



## YEARLY STATUS REPORT - 2020-2021

### Part A

#### Data of the Institution

<b>1.Name of the Institution</b>	Puthimari College
• Name of the Head of the institution	Dr. Nityananda Kalita
• Designation	Principal
• Does the institution function from its own campus?	Yes
• Phone no./Alternate phone no.	9864086145/ 6002402526
• Mobile No:	9864086145
• Registered e-mail	principal.puthimaricollege@yahoo.com
• Alternate e-mail	nityanandakalita@yahoo.com
• Address	PO: Soneswar, Dist: Kamrup
• City/Town	Guwahati
• State/UT	ASSAM
• Pin Code	781382
<b>2.Institutional status</b>	
• Type of Institution	Co-education
• Location	Rural
• Financial Status	UGC 2f and 12(B)

• Name of the Affiliating University	GAUHATI UNIVERSITY				
• Name of the IQAC Coordinator	DR PALLABI NATH				
• Phone No.	8876493061				
• Alternate phone No.	7002199509				
• Mobile	7002199509				
• IQAC e-mail address	iqac.puthimaricollege@yahoo.in				
• Alternate e-mail address	nathpallabi7@gmail.com				
<b>3.Website address (Web link of the AQAR (Previous Academic Year)</b>	<a href="http://puthimaricollege.ac.in/upload/aqar/1641533294.pdf">http://puthimaricollege.ac.in/upload/aqar/1641533294.pdf</a>				
<b>4.Whether Academic Calendar prepared during the year?</b>	Yes				
• if yes, whether it is uploaded in the Institutional website Web link:	<a href="http://puthimaricollege.ac.in/upload/a_calendar/1646469556.pdf">http://puthimaricollege.ac.in/upload/a_calendar/1646469556.pdf</a>				
<b>5.Accreditation Details</b>					
Cycle	Grade	CGPA	Year of Accreditation	Validity from	Validity to
Cycle 1	C++	Nil	2004	04/11/2004	03/11/2010
Cycle 2	B	2.24	2013	05/01/2013	04/01/2018
<b>6.Date of Establishment of IQAC</b>			03/01/2005		
<b>7.Provide the list of funds by Central / State Government UGC/CSIR/DBT/ICMR/TEQIP/World Bank/CPE of UGC etc.,</b>					
Institutional/Department /Faculty	Scheme	Funding Agency	Year of award with duration	Amount	
0	0	0	0	0	
<b>8.Whether composition of IQAC as per latest NAAC guidelines</b>			Yes		
• Upload latest notification of formation of IQAC			<a href="#">View File</a>		
<b>9.No. of IQAC meetings held during the year</b>			02		

<ul style="list-style-type: none"> <li>• Were the minutes of IQAC meeting(s) and compliance to the decisions have been uploaded on the institutional website?</li> </ul>	<b>Yes</b>	
<ul style="list-style-type: none"> <li>• If No, please upload the minutes of the meeting(s) and Action Taken Report</li> </ul>	No File Uploaded	
<b>10. Whether IQAC received funding from any of the funding agency to support its activities during the year?</b>	<b>No</b>	
<ul style="list-style-type: none"> <li>• If yes, mention the amount</li> </ul>		
<b>11. Significant contributions made by IQAC during the current year (maximum five bullets)</b>		
<p>* IQAC has adhered to the online classes on the situation of pandemic * IQAC has arranged for online complaints, suggestions from students *IQAC has taken a decision for online accounts maintaining. *IQAC has forwarded action taken report to the Governing Body for prompt action as received from the feedback of the students.. *IQAC has arranged training program for teaching staff and non teaching staff on ICT and soft skills</p>		
<b>12. Plan of action chalked out by the IQAC in the beginning of the Academic year towards Quality Enhancement and the outcome achieved by the end of the Academic year</b>		

Plan of Action	Achievements/Outcomes
<p>1. The IQAC requests authority to move to partial transformation to online mode keeping in view the present pandemic situation . 2. The IQAC resolves to start new courses like PGDCA , ADCA, DCA,.CCCA,TALLY Etc. The IQAC also suggests to go for Yoga classes in the college 3.The IQAC resolves requesting the principal to reach each and every student through webinar . 4.The IQAC request the principal to increases the number of online Magazine. 5. The IQAC suggests to make an arrangement to receive online students complaints. 6. The IQAC also resolves to go offline to reach the students who has not been covered by online mode due to many others factors. 7.The IQAC asks to open skill development courses like beauty and wellness, entrepreneurship development etc. 8.The IQAC suggests the principal to set up mushroom incubation centre to open up each allies in locality. 9.To keep the greenery of the campus, the IQAC realized the requirement of water during the dry session .Therefore it resolves to set up rain water harvesting 10.For disposal off litters the IQAC asks the authority to set up Vermicompost unit. 11.For making less consumption of energy, the IQAC resolves to switch over other units.</p>	<p>1. Teachers have resorted to the online mode classes successfully preparing students for examination. 2. Enrollment to the computer courses has already been done. Almost 40 students have been enrolled in this course. 3.The Institution has conducted many webinars in collaboration with ICT and other agencies to meet the demand of the covid situation. 4.The library has got several numbers of online journals and books. 5.Arrengement for online complaints has been made available through the website and a large computer screen in the main corridor which is open for all. 6.Offline classes are also conducted parallely maintaining the covid protocol. 7.Skill development courses have been started but could not be fully operated due to the pandemic situation. 8.A mushroom incubation centre has been set up and has been aligned with Assam Research and Innovation Centre. 9.Arrangement for rain water harvesting has been done. 10.A unit of vermicompost has been set up. Students are trained by skilled trainer on waste management. 11.LED bulbs has been installed for lighting the campus at night which consumes less energy</p>
<p><b>13.Whether the AQAR was placed before</b></p>	<p><b>Yes</b></p>

<b>statutory body?</b>	
<ul style="list-style-type: none"> <li>Name of the statutory body</li> </ul>	
Name	Date of meeting(s)
GOVERNING BODY	19/12/2021
<b>14. Whether institutional data submitted to AISHE</b>	
Year	Date of Submission
2019	19/03/2019
<b>Extended Profile</b>	
<b>1. Programme</b>	
1.1 Number of courses offered by the institution across all programs during the year	17
File Description	Documents
Data Template	<a href="#">View File</a>
<b>2. Student</b>	
2.1 Number of students during the year	910
File Description	Documents
Data Template	<a href="#">View File</a>
2.2 Number of seats earmarked for reserved category as per GOI/ State Govt. rule during the year	171
File Description	Documents
Data Template	<a href="#">View File</a>
2.3	163

Number of outgoing/ final year students during the year		
File Description	Documents	
Data Template	<a href="#">View File</a>	
<b>3.Academic</b>		
3.1		<b>23</b>
Number of full time teachers during the year		
File Description	Documents	
Data Template	<a href="#">View File</a>	
3.2		<b>24</b>
Number of Sanctioned posts during the year		
File Description	Documents	
Data Template	<a href="#">View File</a>	
<b>4.Institution</b>		
4.1		<b>27</b>
Total number of Classrooms and Seminar halls		
4.2		<b>34.07946</b>
Total expenditure excluding salary during the year (INR in lakhs)		
4.3		<b>17</b>
Total number of computers on campus for academic purposes		

## Part B

### CURRICULAR ASPECTS

#### 1.1 - Curricular Planning and Implementation

1.1.1 - The Institution ensures effective curriculum delivery through a well planned and documented process

The institution ensures effective delivery of the curriculum through developing holistic and multidimensional understanding of competencies of the students, opening various avenues for self-discovery, academic understanding and employment. Every department

plans different activities such as field trip, project work, class assignments and lecture series of guest faculty to ensure the students' progress. Every department follows a departmental diary to record the day to day activities done by every faculty of the department throughout the session. The curriculum delivery system includes different mechanism of teaching covering the practicum as well as the theoretical education such as special lectures, group discussions, projects, presentations, workshops, seminars and hands on experience.

Value added course is also Implemented in the curriculum under the new CBCS course introduced by the respective university. These value added courses mainly ensure in developing their soft skills among the individual. Soft skills include communication, creative thinking, work ethic, teamwork, networking, decision-making, positivity, time management, motivation, flexibility, problem-solving and critical thinking.

Faculty members have been introduced with innovative pedagogy teaching method such as availing oneself of internet for teaching purpose, e-notes upgraded journals and LCD projectors through proper orientation and guidance to meet the technological demands of the modern era.

Faculty members of concerned departments have also inculcated with the online-teaching learning process during the lockdown period. Sufficient study materials have been provided along with the live discussion and group discussions.

File Description	Documents
Upload relevant supporting document	<a href="#">View File</a>
Link for Additional information	Nil

1.1.2 - The institution adheres to the academic calendar including for the conduct of Continuous Internal Evaluation (CIE)

The institution adheres to the academic calendar prepared by the Prospectus and Academic Calendar Committee of the college in conformity with the affiliating university. Every department plans different academic activities for the year which have been inflected in the Academic Calendar. The academic calendar contains dates for continuous internal as well as external evaluation which has been categorized as sessional examination, seminars, attendance, group

discussion, field survey and projects. It also reflects all the curricular - extracurricular, festivals, observation day activities of the college.

File Description	Documents
Upload relevant supporting documents	No File Uploaded
Link for Additional information	<a href="http://puthimaricollege.ac.in/upload/a_calendar/1646469556.pdf">http://puthimaricollege.ac.in/upload/a_calendar/1646469556.pdf</a>

**1.1.3 - Teachers of the Institution participate in following activities related to curriculum development and assessment of the affiliating University and/are represented on the following academic bodies during the year.**

**E. None of the above**

**Academic council/BoS of Affiliating University**  
**Setting of question papers for UG/PG programs**  
**Design and Development of Curriculum for Add on/ certificate/ Diploma Courses**  
**Assessment /evaluation process of the affiliating University**

File Description	Documents
Details of participation of teachers in various bodies/activities provided as a response to the metric	No File Uploaded
Any additional information	No File Uploaded

## 1.2 - Academic Flexibility

**1.2.1 - Number of Programmes in which Choice Based Credit System (CBCS)/ elective course system has been implemented**

**1.2.1.1 - Number of Programmes in which CBCS/ Elective course system implemented**



File Description	Documents
Any additional information	No File Uploaded
Minutes of relevant Academic Council/ BOS meetings	No File Uploaded
Institutional data in prescribed format (Data Template)	<a href="#">View File</a>

## 1.2.2 - Number of Add on /Certificate programs offered during the year

### 1.2.2.1 - How many Add on /Certificate programs are added during the year. Data requirement for year: (As per Data Template)

File Description	Documents
Any additional information	No File Uploaded
Brochure or any other document relating to Add on /Certificate programs	No File Uploaded
List of Add on /Certificate programs (Data Template )	<a href="#">View File</a>

## 1.2.3 - Number of students enrolled in Certificate/ Add-on programs as against the total number of students during the year

277

### 1.2.3.1 - Number of students enrolled in subject related Certificate or Add-on programs during the year

File Description	Documents
Any additional information	No File Uploaded
Details of the students enrolled in Subjects related to certificate/Add-on programs	<a href="#">View File</a>

## 1.3 - Curriculum Enrichment

### 1.3.1 - Institution integrates crosscutting issues relevant to Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum

In order to integrate the cross cutting issues relevant to Environmental Sustainability, Human values and Professional Ethics,

the institution offered various courses in the curriculum, seminars on gender related issues, environmental studies project, the value added courses i.e. skill enhancement courses. Etc.

### Professional Ethics

The UG syllabus of some departments incorporate courses on Professional Ethics.

In Philosophy, there is two papers on Ethics and Meta- Ethics. There is papers on Environmental Ethics and Environmental Economics in the subject Economics. Likely in Education, Political Science and Geography there are papers that deal with professional ethics.

### Environmental and Sustainability:

UG programs have offered one course on Environmental Studies of 4 credits under which projects have also been monitored including field study followed by a report submission. Theoretically, many lectures and discussions have been made through class transaction in relevance with Environment and sustainability.

### Human values:

A number of activities, comprising human values have been conducted time to time by the college ranging from health checkup camp, yoga classes, guest lectures helping the flood affected area to inculcate social, moral and ethical values in the students.

### Gender:

The institution has conducted many gender sensitization campaign, seminars, workshop, lecture on health and hygiene, awareness programs through various means offering free sanitary pad to girl students' etc.

File Description	Documents
Any additional information	No File Uploaded
Upload the list and description of courses which address the Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum	No File Uploaded

### 1.3.2 - Number of courses that include experiential learning through project work/field work/internship during the year

04

File Description	Documents
Any additional information	No File Uploaded
Programme / Curriculum/ Syllabus of the courses	No File Uploaded
Minutes of the Boards of Studies/ Academic Council meetings with approvals for these courses	No File Uploaded
MoU's with relevant organizations for these courses, if any	No File Uploaded
Number of courses that include experiential learning through project work/field work/internship (Data Template)	<a href="#">View File</a>

### 1.3.3 - Number of students undertaking project work/field work/ internships

92

File Description	Documents
Any additional information	No File Uploaded
List of programmes and number of students undertaking project work/field work/ /internships (Data Template)	<a href="#">View File</a>

## 1.4 - Feedback System

**1.4.1 - Institution obtains feedback on the syllabus and its transaction at the institution from the following stakeholders**  
**Students**  
**Teachers**  
**Employers**  
**Alumni**

**B. Any 3 of the above**

File Description	Documents
URL for stakeholder feedback report	No File Uploaded
Action taken report of the Institution on feedback report as stated in the minutes of the Governing Council, Syndicate, Board of Management (Upload)	No File Uploaded
Any additional information(Upload)	No File Uploaded

**1.4.2 - Feedback process of the Institution may be classified as follows** C. Feedback collected and analyzed

File Description	Documents
Upload any additional information	No File Uploaded
URL for feedback report	<a href="http://puthimaricollege.ac.in/upload/stu_fee_d/1648623144.pdf">http://puthimaricollege.ac.in/upload/stu_fee_d/1648623144.pdf</a>

## TEACHING-LEARNING AND EVALUATION

### 2.1 - Student Enrollment and Profile

#### 2.1.1 - Enrolment Number Number of students admitted during the year

##### 2.1.1.1 - Number of sanctioned seats during the year

350

File Description	Documents
Any additional information	No File Uploaded
Institutional data in prescribed format	<a href="#">View File</a>

**2.1.2 - Number of seats filled against seats reserved for various categories (SC, ST, OBC, Divyangjan, etc. as per applicable reservation policy during the year (exclusive of supernumerary seats)**

**2.1.2.1 - Number of actual students admitted from the reserved categories during the year**

File Description	Documents
Any additional information	No File Uploaded
Number of seats filled against seats reserved (Data Template)	<a href="#">View File</a>

## 2.2 - Catering to Student Diversity

2.2.1 - The institution assesses the learning levels of the students and organizes special Programmes for advanced learners and slow learners

At the beginning of the session, the institution assesses the learning level of the students conducting unit test, home assignment, oral test and observing their marks in entry level. On the basis of their performance in these tests, the learners are classified into slow learners and advanced learners.

In case of slow learners' identification is done on the basis of their marks and performance by providing home assignment, special classes are arranged for them to enhance their level of learning. Each and every department collects their phone numbers along with their parents and motivates them. The institution has mentor ward system. In this system, such students are divided and distributed among the teachers of the respective departments mentored to bridge the gap. They are given questions and answers for easy understanding. In addition to this, questions of previous examinations are discussed and worked out. The arrangement of visiting professor is also made accompanying them. Over and above the teachers give more examples of great people.

In case of advanced learners, they are given extra guidance. They are motivated for higher goal. For advance learners, departments prepare them for B.Ed examination, PG programme and other competitive examinations. They are guided and trained for various research activities through projects work, field survey etc. The programs are taken as follows:

- Organizing Student centric speech.
- Encouraging participating Quiz, Debate Competition, Seminars for cognitive development.
- Awarding Prizes
- Training on paper presentation

Motivated for higher goal

File Description	Documents
Link for additional Information	Nil
Upload any additional information	No File Uploaded

### 2.2.2 - Student- Full time teacher ratio (Data for the latest completed academic year)

Number of Students	Number of Teachers
Nil	Nil

File Description	Documents
Any additional information	No File Uploaded

### 2.3 - Teaching- Learning Process

2.3.1 - Student centric methods, such as experiential learning, participative learning and problem solving methodologies are used for enhancing learning experiences

For enhancing learning experiences, Student centric methods like experiential learning, co-operative learning, project based learning and ICT based learning are given special importance.

For experiential learning the departments conduct field study, Student Centric departmental Seminar, Educational Tour and Excursion. For participative learning methods like orientation program, workshop, group discussion, personal mentoring, participation in youth festival are adopted. For effective learning students personal and institutional problems are being addressed by teachers through brain storming, mentor mentee system etc. Student plays their role by participation in youth festival, cultural program, NCC, NSS, student's union election, celebrating Saraswati Puja, Milad-e-mehfil etc.

File Description	Documents
Upload any additional information	No File Uploaded
Link for additional information	Nil

2.3.2 - Teachers use ICT enabled tools for effective teaching-learning process. Write description in maximum of 200 words

The teachers of the institutions used ICT tools like LCD Projector, Internet Connectivity, and Computer etc. There are Three Digital Classrooms available in the institution. These classrooms are used to provide online study materials, e-journals, online books, word files, course content related videos and documentaries. The college website can also be used for online classes. The teacher uses LCD projector for presentation of PPT. The college got wifi facility of 10 MBps. Apart from this the teacher uses e-materials as reference for better and in-depth understanding of the course. Online classes are the during the pandemic situation.

File Description	Documents
Upload any additional information	No File Uploaded
Provide link for webpage describing the ICT enabled tools for effective teaching-learning process	Nil

### 2.3.3 - Ratio of mentor to students for academic and other related issues (Data for the latest completed academic year )

#### 2.3.3.1 - Number of mentors

24

File Description	Documents
Upload, number of students enrolled and full time teachers on roll.	No File Uploaded
Circulars pertaining to assigning mentors to mentees	No File Uploaded
mentor/mentee ratio	No File Uploaded

### 2.4 - Teacher Profile and Quality

#### 2.4.1 - Number of full time teachers against sanctioned posts during the year

24

File Description	Documents
Full time teachers and sanctioned posts for year (Data Template)	<a href="#">View File</a>
Any additional information	No File Uploaded
List of the faculty members authenticated by the Head of HEI	No File Uploaded

### 2.4.2 - Number of full time teachers with Ph. D. / D.M. / M.Ch. /D.N.B Superspeciality / D.Sc. / D.Litt. during the year (consider only highest degree for count)

#### 2.4.2.1 - Number of full time teachers with Ph. D. / D.M. / M.Ch. /D.N.C Superspeciality / D.Sc. / D.Litt. during the year

File Description	Documents
Any additional information	No File Uploaded
List of number of full time teachers with Ph. D. / D.M. / M.Ch./ D.N.B Super specialty / D.Sc. / D.Litt. and number of full time teachers for year(Data Template)	<a href="#">View File</a>

### 2.4.3 - Number of years of teaching experience of full time teachers in the same institution (Data for the latest completed academic year)

#### 2.4.3.1 - Total experience of full-time teachers

24

File Description	Documents
Any additional information	No File Uploaded
List of Teachers including their PAN, designation, dept. and experience details(Data Template)	<a href="#">View File</a>

## 2.5 - Evaluation Process and Reforms

2.5.1 - Mechanism of internal assessment is transparent and robust in terms of frequency and mode. Write description within 200 words.

The college has initiated CIE in accordance with the norms and guidelines of Gauhati University (Assam, Guwahati). There is an



internal examination committee constituted by the authority to conduct the internal examination. The committee monitors all the activities relating to examination. In order to improve the academic performance of the students, the institution has made some reforms continuously.

Students are informed about their internal examinations through notification on time.

Concerned department carries out the assessment and evaluation. For transparency of the evaluation process teacher shows the loopholes of the students and make them understand better.

File Description	Documents
Any additional information	No File Uploaded
Link for additional information	Nil

2.5.2 - Mechanism to deal with internal examination related grievances is transparent, time- bound and efficient

The college has got an examination committee which looks after all the activities in relation to the external as well as internal examination. Departments are authorized to conduct the internal examinations. The system is so transparent and flawless it is almost free from grievances. However, if any problem arises the examinations committee immediately refers to the HoD for solution and a resolution is done. Moreover, if any problem as grievances comes in relation to the University even in technically as soon as the grievances are received forwarded and recommended to the University for solution.

File Description	Documents
Any additional information	No File Uploaded
Link for additional information	Nil

## 2.6 - Student Performance and Learning Outcomes

2.6.1 - Teachers and students are aware of the stated Programme and course outcomes of the Programmes offered by the institution.

The college basically, offers undergraduate course for arts stream .It also offers Diploma and certificate course /program under the affiliation of Gauhati University .The concerned depts. Prepared

program/course outcome for various program.

From the academic session 2019-20 CBCS programs has been introduced .At present all semester follows the CBCs curriculum .Except the Diploma and Certificate courses. The COs and POs are prepared by the affiliating University and displayed in the University website. The college also display COs/POs on the college websites and distributes the POs/Cos to the departments offline .The department makes the students aware of the POs/Cos .The prospectus published in the beginning of the session also reflects the course and subject combination of the program for guidance the students about the course and programs offered by the college.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for Additional information	Nil
Upload COs for all courses (exemplars from Glossary)	No File Uploaded

2.6.2 - Attainment of Programme outcomes and course outcomes are evaluated by the institution.

The assessment count is determined according to the nature of the program. Program with practical courses are assigned weight age at 40:60 ratio and other program are assigned weightage at 20:80 ratio to internal and external assessment. The summative assessment includes the semester examination conducted by the affiliatingb University along with ann internal assessment on an institutional level,like sessional examinations, class testes and assignments. The formative development of the students are ensured through various activities like institutional field visits, exposure to different research institutes, field works ,field surveys and different laboratory works . Such formative activities of the students are evaluated through the field reports, homeassignments, laboratory record /practical copies, seminarpresentation, group discussion, etc. The leve3l of attainment of the students is reflective of attainment of PO and CO,which in turn is reflected in the students progression into advanced degrees, students success rate in different national level eligibility testes/examination and job placement .The different departments endeavour to keep records of these determinative parameters of the passed out students, through various means. These parameters combined with the students' performance in the term end examination as well

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for Additional information	Nil

### 2.6.3 - Pass percentage of Students during the year

#### 2.6.3.1 - Total number of final year students who passed the university examination during the year

File Description	Documents
Upload list of Programmes and number of students passed and appeared in the final year examination (Data Template)	<a href="#">View File</a>
Upload any additional information	No File Uploaded
Paste link for the annual report	Nil

### 2.7 - Student Satisfaction Survey

#### 2.7.1 - Student Satisfaction Survey (SSS) on overall institutional performance (Institution may design its own questionnaire) (results and details need to be provided as a weblink)

<http://puthimaricollege.ac.in/upload/sss/1648536924.pdf>

### RESEARCH, INNOVATIONS AND EXTENSION

#### 3.1 - Resource Mobilization for Research

##### 3.1.1 - Grants received from Government and non-governmental agencies for research projects / endowments in the institution during the year (INR in Lakhs)

###### 3.1.1.1 - Total Grants from Government and non-governmental agencies for research projects / endowments in the institution during the year (INR in Lakhs)

File Description	Documents
Any additional information	No File Uploaded
e-copies of the grant award letters for sponsored research projects /endowments	No File Uploaded
List of endowments / projects with details of grants(Data Template)	No File Uploaded

### 3.1.2 - Number of departments having Research projects funded by government and non government agencies during the year

#### 3.1.2.1 - Number of departments having Research projects funded by government and non-government agencies during the year

File Description	Documents
List of research projects and funding details (Data Template)	No File Uploaded
Any additional information	No File Uploaded
Supporting document from Funding Agency	No File Uploaded
Paste link to funding agency website	Nil

### 3.1.3 - Number of Seminars/conferences/workshops conducted by the institution during the year

#### 3.1.3.1 - Total number of Seminars/conferences/workshops conducted by the institution during the year

File Description	Documents
Report of the event	No File Uploaded
Any additional information	No File Uploaded
List of workshops/seminars during last 5 years (Data Template)	<a href="#">View File</a>

## 3.2 - Research Publications and Awards

### 3.2.1 - Number of papers published per teacher in the Journals notified on UGC website during

the year

### 3.2.1.1 - Number of research papers in the Journals notified on UGC website during the year

File Description	Documents
Any additional information	No File Uploaded
List of research papers by title, author, department, name and year of publication (Data Template)	No File Uploaded

### 3.2.2 - Number of books and chapters in edited volumes/books published and papers published in national/ international conference proceedings per teacher during the year

#### 3.2.2.1 - Total number of books and chapters in edited volumes/books published and papers in national/ international conference proceedings during the year

File Description	Documents
Any additional information	No File Uploaded
List books and chapters edited volumes/ books published (Data Template)	<a href="#">View File</a>

### 3.3 - Extension Activities

3.3.1 - Extension activities are carried out in the neighborhood community, sensitizing students to social issues, for their holistic development, and impact thereof during the year

The college promotes students for ethical and moral activities. NCC, NSS and Extension Education Cell of the college throw light on the core values and ethos of the college. The college conducts various activities in the neighborhood community through NSS, NCC, Women Cell, Extension Cell.

The important activities during the year 2020-21 include awareness program on Covid 19. The institution has also invited Padmashree Jadav Payeng on 25th March 2021 which made the Forest Man of India accessible to the community of this locality.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

### 3.3.2 - Number of awards and recognitions received for extension activities from government / government recognized bodies during the year

#### 3.3.2.1 - Total number of awards and recognition received for extension activities from Government/ government recognized bodies during the year

File Description	Documents
Any additional information	No File Uploaded
Number of awards for extension activities in last 5 year(Data Template)	No File Uploaded
e-copy of the award letters	No File Uploaded

### 3.3.3 - Number of extension and outreach programs conducted by the institution through NSS/NCC/Red cross/YRC etc., ( including the programmes such as Swachh Bharat, AIDS awareness, Gender issues etc. and/or those organized in collaboration with industry, community and NGOs ) during the year

#### 3.3.3.1 - Number of extension and outreach Programs conducted in collaboration with industry, community and Non- Government Organizations through NSS/ NCC/ Red Cross/ YRC etc., during the year

File Description	Documents
Reports of the event organized	No File Uploaded
Any additional information	No File Uploaded
Number of extension and outreach Programmes conducted with industry, community etc for the last year (Data Template)	<a href="#">View File</a>

### 3.3.4 - Number of students participating in extension activities at 3.3.3. above during the year

#### 3.3.4.1 - Total number of Students participating in extension activities conducted in collaboration with industry, community and Non- Government Organizations through NSS/

**NCC/ Red Cross/ YRC etc., during the year**

File Description	Documents
Report of the event	No File Uploaded
Any additional information	No File Uploaded
Number of students participating in extension activities with Govt. or NGO etc (Data Template)	<a href="#">View File</a>

**3.4 - Collaboration****3.4.1 - The Institution has several collaborations/linkages for Faculty exchange, Student exchange, Internship, Field trip, On-the- job training, research etc during the year**

0

File Description	Documents
e-copies of linkage related Document	No File Uploaded
Details of linkages with institutions/industries for internship (Data Template)	No File Uploaded
Any additional information	No File Uploaded

**3.4.2 - Number of functional MoUs with national and international institutions, universities, industries, corporate houses etc. during the year****3.4.2.1 - Number of functional MoUs with Institutions of national, international importance, other universities, industries, corporate houses etc. during the year**

File Description	Documents
e-Copies of the MoUs with institution./ industry/corporate houses	No File Uploaded
Any additional information	No File Uploaded
Details of functional MoUs with institutions of national, international importance, other universities etc during the year	<a href="#">View File</a>

## INFRASTRUCTURE AND LEARNING RESOURCES

### 4.1 - Physical Facilities

4.1.1 - The Institution has adequate infrastructure and physical facilities for teaching- learning. viz., classrooms, laboratories, computing equipment etc.

The college has adequate infrastructure and physical facilities to meet the needs of better teaching learning process.

The main building accommodates 26 Classrooms and separate rooms for each department. The campus has one girl's hostel, one Canteen and one Principal's Quarter. There are 8 smart classrooms and one seminar Hall.

All the class rooms are well ventilated, spacious and designed to meet traditional teaching tools. The auditorium has a seating capacity of 500, which is used to organize freshmen social, annual prize distribution, seminars, workshop, conferences etc. There is a well equipped Library having ICT facilities. All the blocks are provided with 200 mbps WiFi facility. RFID system is there for taking online attendance. The entire campus is under CCTV surveillance.

There are separate rooms for computer learning, Gym and Yoga. There are a Girls' Common Room and a Boys' Common room. Clean lavatory system with running water is there in all the blocks. A Baby care Unit, a well developed playground is there in the campus.

The ICT equipped classrooms can accommodate nearly 100 students each. These rooms are also used to show documentation and to conduct power point presentation in departmental seminar, projects, other activities. There is a total of 17 Computers in the College.

The college campus covers 46823.18 Sq Mtr (35 Bighas) of land having adequate scope for infrastructural development. Out of the total area, total buildup area is 14715.86 sq mtr. The administration section is situated in the main building of this campus

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	Nil



4.1.2 - The Institution has adequate facilities for cultural activities, sports, games (indoor, outdoor), gymnasium, yoga centre etc.

The college has got Auditorium hall where cultural functions, meeting and other symposium are held. The college encourages students to participate in various competitions organized by university or other organization. A cultural secretary is elected by the students to look after the cultural activities under the supervision of a professor in charge. The college has got a Department of Performing Arts also imparts and practice Satriya dance in the college.

The college has a well developed playground for outdoor games. Though the institute has no Indoor Stadium, the campus area and Boys as well as Girls Common Rooms are used for indoor games. There are allotted rooms for gymnasium and yoga which can accommodate 50 students at a time.

The college encourages sports as a very important extra- curricular activity. The college is committed to create a balanced atmosphere of academic, cultural and sport activities for the overall personal development of the students.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	Nil

**4.1.3 - Number of classrooms and seminar halls with ICT- enabled facilities such as smart class, LMS, etc.**

09

**4.1.3.1 - Number of classrooms and seminar halls with ICT facilities**

09

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	Nil
Upload Number of classrooms and seminar halls with ICT enabled facilities (Data Template)	<a href="#">View File</a>

#### 4.1.4 - Expenditure, excluding salary for infrastructure augmentation during the year (INR in Lakhs)

##### 4.1.4.1 - Expenditure for infrastructure augmentation, excluding salary during the year (INR in lakhs)

File Description	Documents
Upload any additional information	No File Uploaded
Upload audited utilization statements	No File Uploaded
Upload Details of budget allocation, excluding salary during the year (Data Template)	<a href="#">View File</a>

## 4.2 - Library as a Learning Resource

### 4.2.1 - Library is automated using Integrated Library Management System (ILMS)

In an educational institution library is recognized as a very important component of quality education. The institution got a partially automated Library. The ILMS software used in the Library is SOUL 2.0 installed in the year 2009. It has got WIFI facility and LAN connectivity.. The library has a wide collection of books, journals, newspapers, e-resources, previous year question papers etc. A specialized service provided by the library includes ENLIST provided by INFLIBNET, NDL. The library has OPAC facility which resulted in the easy access of information from any computer within the campus.

Name of ILMS software

Nature of Automation

o

1.

1.

•

1.

1.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for Additional Information	Nil

**4.2.2 - The institution has subscription for the following e-resources e-journals e-ShodhSindhu Shodhganga Membership e-books Databases Remote access toe-resources** B. Any 3 of the above

File Description	Documents
Upload any additional information	No File Uploaded
Details of subscriptions like e-journals,e-ShodhSindhu, Shodhganga Membership etc (Data Template)	<a href="#">View File</a>

**4.2.3 - Expenditure for purchase of books/e-books and subscription to journals/e- journals during the year (INR in Lakhs)**

**4.2.3.1 - Annual expenditure of purchase of books/e-books and subscription to journals/e-journals during the year (INR in Lakhs)**

File Description	Documents
Any additional information	No File Uploaded
Audited statements of accounts	No File Uploaded
Details of annual expenditure for purchase of books/e-books and journals/e- journals during the year (Data Template)	<a href="#">View File</a>

#### 4.2.4 - Number per day usage of library by teachers and students ( foot falls and login data for online access) (Data for the latest completed academic year)

##### 4.2.4.1 - Number of teachers and students using library per day over last one year

40

File Description	Documents
Any additional information	No File Uploaded
Details of library usage by teachers and students	<a href="#">View File</a>

### 4.3 - IT Infrastructure

#### 4.3.1 - Institution frequently updates its IT facilities including Wi-Fi

With development of the IT sector, the college has been trying to upgrade the IT system from time to time. The college has introduced soul package 2.0 version in library in 2009 which facilitated OPAC, circulation of issue and return and Bar coding. Bar Coding machine was used for this purpose. The library has got institutional subscription of ENLIST since 2009. The same has been replaced by paid subscription for 2020. The institution has also become a member of National Digital Library giving access to e-resources in 2018. Access through CD ROM to the titles of the journal was introduced in 2012. The library has got also Microsoft ENCARTA enabling access to encyclopedia.

Two desktop and one laptop has been added by more six computer to be used in library. The attendance of the employees by biometric machine has been replaced by RFID attendance in 2018.

In 2018 online admission process was introduced and college app was also developed to support the student in 2019. The number of smart classroom has been increased to nine at present.

The previous Y max internet service was replaced by 2 mbps BSNL Service in 2017. Again the same was upgraded to 10 MBPS IN 2021. Recently it has been upgraded to 200 MBPS.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	Nil

#### 4.3.2 - Number of Computers

17

File Description	Documents
Upload any additional information	No File Uploaded
Student – computer ratio	No File Uploaded

#### 4.3.3 - Bandwidth of internet connection in the Institution A. ? 50MBPS

File Description	Documents
Upload any additional Information	No File Uploaded
Details of available bandwidth of internet connection in the Institution	No File Uploaded

#### 4.4 - Maintenance of Campus Infrastructure

4.4.1 - Expenditure incurred on maintenance of infrastructure (physical and academic support facilities) excluding salary component during the year (INR in Lakhs)

4.4.1.1 - Expenditure incurred on maintenance of infrastructure (physical facilities and academic support facilities) excluding salary component during the year (INR in lakhs)

File Description	Documents
Upload any additional information	No File Uploaded
Audited statements of accounts.	No File Uploaded
Details about assigned budget and expenditure on physical facilities and academic support facilities (Data Templates)	<a href="#">View File</a>

4.4.2 - There are established systems and procedures for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports complex, computers, classrooms etc.

Being the apex body of administration, the Governing Body manages all the physical academic & support facilities. To maintain and utilizing the physical facilities some committees are constituted. The Budget & Planning Committee allocates funds for construction as per requirement. The Purchase Committee makes arrangement for purchasing materials. The Construction Committee involves in various construction activities. The cleanliness committee looks after and suggests measures for preserving the greenery and cleanliness of campus. Canteen Committee looks after the physical Components as well as quality service of the canteen. More than 36 CC cameras are there for surveillance. Library advisory committee suggests measures for the upliftment of physical facilities in the library. A person has been appointed on contractual basis for maintenance of the electrical system. MoU has been signed for maintenance of electronic components like Prag Infosis. There is a vermi-compost for disputing biodegradable wastes.

For qualitative management and development of the academic facilities, IQAC constitutes different committees and Cells. Calendar and prospectus Committee prepares the prospectus and academic calendar. The prospectus outlines the courses offered and code of conduct for the students. The Academic Calendar outlines the academic planning. Routine Committee prepares routine. Examination Committee holds internal and external examinations. Feedback committee arranges for taking the feedback and analyzes them for action. The Academic audit committee analyses the results of the students and put forward suggestion for the academic improvement. Research & Publication cell annually publishes a research journal. Students also publish an annual magazine.

There is a system of receiving the grievances from students and adequate measure is taken to redress them. A college App and a Website is there to discuss the academic issues online. Online

systems of receiving grievance from the students have been introduced. Different Cells organises Seminar & workshops for personality development & career enhancement. Yoga and gymnasium classes have been introduced. The College has got NCC & NSS to impart quality service to human being. The students are also taken departmentally and centrally to the felid visit for their exposure.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	Nil

## STUDENT SUPPORT AND PROGRESSION

### 5.1 - Student Support

#### 5.1.1 - Number of students benefited by scholarships and free ships provided by the Government during the year

##### 5.1.1.1 - Number of students benefited by scholarships and free ships provided by the Government during the year

File Description	Documents
Upload self attested letter with the list of students sanctioned scholarship	No File Uploaded
Upload any additional information	No File Uploaded
Number of students benefited by scholarships and free ships provided by the Government during the year (Data Template)	<a href="#">View File</a>

#### 5.1.2 - Number of students benefitted by scholarships, free ships etc. provided by the institution / non- government agencies during the year

##### 5.1.2.1 - Total number of students benefited by scholarships, free ships, etc provided by the institution / non- government agencies during the year

File Description	Documents
Upload any additional information	No File Uploaded
Number of students benefited by scholarships and free ships institution / non- government agencies in last 5 years (Date Template)	No File Uploaded

**5.1.3 - Capacity building and skills enhancement initiatives taken by the institution include the following: Soft skills Language and communication skills Life skills (Yoga, physical fitness, health and hygiene) ICT/computing skills**

C. 2 of the above

File Description	Documents
Link to institutional website	Nil
Any additional information	No File Uploaded
Details of capability building and skills enhancement initiatives (Data Template)	<a href="#">View File</a>

**5.1.4 - Number of students benefitted by guidance for competitive examinations and career counseling offered by the institution during the year**

0

**5.1.4.1 - Number of students benefitted by guidance for competitive examinations and career counseling offered by the institution during the year**

File Description	Documents
Any additional information	No File Uploaded
Number of students benefited by guidance for competitive examinations and career counseling during the year (Data Template)	No File Uploaded

**5.1.5 - The Institution has a transparent mechanism for timely redressal of student**

A. All of the above



**grievances including sexual harassment and ragging cases Implementation of guidelines of statutory/regulatory bodies Organization wide awareness and undertakings on policies with zero tolerance Mechanisms for submission of online/offline students' grievances Timely redressal of the grievances through appropriate committees**

File Description	Documents
Minutes of the meetings of student redressal committee, prevention of sexual harassment committee and Anti Ragging committee	<a href="#">View File</a>
Upload any additional information	No File Uploaded
Details of student grievances including sexual harassment and ragging cases	No File Uploaded

## 5.2 - Student Progression

### 5.2.1 - Number of placement of outgoing students during the year

#### 5.2.1.1 - Number of outgoing students placed during the year

42

File Description	Documents
Self-attested list of students placed	<a href="#">View File</a>
Upload any additional information	No File Uploaded

### 5.2.2 - Number of students progressing to higher education during the year

#### 5.2.2.1 - Number of outgoing student progression to higher education

27

File Description	Documents
Upload supporting data for student/alumni	No File Uploaded
Any additional information	No File Uploaded
Details of student progression to higher education	<a href="#">View File</a>

**5.2.3 - Number of students qualifying in state/national/ international level examinations during the year (eg: JAM/CLAT/GATE/ GMAT/CAT/GRE/ TOEFL/ Civil Services/State government examinations)**

**5.2.3.1 - Number of students qualifying in state/ national/ international level examinations (eg: JAM/CLAT/NET/ SLET/ GATE/ GMAT/CAT/GRE/ TOEFL/ Civil Services/ State government examinations) during the year**

File Description	Documents
Upload supporting data for the same	<a href="#">View File</a>
Any additional information	No File Uploaded

**5.3 - Student Participation and Activities**

**5.3.1 - Number of awards/medals for outstanding performance in sports/cultural activities at university/state/national / international level (award for a team event should be counted as one) during the year**

**5.3.1.1 - Number of awards/medals for outstanding performance in sports/cultural activities at university/state/ national / international level (award for a team event should be counted as one) during the year.**

File Description	Documents
e-copies of award letters and certificates	No File Uploaded
Any additional information	No File Uploaded
Number of awards/medals for outstanding performance in sports/cultural activities at university/state/national/international level (During the year) (Data Template)	No File Uploaded

5.3.2 - Institution facilitates students' representation and engagement in various administrative, co-curricular and extracurricular activities (student council/ students representation on various bodies as per established processes and norms )

Student council is represented by Puthimari College Students Union. The tenure of the students union is one year and it is formed at the beginning of every academic session in a democratic manner following the guidelines of the supreme court. The students union is active and it basically organizes the following activities:

- Fresher's social
- College week
- Teacher's day
- Debates and quiz programmes on special occasions
- Informal Discussions with reknown persons
- various academic and cultural and sports events from time to time.

The union meets the principal and different cells of the college every now and then for discussion on academic, administrative and co curricular affairs.

The union, particularly, is engaged with the activities related to the welfare of the students, redressing their grievances and development of co curricular aspects. It publishes an annual magazine call 'Puthimarian' and 'Wall Magazine' every year. The union is seen active throughout the year.

The college encourages students participation in various extra-curricular activities organizes by the University or other institutions.

Representation of students on Academic/Administrative Bodies:

1. General Secretary of students union represents the students in IQAC.
2. NSS wing of the college is formed by the students.
3. There is indirect representation of the students in administrative matter as students guardian represent in Governing Body of the college.
4. A member of students union represents grievance redressal cell of the college.
5. A number of student of the college constitutes the NCC wing.
6. There is an Informal Discussion Group constituted by the

### Students' Union along with other students of the College

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

#### 5.3.3 - Number of sports and cultural events/competitions in which students of the Institution participated during the year (organized by the institution/other institutions)

##### 5.3.3.1 - Number of sports and cultural events/competitions in which students of the Institution participated during the year

File Description	Documents
Report of the event	No File Uploaded
Upload any additional information	No File Uploaded
Number of sports and cultural events/competitions in which students of the Institution participated during the year (organized by the institution/other institutions) (Data Template)	No File Uploaded

#### 5.4 - Alumni Engagement

5.4.1 - There is a registered Alumni Association that contributes significantly to the development of the institution through financial and/or other support services

The Alumni Association of the college has been active over the years. It is registered under RFS-RS/2022/00573 It meets periodically to discuss the ways for the academic and physical progress of the college and exchange views on employment opportunities. They have contributed different ways. The Alumni Association has been involved in various activities like:

- Campus Cleaning
- Organizing quiz Competition
- Celebrating Rabha Divas
- Plantation of Seasonal Garden

- Counseling on Competitive Examination
- Award to brilliant Student
- Awareness program on Covid 19
- Mushroom Cultivation Training.

Besides the Central Alumni Association each department has its individual group for the alumni. The department keeps record of the alumni regarding their placement or present activities. The Alumni Association, in their meeting, suggests for further development of the college.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

#### 5.4.2 - Alumni contribution during the year (INR in Lakhs)

File Description	Documents
Upload any additional information	No File Uploaded

### GOVERNANCE, LEADERSHIP AND MANAGEMENT

#### 6.1 - Institutional Vision and Leadership

6.1.1 - The governance of the institution is reflective of and in tune with the vision and mission of the institution

The vision of the college is to impart education among young generation of the neighborhood community and to en-route them to the world of working knowledge. The college was established to meet the need of higher as well as quality education which was a long standing demand of the local community.

The college tries to prepare and empower its students to face the challenges of the competitive world by instilling confidence in them. It is also committed to produce socially and ethically responsible citizens. It has also thrived to prepare students for both knowledge and livelihood.

The institution conducts activities to infuse in them the quality of

moral, intellectual and physical upliftment. Sports and cultural programmes are conducted and encouraged for all round development of students. Competitive events are held to develop the spirit of competitiveness to stand nationally as well as globally.

The administration of the college is in decentralization. IQAC and Academic Committee looks after the qualitative and academic aspects of the college. Teachers participate overwhelmingly in academic activities and helps organizing extra-curricular activities. Teachers and students are nominated to different bodies of the college. Staff meeting, HoD meeting, coordinators meeting are held for the active participation in all activities, office staff is also given a window to opine on the administration of the college.

The college is continuously incorporating new courses to fit with national and global competency.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

6.1.2 - The effective leadership is visible in various institutional practices such as decentralization and participative management.

The institution has got an established system following a policy of decentralization and participation by different stakeholders.

Apart from the notification from the higher authority, the institutionalized policies are adopted and executed. The Governing Body is constituted as per the norms lay down by the director of Higher Education. This is the apex body which is constituted by the representatives of different stakeholder of the institution. The teachers, non teaching members, guardians and University Representatives and the Community representatives are the members of the GB. Policies are formulated and executed in discussion with all the members. Principal functions as Secretary of the GB who is central to the policy adaption and execution. A vice- principal is appointed, who is an ex-officio member of the GB and look after the academic and administrative activities of different departments, directs, guides and suggests to the department heads and report the Principal for action.

There are various committees chaired by Principal, which are entrusted with certain responsibility. These committees have got certain roles to be played in case of institutional governance, student support system and academic management. For eg IQAC has been constituted with the participation of different stakeholder, where the representation of teachers plays major role. Again IQAC constitution different committees and assigned them particular activities. For participation of teachers in the management two teachers' representatives are nominated to the Governing Body. Teachers' representatives are responsible to put forward the issues of the teachers and students in the Governing Body. Three guardian representatives of ongoing students are selected for three years terms to deal with the issues of students as a whole. IQAC is also represented by the teachers and other stakeholders of the institution students and alumni's representatives are also take part in the IQAC meetings.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

## 6.2 - Strategy Development and Deployment

6.2.1 - The institutional Strategic/ perspective plan is effectively deployed

The basic strategy for effective development is to follow the previous NAAC Peer Team recommendations. NAAC Peer Team had visited the College on 21 and 22 September, 2004 and 27th to 29th September, 2012. In both the visits the team put forwarded several suggestions for implementations. Among the recommendations, most of the recommendations whichever is possible by the management and college authority has been implemented.

One such strategy that effectively deployed is upgradation of internet facility. With development of the IT sector, the college has been trying to upgrade the IT system from time to time. The college has introduced soul package 2.0 version in library in 2009 which facilitated OPAC, circulation of issue and return and Bar coding. Bar Coding machine was used for this purpose. The library has got institutional subscription of ENLIST since 2009. The same has been replaced by paid subscription for 2020. The institution has also become a member of National Digital Library giving access to e-

resources in 2018. Access through CD ROM to the titles of the journal was introduced in 2012. The library has got also Microsoft ENCARTA enabling access to encyclopedia. Two desktop and one laptop has been added by more six computer to be used in library. The attendance of the employees by biometric machine has been replaced by RFID attendance in 2018.

In 2018 online admission process was introduced and college app was also developed to support the student in 2019. The number of smart classroom has been increased to nine at present.

The previous Y max internet service was replaced by 2 mbps BSNL Service in 2017. Again the same was upgraded to 10 MBPS IN 2021. Recently it has been upgraded to 200 MBPS.

File Description	Documents
Strategic Plan and deployment documents on the website	No File Uploaded
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

6.2.2 - The functioning of the institutional bodies is effective and efficient as visible from policies, administrative setup, appointment and service rules, procedures, etc.

All administration and academic policies are framed by Director of Higher Education and Gauhati University. As the Apex of management the Governing Body dictates all policies which are implemented by the Principal and coordinate with the department. The decision and policies dictated by the Governing Body is communicated to the HoDs and sub-committees by the Principal for implementation. The departments are solely responsible for the progress of the academic activities. The head of the departments are to lead the departments with the colleague.

The institution constitutes different Committees and Cells for different activities. Infrastructure Development Committee looks the after the policies required for development of infrastructure. Construction Committee looks after and makes policies related to the construction works of the college.

There are various other committees like Purchase Committee, Library Advisory Committee, Website Management Committee, NSS, and Advisory Committee. All appointments are made as per government procedures



and rules. A Selection Committee is constituted to arrange, observe and follow the guideline of the government.

File Description	Documents
Paste link for additional information	Nil
Link to Organogram of the Institution webpage	Nil
Upload any additional information	No File Uploaded

### 6.2.3 - Implementation of e-governance in areas of operation Administration Finance and Accounts Student Admission and Support Examination

B. Any 3 of the above

File Description	Documents
ERP (Enterprise Resource Planning) Document	No File Uploaded
Screen shots of user interfaces	No File Uploaded
Any additional information	No File Uploaded
Details of implementation of e-governance in areas of operation, Administration etc (Data Template)	<a href="#">View File</a>

### 6.3 - Faculty Empowerment Strategies

6.3.1 - The institution has effective welfare measures for teaching and non-teaching staff

The institution has undertaken many welfare measures for the employees.

All the employees- teaching and non-teaching can avail leaves provided by the Central and State Government under the "Leave Rules"

The college has a Day Care Centre for the babies of the employees.

There is a Welfare Fund for all the permanent staff for urgent financial assistance. For nonpermanent employees there is a system of periodic revision of pay.

There is a system of advance salary for the newly appointed employees.

Drinking water facilities are there in different parts of the building.

There is a part time employee who looks after the cleanliness of the toilets and washrooms.

Gymnasium and yoga classes are held where students and employees can join.

For the faculties who are engage in research activities are given fellowship from the institution itself with approval of the Governing Body.

There is a canteen in the campus for day long stay of all the employees and students.

All the teaching Blocks are connected with 200 mbps WiFi facility.

Along with the Central library there are departmental libraries from where employees can issue books and necessary reading materials.

The Girls Common room keeps stock of Sanitary pads for emergency needs of the girl students and women employees.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

### **6.3.2 - Number of teachers provided with financial support to attend conferences/ workshops and towards membership fee of professional bodies during the year**

#### **6.3.2.1 - Number of teachers provided with financial support to attend conferences/workshops and towards membership fee of professional bodies during the year**

File Description	Documents
Upload any additional information	No File Uploaded
Details of teachers provided with financial support to attend conference, workshops etc during the year (Data Template)	No File Uploaded

### 6.3.3 - Number of professional development /administrative training programs organized by the institution for teaching and non-teaching staff during the year

#### 6.3.3.1 - Total number of professional development /administrative training Programmes organized by the institution for teaching and non teaching staff during the year

File Description	Documents
Reports of the Human Resource Development Centres (UGCASC or other relevant centres).	No File Uploaded
Reports of Academic Staff College or similar centers	No File Uploaded
Upload any additional information	No File Uploaded
Details of professional development / administrative training Programmes organized by the University for teaching and non teaching staff (Data Template)	<a href="#">View File</a>

### 6.3.4 - Number of teachers undergoing online/face-to-face Faculty development Programmes (FDP) during the year (Professional Development Programmes, Orientation / Induction Programmes, Refresher Course, Short Term Course etc.)

#### 6.3.4.1 - Total number of teachers attending professional development Programmes viz., Orientation / Induction Programme, Refresher Course, Short Term Course during the year

File Description	Documents
IQAC report summary	No File Uploaded
Reports of the Human Resource Development Centres (UGCASC or other relevant centers)	No File Uploaded
Upload any additional information	No File Uploaded
Details of teachers attending professional development programmes during the year (Data Template)	<a href="#">View File</a>

### 6.3.5 - Institutions Performance Appraisal System for teaching and non- teaching staff

The College develops a mechanism of its own for performance appraisal of teaching and non teaching staff through the IQAC. The IQAC serves a format for teaching staff covering the following heads:

- Academic information
- Professional competency
- Training
- Seminar, Workshop etc.
- Publications
- Project
- Teaching learning activities
- Mentoring
- Examination related activities
- Participation in different co-curricular activities
- Contribution to corporate life
- Major role in various committees and cells

The department keeps records of classes of individual teachers. Each faculty member keeps records of daily activities in a log book which is periodically monitored by the HoD. The teachers are also engaged in different activities through Cells and Committees. Student's feedback system is there to assess the efficiency of the faculties.

Another format is given to the non-teaching staff covering the following heads.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	<a href="#">View File</a>

## 6.4 - Financial Management and Resource Mobilization

6.4.1 - Institution conducts internal and external financial audits regularly Enumerate the various internal and external financial audits carried out during the year with the mechanism for settling audit objections within a maximum of 200 words

The College has got transparent mechanism for internal and external audit of the finance of the college. Administrative decisions are executed by some committees like Construction Committee, Purchase Committee. For procuring materials or any other goods the purchasing committee goes through a valid procedure. After completion the procedure the materials are registered in the stock register maintained by the college. Subsequently the bill is paid to respective vendor.

For construction also same procedure is followed for payment is different heads also is done in this auditing procedure.

For internal audit for whole session a qualified auditor is appointed by the Governing body.

The auditor submits report to the authority.

The Principal/Secy stabilizes the report before Governing Body for approval.

For utilization of the Government Fund Audit is done by the chartered accountant. The utilization certificate is issued by the CA and authority submits the UC to the concerned department.

The state government also makes an audit of the finance of the college. Sometimes college will have to make an appeal to carry out audit for the same.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

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

##### 6.4.2.1 - Total Grants received from non-government bodies, individuals, Philanthropers during the year (INR in Lakhs)

File Description	Documents
Annual statements of accounts	No File Uploaded
Any additional information	No File Uploaded
Details of Funds / Grants received from of the non-government bodies, individuals, Philanthropers during the year (Data Template)	No File Uploaded

#### 6.4.3 - Institutional strategies for mobilization of funds and the optimal utilization of resources

In order to meet the various requirements of funds under various heads of expenses like construction of new buildings, renovation and development of existing structure, the institution submits proposals to the UGC and the State Governments. The various sources of funds are generated and obtained from:

- Salary grants from Government.
- Self sustaining programs.
- Fund generated through auction of scrap/waste materials
- Sale of prospectus.
- Canteen Fees.
- Donations from individuals, Interests occurred from bank deposits.
- Financial aid from the Local MLA.
- Additional Examination

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

## 6.5 - Internal Quality Assurance System

6.5.1 - Internal Quality Assurance Cell (IQAC) has contributed significantly for institutionalizing the quality assurance strategies and processes

The IQAC of the institution has contributed greatly towards the institutionalization of several quality practices and culture. The relentless efforts and active involvement of IQAC helped in establishing coordination among various departments, committees and administration

All the important decisions in regard to quality assurance strategies are taken by IQAC. IQAC in its meeting suggest all the measures for enhancement of quality in respect to teaching and learning.

The IQAC has made it mandatory to submit the reports of classes by individual teachers signed by the authority.

The PBAS format has been prepared by IQAC to make faculty aware of their performance .

The Academic audit committee has been constituted by the IQAC to prepare a report annually on academic improvement. Feedback committee collects the feedback and prepare reports on it. Academic Calendar is published by the IQAC with the support of Prospectus and Academic Calendar Committee. The Routine Committee of the IQAC prepares the routine. The central class routine and departmental class routine is also monitored by the IQAC. Lesson Plan is prepared by the individual teacher to be submitted to the IQAC.

The mentoring system has been introduced by IQAC and monitored likewise.

To maintain the discipline among employees, the IQAC has suggested for introducing RFID for teacher and online attendance of students.

IQAC has taken digital initiatives while doing online admission,

paperless communication through official whats app groups, emails etc.

IQAC has initiate collaboration with various organizations and institutions through MoUs.

The IQAC has prepared the institution for the 3rd cycle NAAC assessment. It has submitted the AQAR from 2015 to 2021 and prepared the SSR database.

It has also collected various institutional data, statistics pertaining to staff members, alumni, guardians, along with institutional infra structure.

It has also initiated for installing CCTV etc. IQAC is also engaged with monitoring the furniture, measures to generate more income, efforts for a plastic free and tobacco free campus, monitors departmental work diary on a periodic basis.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

6.5.2 - The institution reviews its teaching learning process, structures & methodologies of operations and learning outcomes at periodic intervals through IQAC set up as per norms and recorded the incremental improvement in various activities

For second and subsequent cycles - Incremental improvements made for the preceding year with regard to quality and post accreditation quality initiatives)

Describe any two examples of institutional reviews and implementation of teaching learning reforms facilitated by the IQAC within a maximum of 200 word seach

NAAC Peer Team visited College on 21 and 22 September, 2004 and 27th to 29th September, 2012. In both the visits the team put forwarded several suggestions for implementations. Out of the 23 recommendations, 20 has been executed from the 1st cycle NAAC visit.



So far as the 2nd cycle is concerned most of the possible recommendations has been implemented by authority. Some of those implemented recommendations are:

1. The college has got recognition of 2f/12B of the UGC Act.
2. College has established linkage with NGO and other agencies
3. Appraisal of teachers are being regularly analysed.
4. Modern aids/techniques have been used and utilized in administrative, academic and financial activities.
5. Placement cell has been organized.
6. NCC unit of "C certificate" has been introduced
7. Book bank facility has been introduced and more text book has been brought.
8. Free weaver Scheme has been implemented.
9. Internet facility has been upgraded upto 200mbps

One such strategy that effectively deployed is upgradation of internet facility. With development of the IT sector, the college has been trying to upgrade the IT system from time to time. The college has introduced soul package 2.0 version in library in 2009 which facilitated OPAC, circulation of issue and return and Bar coding. Bar Coding machine was used for this purpose. The library has got institutional subscription of ENLIST since 2009. The same has been replaced by paid subscription for 2020. The institution has also become a member of National Digital Library giving access to e-resources in 2018. Access through CD ROM to the titles of the journal was introduced in 2012. The library has got also Microsoft ENCARTA enabling access to encyclopedia. Two desktop and one laptop has been added by more six computer to be used in library. The attendance of the employees by biometric machine has been replaced by RFID attendance in 2018.

In 2018 online admission process was introduced and college app was also developed to support the student in 2019. The number of smart classroom has been increased to nine at present.

The previous Y max internet service was replaced by 2 mbps BSNL Service in 2017. Again the same was upgraded to 10 MBPS IN 2021. Recently it has been upgraded to 200 MBPS.

Another such recommendation that the college has implemented is that introducing value added courses. The college has introduced Yoga courses on 21st June 2021 and Gymnasium courses on 20.05.2021. There are allotted rooms for gymnasium and yoga which can accommodate 50 students at a time.

These courses are financed by the institution itself for the first year. Later on it would be converted into a self sustain one. All the students and employees can enroll in these courses.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

**6.5.3 - Quality assurance initiatives of the institution include: Regular meeting of Internal Quality Assurance Cell (IQAC); Feedback collected, analyzed and used for improvements Collaborative quality initiatives with other institution(s) Participation in NIRF any other quality audit recognized by state, national or international agencies (ISO Certification, NBA)**

**B. Any 3 of the above**

File Description	Documents
Paste web link of Annual reports of Institution	<a href="http://puthimaricollege.ac.in/agar.php">http://puthimaricollege.ac.in/agar.php</a>
Upload e-copies of the accreditations and certifications	No File Uploaded
Upload any additional information	No File Uploaded
Upload details of Quality assurance initiatives of the institution (Data Template)	<a href="#">View File</a>

## **INSTITUTIONAL VALUES AND BEST PRACTICES**

### **7.1 - Institutional Values and Social Responsibilities**

7.1.1 - Measures initiated by the Institution for the promotion of gender equity during the year

The institution is very much sensitive on gender issues. The college administration works in all possible ways to maintain gender equity for both students and employees. Being a coeducational institution, campus safety and security is very important for which the entire college campus is under cctv surveillance. Almost all the

classrooms, corridor, field, parking, library, entrance are under cctv surveillance. The college has installed total 36 cameras to monitor the security and safety of all concerned. Moreover, the institution has taken initiative to distribute sanitary pads among girl students as and when required.

There is an Internal Complaints Committee to address complaints from students, teaching and non teaching members. There is a computer screen in the corridor where everyone can put their grievances and suggestions which comes directly to the principal as text message.

Apart from these, Lecture on women and legal rights is conducted for raising awareness among students. Moreover, there is an Anti Ragging Committee to keep the campus ragging free.

File Description	Documents
Annual gender sensitization action plan	Nil
Specific facilities provided for women in terms of: a. Safety and security b. Counseling c. Common Rooms d. Day care center for young children e. Any other relevant information	Nil

**7.1.2 - The Institution has facilities for alternate sources of energy and energy conservation measures Solar energy Biogas plant Wheeling to the Grid Sensor-based energy conservation Use of LED bulbs/ power efficient equipment**

**D. Any 1 of the above**

File Description	Documents
Geo tagged Photographs	<a href="#">View File</a>
Any other relevant information	No File Uploaded

**7.1.3 - Describe the facilities in the Institution for the management of the following types of degradable and non-degradable waste (within 200 words) Solid waste management Liquid waste management Biomedical waste management E-waste management Waste recycling system Hazardous chemicals and radioactive waste management**

The institution is responsive towards environment protection and emphasise on generating less waste. From time to time the college undertakes awareness drives for effecting cleanliness and management of wastes both within and outside the college campus. For the collection of regular solid waste products garbage bins are kept at different places in the campus. Later on, an outsourcing agency is hired to sold out these wastes. There is vermicompost for bio-degradable wastes. There is napkin vending machine for disposing sanitary napkins. Paperless communication and lesser use of plastic is encouraged within the campus. E wastes like non working computers, monitors, printers, memory cards, mother boards, ink cartridges etc are stored and repaired for further use.

File Description	Documents
Relevant documents like agreements/MoUs with Government and other approved agencies	<a href="#">View File</a>
Geo tagged photographs of the facilities	Nil
Any other relevant information	<a href="#">View File</a>

**7.1.4 - Water conservation facilities available in the Institution: Rain water harvesting Bore well /Open well recharge Construction of tanks and bunds Waste water recycling Maintenance of water bodies and distribution system in the campus** A. Any 4 or all of the above

File Description	Documents
Geo tagged photographs / videos of the facilities	<a href="#">View File</a>
Any other relevant information	No File Uploaded

**7.1.5 - Green campus initiatives include**

**7.1.5.1 - The institutional initiatives for greening the campus are as follows:**

- 1. Restricted entry of automobiles**
- 2. Use of Bicycles/ Battery powered vehicles**

**3. Pedestrian Friendly pathways****4. Ban on use of Plastic****5. Landscaping with trees and plants**

File Description	Documents
Geo tagged photos / videos of the facilities	<a href="#">View File</a>
Any other relevant documents	No File Uploaded

**7.1.6 - Quality audits on environment and energy are regularly undertaken by the institution**

**7.1.6.1 - The institutional environment and energy initiatives are confirmed through the following 1. Green audit 2. Energy audit 3. Environment audit 4. Clean and green campus recognitions/awards 5. Beyond the campus environmental promotional activities**

File Description	Documents
Reports on environment and energy audits submitted by the auditing agency	No File Uploaded
Certification by the auditing agency	No File Uploaded
Certificates of the awards received	No File Uploaded
Any other relevant information	<a href="#">View File</a>

**7.1.7 - The Institution has disabled-friendly, barrier free environment Built environment with ramps/lifts for easy access to classrooms. Disabled-friendly washrooms Signage including tactile path, lights, display boards and signposts Assistive technology and facilities for persons with disabilities (Divyangjan) accessible website, screen-reading software, mechanized equipment 5. Provision for enquiry and information : Human assistance, reader, scribe, soft copies of reading material, screen reading**

File Description	Documents
Geo tagged photographs / videos of the facilities	No File Uploaded
Policy documents and information brochures on the support to be provided	No File Uploaded
Details of the Software procured for providing the assistance	No File Uploaded
Any other relevant information	No File Uploaded

7.1.8 - Describe the Institutional efforts/initiatives in providing an inclusive environment i.e., tolerance and harmony towards cultural, regional, linguistic, communal socioeconomic and other diversities (within 200 words).

The institution endeavors to preach the idea of tolerance and harmony towards cultural, regional, linguistic, communal, social, economic and other diversities. The admission in the institution is based on merit. Seats are allocated as per the norms of government for reservation.

No communal or linguistic or regional sentiment is imposed on it. To help the economically down-trodden students, the institution has constituted a Students Aid Fund by which the economically backward students are encouraged by financial assistance. Different programs are conducted where student may have an idea about an inclusive socio-cultural environment. Different festivals of social importance for minimizing the differentiation of different communities are observed. Various programs which inculcate the idea of nationalism are conducted in the institution.

NCC has been introduced to infuse the spirit of service to humanity without keeping any barriers of diversity. Persons of merit and social importance are invited to the college for direct contact with the students as well as the teaching community. During the college week students take out procession symbolizing the idea of different ethnic group with representation of their cultural identity.

File Description	Documents
Supporting documents on the information provided (as reflected in the administrative and academic activities of the Institution)	No File Uploaded
Any other relevant information	<a href="#">View File</a>

7.1.9 - Sensitization of students and employees of the Institution to the constitutional obligations: values, rights, duties and responsibilities of citizens

Apart from imparting education on constitutional values, rights and duties as enshrined in the lessons of the textbook, the institution organizes various programs which help in uplifting those values. The institution observes special days like 15th August, 26th January etc, so that students may have fair ideas on significance of these days. The institution also organizes competition on Preamble Reading, essay writing and seminars to preach the very basic values, ideas and duties of a citizen. The college tries to foster the idea of a responsible citizen because students are the future citizens. The college has got an Electoral Literary Club who tries to campaign among the students as well as the outsiders how they can include their names in the electoral list with a purpose of exercising their voting rights. Preamble reading competition has been held on inter college level to sensitize the students as well as the teachers who gets involved in these activities.

File Description	Documents
Details of activities that inculcate values; necessary to render students in to responsible citizens	No File Uploaded
Any other relevant information	<a href="#">View File</a>

**7.1.10 - The Institution has a prescribed code of conduct for students, teachers, administrators and other staff and conducts periodic programmes in this regard. The Code of Conduct is displayed on the website There is a committee to monitor adherence to the Code of Conduct Institution organizes professional ethics programmes for students, teachers, administrators and other staff** 4.

### Annual awareness programmes on Code of Conduct are organized

File Description	Documents
Code of ethics policy document	No File Uploaded
Details of the monitoring committee composition and minutes of the committee meeting, number of programmes organized, reports on the various programs etc., in support of the claims	No File Uploaded
Any other relevant information	<a href="#">View File</a>

7.1.11 - Institution celebrates / organizes national and international commemorative days, events and festivals

The college organizes the following national festival

The institution celebrates different days of national importance like Independence Day, Republic Day, Birth and Death Anniversaries of great personalities like Gandhi Jayanti, Teachers Day, Silpi Divas.etc. the institution celebrates its Foundation Day.

During the Independence Day and Republic Day the national flag is hoisted in the college premises and in the college hostels. The NCC platoon of the college is assigned with the responsibility of making necessary arrangements for smooth conduct of the events.

Celebration of Gandhi Jayanti starts with paying floral tributes to the father of the nation. This is followed by talks and discussions on Gandhian philosophy and the life of the noble soul. Sometimes film shows are organized exhibiting movies made on Gandhi.

Birth and death anniversaries of the following prominent personalities of the state are observed:

Birth anniversary of Bishnu Prasad Rabha

Birth anniversary of Jyoti Prasad Agarwalla

Birth anniversary of Bhupen Hazarika.



File Description	Documents
Annual report of the celebrations and commemorative events for the last (During the year)	No File Uploaded
Geo tagged photographs of some of the events	No File Uploaded
Any other relevant information	<a href="#">View File</a>

## 7.2 - Best Practices

7.2.1 - Describe two best practices successfully implemented by the Institution as per NAAC format provided in the Manual.

### 1. Title: Safe use and Disposal of Sanitary Napkin

**Objective:** Health and hygiene of the female students and teachers.

**Context:** The College has got a 70% of the female students. As being the rural based college students are less aware of the use and significance of sanitary napkin. Most girls students fall sick during the class time. Several programmes have launched as a remedial measures, one of such practice in the installation of vending machine on minimum paid basis. A destroyer machine also has been set up to stop the contamination particularly the girls common room secretary suggested as female in charge manage the system.

**Result:** It has been found that Girls' are very happy with the system. More 500 napkins being used per session.

**Title of the practice**

**Informal Discussion Group**

**Objection**

**To create leadership quality in students**

Being the students of rural area the students inspire of having good potentiality the lacks exposure and commination skill.

The practise in that the students constitute a committee with the member only from the students community they will arrange discussion symposium and contact the personality on their over. The students committee will seat on the dais while the teachers and other students will sit as audience. One third of members will retire in

every session.

It is seen that many of students have been engaged in other social activates.

General Secretary Ditul is spearheading as member of volley ball coaching centre. Dipu Hira has been President of the all Assam students union, Dimu Anchalik Students Union.

Problems: - infrastructures like IT and small conference room required for holding the meetings.

File Description	Documents
Best practices in the Institutional web site	No File Uploaded
Any other relevant information	No File Uploaded

### 7.3 - Institutional Distinctiveness

7.3.1 - Portray the performance of the Institution in one area distinctive to its priority and thrust within 200 words

- One of the most distinctive features of the college is that it is a rural based college. Another important feature is that out of total no of student 70% are girls' students. So, the college much to strive to cater to the needs of the community program have been assigned to meet this requirement.

The college is surrounded by several Satras which practice Sattriya in these Vaishnavite Satras. The college has set up a department of Performing Arts in which Satriya Dance is practiced and taught. The department has received the permission from Gauhati University.

The surrounding schools have got NCC A certificate service in many of the schools. The students passing out from those schools and taking admission into our college generally require the training of NCC. The college has introduced NCC B and C certificate course in the college. The stunts admitted in NCC have been able to hold position within the organization.

The passing out students from the college badly in need of employment in the wake of lack of government job and being rural area without industrialization. The College has arranged a training program on entrepreneurial development to infuse the idea of of

entrepreneurship not only among the present students but also to the passing out students. One of such endeavor is the setting up of mushroom development centre inside and outside the campus in collaboration with the passing out students. The college has been providing important academic support to such endeavor.

Some of the communities in the greater area has engaged themselves in pottery making as their livelihood. The college has arranged training and workshop for pottery making. The college has also invited expert from Gauhati University to provide them strong academic basis.

Looking into the health of the people of the community people the college has arranged the Blood Donation Camp from the students. The fact reveals that out of the intending 76 students to offer blood only 40 only 16 students could offer blood. Others could not provide due to medical unfitness.

The college has started Yoga certificate course in the college. The college has also started a centre for gymnasium training.

To make the students aware of the cleanliness a committee has been constituted for campus cleaning. Several dustbins have been set up in and outside for collection of waste. Dust bins have been donated by generous donator at the behest of the alumni of the college.

The college has adopted a village in nearby area. Several programs have been conducted in this village in times of distress.

Looking at the pollution and increasing bike accident particularly among the youth a Transport Management Committee has been constituted to see the documentation and use of helmet among two wheelers rider.

An Electoral Literary committee has been constituted to create awareness among the first time voters and to facilitate to vote as per norms.

Thus the college has been striving to meet the distinctive features and to cater to the needs of the community.

## Part B

### CURRICULAR ASPECTS

#### 1.1 - Curricular Planning and Implementation

1.1.1 - The Institution ensures effective curriculum delivery through a well planned and documented process

The institution ensures effective delivery of the curriculum through developing holistic and multidimensional understanding of competencies of the students, opening various avenues for self-discovery, academic understanding and employment. Every department plans different activities such as field trip, project work, class assignments and lecture series of guest faculty to ensure the students' progress. Every department follows a departmental diary to record the day to day activities done by every faculty of the department throughout the session. The curriculum delivery system includes different mechanism of teaching covering the practicum as well as the theoretical education such as special lectures, group discussions, projects, presentations, workshops, seminars and hands on experience.

Value added course is also Implemented in the curriculum under the new CBCS course introduced by the respective university. These value added courses mainly ensure in developing their soft skills among the individual. Soft skills include communication, creative thinking, work ethic, teamwork, networking, decision-making, positivity, time management, motivation, flexibility, problem-solving and critical thinking.

Faculty members have been introduced with innovative pedagogy teaching method such as availing oneself of internet for teaching purpose, e-notes upgraded journals and LCD projectors through proper orientation and guidance to meet the technological demands of the modern era.

Faculty members of concerned departments have also inculcated with the online-teaching learning process during the lockdown period. Sufficient study materials have been provided along with the live discussion and group discussions.

File Description	Documents
Upload relevant supporting document	<a href="#">View File</a>
Link for Additional information	Nil

1.1.2 - The institution adheres to the academic calendar including for the conduct of Continuous Internal Evaluation (CIE)

The institution adheres to the academic calendar prepared by the Prospectus and Academic Calendar Committee of the college in conformity with the affiliating university. Every department plans different academic activities for the year which have been inflected in the Academic Calendar. The academic calendar contains dates for continuous internal as well as external evaluation which has been categorized as sessional examination, seminars, attendance, group discussion, field survey and projects. It also reflects all the curricular - extracurricular, festivals, observation day activities of the college.

File Description	Documents
Upload relevant supporting documents	No File Uploaded
Link for Additional information	<a href="http://puthimaricollege.ac.in/upload/a_calendar/1646469556.pdf">http://puthimaricollege.ac.in/upload/a_calendar/1646469556.pdf</a>

**1.1.3 - Teachers of the Institution participate in following activities related to curriculum development and assessment of the affiliating University and/are represented on the following academic bodies during the year. Academic council/BoS of Affiliating University Setting of question papers for UG/PG programs Design and Development of Curriculum for Add on/ certificate/ Diploma Courses Assessment /evaluation process of the affiliating University**

E. None of the above

File Description	Documents
Details of participation of teachers in various bodies/activities provided as a response to the metric	No File Uploaded
Any additional information	No File Uploaded

## 1.2 - Academic Flexibility

### 1.2.1 - Number of Programmes in which Choice Based Credit System (CBCS)/ elective course system has been implemented

#### 1.2.1.1 - Number of Programmes in which CBCS/ Elective course system implemented

File Description	Documents
Any additional information	No File Uploaded
Minutes of relevant Academic Council/ BOS meetings	No File Uploaded
Institutional data in prescribed format (Data Template)	<a href="#">View File</a>

### 1.2.2 - Number of Add on /Certificate programs offered during the year

#### 1.2.2.1 - How many Add on /Certificate programs are added during the year. Data requirement for year: (As per Data Template)

File Description	Documents
Any additional information	No File Uploaded
Brochure or any other document relating to Add on /Certificate programs	No File Uploaded
List of Add on /Certificate programs (Data Template )	<a href="#">View File</a>

### 1.2.3 - Number of students enrolled in Certificate/ Add-on programs as against the total number of students during the year

277

#### 1.2.3.1 - Number of students enrolled in subject related Certificate or Add-on programs during the year

File Description	Documents
Any additional information	No File Uploaded
Details of the students enrolled in Subjects related to certificate/Add-on programs	<a href="#">View File</a>

### 1.3 - Curriculum Enrichment

1.3.1 - Institution integrates crosscutting issues relevant to Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum

In order to integrate the cross cutting issues relevant to Environmental Sustainability, Human values and Professional Ethics, the institution offered various courses in the curriculum, seminars on gender related issues, environmental studies project, the value added courses i.e. skill enhancement courses. Etc.

#### Professional Ethics

The UG syllabus of some departments incorporate courses on Professional Ethics.

In Philosophy, there is two papers on Ethics and Meta- Ethics. There is papers on Environmental Ethics and Environmental Economics in the subject Economics. Likely in Education, Political Science and Geography there are papers that deal with professional ethics.

#### Environmental and Sustainability:

UG programs have offered one course on Environmental Studies of 4 credits under which projects have also been monitored including field study followed by a report submission. Theoretically, many lectures and discussions have been made through class transaction in relevance with Environment and sustainability.

#### Human values:

A number of activities, comprising human values have been conducted time to time by the college ranging from health checkup camp, yoga classes, guest lectures helping the flood affected

area to inculcate social, moral and ethical values in the students.

**Gender:**

The institution has conducted many gender sensitization campaign, seminars, workshop, lecture on health and hygiene, awareness programs through various means offering free sanitary pad to girl students' etc.

File Description	Documents
Any additional information	No File Uploaded
Upload the list and description of courses which address the Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum	No File Uploaded

**1.3.2 - Number of courses that include experiential learning through project work/field work/internship during the year**

04

File Description	Documents
Any additional information	No File Uploaded
Programme / Curriculum/ Syllabus of the courses	No File Uploaded
Minutes of the Boards of Studies/ Academic Council meetings with approvals for these courses	No File Uploaded
MoU's with relevant organizations for these courses, if any	No File Uploaded
Number of courses that include experiential learning through project work/field work/internship (Data Template)	<a href="#">View File</a>

**1.3.3 - Number of students undertaking project work/field work/ internships**

92



File Description	Documents
Any additional information	No File Uploaded
List of programmes and number of students undertaking project work/field work/ /internships (Data Template)	<a href="#">View File</a>

#### 1.4 - Feedback System

**1.4.1 - Institution obtains feedback on the syllabus and its transaction at the institution from the following stakeholders Students Teachers Employers Alumni**

**B. Any 3 of the above**

File Description	Documents
URL for stakeholder feedback report	No File Uploaded
Action taken report of the Institution on feedback report as stated in the minutes of the Governing Council, Syndicate, Board of Management (Upload)	No File Uploaded
Any additional information(Upload)	No File Uploaded

**1.4.2 - Feedback process of the Institution may be classified as follows**

**C. Feedback collected and analyzed**

File Description	Documents
Upload any additional information	No File Uploaded
URL for feedback report	<a href="http://puthimaricollege.ac.in/upload/stu_feed/1648623144.pdf">http://puthimaricollege.ac.in/upload/stu_feed/1648623144.pdf</a>

#### TEACHING-LEARNING AND EVALUATION

##### 2.1 - Student Enrollment and Profile

**2.1.1 - Enrolment Number Number of students admitted during the year**

**2.1.1.1 - Number of sanctioned seats during the year**

**350**

File Description	Documents
Any additional information	No File Uploaded
Institutional data in prescribed format	<a href="#">View File</a>

## 2.1.2 - Number of seats filled against seats reserved for various categories (SC, ST, OBC, Divyangjan, etc. as per applicable reservation policy during the year (exclusive of supernumerary seats))

### 2.1.2.1 - Number of actual students admitted from the reserved categories during the year

File Description	Documents
Any additional information	No File Uploaded
Number of seats filled against seats reserved (Data Template)	<a href="#">View File</a>

## 2.2 - Catering to Student Diversity

### 2.2.1 - The institution assesses the learning levels of the students and organizes special Programmes for advanced learners and slow learners

At the beginning of the session, the institution assesses the learning level of the students conducting unit test, home assignment, oral test and observing their marks in entry level. On the basis of their performance in these tests, the learners are classified into slow learners and advanced learners.

In case of slow learners' identification is done on the basis of their marks and performance by providing home assignment, special classes are arranged for them to enhance their level of learning. Each and every department collects their phone numbers along with their parents and motivates them. The institution has mentor ward system. In this system, such students are divided and distributed among the teachers of the respective departments mentored to bridge the gap. They are given questions and answers for easy understanding. In addition to this, questions of previous examinations are discussed and worked out. The arrangement of visiting professor is also made accompanying them. Over and above the teachers give more examples of great people.

In case of advanced learners, they are given extra guidance. They are motivated for higher goal. For advance learners, departments prepare them for B.Ed examination, PG programme and other

competitive examinations. They are guided and trained for various research activities through projects work, field survey etc. The programs are taken as follows:

- Organizing Student centric speech.
- Encouraging participating Quiz, Debate Competition, Seminars for cognitive development.
- Awarding Prizes
- Training on paper presentation

Motivated for higher goal

File Description	Documents
Link for additional Information	Nil
Upload any additional information	No File Uploaded

### 2.2.2 - Student- Full time teacher ratio (Data for the latest completed academic year)

Number of Students	Number of Teachers
Nil	Nil

File Description	Documents
Any additional information	No File Uploaded

### 2.3 - Teaching- Learning Process

2.3.1 - Student centric methods, such as experiential learning, participative learning and problem solving methodologies are used for enhancing learning experiences

For enhancing learning experiences, Student centric methods like experiential learning, co-operative learning, project based learning and ICT based learning are given special importance.

For experiential learning the departments conduct field study, Student Centric departmental Seminar, Educational Tour and Excursion. For participative learning methods like orientation program, workshop, group discussion, personal mentoring, participation in youth festival are adopted. For effective learning students personal and institutional problems are being addressed by teachers through brain storming, mentor mentee system etc. Student plays their role by participation in youth festival, cultural program, NCC, NSS, student's union election,

celebrating Saraswati Puja, Milad-e-mehfil etc.

File Description	Documents
Upload any additional information	No File Uploaded
Link for additional information	Nil

2.3.2 - Teachers use ICT enabled tools for effective teaching-learning process. Write description in maximum of 200 words

The teachers of the institutions used ICT tools like LCD Projector, Internet Connectivity, and Computer etc. There are Three Digital Classrooms available in the institution. These classrooms are used to provide online study materials, e-journals, online books, word files, course content related videos and documentaries. The college website can also be used for online classes. The teacher uses LCD projector for presentation of PPT. The college got wifi facility of 10 MBps. Apart from this the teacher uses e-materials as reference for better and in-depth understanding of the course. Online classes are the during the pandemic situation.

File Description	Documents
Upload any additional information	No File Uploaded
Provide link for webpage describing the ICT enabled tools for effective teaching-learning process	Nil

**2.3.3 - Ratio of mentor to students for academic and other related issues (Data for the latest completed academic year )**

**2.3.3.1 - Number of mentors**

24

File Description	Documents
Upload, number of students enrolled and full time teachers on roll.	No File Uploaded
Circulars pertaining to assigning mentors to mentees	No File Uploaded
mentor/mentee ratio	No File Uploaded

## 2.4 - Teacher Profile and Quality

### 2.4.1 - Number of full time teachers against sanctioned posts during the year

24

File Description	Documents
Full time teachers and sanctioned posts for year (Data Template)	<a href="#">View File</a>
Any additional information	No File Uploaded
List of the faculty members authenticated by the Head of HEI	No File Uploaded

### 2.4.2 - Number of full time teachers with Ph. D. / D.M. / M.Ch. /D.N.B Superspeciality / D.Sc. / D.Litt. during the year (consider only highest degree for count)

#### 2.4.2.1 - Number of full time teachers with Ph. D. / D.M. / M.Ch. /D.N.C Superspeciality / D.Sc. / D.Litt. during the year

File Description	Documents
Any additional information	No File Uploaded
List of number of full time teachers with Ph. D. / D.M. / M.Ch./ D.N.B Super specialty / D.Sc. / D.Litt. and number of full time teachers for year(Data Template)	<a href="#">View File</a>

### 2.4.3 - Number of years of teaching experience of full time teachers in the same institution (Data for the latest completed academic year)

#### 2.4.3.1 - Total experience of full-time teachers

24	
File Description	Documents
Any additional information	No File Uploaded
List of Teachers including their PAN, designation, dept. and experience details(Data Template)	<a href="#">View File</a>
<b>2.5 - Evaluation Process and Reforms</b>	
2.5.1 - Mechanism of internal assessment is transparent and robust in terms of frequency and mode. Write description within 200 words.	
<p>The college has initiated CIE in accordance with the norms and guidelines of Gauhati University (Assam, Guwahati). There is an internal examination committee constituted by the authority to conduct the internal examination. The committee monitors all the activities relating to examination. In order to improve the academic performance of the students, the institution has made some reforms continuously.</p> <p>Students are informed about their internal examinations through notification on time.</p> <p>Concerned department carries out the assessment and evaluation. For transparency of the evaluation process teacher shows the loopholes of the students and make them understand better.</p>	
File Description	Documents
Any additional information	No File Uploaded
Link for additional information	Nil
2.5.2 - Mechanism to deal with internal examination related grievances is transparent, time- bound and efficient	
<p>The college has got an examination committee which looks after all the activities in relation to the external as well as internal examination. Departments are authorized to conduct the internal examinations. The system is so transparent and flawless it is almost free from grievances. However, if any problem arises the examinations committee immediately refers to the HoD for solution and a resolution is done. Moreover, if any problem as grievances comes in relation to the University even in</p>	

technically as soon as the grievances are received forwarded and recommended to the University for solution.

File Description	Documents
Any additional information	No File Uploaded
Link for additional information	Nil

## 2.6 - Student Performance and Learning Outcomes

2.6.1 - Teachers and students are aware of the stated Programme and course outcomes of the Programmes offered by the institution.

The college basically, offers undergraduate course for arts stream .It also offers Diploma and certificate course /program under the affiliation of Gauhati University .The concerned depts. Prepared program/course outcome for various program.

From the academic session 2019-20 CBCS programs has been introduced .At present all semester follows the CBCs curriculum .Except the Diploma and Certificate courses. The COs and POs are prepared by the affiliating University and displayed in the University website. The college also display COs/POs on the college websites and distributes the POs/Cos to the departments offline .The department makes the students aware of the POs/Cos .The prospectus published in the beginning of the session also reflects the course and subject combination of the program for guidance the students about the course and programs offered by the college.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for Additional information	Nil
Upload COs for all courses (exemplars from Glossary)	No File Uploaded

2.6.2 - Attainment of Programme outcomes and course outcomes are evaluated by the institution.

The assessment count is determined according to the nature of the program. Program with practical courses are assigned weight age at 40:60 ratio and other program are assigned weightage at 20:80 ratio to internal and external assessment. The summative assessment includes the semester examination conducted by the

affiliating University along with an internal assessment on an institutional level, like sessional examinations, class tests and assignments. The formative development of the students are ensured through various activities like institutional field visits, exposure to different research institutes, field works, field surveys and different laboratory works. Such formative activities of the students are evaluated through the field reports, home assignments, laboratory record/practical copies, seminar presentation, group discussion, etc. The level of attainment of the students is reflective of attainment of PO and CO, which in turn is reflected in the students' progression into advanced degrees, students' success rate in different national level eligibility tests/examination and job placement. The different departments endeavour to keep records of these determinative parameters of the passed out students, through various means. These parameters combined with the students' performance in the term end examination as well

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for Additional information	Nil

### 2.6.3 - Pass percentage of Students during the year

#### 2.6.3.1 - Total number of final year students who passed the university examination during the year

File Description	Documents
Upload list of Programmes and number of students passed and appeared in the final year examination (Data Template)	<a href="#">View File</a>
Upload any additional information	No File Uploaded
Paste link for the annual report	Nil



**2.7 - Student Satisfaction Survey**

**2.7.1 - Student Satisfaction Survey (SSS) on overall institutional performance (Institution may design its own questionnaire) (results and details need to be provided as a weblink)**

<http://puthimaricollege.ac.in/upload/sss/1648536924.pdf>

**RESEARCH, INNOVATIONS AND EXTENSION****3.1 - Resource Mobilization for Research**

**3.1.1 - Grants received from Government and non-governmental agencies for research projects / endowments in the institution during the year (INR in Lakhs)**

**3.1.1.1 - Total Grants from Government and non-governmental agencies for research projects / endowments in the institution during the year (INR in Lakhs)**

File Description	Documents
Any additional information	No File Uploaded
e-copies of the grant award letters for sponsored research projects /endowments	No File Uploaded
List of endowments / projects with details of grants(Data Template)	No File Uploaded

**3.1.2 - Number of departments having Research projects funded by government and non government agencies during the year**

**3.1.2.1 - Number of departments having Research projects funded by government and non-government agencies during the year**

File Description	Documents
List of research projects and funding details (Data Template)	No File Uploaded
Any additional information	No File Uploaded
Supporting document from Funding Agency	No File Uploaded
Paste link to funding agency website	Nil

**3.1.3 - Number of Seminars/conferences/workshops conducted by the institution during the**

year

### 3.1.3.1 - Total number of Seminars/conferences/workshops conducted by the institution during the year

File Description	Documents
Report of the event	No File Uploaded
Any additional information	No File Uploaded
List of workshops/seminars during last 5 years (Data Template)	<a href="#">View File</a>

## 3.2 - Research Publications and Awards

### 3.2.1 - Number of papers published per teacher in the Journals notified on UGC website during the year

#### 3.2.1.1 - Number of research papers in the Journals notified on UGC website during the year

File Description	Documents
Any additional information	No File Uploaded
List of research papers by title, author, department, name and year of publication (Data Template)	No File Uploaded

### 3.2.2 - Number of books and chapters in edited volumes/books published and papers published in national/ international conference proceedings per teacher during the year

#### 3.2.2.1 - Total number of books and chapters in edited volumes/books published and papers in national/ international conference proceedings during the year

File Description	Documents
Any additional information	No File Uploaded
List books and chapters edited volumes/ books published (Data Template)	<a href="#">View File</a>

### 3.3 - Extension Activities

3.3.1 - Extension activities are carried out in the neighborhood community, sensitizing students to social issues, for their holistic development, and impact thereof during the year

The college promotes students for ethical and moral activities. NCC, NSS and Extension Education Cell of the college throw light on the core values and ethos of the college. The college conducts various activities in the neighborhood community through NSS, NCC, Women Cell, Extension Cell.

The important activities during the year 2020-21 include awareness program on Covid 19. The institution has also invited Padmashree Jadav Payeng on 25th March 2021 which made the Forest Man of India accessible to the community of this locality.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

**3.3.2 - Number of awards and recognitions received for extension activities from government / government recognized bodies during the year**

**3.3.2.1 - Total number of awards and recognition received for extension activities from Government/ government recognized bodies during the year**

File Description	Documents
Any additional information	No File Uploaded
Number of awards for extension activities in last 5 year(Data Template)	No File Uploaded
e-copy of the award letters	No File Uploaded

**3.3.3 - Number of extension and outreach programs conducted by the institution through NSS/NCC/Red cross/YRC etc., ( including the programmes such as Swachh Bharat, AIDS awareness, Gender issues etc. and/or those organized in collaboration with industry, community and NGOs ) during the year**

**3.3.3.1 - Number of extension and outreach Programs conducted in collaboration with**

**industry, community and Non- Government Organizations through NSS/ NCC/ Red Cross/ YRC etc., during the year**

File Description	Documents
Reports of the event organized	No File Uploaded
Any additional information	No File Uploaded
Number of extension and outreach Programmes conducted with industry, community etc for the last year (Data Template)	<a href="#">View File</a>

**3.3.4 - Number of students participating in extension activities at 3.3.3. above during the year**
**3.3.4.1 - Total number of Students participating in extension activities conducted in collaboration with industry, community and Non- Government Organizations through NSS/ NCC/ Red Cross/ YRC etc., during the year**

File Description	Documents
Report of the event	No File Uploaded
Any additional information	No File Uploaded
Number of students participating in extension activities with Govt. or NGO etc (Data Template)	<a href="#">View File</a>

**3.4 - Collaboration**
**3.4.1 - The Institution has several collaborations/linkages for Faculty exchange, Student exchange, Internship, Field trip, On-the- job training, research etc during the year**

0

File Description	Documents
e-copies of linkage related Document	No File Uploaded
Details of linkages with institutions/industries for internship (Data Template)	No File Uploaded
Any additional information	No File Uploaded

### 3.4.2 - Number of functional MoUs with national and international institutions, universities, industries, corporate houses etc. during the year

#### 3.4.2.1 - Number of functional MoUs with Institutions of national, international importance, other universities, industries, corporate houses etc. during the year

File Description	Documents
e-Copies of the MoUs with institution./ industry/corporate houses	No File Uploaded
Any additional information	No File Uploaded
Details of functional MoUs with institutions of national, international importance, other universities etc during the year	<a href="#">View File</a>

## INFRASTRUCTURE AND LEARNING RESOURCES

### 4.1 - Physical Facilities

4.1.1 - The Institution has adequate infrastructure and physical facilities for teaching- learning. viz., classrooms, laboratories, computing equipment etc.

The college has adequate infrastructure and physical facilities to meet the needs of better teaching learning process.

The main building accommodates 26 Classrooms and separate rooms for each department. The campus has one girl's hostel, one Canteen and one Principal's Quarter. There are 8 smart classrooms and one seminar Hall.

All the class rooms are well ventilated, spacious and designed to meet traditional teaching tools. The auditorium has a seating capacity of 500, which is used to organize freshmen social, annual prize distribution, seminars, workshop, conferences etc.

There is a well equipped Library having ICT facilities. All the blocks are provided with 200 mbps WiFi facility. RFID system is there for taking online attendance. The entire campus is under CCTV surveillance.

There are separate rooms for computer learning, Gym and Yoga. There are a Girls' Common Room and a Boys' Common room. Clean lavatory system with running water is there in all the blocks. A Baby care Unit, a well developed playground is there in the campus.

The ICT equipped classrooms can accommodate nearly 100 students each. These rooms are also used to show documentation and to conduct power point presentation in departmental seminar, projects, other activities. There is a total of 17 Computers in the College.

The college campus covers 46823.18 Sq Mtr (35 Bighas) of land having adequate scope for infrastructural development. Out of the total area, total buildup area is 14715.86 sq mtr. The administration section is situated in the main building of this campus

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	Nil

4.1.2 - The Institution has adequate facilities for cultural activities, sports, games (indoor, outdoor), gymnasium, yoga centre etc.

The college has got Auditorium hall where cultural functions, meeting and other symposium are held. The college encourages students to participate in various competitions organized by university or other organization. A cultural secretary is elected by the students to look after the cultural activities under the supervision of a professor in charge. The college has got a Department of Performing Arts also imparts and practice Satriya dance in the college.

The college has a well developed playground for outdoor games. Though the institute has no Indoor Stadium, the campus area and Boys as well as Girls Common Rooms are used for indoor games.

There are allotted rooms for gymnasium and yoga which can accommodate 50 students at a time.

The college encourages sports as a very important extra-curricular activity. The college is committed to create a balanced atmosphere of academic, cultural and sport activities for the overall personal development of the students.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	Nil

**4.1.3 - Number of classrooms and seminar halls with ICT- enabled facilities such as smart class, LMS, etc.**

09

**4.1.3.1 - Number of classrooms and seminar halls with ICT facilities**

09

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	Nil
Upload Number of classrooms and seminar halls with ICT enabled facilities (Data Template)	<a href="#">View File</a>

**4.1.4 - Expenditure, excluding salary for infrastructure augmentation during the year (INR in Lakhs)**

**4.1.4.1 - Expenditure for infrastructure augmentation, excluding salary during the year (INR in lakhs)**

File Description	Documents
Upload any additional information	No File Uploaded
Upload audited utilization statements	No File Uploaded
Upload Details of budget allocation, excluding salary during the year (Data Template)	<a href="#">View File</a>

## 4.2 - Library as a Learning Resource

### 4.2.1 - Library is automated using Integrated Library Management System (ILMS)

In an educational institution library is recognized as a very important component of quality education. The institution got a partially automated Library. The ILMS software used in the Library is SOUL 2.0 installed in the year 2009. It has got WIFI facility and LAN connectivity.. The library has a wide collection of books, journals, newspapers, e-resources, previous year question papers etc. A specialized service provided by the library includes ENLIST provided by INFLIBNET, NDL. The library has OPAC facility which resulted in the easy access of information from any computer within the campus.

Name of ILMS software

Nature of Automation

o

1.

1.

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1.

1.



File Description	Documents
Upload any additional information	No File Uploaded
Paste link for Additional Information	Nil
<b>4.2.2 - The institution has subscription for the following e-resources e-journals e-ShodhSindhu Shodhganga Membership e-books Databases Remote access toe-resources</b>	<b>B. Any 3 of the above</b>
File Description	Documents
Upload any additional information	No File Uploaded
Details of subscriptions like e-journals,e-ShodhSindhu, Shodhganga Membership etc (Data Template)	<a href="#">View File</a>
<b>4.2.3 - Expenditure for purchase of books/e-books and subscription to journals/e- journals during the year (INR in Lakhs)</b>	
<b>4.2.3.1 - Annual expenditure of purchase of books/e-books and subscription to journals/e-journals during the year (INR in Lakhs)</b>	
File Description	Documents
Any additional information	No File Uploaded
Audited statements of accounts	No File Uploaded
Details of annual expenditure for purchase of books/e-books and journals/e- journals during the year (Data Template)	<a href="#">View File</a>
<b>4.2.4 - Number per day usage of library by teachers and students ( foot falls and login data for online access) (Data for the latest completed academic year)</b>	
<b>4.2.4.1 - Number of teachers and students using library per day over last one year</b>	
40	

File Description	Documents
Any additional information	No File Uploaded
Details of library usage by teachers and students	<a href="#">View File</a>

### 4.3 - IT Infrastructure

#### 4.3.1 - Institution frequently updates its IT facilities including Wi-Fi

With development of the IT sector, the college has been trying to upgrade the IT system from time to time. The college has introduced soul package 2.0 version in library in 2009 which facilitated OPAC, circulation of issue and return and Bar coding. Bar Coding machine was used for this purpose. The library has got institutional subscription of ENLIST since 2009. The same has been replaced by paid subscription for 2020. The institution has also become a member of National Digital Library giving access to e-resources in 2018. Access through CD ROM to the titles of the journal was introduced in 2012. The library has got also Microsoft ENCARTA enabling access to encyclopedia.

Two desktop and one laptop has been added by more six computer to be used in library. The attendance of the employees by biometric machine has been replaced by RFID attendance in 2018.

In 2018 online admission process was introduced and college app was also developed to support the student in 2019. The number of smart classroom has been increased to nine at present.

The previous Y max internet service was replaced by 2 mbps BSNL Service in 2017. Again the same was upgraded to 10 MBPS IN 2021. Recently it has been upgraded to 200 MBPS.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	Nil

#### 4.3.2 - Number of Computers

17

File Description	Documents
Upload any additional information	No File Uploaded
Student – computer ratio	No File Uploaded

#### 4.3.3 - Bandwidth of internet connection in the Institution

A. ? 50MBPS

File Description	Documents
Upload any additional Information	No File Uploaded
Details of available bandwidth of internet connection in the Institution	No File Uploaded

#### 4.4 - Maintenance of Campus Infrastructure

##### 4.4.1 - Expenditure incurred on maintenance of infrastructure (physical and academic support facilities) excluding salary component during the year (INR in Lakhs)

##### 4.4.1.1 - Expenditure incurred on maintenance of infrastructure (physical facilities and academic support facilities) excluding salary component during the year (INR in lakhs)

File Description	Documents
Upload any additional information	No File Uploaded
Audited statements of accounts.	No File Uploaded
Details about assigned budget and expenditure on physical facilities and academic support facilities (Data Templates)	<a href="#">View File</a>

4.4.2 - There are established systems and procedures for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports complex, computers, classrooms etc.

Being the apex body of administration, the Governing Body manages all the physical academic & support facilities. To maintain and utilizing the physical facilities some committees are constituted. The Budget & Planning Committee allocates funds for construction as per requirement. The Purchase Committee makes arrangement for purchasing materials. The Construction Committee involves in various construction activities. The cleanliness

committee looks after and suggests measures for preserving the greenery and cleanliness of campus. Canteen Committee looks after the physical Components as well as quality service of the canteen. More than 36 CC cameras are there for surveillance. Library advisory committee suggests measures for the upliftment of physical facilities in the library. A person has been appointed on contractual basis for maintenance of the electrical system. MoU has been signed for maintenance of electronic components like Prag Infosys. There is a vermi-compost for disputing biodegradable wastes.

For qualitative management and development of the academic facilities, IQAC constitutes different committees and Cells. Calendar and prospectus Committee prepares the prospectus and academic calendar. The prospectus outlines the courses offered and code of conduct for the students. The Academic Calendar outlines the academic planning. Routine Committee prepares routine. Examination Committee holds internal and external examinations. Feedback committee arranges for taking the feedback and analyzes them for action. The Academic audit committee analyses the results of the students and put forward suggestion for the academic improvement. Research & Publication cell annually publishes a research journal. Students also publish an annual magazine.

There is a system of receiving the grievances from students and adequate measure is taken to redress them. A college App and a Website is there to discuss the academic issues online. Online systems of receiving grievance from the students have been introduced. Different Cells organises Seminar & workshops for personality development & career enhancement. Yoga and gymnasium classes have been introduced. The College has got NCC & NSS to impart quality service to human being. The students are also taken departmentally and centrally to the felid visit for their exposure.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	Nil

## STUDENT SUPPORT AND PROGRESSION

### 5.1 - Student Support

### 5.1.1 - Number of students benefited by scholarships and free ships provided by the Government during the year

#### 5.1.1.1 - Number of students benefited by scholarships and free ships provided by the Government during the year

File Description	Documents
Upload self attested letter with the list of students sanctioned scholarship	No File Uploaded
Upload any additional information	No File Uploaded
Number of students benefited by scholarships and free ships provided by the Government during the year (Data Template)	<a href="#">View File</a>

### 5.1.2 - Number of students benefitted by scholarships, free ships etc. provided by the institution / non- government agencies during the year

#### 5.1.2.1 - Total number of students benefited by scholarships, free ships, etc provided by the institution / non- government agencies during the year

File Description	Documents
Upload any additional information	No File Uploaded
Number of students benefited by scholarships and free ships institution / non- government agencies in last 5 years (Date Template)	No File Uploaded

**5.1.3 - Capacity building and skills enhancement initiatives taken by the institution include the following: Soft skills Language and communication skills Life skills (Yoga, physical fitness, health and hygiene) ICT/computing skills**

C. 2 of the above

File Description	Documents
Link to institutional website	Nil
Any additional information	No File Uploaded
Details of capability building and skills enhancement initiatives (Data Template)	<a href="#">View File</a>

**5.1.4 - Number of students benefitted by guidance for competitive examinations and career counseling offered by the institution during the year**

0

**5.1.4.1 - Number of students benefitted by guidance for competitive examinations and career counseling offered by the institution during the year**

File Description	Documents
Any additional information	No File Uploaded
Number of students benefitted by guidance for competitive examinations and career counseling during the year (Data Template)	No File Uploaded

**5.1.5 - The Institution has a transparent mechanism for timely redressal of student grievances including sexual harassment and ragging cases Implementation of guidelines of statutory/regulatory bodies Organization wide awareness and undertakings on policies with zero tolerance Mechanisms for submission of online/offline students' grievances Timely redressal of the grievances through appropriate committees**

A. All of the above

File Description	Documents
Minutes of the meetings of student redressal committee, prevention of sexual harassment committee and Anti Ragging committee	<a href="#">View File</a>
Upload any additional information	No File Uploaded
Details of student grievances including sexual harassment and ragging cases	No File Uploaded

## 5.2 - Student Progression

### 5.2.1 - Number of placement of outgoing students during the year

#### 5.2.1.1 - Number of outgoing students placed during the year

42

File Description	Documents
Self-attested list of students placed	<a href="#">View File</a>
Upload any additional information	No File Uploaded

### 5.2.2 - Number of students progressing to higher education during the year

#### 5.2.2.1 - Number of outgoing student progression to higher education

27

File Description	Documents
Upload supporting data for student/alumni	No File Uploaded
Any additional information	No File Uploaded
Details of student progression to higher education	<a href="#">View File</a>

### 5.2.3 - Number of students qualifying in state/national/ international level examinations during the year (eg: JAM/CLAT/GATE/ GMAT/CAT/GRE/ TOEFL/ Civil Services/State government examinations)

#### 5.2.3.1 - Number of students qualifying in state/ national/ international level examinations (eg: JAM/CLAT/NET/ SLET/ GATE/ GMAT/CAT/GRE/ TOEFL/ Civil Services/ State

**government examinations) during the year**

File Description	Documents
Upload supporting data for the same	<a href="#">View File</a>
Any additional information	No File Uploaded

**5.3 - Student Participation and Activities****5.3.1 - Number of awards/medals for outstanding performance in sports/cultural activities at university/state/national / international level (award for a team event should be counted as one) during the year****5.3.1.1 - Number of awards/medals for outstanding performance in sports/cultural activities at university/state/ national / international level (award for a team event should be counted as one) during the year.**

File Description	Documents
e-copies of award letters and certificates	No File Uploaded
Any additional information	No File Uploaded
Number of awards/medals for outstanding performance in sports/cultural activities at university/state/national/international level (During the year) (Data Template)	No File Uploaded

**5.3.2 - Institution facilitates students' representation and engagement in various administrative, co-curricular and extracurricular activities (student council/ students representation on various bodies as per established processes and norms )**

Student council is represented by Puthimari College Students Union. The tenure of the students union is one year and it is formed at the beginning of every academic session in a democratic manner following the guidelines of the supreme court. The students union is active and it basically organizes the following activities:

- Fresher's social
- College week
- Teacher's day



- Debates and quiz programmes on special occasions
- Informal Discussions with reknown persons
- various academic and cultural and sports events from time to time.

The union meets the principal and different cells of the college every now and then for discussion on academic, administrative and co curricular affairs.

The union, particularly, is engaged with the activities related to the welfare of the students, redressing their grievances and development of co curricular aspects. It publishes an annual magazine call 'Puthimarian' and 'Wall Magazine' every year. The union is seen active throughout the year.

The college encourages students participation in various extra-curricular activities organizes by the University or other institutions.

Representation of students on Academic/Administrative Bodies:

1. General Secretary of students union represents the students in IQAC.
2. NSS wing of the college is formed by the students.
3. There is indirect representation of the students in administrative matter as students guardian represent in Governing Body of the college.
4. A member of students union represents grievance redressal cell of the college.
5. A number of student of the college constitutes the NCC wing.
6. There is an Informal Discussion Group constituted by the Students' Union along with other students of the College

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

### 5.3.3 - Number of sports and cultural events/competitions in which students of the

**Institution participated during the year (organized by the institution/other institutions)****5.3.3.1 - Number of sports and cultural events/competitions in which students of the Institution participated during the year**

File Description	Documents
Report of the event	No File Uploaded
Upload any additional information	No File Uploaded
Number of sports and cultural events/competitions in which students of the Institution participated during the year (organized by the institution/other institutions) (Data Template)	No File Uploaded

**5.4 - Alumni Engagement**

5.4.1 - There is a registered Alumni Association that contributes significantly to the development of the institution through financial and/or other support services

The Alumni Association of the college has been active over the years. It is registered under RFS-RS/2022/00573 It meets periodically to discuss the ways for the academic and physical progress of the college and exchange views on employment opportunities. They have contributed different ways. The Alumni Association has been involved in various activities like:

- Campus Cleaning
- Organizing quiz Competition
- Celebrating Rabha Divas
- Plantation of Seasonal Garden
- Counseling on Competitive Examination
- Award to brilliant Student
- Awareness program on Covid 19
- Mushroom Cultivation Training.

Besides the Central Alumni Association each department has its individual group for the alumni. The department keeps record of the alumni regarding their placement or present activities. The Alumni Association, in their meeting, suggests for further development of the college.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

#### 5.4.2 - Alumni contribution during the year (INR in Lakhs)

File Description	Documents
Upload any additional information	No File Uploaded

### GOVERNANCE, LEADERSHIP AND MANAGEMENT

#### 6.1 - Institutional Vision and Leadership

6.1.1 - The governance of the institution is reflective of and in tune with the vision and mission of the institution

The vision of the college is to impart education among young generation of the neighborhood community and to en-route them to the world of working knowledge. The college was established to meet the need of higher as well as quality education which was a long standing demand of the local community.

The college tries to prepare and empower its students to face the challenges of the competitive world by instilling confidence in them. It is also committed to produce socially and ethically responsible citizens. It has also thrived to prepare students for both knowledge and livelihood.

The institution conducts activities to infuse in them the quality of moral, intellectual and physical upliftment. Sports and cultural programmes are conducted and encouraged for all round development of students. Competitive events are held to develop the spirit of competitiveness to stand nationally as well as globally.

The administration of the college is in decentralization. IQAC and Academic Committee looks after the qualitative and academic aspects of the college. Teachers participate overwhelmingly in academic activities and helps organizing extra-curricular activities. Teachers and students are nominated to different

bodies of the college. Staff meeting, HoD meeting, coordinators meeting are held for the active participation in all activities, office staff is also given a window to opine on the administration of the college.

The college is continuously incorporating new courses to fit with national and global competency.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

6.1.2 - The effective leadership is visible in various institutional practices such as decentralization and participative management.

The institution has got an established system following a policy of decentralization and participation by different stakeholders.

Apart from the notification from the higher authority, the institutionalized policies are adopted and executed. The Governing Body is constituted as per the norms lay down by the director of Higher Education. This is the apex body which is constituted by the representatives of different stakeholder of the institution. The teachers, non teaching members, guardians and University Representatives and the Community representatives are the members of the GB. Policies are formulated and executed in discussion with all the members. Principal functions as Secretary of the GB who is central to the policy adaption and execution. A vice- principal is appointed, who is an ex-officio member of the GB and look after the academic and administrative activities of different departments, directs, guides and suggests to the department heads and report the Principal for action.

There are various committees chaired by Principal, which are entrusted with certain responsibility. These committees have got certain roles to be played in case of institutional governance, student support system and academic management. For eg IQAC has been constituted with the participation of different stakeholder, where the representation of teachers plays major role. Again IQAC constitution different committees and assigned them particular activities. For participation of teachers in the management two

teachers' representatives are nominated to the Governing Body. Teachers' representatives are responsible to put forward the issues of the teachers and students in the Governing Body. Three guardian representatives of ongoing students are selected for three years terms to deal with the issues of students as a whole. IQAC is also represented by the teachers and other stakeholders of the institution students and alumni's representatives are also take part in the IQAC meetings.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

## 6.2 - Strategy Development and Deployment

### 6.2.1 - The institutional Strategic/ perspective plan is effectively deployed

The basic strategy for effective development is to follow the previous NAAC Peer Team recommendations. NAAC Peer Team had visited the College on 21 and 22 September, 2004 and 27th to 29th September, 2012. In both the visits the team put forwarded several suggestions for implementations. Among the recommendations, most of the recommendations whichever is possible by the management and college authority has been implemented.

One such strategy that effectively deployed is upgradation of internet facility. With development of the IT sector, the college has been trying to upgrade the IT system from time to time. The college has introduced soul package 2.0 version in library in 2009 which facilitated OPAC, circulation of issue and return and Bar coding. Bar Coding machine was used for this purpose. The library has got institutional subscription of ENLIST since 2009. The same has been replaced by paid subscription for 2020. The institution has also become a member of National Digital Library giving access to e-resources in 2018. Access through CD ROM to the titles of the journal was introduced in 2012. The library has got also Microsoft ENCARTA enabling access to encyclopedia. Two desktop and one laptop has been added by more six computer to be used in library. The attendance of the employees by biometric machine has been replaced by RFID attendance in 2018.

In 2018 online admission process was introduced and college app was also developed to support the student in 2019. The number of smart classroom has been increased to nine at present.

The previous Y max internet service was replaced by 2 mbps BSNL Service in 2017. Again the same was upgraded to 10 MBPS IN 2021. Recently it has been upgraded to 200 MBPS.

File Description	Documents
Strategic Plan and deployment documents on the website	No File Uploaded
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

6.2.2 - The functioning of the institutional bodies is effective and efficient as visible from policies, administrative setup, appointment and service rules, procedures, etc.

All administration and academic policies are framed by Director of Higher Education and Gauhati University. As the Apex of management the Governing Body dictates all policies which are implemented by the Principal and coordinate with the department. The decision and policies dictated by the Governing Body is communicated to the HoDs and sub-committees by the Principal for implementation. The departments are solely responsible for the progress of the academic activities. The head of the departments are to lead the departments with the colleague.

The institution constitutes different Committees and Cells for different activities. Infrastructure Development Committee looks the after the policies required for development of infrastructure. Construction Committee looks after and makes policies related to the construction works of the college.

There are various other committees like Purchase Committee, Library Advisory Committee, Website Management Committee, NSS, and Advisory Committee. All appointments are made as per government procedures and rules. A Selection Committee is constituted to arrange, observe and follow the guideline of the government.

File Description	Documents
Paste link for additional information	Nil
Link to Organogram of the Institution webpage	Nil
Upload any additional information	No File Uploaded

### 6.2.3 - Implementation of e-governance in areas of operation Administration Finance and Accounts Student Admission and Support Examination

B. Any 3 of the above

File Description	Documents
ERP (Enterprise Resource Planning) Document	No File Uploaded
Screen shots of user interfaces	No File Uploaded
Any additional information	No File Uploaded
Details of implementation of e-governance in areas of operation, Administration etc (Data Template)	<a href="#">View File</a>

### 6.3 - Faculty Empowerment Strategies

6.3.1 - The institution has effective welfare measures for teaching and non- teaching staff

The institution has undertaken many welfare measures for the employees.

All the employees- teaching and non-teaching can avail leaves provided by the Central and State Government under the "Leave Rules"

The college has a Day Care Centre for the babies of the employees.

There is a Welfare Fund for all the permanent staff for urgent financial assistance. For nonpermanent employees there is a system of periodic revision of pay.

There is a system of advance salary for the newly appointed

employees.

Drinking water facilities are there in different parts of the building.

There is a part time employee who looks after the cleanliness of the toilets and washrooms.

Gymnasium and yoga classes are held where students and employees can join.

For the faculties who are engage in research activities are given fellowship from the institution itself with approval of the Governing Body.

There is a canteen in the campus for day long stay of all the employees and students.

All the teaching Blocks are connected with 200 mbps WiFi facility.

Along with the Central library there are departmental libraries from where employees can issue books and necessary reading materials.

The Girls Common room keeps stock of Sanitary pads for emergency needs of the girl students and women employees.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

**6.3.2 - Number of teachers provided with financial support to attend conferences/workshops and towards membership fee of professional bodies during the year**

**6.3.2.1 - Number of teachers provided with financial support to attend conferences/workshops and towards membership fee of professional bodies during the year**



File Description	Documents
Upload any additional information	No File Uploaded
Details of teachers provided with financial support to attend conference, workshops etc during the year (Data Template)	No File Uploaded

### **6.3.3 - Number of professional development /administrative training programs organized by the institution for teaching and non-teaching staff during the year**

#### **6.3.3.1 - Total number of professional development /administrative training Programmes organized by the institution for teaching and non teaching staff during the year**

File Description	Documents
Reports of the Human Resource Development Centres (UGCASC or other relevant centres).	No File Uploaded
Reports of Academic Staff College or similar centers	No File Uploaded
Upload any additional information	No File Uploaded
Details of professional development / administrative training Programmes organized by the University for teaching and non teaching staff (Data Template)	<a href="#">View File</a>

### **6.3.4 - Number of teachers undergoing online/face-to-face Faculty development Programmes (FDP) during the year (Professional Development Programmes, Orientation / Induction Programmes, Refresher Course, Short Term Course etc.)**

#### **6.3.4.1 - Total number of teachers attending professional development Programmes viz., Orientation / Induction Programme, Refresher Course, Short Term Course during the year**

File Description	Documents
IQAC report summary	No File Uploaded
Reports of the Human Resource Development Centres (UGCASC or other relevant centers)	No File Uploaded
Upload any additional information	No File Uploaded
Details of teachers attending professional development programmes during the year (Data Template)	<a href="#">View File</a>

### 6.3.5 - Institutions Performance Appraisal System for teaching and non- teaching staff

The College develops a mechanism of its own for performance appraisal of teaching and non teaching staff through the IQAC. The IQAC serves a format for teaching staff covering the following heads:

- Academic information
- Professional competency
- Training
- Seminar, Workshop etc.
- Publications
- Project
- Teaching learning activities
- Mentoring
- Examination related activities
- Participation in different co-curricular activities
- Contribution to corporate life
- Major role in various committees and cells

The department keeps records of classes of individual teachers. Each faculty member keeps records of daily activities in a log book which is periodically monitored by the HoD. The teachers are also engaged in different activities through Cells and Committees. Student's feedback system is there to assess the efficiency of the faculties.

Another format is given to the non-teaching staff covering the following heads.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	<a href="#">View File</a>

#### 6.4 - Financial Management and Resource Mobilization

6.4.1 - Institution conducts internal and external financial audits regularly Enumerate the various internal and external financial audits carried out during the year with the mechanism for settling audit objections within a maximum of 200 words

The College has got transparent mechanism for internal and external audit of the finance of the college. Administrative decisions are executed by some committees like Construction Committee, Purchase Committee. For procuring materials or any other goods the purchasing committee goes through a valid procedure. After completion the procedure the materials are registered in the stock register maintained by the college. Subsequently the bill is paid to respective vendor.

For construction also same procedure is followed for payment is different heads also is done in this auditing procedure.

For internal audit for whole session a qualified auditor is appointed by the Governing body.

The auditor submits report to the authority.

The Principal/Secy stabilizes the report before Governing Body for approval.

For utilization of the Government Fund Audit is done by the chartered accountant. The utilization certificate is issued by the CA and authority submits the UC to the concerned department.

The state government also makes an audit of the finance of the college. Sometimes college will have to make an appeal to carry out audit for the same.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

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

##### 6.4.2.1 - Total Grants received from non-government bodies, individuals, Philanthropers during the year (INR in Lakhs)

File Description	Documents
Annual statements of accounts	No File Uploaded
Any additional information	No File Uploaded
Details of Funds / Grants received from of the non-government bodies, individuals, Philanthropers during the year (Data Template)	No File Uploaded

#### 6.4.3 - Institutional strategies for mobilization of funds and the optimal utilization of resources

In order to meet the various requirements of funds under various heads of expenses like construction of new buildings, renovation and development of existing structure, the institution submits proposals to the UGC and the State Governments. The various sources of funds are generated and obtained from:

- Salary grants from Government.
- Self sustaining programs.
- Fund generated through auction of scrap/waste materials
- Sale of prospectus.
- Canteen Fees.
- Donations from individuals, Interests occurred from bank deposits.
- Financial aid from the Local MLA.
- Additional Examination

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

## 6.5 - Internal Quality Assurance System

6.5.1 - Internal Quality Assurance Cell (IQAC) has contributed significantly for institutionalizing the quality assurance strategies and processes

The IQAC of the institution has contributed greatly towards the institutionalization of several quality practices and culture. The relentless efforts and active involvement of IQAC helped in establishing coordination among various departments, committees and administration

All the important decisions in regard to quality assurance strategies are taken by IQAC. IQAC in its meeting suggest all the measures for enhancement of quality in respect to teaching and learning.

The IQAC has made it mandatory to submit the reports of classes by individual teachers signed by the authority.

The PBAS format has been prepared by IQAC to make faculty aware of their performance .

The Academic audit committee has been constituted by the IQAC to prepare a report annually on academic improvement. Feedback committee collects the feedback and prepare reports on it. Academic Calendar is published by the IQAC with the support of Prospectus and Academic Calendar Committee. The Routine Committee of the IQAC prepares the routine. The central class routine and departmental class routine is also monitored by the IQAC. Lesson Plan is prepared by the individual teacher to be submitted to the IQAC.

The mentoring system has been introduced by IQAC and monitored likewise.

To maintain the discipline among employees, the IQAC has suggested for introducing RFID for teacher and online attendance of students.

IQAC has taken digital initiatives while doing online admission, paperless communication through official whats app groups, emails etc.

IQAC has initiate collaboration with various organizations and institutions through MoUs.

The IQAC has prepared the institution for the 3rd cycle NAAC assessment. It has submitted the AQAR from 2015 to 2021 and prepared the SSR database.

It has also collected various institutional data, statistics pertaining to staff members, alumni, guardians, along with institutional infra structure.

It has also initiated for installing CCTV etc. IQAC is also engaged with monitoring the furniture, measures to generate more income, efforts for a plastic free and tobacco free campus, monitors departmental work diary on a periodic basis.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

6.5.2 - The institution reviews its teaching learning process, structures & methodologies of operations and learning outcomes at periodic intervals through IQAC set up as per norms and recorded the incremental improvement in various activities

For second and subsequent cycles - Incremental improvements made for the preceding year with regard to quality and post accreditation quality initiatives)

Describe any two examples of institutional reviews and implementation of teaching learning reforms facilitated by the IQAC within a maximum of 200 word seach

NAAC Peer Team visited College on 21 and 22 September, 2004 and 27th to 29th September, 2012. In both the visits the team put forwarded several suggestions for implementations. Out of the 23

recommendations, 20 has been executed from the 1st cycle NAAC visit. So far as the 2nd cycle is concerned most of the possible recommendations has been implemented by authority. Some of those implemented recommendations are:

1. The college has got recognition of 2f/12B of the UGC Act.
2. College has established linkage with NGO and other agencies
3. Appraisal of teachers are being regularly analysed.
4. Modern aids/techniques have been used and utilized in administrative, academic and financial activities.
5. Placement cell has been organized.
6. NCC unit of "C certificate" has been introduced
7. Book bank facility has been introduced and more text book has been brought.
8. Free weaver Scheme has been implemented.
9. Internet facility has been upgraded upto 200mbps

One such strategy that effectively deployed is upgradation of internet facility. With development of the IT sector, the college has been trying to upgrade the IT system from time to time. The college has introduced soul package 2.0 version in library in 2009 which facilitated OPAC, circulation of issue and return and Bar coding. Bar Coding machine was used for this purpose. The library has got institutional subscription of ENLIST since 2009. The same has been replaced by paid subscription for 2020. The institution has also become a member of National Digital Library giving access to e-resources in 2018. Access through CD ROM to the titles of the journal was introduced in 2012. The library has got also Microsoft ENCARTA enabling access to encyclopedia. Two desktop and one laptop has been added by more six computer to be used in library. The attendance of the employees by biometric machine has been replaced by RFID attendance in 2018.

In 2018 online admission process was introduced and college app was also developed to support the student in 2019. The number of smart classroom has been increased to nine at present.

The previous Y max internet service was replaced by 2 mbps BSNL Service in 2017. Again the same was upgraded to 10 MBPS IN 2021. Recently it has been upgraded to 200 MBPS.

Another such recommendation that the college has implemented is that introducing value added courses. The college has introduced Yoga courses on 21st June 2021 and Gymnasium courses on 20.05.2021. There are allotted rooms for gymnasium and yoga which

can accommodate 50 students at a time.

These courses are financed by the institution itself for the first year. Later on it would be converted into a self sustain one. All the students and employees can enroll in these courses.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

**6.5.3 - Quality assurance initiatives of the institution include: Regular meeting of Internal Quality Assurance Cell (IQAC); Feedback collected, analyzed and used for improvements Collaborative quality initiatives with other institution(s) Participation in NIRF any other quality audit recognized by state, national or international agencies (ISO Certification, NBA)**

**B. Any 3 of the above**

File Description	Documents
Paste web link of Annual reports of Institution	<a href="http://puthimaricollege.ac.in/agar.php">http://puthimaricollege.ac.in/agar.php</a>
Upload e-copies of the accreditations and certifications	No File Uploaded
Upload any additional information	No File Uploaded
Upload details of Quality assurance initiatives of the institution (Data Template)	<a href="#">View File</a>

## **INSTITUTIONAL VALUES AND BEST PRACTICES**

### **7.1 - Institutional Values and Social Responsibilities**

7.1.1 - Measures initiated by the Institution for the promotion of gender equity during the year

The institution is very much sensitive on gender issues. The college administration works in all possible ways to maintain



gender equity for both students and employees. Being a coeducational institution, campus safety and security is very important for which the entire college campus is under cctv surveillance. Almost all the classrooms, corridor, field, parking, library, entrance are under cctv surveillance. The college has installed total 36 cameras to monitor the security and safety of all concerned. Moreover, the institution has taken initiative to distribute sanitary pads among girl students as and when required.

There is an Internal Complaints Committee to address complaints from students, teaching and non teaching members. There is a computer screen in the corridor where everyone can put their grievances and suggestions which comes directly to the principal as text message.

Apart from these, Lecture on women and legal rights is conducted for raising awareness among students. Moreover, there is an Anti Ragging Committee to keep the campus ragging free.

File Description	Documents
Annual gender sensitization action plan	Nil
Specific facilities provided for women in terms of: a. Safety and security b. Counseling c. Common Rooms d. Day care center for young children e. Any other relevant information	Nil

**7.1.2 - The Institution has facilities for alternate sources of energy and energy conservation measures Solar energy Biogas plant Wheeling to the Grid Sensor-based energy conservation Use of LED bulbs/ power efficient equipment**

D. Any 1 of the above

File Description	Documents
Geo tagged Photographs	<a href="#">View File</a>
Any other relevant information	No File Uploaded

7.1.3 - Describe the facilities in the Institution for the management of the following types of degradable and non-degradable waste (within 200 words) Solid waste management Liquid waste management Biomedical waste management E-waste management Waste recycling system Hazardous chemicals and radioactive waste management

The institution is responsive towards environment protection and emphasise on generating less waste. From time to time the college undertakes awareness drives for effecting cleanliness and management of wastes both within and outside the college campus. For the collection of regular solid waste products garbage bins are kept at different places in the campus. Later on, an outsourcing agency is hired to sold out these wastes. There is vermicompost for bio-degradable wastes. There is napkin vending machine for disposing sanitary napkins. Paperless communication and lesser use of plastic is encouraged within the campus. E wastes like non working computers, monitors, printers, memory cards, mother boards, ink cartridges etc are stored and repaired for further use.

File Description	Documents
Relevant documents like agreements/MoUs with Government and other approved agencies	<a href="#">View File</a>
Geo tagged photographs of the facilities	Nil
Any other relevant information	<a href="#">View File</a>

**7.1.4 - Water conservation facilities available in the Institution: Rain water harvesting Bore well /Open well recharge Construction of tanks and bunds Waste water recycling Maintenance of water bodies and distribution system in the campus**

A. Any 4 or all of the above

File Description	Documents
Geo tagged photographs / videos of the facilities	<a href="#">View File</a>
Any other relevant information	No File Uploaded

**7.1.5 - Green campus initiatives include**

<p><b>7.1.5.1 - The institutional initiatives for greening the campus are as follows:</b></p> <ol style="list-style-type: none"> <li><b>1. Restricted entry of automobiles</b></li> <li><b>2. Use of Bicycles/ Battery powered vehicles</b></li> <li><b>3. Pedestrian Friendly pathways</b></li> <li><b>4. Ban on use of Plastic</b></li> <li><b>5. landscaping with trees and plants</b></li> </ol>	
File Description	Documents
Geo tagged photos / videos of the facilities	<a href="#">View File</a>
Any other relevant documents	<b>No File Uploaded</b>
<p><b>7.1.6 - Quality audits on environment and energy are regularly undertaken by the institution</b></p>	
<p><b>7.1.6.1 - The institutional environment and energy initiatives are confirmed through the following 1.Green audit 2. Energy audit 3.Environment audit 4.Clean and green campus recognitions/awards 5. Beyond the campus environmental promotional activities</b></p>	
File Description	Documents
Reports on environment and energy audits submitted by the auditing agency	<b>No File Uploaded</b>
Certification by the auditing agency	<b>No File Uploaded</b>
Certificates of the awards received	<b>No File Uploaded</b>
Any other relevant information	<a href="#">View File</a>
<p><b>7.1.7 - The Institution has disabled-friendly, barrier free environment Built environment with ramps/lifts for easy access to classrooms. Disabled-friendly washrooms Signage including tactile path, lights, display boards and signposts Assistive technology and facilities for persons with disabilities (Divyangjan) accessible website, screen-reading software, mechanized equipment</b></p>	

**5. Provision for enquiry and information :  
Human assistance, reader, scribe, soft copies  
of reading material, screen reading**

File Description	Documents
Geo tagged photographs / videos of the facilities	No File Uploaded
Policy documents and information brochures on the support to be provided	No File Uploaded
Details of the Software procured for providing the assistance	No File Uploaded
Any other relevant information	No File Uploaded

7.1.8 - Describe the Institutional efforts/initiatives in providing an inclusive environment i.e., tolerance and harmony towards cultural, regional, linguistic, communal socioeconomic and other diversities (within 200 words).

The institution endeavors to preach the idea of tolerance and harmony towards cultural, regional, linguistic, communal, social, economic and other diversities. The admission in the institution is based on merit. Seats are allocated as per the norms of government for reservation.

No communal or linguistic or regional sentiment is imposed on it. To help the economically down-trodden students, the institution has constituted a Students Aid Fund by which the economically backward students are encouraged by financial assistance. Different programs are conducted where student may have an idea about an inclusive socio-cultural environment. Different festivals of social importance for minimizing the differentiation of different communities are observed. Various programs which inculcate the idea of nationalism are conducted in the institution.

NCC has been introduced to infuse the spirit of service to humanity without keeping any barriers of diversity. Persons of merit and social importance are invited to the college for direct contact with the students as well as the teaching community. During the college week students take out procession symbolizing the idea of different ethnic group with representation of their cultural identity.

File Description	Documents
Supporting documents on the information provided (as reflected in the administrative and academic activities of the Institution)	No File Uploaded
Any other relevant information	<a href="#">View File</a>

7.1.9 - Sensitization of students and employees of the Institution to the constitutional obligations: values, rights, duties and responsibilities of citizens

Apart from imparting education on constitutional values, rights and duties as enshrined in the lessons of the textbook, the institution organizes various programs which help in uplifting those values. The institution observes special days like 15th August, 26th January etc, so that students may have fair ideas on significance of these days. The institution also organizes competition on Preamble Reading, essay writing and seminars to preach the very basic values, ideas and duties of a citizen. The college tries to foster the idea of a responsible citizen because students are the future citizens. The college has got an Electoral Literary Club who tries to campaign among the students as well as the outsiders how they can include their names in the electoral list with a purpose of exercising their voting rights. Preamble reading competition has been held on inter college level to sensitize the students as well as the teachers who gets involved in these activities.

File Description	Documents
Details of activities that inculcate values; necessary to render students in to responsible citizens	No File Uploaded
Any other relevant information	<a href="#">View File</a>

**7.1.10 - The Institution has a prescribed code of conduct for students, teachers, administrators and other staff and conducts periodic programmes in this regard. The Code of Conduct is displayed on the website There is a committee to monitor adherence to the Code of Conduct Institution organizes professional ethics programmes for**

students, teachers, administrators and other staff  
**4. Annual awareness programmes on Code of Conduct are organized**

File Description	Documents
Code of ethics policy document	No File Uploaded
Details of the monitoring committee composition and minutes of the committee meeting, number of programmes organized, reports on the various programs etc., in support of the claims	No File Uploaded
Any other relevant information	<a href="#">View File</a>

7.1.11 - Institution celebrates / organizes national and international commemorative days, events and festivals

The college organizes the following national festival

The institution celebrates different days of national importance like Independence Day, Republic Day, Birth and Death Anniversaries of great personalities like Gandhi Jayanti, Teachers Day, Silpi Divas.etc. the institution celebrates its Foundation Day.

During the Independence Day and Republic Day the national flag is hoisted in the college premises and in the college hostels. The NCC platoon of the college is assigned with the responsibility of making necessary arrangements for smooth conduct of the events.

Celebration of Gandhi Jayanti starts with paying floral tributes to the father of the nation. This is followed by talks and discussions on Gandhian philosophy and the life of the noble soul. Sometimes film shows are organized exhibiting movies made on Gandhi.

Birth and death anniversaries of the following prominent personalities of the state are observed:

Birth anniversary of Bishnu Prasad Rabha

Birth anniversary of Jyoti Prasad Agarwalla

**Birth anniversary of Bhupen Hazarika.**

File Description	Documents
Annual report of the celebrations and commemorative events for the last (During the year)	No File Uploaded
Geo tagged photographs of some of the events	No File Uploaded
Any other relevant information	<a href="#">View File</a>

**7.2 - Best Practices**

7.2.1 - Describe two best practices successfully implemented by the Institution as per NAAC format provided in the Manual.

**1. Title: Safe use and Disposal of Sanitary Napkin**

**Objective:** Health and hygiene of the female students and teachers.

**Context:** The College has got a 70% of the female students. As being the rural based college students are less aware of the use and significance of sanitary napkin. Most girls students fall sick during the class time. Several programmes have launched as a remedial measures, one of such practice in the installation of vending machine on minimum paid basis. A destroyer machine also has been set up to stop the contamination particularly the girls common room secretary suggested as female in charge manage the system.

**Result:** It has been found that Girls' are very happy with the system. More 500 napkins being used per session.

**Title of the practice**

**Informal Discussion Group**

**Objection**

**To create leadership quality in students**

Being the students of rural area the students inspire of having good potentiality the lacks exposure and commination skill.

The practise in that the students constitute a committee with the member only from the students community they will arrange discussion symposium and contact the personality on their over. The students committee will seat on the dais while the teachers and other students will sit as audience. One third of members will retire in every session.

It is seen that many of students have been engaged in other social activates.

General Secretary Ditul is spearheading as member of volley ball coaching centre. Dipu Hira has been President of the all Assam students union, Dimu Anchalik Students Union.

Problems: - infrastructures like IT and small conference room required for holding the meetings.

File Description	Documents
Best practices in the Institutional web site	No File Uploaded
Any other relevant information	No File Uploaded

### 7.3 - Institutional Distinctiveness

7.3.1 - Portray the performance of the Institution in one area distinctive to its priority and thrust within 200 words

- One of the most distinctive features of the college is that it is a rural based college. Another important feature is that out of total no of student 70% are girls' students. So, the college much to strive to cater to the needs of the community program have been assigned to meet this requirement.

The college is surrounded by several Satras which practice Sattriya in these Vaishnavite Satras. The college has set up a department of Performing Arts in which Satriya Dance is practiced and taught. The department has received the permission from Gauhati University.

The surrounding schools have got NCC A certificate service in many of the schools. The students passing out from those schools and taking admission into our college generally require the training of NCC. The college has introduced NCC B and C



certificate course in the college. The students admitted in NCC have been able to hold position within the organization.

The passing out students from the college badly in need of employment in the wake of lack of government job and being rural area without industrialization. The College has arranged a training program on entrepreneurial development to infuse the idea of entrepreneurship not only among the present students but also to the passing out students. One of such endeavor is the setting up of mushroom development centre inside and outside the campus in collaboration with the passing out students. The college has been providing important academic support to such endeavor.

Some of the communities in the greater area has engaged themselves in pottery making as their livelihood. The college has arranged training and workshop for pottery making. The college has also invited expert from Gauhati University to provide them strong academic basis.

Looking into the health of the people of the community people the college has arranged the Blood Donation Camp from the students. The fact reveals that out of the intending 76 students to offer blood only 40 only 16 students could offer blood. Others could not provide due to medical unfitness.

The college has started Yoga certificate course in the college. The college has also started a centre for gymnasium training.

To make the students aware of the cleanliness a committee has been constituted for campus cleaning. Several dustbins have been set up in and outside for collection of waste. Dust bins have been donated by generous donator at the behest of the alumni of the college.

The college has adopted a village in nearby area. Several programs have been conducted in this village in times of distress.

Looking at the pollution and increasing bike accident particularly among the youth a Transport Management Committee has been constituted to see the documentation and use of helmet among two wheelers rider.

An Electoral Literary committee has been constituted to create awareness among the first time voters and to facilitate to vote

as per norms.

Thus the college has been striving to meet the distinctive features and to cater to the needs of the community.

File Description	Documents
Appropriate web in the Institutional website	No File Uploaded
Any other relevant information	No File Uploaded

### 7.3.2 - Plan of action for the next academic year

Outbreak of Pandemic Covid 19 has greatly hampered the academic and other plans of the college. The college had to switch over to the online mode. After resuming the college it has to make plans on the light of the changing development. The next year plan of action is manifold

: A master plan is to be prepared for optimum utilization of the resources.

: Academic

: The vacant posts should filled up

; The Internal Evaluation System should be strengthened and make flawless.

: The Cells and committees to make more active.

; The online System is to make more effective

: The science and commerce stream must be introduced.

#### Infrastructural

: An auditorium and Teachers quarter to be constructed

: Incomplete boundary wall to be completed

: Internal water drainage system to be initiated.

: Solar power to be used

: A garden of medicinal plant to be set up.

NAAC