received in Rs.	Purpose
AMTRON	15000	BUYING DUSTBIN

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6.4.3 – Total corpus fund generated

1.10

6.5 – Internal Quality Assurance System

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

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

6.5.2 – Activities and support from the Parent – Teacher Association (at least three)

Parents give suggestion (Parents feedback). We conduct telephonic contact with the parents. Reward for best readers.

6.5.3 – Development programmes for support staff (at least three)

Yoga Programme, Celebration of Environmental Day, Staff meeting

6.5.4 – Post Accreditation initiative(s) (mention at least three)

Up gradation of Library Building Automation of Library Construction of Computer Lab

6.5.5 – Internal Quality Assurance System Details

a) Submission of Data for AISHE portal	No
b) Participation in NIRF	No
c) ISO certification	No
d) NBA or any other quality audit	No

6.5.6 – Number of Quality Initiatives undertaken during the year

Year	Name of quality initiative by IQAC	Date of conducting IQAC	Duration From	Duration To	Number of participants
2019	A symposium on NAAC Accreditation is held. The Resource Person is Dr. Kiran Hazarika, Principal, Tangla College, Member of UGC, member NAAC accreditation.	09/09/2019	09/09/2019	09/09/2019	40
2019	A symposium on UGC Grant is held. The resource person is Dr. Tapan Dutta, Dept. of Botany, J.N College, Boko. He shows the various opportunities to receive fund/grant from ICSSR/I CHR/NEC/ECT.	07/09/2019	07/09/2019	07/09/2019	40

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CRITERION VII – INSTITUTIONAL VALUES AND BEST PRACTICES

7.1 – Institutional Values and Social Responsibilities

7.1.1 – Gender Equity (Number of gender equity promotion programmes organized by the institution during the year)

Title of the programme	Period from	Period To	Number of Participants	
			Female	Male
National Seminar on "Gender issues in Northeast India- challenges and way forward"	13/03/2020	14/03/2020	220	50

7.1.2 – Environmental Consciousness and Sustainability/Alternate Energy initiatives such as:

Percentage of power requirement of the University met by the renewable energy sources
NIL

7.1.3 – Differently abled (Divyangjan) friendliness

Item facilities	Yes/No	Number of beneficiaries
Ramp/Rails	Yes	Nil

7.1.4 – Inclusion and Situatedness

Year	Number of initiatives to address locational advantages and disadvantages	Number of initiatives taken to engage with and contribute to local community	Date	Duration	Name of initiative	Issues addressed	Number of participating students and staff
2019	1	1	21/07/2019	1	RELIEF TO FLOOD VICTIMS	TO MEET THE FLOOD SITUATION	13
2019	1	1	23/08/2019	1	Water Filter Distribution in Athgaon	Safe drinking water to the local community	32
2020	1	1	20/03/2020	1	Awareness Programme on COVID-19	Safety measures to prevent COVID-19 to the local community	15

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7.1.5 – Human Values and Professional Ethics Code of conduct (handbooks) for various stakeholders

Title	Date of publication	Follow up(max 100 words)
PROSPECTUS	11/06/2020	Prospectus is the mirror of external and internal activities of the college. It is a guideline that to be done

by the College. It Gives first-hand information to students while entirely the College campus. It works as show case of the college destiny, activities and results. The Prospectus is hand over to the students which consequently reach the guardian of the students at the beginning of the session. The new prospectus makes addition and subtraction of the last activities done in the last session.

7.1.6 – Activities conducted for promotion of universal Values and Ethics

Activity	Duration From	Duration To	Number of participants
Yoga Day observation	21/06/2019	21/06/2019	255
Mila-De-Mehfil	02/11/2019	02/11/2019	355
Saraswati Puja	29/01/2020	29/01/2020	1155
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7.1.7 – Initiatives taken by the institution to make the campus eco-friendly (at least five)

College Campus cleaning Tree Plantation Maintenance of College Drainage system.
Plastic Free Campus Tabaco free zone

7.2 – Best Practices

7.2.1 – Describe at least two institutional best practices

The existing practice of organising weekly departmental seminars for students, giving home assignments to the students and holding unit tests as part of the internal assessment of major students is continued. This practice keeps the students with an opportunity to prepare research papers under the active guidance of the faculty members and enable them to interact among themselves and with the teachers. Best Graduate award.

Upload details of two best practices successfully implemented by the institution as per NAAC format in your institution website, provide the link

<http://puthimaricollege.in/upload/bestpractice/1609841472.pdf>

7.3 – Institutional Distinctiveness

7.3.1 – Provide the details of the performance of the institution in one area distinctive to its vision, priority and thrust in not more than 500 words

The college is situated in a rural interior area. It is surrounded by the village community who are mostly live upon agriculture. These people were wholeheartedly involve at the time of the establishment of the college. They remain very much sensitive with the different issues in the college. It very much positive as well as regressive to the imparting of higher education at its socio-psychological level. The college has got available land at its disposal. If the attention of the concerned authority can be drawn it could be transformed as one the best rural institution in relation to the sports,

culture and study. The college being surrounded by village communities, the girls' students pouring from the interior village, enrolled in the college in a great number. It is constantly the girls and boys ratio is 60:40. If proper steps are taken it can be a centre of women empowerment. The college has got a constant good academic performance. Apart from this, the youth in the area are excess in event of sports. So the college has got the capability of being grown up as centre of rural sports. Out of amount 1500 students having their education in the college almost 70 of girls and boys students use bicycle as means of the transportation. It is quite eco-friendly and fuel savings.

Provide the weblink of the institution

<http://puthimaricollege.in/Institutional%20Distinctiveness.pdf>

8.Future Plans of Actions for Next Academic Year

The college plans the followings for the implementation in future. IQAC advices the Principal to provide state of the art frilling in IQAC room. IQAC advices Principal to arrange a Prepared sound system for central announcement in the college. IQAC advices Principal to arrange the Digital Class room. IQAC advices to NSS to take necessary steps for village adaptation. IQAC advices to principal to provide the following facilities as soon as possible:- RFID Electronic belt Solar system. Electrical up gradation of the entire college. Up gradation of the college website. A garbage decomposing system. A skill development centre IQAC advices principal to take necessary arrangement to introduce full-fledged course in B.Com and B.Sc.