



# **SELF STUDY REPORT**

**FOR**

**3<sup>rd</sup> CYCLE OF ACCREDITATION**

**PUTHIMARI COLLEGE**

VILL AND P.O. SONESWAR P.S. KAMALPUR DIST KAMRUP, ASSAM  
781382

[www.puthimaricollege.ac.in](http://www.puthimaricollege.ac.in)

Submitted To

**NATIONAL ASSESSMENT AND ACCREDITATION COUNCIL**

**BANGALORE**

**July 2022**

# 1. EXECUTIVE SUMMARY

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## 1.1 INTRODUCTION

Puthimari College was established on 5th August, 1981. It is the only premier institute of higher education in greater Puthimari area in the district of Kamrup (R) in Assam. It takes 30 minutes drive from Guwahati the Capital city of the state. The college is situated at Soneswar on the east bank of Tributary River known as Puthimari. The college was established with the untiring effort of the people of the locality led by some eminent and affluent persons of the locality. The college is surrounded by several villages and fed by the several educational institutions. Since it's inception the college has been serving the community as well as has produced graduates who have been serving in different fields on their own merit.

The college is affiliated to Gauhati University. The college acquired permanent affiliation from UGC in 12th July 2005. The college has attained B grade in re-accreditation by NAAC in 2012.

The college has been imparting education on humanities. The college has got sufficient class room, modern library, opened computer education along with games, sports facilities. The college has the facility of hostel for the Girls' students. The college has been working with social and academic accountability for long 42 years and the college is fast moving towards digitalization.

### Vision

Higher education is the backbone of in any society. The quality of higher education decides the quality of human resource in a country. Our vision is to include the college and university teaching and learning process by which the students can attain the higher educational qualification. Our vision is to provide opportunities for life long learning and allowing the youth to upgrade their knowledge and skills from time to time based on societal needs.

### Mission

- To impart quality education to the students in the field of humanities.
- To empower the students through education, and to prepare them to meet the challenges of the competitive world by instilling confidence in them.
- To prepare the students to be socially and ethically responsible citizens.
- To dignify the future of the students by acquiring knowledge for practical world.

## 1.2 Strength, Weakness, Opportunity and Challenges(SWOC)

### Institutional Strength

- Teachers-Student, Teachers-Teachers cordial relationship is the uniqueness of the college.
- Adequate space is available for opening up of new streams and facilities.
- Flow of academically and culturally advance students.

- Institutional accountability to the society

### **Institutional Weakness**

- Weak financial condition
- Single stream college
- Lack of research orientation zeal
- Inadequate teaching and official staff.

### **Institutional Opportunity**

- Opening up of new streams like commerce and science
- Introduction of various short term and value added courses catering the needs of the youth of the community.
- To increase the reputation and change the perception by social marketing.
- Increasing of sports facilities by appointing a coach.

### **Institutional Challenge**

- Reducing the drop out rate.
- Competing with the private colleges and around.
- Optimal utilisation of the opportunities available.
- To cope up with the NEP in its spirit.

## **1.3 CRITERIA WISE SUMMARY**

### **Curricular Aspects**

The criteria –I deals with the curricular planning and implementation. The college follows the curriculum prepared by the Gauhati University. For effective implementation of the Curriculum College embarks on different methods and Policies. The college prepares an academic calendar and strictly adheres to the academic calendar. For monitors the progress there in an arrangement of continuous internal evaluation system. Number of teachers participates in different academic and evaluating work of the university or council.

CBCS has been implemented since 2019, the college has introduced several value based/ add on /Certificate courses/ training programmes in the college within and outside the curriculum. The college addresses other social relevant issues like Gender, Human Values, Environment and sustainability.

The college has adopted feedback system for assessment of the implementation of curriculum. College collects feedback from students, parents, alumni and even from employer. The feedback system helps to assess and understand the outcome of planning and implementation of the curriculum.

### **Teaching-learning and Evaluation**

At present the college has 910 enrolled students. The institution has the capacity of 350 students in the U.G. level at the early stage. But the institution has to enrol more to meet the need of the demand of the community.

The college follows the reservation norms of admission as laid down by the govt. of Assam. It adopts various methods to identify the advance and slow learners and takes remedial measures as needed. It also adopts various students' centric methods to make easy understanding of the syllabus. Workshops are conducted to make the teachers ICT enabled. Students are benefited by the classes taken up by ICT enabled teachers. In order to take extra care of the students, mentor and mentee system is introduced. Teachers are encouraged to pursue higher studies and given leave for pursuing higher studies. Teachers also participate in workshop, seminar, orientation and refresher course and short term course. A continuous evaluation is done through sessional examination, home assignment etc. and the result of the evaluation is shared with the students. Course outcome and programme outcome are manifested in the feedback and in the report of the students progression to higher education. Finally, the outcome of their learning is manifested in the final examination conducted by the University.

### **Research, Innovations and Extension**

Puthimari College always tries to create a congenial atmosphere for research facilities and facilitated the researchers whatever the sources available in the college. The researcher can avail leave from the college as per the procedure and established norms.

The college encourages new researchers to come for research by providing incentives to them.

Several teachers have been engaged in research activities. Some of them have completed their thesis and have been awarded the Ph.D. by the concerned university.

The college publishes a research journal titled as CONCEPT in every session. Many of the teachers engaged in Minor Research Project and Major Research Project from different agencies like the U.G.C. and ICSSR.

The institution also conducts seminars for guidance of research activities in and outside the college campus.

As on initial stage of research for students, the University curriculum provides field study activities. Students are accordingly guided by teachers in the help of them to acquire experiences in practical fields outside the college.

The library subscribes research journals to facilitate the researchers.

### **Infrastructure and Learning Resources**

The college has been trying to make a perceptible change by improving its infrastructure over the last few years. For creating a conducive learning experience in the campus, the institution is trying to install various facilities.

The college has got sufficient number of class room, laboratories, seminar hall, meeting room, departmental room equipped with modern ICT tools. The college has several cells and other facilities to improve the skills

and personality of the students. It has got an incubation hub, water harvesting, vermicomposting, Yoga and Gym facilities for the students and community people. Utilization of the facilities help in learning with practical knowledge on one hand and other people of the community on the other. The college has got a total number of class rooms including departmental room, 9 ICT room, and one computer lab. It also has sports facilities, NCC facilities and Gymnasium facilities. To accommodate girl students the college has got a Girls' Hostel, the college has also got a Baby Care Centres, and separate toilets for Boys and Girls. The institution has its drinking water facilities, draining system, wi-fi system and well equipped office room. The library covers an area of 5400 sf. The library is having soul version-2 and OPAC facility. It has got a collaboration with national digital library. The institution too has its collaboration with ICT academy, academic alliance with UI path. The library has got a LAN system and is having 100% wi-fi capacity and uninterrupted power supply facilities. Subscribe several Newspaper, Research Journal and E-Journal. The library has got a total number of 17000 text and reference books excluding remedial and book bank. Every department has got their own library in the department.

### **Student Support and Progression**

The college supports and encourage students to achieve their goals through best academic approach and other facilities through possible students' support schemes, Ninety percent (90%) of the student are benefited by the scholarship provided by the government. They are also benefitted by the scholarship given for the Minority students by the state government and for the meritorious students by the central government. The college has its different cells to support the students along with their academic progression, Cell for career guidance, cell for placement, cell for social activities, cell to deal with the gender related issues, cell for election literacy are working in the college. Internal complaint ICC, grievances redressal cell, facility for online complaint and suggestion are available in the college. A canteen committee is there to look after the working of the canteen in the campus. There is also facility for Yoga and Gym for students. There is vending machine for the procurement and destruction of the sanitary napkins of girls students. There is separate toilets for both boys and girls. Drinking water facility has been made available for the students in the campus. Students are facilitated by giving them participation in the cultural and sports activities. Regular election is held where by the students are elected to represent and participate in different activities of the institution. Feedback system that is in vogue also helps them to give their opinion on academic affairs. Students are given fair representation to get involved in decision making process by their participation in different committees.

There is a student's Aid fund from which economically poor students are given financial aid. There are a separate room for students union and a common room for girls students. The college has got a registered alumni association through which it can keep constant contact with the passing out students.

### **Governance, Leadership and Management**

Puthimari College has explicitly stated its mission and vision in its prospectus. The college practices a decentralised participative management in order to create a hygienic academic atmosphere. The governing body of the college is a cluster of academicians from the affiliating University, public representative for the government, guardian representative, representative for the teacher, employees, the library, a women representative out of the total guardian representative, the college has constituted one IQAC for monitoring academic activities and quality enhancement of the institutions. The Hods are main constituents through which

academic and other activities are decentralised. All important academic plans are executed through the Hodsconcerned. The Hods constantly look after the working of the departments and creates a bridge between the principal and the Departments. There are several committee by which the Principal govern his functions.

Purchasing committee, construction committee, budget committee, beautification committee and other committees are there for decentralisation of different activities of the college. There is a system of RFID for attendance. There is also a system of online application for leave to be taken by the teachers and the employees. The arrangement for payment in the college has been made online mode.

### **Institutional Values and Best Practices**

Puthimari College has been striving to inculcate and nurture the basic human values and a nationalistic forever through various academic activities that reflect the social and academic accountability of the institution. To be in tune with the spirit of the people who established the college, it has been trying to prepare students to befit themselves to the idea of social accountability. Besides catering to the needs of the surrounding community, the college has been trying to cultivate a globalised concept in the minds of the students. World environment day, International Yoga day, Women's Day, are celebrated here. Besides financial and academic audit, Gauhati University experts have conducted green audit in the college. The faculty of the college get involved in different social and cultural activities of national importance, Gender equity and communal harmony are given a special importance in different activities of the college.

## 2. PROFILE

### 2.1 BASIC INFORMATION

Name and Address of the College	
Name	PUTHIMARI COLLEGE
Address	VILL AND P.O. SONESWAR P.S. KAMALPUR DIST KAMRUP, ASSAM
City	GUWAHATI
State	Assam
Pin	781382
Website	<a href="http://www.puthimaricollege.ac.in">www.puthimaricollege.ac.in</a>

Contacts for Communication					
Designation	Name	Telephone with STD Code	Mobile	Fax	Email
Principal	NITYANAN DA KALITA	03621-291028	9864086145	-	iqac.puthimaricollege@yahoo.in
IQAC / CIQA coordinator	PALLABI NATH	-8876493061	7002199509	-	nathpallabi7@gmail.com

Status of the Institution	
Institution Status	Government

Type of Institution	
By Gender	Co-education
By Shift	Regular

Recognized Minority institution	
If it is a recognized minority institution	No

Establishment Details	
Date of establishment of the college	01-01-1981

**University to which the college is affiliated/ or which governs the college (if it is a constituent college)**

State	University name	Document
Assam	Gauhati University	<a href="#">View Document</a>

**Details of UGC recognition**

Under Section	Date	View Document
2f of UGC	12-06-2005	<a href="#">View Document</a>
12B of UGC	12-06-2005	<a href="#">View Document</a>

**Details of recognition/approval by stationary/regulatory bodies like AICTE,NCTE,MCI,DCI,PCI,RCI etc(other than UGC)**

Statutory Regulatory Authority	Recognition/Approval details Institution/Department programme	Day,Month and year(dd-mm-yyyy)	Validity in months	Remarks
No contents				

**Details of autonomy**

Does the affiliating university Act provide for conferment of autonomy (as recognized by the UGC), on its affiliated colleges?	No
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**Recognitions**

Is the College recognized by UGC as a College with Potential for Excellence(CPE)?	No
Is the College recognized for its performance by any other governmental agency?	No



<b>Location and Area of Campus</b>				
<b>Campus Type</b>	<b>Address</b>	<b>Location*</b>	<b>Campus Area in Acres</b>	<b>Built up Area in sq.mts.</b>
Main campus area	VILL AND P.O. SONESWAR P.S. KAMALPUR DIST KAMRUP, ASSAM	Rural	11.5703	14715.8

## 2.2 ACADEMIC INFORMATION

NAAC

<b>Details of Programmes Offered by the College (Give Data for Current Academic year)</b>						
<b>Programme Level</b>	<b>Name of Programme/Course</b>	<b>Duration in Months</b>	<b>Entry Qualification</b>	<b>Medium of Instruction</b>	<b>Sanctioned Strength</b>	<b>No.of Students Admitted</b>
UG	BA,English	36	HS	English	350	269
UG	BA,Assamese	36	HS	Assamese	350	249
UG	BA,Political Science	36	HS	English,Hindi,Bengali,Telugu,Marathi,Tamil,Urdu,Gujarati,Kannada,Malayalam,Oriya,Punjabi,Assamese,Maithili,Bhili/Bhilodi,Santali,Kashmiri,Nepali,Gondi,Sindhi,Konkani,Dogri,Khandeshi,Kurukh,Tulu,Meitei/Manipuri,Bodo,Khasi,Mundari,Ho,English + Hindi,English + Bengali, English + Telugu,English + Marathi,English + Tamil,English + Urdu,English + Gujarati,English + Kannada,English + Malayalam,English + Oriya,English + Punjabi, English + As	350	130

				Assamese,English + Maithili,English + Bihari/Bhilodi,English + Santali,English + Kashmiri,English + Nepali,English + Gondi,English + Sindhi,English + Konkani,English + Dogri,English + Khandeshi,English + Kurukh,English + Tulu,English + Meitei/Manipuri,English + Bodo,English + Khasi,English + Mundari,English + Hindi, French, Sanskrit		
UG	BA,Philosophy	36	HS	English	350	107
UG	BA,Geography	36	HS	English	350	17
UG	BA,Education	36	HS	English	350	199
UG	BA,Economics	36	HS	English	350	2
UG	BA,History	36	HS	English	350	16
UG	BA,Performing Arts	36	HS	Assamese	30	6

### Position Details of Faculty & Staff in the College

<b>Teaching Faculty</b>												
	<b>Professor</b>				<b>Associate Professor</b>				<b>Assistant Professor</b>			
	Male	Female	Others	Total	Male	Female	Others	Total	Male	Female	Others	Total
Sanctioned by the UGC /University State Government	0				16				8			
Recruited	0	0	0	0	11	5	0	16	5	3	0	8
Yet to Recruit	0				0				0			
Sanctioned by the Management/Society or Other Authorized Bodies	0				0				0			
Recruited	0	0	0	0	0	0	0	0	0	0	0	0
Yet to Recruit	0				0				0			

<b>Non-Teaching Staff</b>				
	<b>Male</b>	<b>Female</b>	<b>Others</b>	<b>Total</b>
Sanctioned by the UGC /University State Government			12	
Recruited	8	0	0	8
Yet to Recruit			4	
Sanctioned by the Management/Society or Other Authorized Bodies			0	
Recruited	0	0	0	0
Yet to Recruit			0	

<b>Technical Staff</b>				
	<b>Male</b>	<b>Female</b>	<b>Others</b>	<b>Total</b>
Sanctioned by the UGC /University State Government				0
Recruited	0	0	0	0
Yet to Recruit				0
Sanctioned by the Management/Society or Other Authorized Bodies				0
Recruited	0	0	0	0
Yet to Recruit				0

**Qualification Details of the Teaching Staff**

<b>Permanent Teachers</b>										
<b>Highest Qualification</b>	<b>Professor</b>			<b>Associate Professor</b>			<b>Assistant Professor</b>			<b>Total</b>
	Male	Female	Others	Male	Female	Others	Male	Female	Others	
D.sc/D.Litt/LLD/DM/MCH	0	0	0	0	0	0	0	0	0	0
Ph.D.	0	0	0	1	3	0	0	3	0	7
M.Phil.	0	0	0	1	2	0	3	2	0	8
PG	0	0	0	11	5	0	3	5	0	24
UG	0	0	0	0	0	0	0	0	0	0

Temporary Teachers										
Highest Qualification	Professor			Associate Professor			Assistant Professor			Total
	Male	Female	Others	Male	Female	Others	Male	Female	Others	
D.sc/D.Litt/LLD/DM/MCH	0	0	0	0	0	0	0	0	0	0
Ph.D.	0	0	0	0	0	0	0	0	0	0
M.Phil.	0	0	0	0	0	0	0	1	0	1
PG	0	0	0	0	0	0	3	5	0	8
UG	0	0	0	0	0	0	0	0	0	0

Part Time Teachers										
Highest Qualification	Professor			Associate Professor			Assistant Professor			Total
	Male	Female	Others	Male	Female	Others	Male	Female	Others	
D.sc/D.Litt/LLD/DM/MCH	0	0	0	0	0	0	0	0	0	0
Ph.D.	0	0	0	0	0	0	0	0	0	0
M.Phil.	0	0	0	0	0	0	0	0	0	0
PG	0	0	0	0	0	0	0	0	0	0
UG	0	0	0	0	0	0	0	0	0	0

Details of Visting/Guest Faculties				
Number of Visiting/Guest Faculty engaged with the college?	Male	Female	Others	Total
		7	0	0

**Provide the Following Details of Students Enrolled in the College During the Current Academic Year**

Programme		From the State Where College is Located	From Other States of India	NRI Students	Foreign Students	Total
UG	Male	298	0	0	0	298
	Female	212	0	0	0	212
	Others	0	0	0	0	0
Diploma	Male	7	0	0	0	7
	Female	23	0	0	0	23
	Others	0	0	0	0	0
Certificate / Awareness	Male	93	0	0	0	93
	Female	95	0	0	0	95
	Others	0	0	0	0	0

<b>Provide the Following Details of Students admitted to the College During the last four Academic Years</b>					
<b>Category</b>		<b>Year 1</b>	<b>Year 2</b>	<b>Year 3</b>	<b>Year 4</b>
SC	Male	30	9	9	16
	Female	20	16	6	8
	Others	0	0	0	0
ST	Male	1	1	2	1
	Female	0	0	0	0
	Others	0	0	0	0
OBC	Male	50	34	31	49
	Female	37	40	40	23
	Others	0	0	0	0
General	Male	234	113	123	195
	Female	155	201	177	170
	Others	0	0	0	0
Others	Male	0	0	0	0
	Female	0	0	0	0
	Others	0	0	0	0
<b>Total</b>		<b>527</b>	<b>414</b>	<b>388</b>	<b>462</b>

### **Institutional preparedness for NEP**

<p>1. Multidisciplinary/interdisciplinary:</p>	<p>National Education Policy 2020 is inclusive participatory and holistic approach that reforms the existing educational structure. It takes into consideration different fields like experiences empirical research, stakeholder, feedback, and lessons from best practice. It stresses upon Utilising the Indian knowledge and bringing India at par with the leading countries of the world. It will affect students, parents, teachers and every stakeholder in the education system. Students will be benefited by four year interdisciplinary bachelor's programme. This new policy of education will provide multiple options for mid-term drop out students with one year of training or two year of diploma. The college has</p>
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	<p>been participating in different discussions held by the state government from its inception of the draft policy since 2019. In order to familiarise the teachers with the philosophy and policy of NEP, the college has organized discussion on NEP. University concerned has already redesigned the academic programmes to include multidisciplinary / interdisciplinary courses as elective. All programmes are designed with maximum flexibility to choose the elective courses offered by other departments. As a part of the University, the college is working towards implementation of the suggestions given in NEP. The college has already started discussions with the neighbouring colleges for a clustering if possible provided the universities concerned permits to prepare the students as per the vision of the NEP.</p>
<p>2. Academic bank of credits (ABC):</p>	<p>ABC has been set up by the UGC in which students will be given multiple entry and exit option. They will allow students enrolled in U.G. and P.G. Programme to exits and enter within a stipulated period. The flexibility in academic programmes will enable students to seek implement after any level of award and join back as and when feasible to upgrade qualification. UGC believe that it will curtail the dropout rate and improve Gross Enrolment Ratio (GER) in higher education. ABC will provide learners to open unique or individual bank accounts in digital forum after which they will be given a unique ID and access to the Standard Operating Procedure (SOP). The college is going to integrate Academic Bank of Credit Portal to the digital platform of UGC in the years to come. The college has been following the Choice Based Credit System (CBCS) for all of its programmes as designed by the Gauhati University.</p>
<p>3. Skill development:</p>	<p>The National Education Policy (NEP) will impact billions of lives. It will bring about the changes in learning environment and learning process of the students. It will increase focus on skill improvement and competency development of the students. The introduction of NEP will make students focussed on both academic and non-academic pursuits. It will make students future ready by building 21st century skills. UGC has introduced DDU KAUSKAL KENDRA (K.K.) for promoting vocational education in continuation to its initiatives for introducing community colleges and B.Voc. programme realising</p>

	<p>the importance and necessity for developing skills among students and creating ready man power on large scale. The college has been engaged in developing imparting education on Skill development. Entrepreneurial development programmes of 3 months have been conducted with its successful completion. Students and the community people are also being trained for Mushroom Cultivation and Vermicomposting. Workshop have been organised on pottery making to the students and community people. In collaboration with outside agencies the colleges is providing certificate and diploma courses to enhance the computer skill among the students. The university syllabus has introduced papers on skill developments under CBCS.</p>
4. Appropriate integration of Indian Knowledge system (teaching in Indian Language, culture, using online course):	<p>Puthimari College basically adheres to the regional language-Assamese. It promotes the English language also by offering subjects like English Honours, Alternative subject and English for RCC students. Students may opt for both Assamese and English medium. The college encourages learning of Indian culture through its syllabus offered by the University and also by celebrating different occasions which promote Indian culture and national integration.</p>
5. Focus on Outcome based education (OBE):	<p>The college offers programmes on humanities. All this programmes are offered as outcome based education which is designed keeping in mind the regional and global requirements. The college has already implemented outcome based education with clearly stated outcomes. All courses are designed with outcomes counted on cognitive abilities i.e.- Remembering, Understanding, Applying, Analysing, Evaluating and creating Learning outcome at all levels ensures social responsiveness and ethics as well as entrepreneurial skills so that students become pro-active to economical, environmental and social wellbeing of the nation. All syllabus has been designed with due consideration of social needs with holistic approach that is applied to the spirit of NEP.</p>
6. Distance education/online education:	<p>Distance education or Online Education is also called e-learning is a form of education in which the elements include physical separation of teachers with students during instruction and use of various technologies to facilitate teachers-student</p>

communication and student-Student communication. During the Covid-19 pandemic period the education mode was switched over to online mode,. Puthimari College has also overwhelmingly used the online mode to reach the students as well as the teachers. It has got its online platform by creating own APP to reach students without physical contact and different Platform like Google and Zoom has been applied for Online classes. Even before the pandemic also the college adopted partially online mode. Most of the official and administrative financial works have been converted into the online mode.

NAAC

## Extended Profile

### 1 Program

#### 1.1

Number of courses offered by the Institution across all programs during the last five years

2020-21	2019-20	2018-19	2017-18	2016-17
42	48	37	36	48
File Description		Document		
Institutional data in prescribed format		<a href="#">View Document</a>		

#### 1.2

Number of programs offered year-wise for last five years

2020-21	2019-20	2018-19	2017-18	2016-17
9	9	9	8	8

### 2 Students

#### 2.1

Number of students year-wise during last five years

2020-21	2019-20	2018-19	2017-18	2016-17
910	787	967	1060	1016
File Description		Document		
Institutional data in prescribed format		<a href="#">View Document</a>		

#### 2.2

Number of seats earmarked for reserved category as per GOI/State Govt rule year-wise during last five years

2020-21	2019-20	2018-19	2017-18	2016-17
171	171	171	171	171

File Description	Document
Institutional data in prescribed format	<a href="#">View Document</a>

### 2.3

#### Number of outgoing / final year students year-wise during last five years

2020-21	2019-20	2018-19	2017-18	2016-17
81	111	138	163	158

File Description	Document
Institutional data in prescribed format	<a href="#">View Document</a>

## 3 Teachers

### 3.1

#### Number of full time teachers year-wise during the last five years

2020-21	2019-20	2018-19	2017-18	2016-17
23	21	21	21	22

File Description	Document
Institutional data in prescribed format	<a href="#">View Document</a>

### 3.2

#### Number of sanctioned posts year-wise during last five years

2020-21	2019-20	2018-19	2017-18	2016-17
36	36	36	36	36

File Description	Document
Institutional data in prescribed format	<a href="#">View Document</a>

## 4 Institution

### 4.1

#### Total number of classrooms and seminar halls

**Response: 27**

**4.2**

**Total Expenditure excluding salary year-wise during last five years ( INR in Lakhs)**

2020-21	2019-20	2018-19	2017-18	2016-17
11.05	21.14	14.66	52.85	65.60

**4.3**

**Number of Computers**

**Response: 35**

**4.4**

**Total number of computers in the campus for academic purpose**

**Response: 18**

## 4. Quality Indicator Framework(QIF)

### Criterion 1 - Curricular Aspects

#### 1.1 Curricular Planning and Implementation

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

###### Response:

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. The departments prepare their teaching plan in conformity with the Academic Calendar.

Every department plans different activities such as field trip, project work, class assignments and lecture series of guest faculty to ensure the students' progress. The curriculum includes different mechanism of teaching covering the practical as well as the theoretical education such as special lectures, group discussions, projects, presentations, workshops, seminars and hands on computer.

Value added course also implemented in the curriculum under the new CBCS course introduced by the university. Faculty members have been introduced with innovative pedagogy teaching method such as availing 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 in various platforms. Sufficient study materials have been provided along with the live discussion and group discussions.

File Description	Document
Link for Additional information	<a href="#">View Document</a>

##### 1.1.2 The institution adheres to the academic calendar including for the conduct of CIE

###### Response:

Before the commencement of each session, the Prospectus and Academic Calendar Committee of the college prepares an Academic Calendar which enumerates all the academic and other activities.

The Academic Calendar is prepared in tune with the calendar issued by the Gauhati University and the holiday list of the state government. It plans all its activities including the conduct of continuous internal evaluation. The Academic Calendar includes details like- total number of working days and holidays, dates for continuous internal evaluation, festivals and days of observation, Freshmen social, College week and other extracurricular activities. In short, it is the road map of the institution for all academic, co-curricular

and extra-curricular up liftmen.

The Continuous Internal Evaluation includes internal assessment, seminar, home assignment, field work, project work and some other department specific activities. As the tentative dates for CIE is provided in the academic calendar, it helps the departments to plan their respective course delivery, research work, academic and co- curricular activities. Thus the syllabus coverage for CIE can be decided in advance.

File Description	Document
Upload Additional information	<a href="#">View Document</a>
Link for Additional information	<a href="#">View Document</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 last five years**

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

**Response:** E. None of the above

File Description	Document
Institutional data in prescribed format	<a href="#">View Document</a>

## 1.2 Academic Flexibility

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

**Response:** 100

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

Response: 9

File Description	Document
Institutional data in prescribed format	<a href="#">View Document</a>

**1.2.2 Number of Add on /Certificate programs offered during the last five years**



**Response: 15****1.2.2.1 How many Add on /Certificate programs are offered within the last 5 years.**

2020-21	2019-20	2018-19	2017-18	2016-17
12	02	00	00	01

**File Description****Document**

Institutional data in prescribed format

[View Document](#)

Brochure or any other document relating to Add on /Certificate programs

[View Document](#)**1.2.3 Average percentage of students enrolled in Certificate/ Add-on programs as against the total number of students during the last five years****Response: 4.49****1.2.3.1 Number of students enrolled in subject related Certificate or Add-on programs year wise during last five years**

2020-21	2019-20	2018-19	2017-18	2016-17
188	8	00	00	08

**File Description****Document**

Details of the students enrolled in Subjects related to certificate/Add-on programs

[View Document](#)**1.3 Curriculum Enrichment****1.3.1 Institution integrates crosscutting issues relevant to Professional Ethics ,Gender, Human Values ,Environment and Sustainability into the Curriculum****Response:**

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

### **Professional Ethics**

The UG syllabus of the following departments incorporates courses on Professional Ethics.

In Philosophy, following papers deals with professional Ethics-

PHI-HC-6026 Ethics

PHI-HC-3036 Meta Ethics

PHI-HE-6036 Applied Ethics

In Education there is a course deals with professional ethics namely-

Philosophical and Sociological Foundation of Education (EDU-HC-2016)

### **Environmental and Sustainability:**

UG programs have offered one course on Environmental Studies which is name as Ability Enhancement Course, of 4 credits under which projects have also been suggested and monitored including field study followed by a report submission. Apart from the Ability Enhancement Course there are other environment specific courses in the UG Programme like-

GGY-HC-4016 Environmental Geography and Disaster management.

ECO-HC-6026 Development Economics

ECO-HE- 6016 Environment Economics

ECO-RE-5016 Economic Development Policy in India

ECO-RE-5036 Environment Economics

### **Human values:**

The UG Programme also offers many Courses that teach human values like-

EDU-HC-3036 Value and Peace Education

PHI-HG-2016 Indian Philosophy

PHI-HE-5026 Philosophy of Gita

### **Gender:**

The gender as a topic is taught under many courses in the UG Programme like-

GGY-HC-2016 Human Geography

GGY-HC-4026 Population and Settlement Geography.....

EDU- HE-6046 Women and Society

ENG-HC-5026 Women Rights

ENG-HE-2026 Women and Empowerment

POL-HC- 2026 Feminism Theory and practice

POL-HE-6036 Women, Power and Politics

File Description	Document
Upload the list and description of courses which address the Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum.	<a href="#">View Document</a>

### **1.3.2 Average percentage of courses that include experiential learning through project work/field work/internship during last five years**

**Response:** 1.43

### 1.3.2.1 Number of courses that include experiential learning through project work/field work/internship year-wise during last five years

2020-21	2019-20	2018-19	2017-18	2016-17
1	1	1	0	0

File Description	Document
Institutional data in prescribed format	<a href="#">View Document</a>

### 1.3.3 Percentage of students undertaking project work/field work/ internships (Data for the latest completed academic year)

**Response:** 39.56

#### 1.3.3.1 Number of students undertaking project work/field work / internships

Response: 360

File Description	Document
Institutional data in prescribed format	<a href="#">View Document</a>

## 1.4 Feedback System

**1.4.1 Institution obtains feedback on the syllabus and its transaction at the institution from the following stakeholders 1) Students 2)Teachers 3)Employers 4)Alumni**

**Response:** A. All of the above

File Description	Document
Action taken report of the Institution on feedback report as stated in the minutes of the Governing Council, Syndicate, Board of Management (Upload)	<a href="#">View Document</a>
URL for stakeholder feedback report	<a href="#">View Document</a>

### 1.4.2 Feedback process of the Institution may be classified as follows: Options:

1. Feedback collected, analysed and action taken and feedback available on website
2. Feedback collected, analysed and action has been taken
3. Feedback collected and analysed
4. Feedback collected
5. Feedback not collected

<b>Response:</b> A. Feedback collected, analysed and action taken and feedback available on website	
<b>File Description</b>	<b>Document</b>
URL for feedback report	<a href="#">View Document</a>

NAAC

## Criterion 2 - Teaching-learning and Evaluation

### 2.1 Student Enrollment and Profile

#### 2.1.1 Average Enrolment percentage (Average of last five years)

**Response:** 100

##### 2.1.1.1 Number of students admitted year-wise during last five years

2020-21	2019-20	2018-19	2017-18	2016-17
350	350	350	350	350

##### 2.1.1.2 Number of sanctioned seats year wise during last five years

2020-21	2019-20	2018-19	2017-18	2016-17
350	350	350	350	350

#### File Description

Institutional data in prescribed format

#### Document

[View Document](#)

#### 2.1.2 Average percentage of seats filled against reserved categories (SC, ST, OBC, Divyangjan, etc. as per applicable reservation policy ) during the last five years ( exclusive of supernumerary seats)

**Response:** 65.15

##### 2.1.2.1 Number of actual students admitted from the reserved categories year wise during last five years

2020-21	2019-20	2018-19	2017-18	2016-17
98	89	100	121	149

#### File Description

Institutional data in prescribed format

#### Document

[View Document](#)

### 2.2 Catering to Student Diversity

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

#### **Response:**

Based on the ability, some students need only guidance and some other needs hard work and regular attention. On the basis of the proceeding examination performance, class test, class observation, learning speed, teachers come to know the learning level of the students. Moreover at the beginning of the session, departments conduct tests in written or oral mode, on the basis of which learners are identified.

Accordingly for advance learners, teachers guide the students in career planning, discuss on advance topics, encourage them to participate in various inter college, University and State Level competitions. Teacher also guides the students for competitive examinations and motivate for higher goal. They are guided and trained for various research activities through project work, field survey etc.

For slow learners remedial classes, extra classes are done by the teachers. Apart from this teachers counsel the students on academic activities. Study groups are created where slow learners get benefited through group discussions. The teachers mentor the students to bridge the gap of learning. All these activities are done departmentally. The class routine provides for remedial class, group discussion etc. Departments encourage students participation in Quiz, Debate Competition, Seminars for cognitive development.

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

**Response:** 40:1

## **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**

#### **Response:**

For enhancing learning experiences, Student centric methods like experiential learning, co-operative learning and 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. There is a project paper in all subjects where the students have to do field work and submit report. Some departments organize paper presentation of those reports. This helps in developing research ability as well as presentation skills among students.

For participative learning, methods like orientation program, workshop, group discussion, personal mentoring, participation in youth festival are adopted. At the beginning of each session, an orientation programme for students, is done where the syllabus and the programme outcome and course outcome are discussed. It helps the students in conscious learning of the subject. The departments make arrangement for

mentoring the students as and when required. Teacher encourages the students to participate in youth festival and various state level and inter college competitions. Student plays a very important role as a member of college's Students Union, NCC and NSS unit. The election process of the students union helps the students to learn about the electoral process. Moreover, there is an Electoral Literacy Club where the students participate and learn about the election process of the nation and the role of citizen. Students also participate in sports, cultural programmes, and cultural rally of the college which constitute the college week. This helps in participative and co-operative learning. The college observes Saraswati Puja and Milad-e-Mehfil which spread the message of religious harmony.

For effective learning students are encouraged to take part in institutional problem solving by forming groups like Study Circle, Informal Discussion Groups etc. there is Study Circle in the department of Political Science which is constituted by the students. They organize lecture programme periodically. There is an informal discussion group constituted by the students of the college, specially by the members of the Students Union which organizes students interaction with some socially recognized person. This helps in building inclusive environment for the students as well as leadership quality among them.

### **2.3.2 Teachers use ICT enabled tools for effective teaching-learning process.**

#### **Response:**

The teachers of the institutions used ICT in education to support, enhance, and optimize the delivery of education.

Tools like:

1. Projector
2. Desktop and Laptops
3. Printers
4. Photocopier machines.
5. Scanners
6. Seminar Rooms
7. Auditorium
8. Online Classes through Zoom, Google Meet, Google Classroom along with the college website)
9. Digital Library resources like NLIST

There are nine Digital Classrooms available in the institution. These classrooms are used to display online study materials, e-journals, online books, word files, course content related videos and documentaries. Course related documentary and films are screened in the digital classrooms. The teaching plans of the



departments are mapped in such a way that it includes digital teaching efforts. As a result students find their subject interesting. During the lockdown the college website along with various mobile applications are used to conduct online classes. The NLIST facility of the library provides ebooks and ejournals which is availed by the students and teachers.

The teacher uses LCD projector for presentation of PPT. The college got WiFi facility of 200 MBPS. Apart from this the teacher uses e-materials as reference for better and in-depth understanding of the course.

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

**Response:** 38:1

#### 2.3.3.1 Number of mentors ?????????????? ???????

**Response:** 24

## 2.4 Teacher Profile and Quality

### 2.4.1 Average percentage of full time teachers against sanctioned posts during the last five years

**Response:** 60

#### File Description

Institutional data in prescribed format

#### Document

[View Document](#)

### 2.4.2 Average percentage of full time teachers with Ph. D. / D.M. / M.Ch. / D.N.B Superspeciality / D.Sc. / D.Litt. during the last five years (consider only highest degree for count)

**Response:** 21.15

#### 2.4.2.1 Number of full time teachers with *Ph. D. / D.M. / M.Ch. / D.N.B Superspeciality / D.Sc. / D.Litt.* year wise during the last five years

2020-21	2019-20	2018-19	2017-18	2016-17
7	4	4	4	4

#### File Description

Institutional data in prescribed format

#### Document

[View Document](#)

### 2.4.3 Average teaching experience of full time teachers in the same institution (Data for the latest

completed academic year in number of years)

**Response:** 24.87

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

Response: 572

File Description	Document
Institutional data in prescribed format	<a href="#">View Document</a>

## 2.5 Evaluation Process and Reforms

### 2.5.1 Mechanism of internal assessment is transparent and robust in terms of frequency and mode

**Response:**

The college has initiated CIE in accordance with the norms and guidelines of Gauhati University (Assam, Guwahati). There is an internal examination committee formed by the authority to conduct the internal examination. Students are informed about the internal assessment in the pre-session orientation class. The committee monitors all the activities relating to examination. Students are informed about their internal examinations through notification on time. Concerned department carries out the internal assessment and evaluation. Seat plans are prepared and accordingly exam is conducted in a robust way.

Internal Assessment contains 20% marks in each course. It is done by one sessional examination containing 50% of Internal Assessment and Seminar/home assignment for 6 marks and attendance in class carries 4 marks. For transparency of the evaluation process teacher shows the loopholes of the students and make them understand better.

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

**Response:**

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.

the Academic Calender of the institution provides tentative period for evaluation of answer scripts followed by scope for students to see their scripts. As a result students become aware of the mistakes made by them. If any grievance arises the examination cell with the help of the concerned department resolve it. If there is some technical problem the institution forward the grievance to the University for the solution.

## 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.

#### Response:

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	Document
Upload COs for all courses (examples from Glossary)	<a href="#">View Document</a>

### 2.6.2 Attainment of programme outcomes and course outcomes are evaluated by the institution.

#### Response:

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 weight age 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 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, home assignments, laboratory record /practical copies, seminar presentation, 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 endeavor 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. students are progressed to higher education in different institutions within and out side the state. moreover some of them

are able to crack competitive examinations and get Jobs. the result analysis and the feedback of the students reveals the attainment of course outcome and programme outcome.

File Description	Document
Paste link for Additional information	<a href="#">View Document</a>

### 2.6.3 Average pass percentage of Students during last five years

**Response:** 62.07

#### 2.6.3.1 Total number of final year students who passed the university examination year-wise during the last five years

2020-21	2019-20	2018-19	2017-18	2016-17
81	111	138	163	156

#### 2.6.3.2 Total number of final year students who appeared for the university examination year-wise during the last five years

2020-21	2019-20	2018-19	2017-18	2016-17
176	230	210	233	194

File Description	Document
Institutional data in prescribed format	<a href="#">View Document</a>
Paste link for the annual report	<a href="#">View Document</a>

## 2.7 Student Satisfaction Survey

### 2.7.1 Online student satisfaction survey regarding teaching learning process

**Response:**

File Description	Document
Upload database of all currently enrolled students (Data Template)	<a href="#">View Document</a>

NAAC

## Criterion 3 - 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 last five years (INR in Lakhs)

Response: 23.47

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

2020-21	2019-20	2018-19	2017-18	2016-17
0	0.15	0.47	6	16.85

#### File Description

#### Document

Institutional data in prescribed format

[View Document](#)

e-copies of the grant award letters for sponsored research projects / endowments

[View Document](#)

#### 3.1.2 Percentage of departments having Research projects funded by government and non government agencies during the last five years

Response: 4.55

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

2020-21	2019-20	2018-19	2017-18	2016-17
0	0	0	0	2

##### 3.1.2.2 Number of departments offering academic programmes

2020-21	2019-20	2018-19	2017-18	2016-17
9	9	9	9	8

File Description	Document
Supporting document from Funding Agency	<a href="#">View Document</a>
Institutional data in prescribed format	<a href="#">View Document</a>
Paste link to funding agency website	<a href="#">View Document</a>

### 3.1.3 Number of Seminars/conferences/workshops conducted by the institution during the last five years

**Response:** 19

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

2020-21	2019-20	2018-19	2017-18	2016-17
9	6	1	2	1

File Description	Document
Institutional data in prescribed format	<a href="#">View Document</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 last five years

**Response:** 0

#### 3.2.1.1 Number of research papers in the Journals notified on UGC website during the last five years.

2020-21	2019-20	2018-19	2017-18	2016-17
0	0	0	0	0

File Description	Document
Institutional data in prescribed format	<a href="#">View Document</a>

### 3.2.2 Number of books and chapters in edited volumes/books published and papers published in national/ international conference proceedings per teacher during last five years

**Response:** 0.05

**3.2.2.1 Total number of books and chapters in edited volumes/books published and papers in national/ international conference proceedings year-wise during last five years**

2020-21	2019-20	2018-19	2017-18	2016-17
0	0	0	0	1

File Description	Document
Institutional data in prescribed format	<a href="#">View Document</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 last five years.**

**Response:**

The college encourages its 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.

Some of the important activities are:

2020-21 :

- 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.
- River cleaning by NCC students
- Covid 19 vaccination drive for students of neighbouring schools and community.
- Introducing Yoga Course

2019-2020

- Flood relief camp, water filter and other fooditems in the adopted village Athgaon.



2018-19

- Adoption of village
- Socio -economic survey of Athgaon village

2017-18

- Awareness program on preparation for government job
- AIDS control awareness program
- Cleanliness drive
- Counseling program on Recruitment in Railways

2016-2017

- Workshop on Gender Sensitization
- Youth conclave on skill development and empowerment.

File Description	Document
Upload any additional information	<a href="#">View Document</a>

### 3.3.2 Number of awards and recognitions received for extension activities from government/ government recognised bodies during the last five years

**Response:** 0

#### 3.3.2.1 Total number of awards and recognition received for extension activities from Government/ Government recognised bodies year-wise during the last five years.

2020-21	2019-20	2018-19	2017-18	2016-17
0	0	0	0	0

File Description	Document
Institutional data in prescribed format	<a href="#">View Document</a>
e-copy of the award letters	<a href="#">View Document</a>

### 3.3.3 Number of extension and outreach programs conducted by the institution through NSS/NCC, Government and Government recognised bodies during the last five years

**Response: 2**

#### 3.3.3.1 Number of extension and outreach programs conducted by the institution through NSS/NCC, Government and Government recognised bodies during the last five years

2020-21	2019-20	2018-19	2017-18	2016-17
0	1	0	1	0

File Description	Document
Institutional data in prescribed format	<a href="#">View Document</a>

### 3.3.4 Average percentage of students participating in extension activities at 3.3.3. above during last five years

**Response: 1.2**

#### 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., year-wise during last five years

2020-21	2019-20	2018-19	2017-18	2016-17
00	25	0	30	0

File Description	Document
Institutional data in prescribed format	<a href="#">View Document</a>

## 3.4 Collaboration

### 3.4.1 The Institution has several collaborations/linkages for Faculty exchange, Student exchange, Internship, Field trip, On-job training, research etc during the last five years

**Response: 0****3.4.1.1 Number of linkages for faculty exchange, student exchange, internship, field trip, on-job training, research etc year-wise during the last five years**

2020-21	2019-20	2018-19	2017-18	2016-17
0	0	0	0	0

**File Description****Document**

Institutional data in prescribed format

[View Document](#)**3.4.2 Number of functional MoUs with national and international institutions, universities, industries, corporate houses etc. during the last five years****Response: 7****3.4.2.1 Number of functional MoUs with Institutions of national, international importance, other universities, industries, corporate houses etc. year-wise during the last five years**

2020-21	2019-20	2018-19	2017-18	2016-17
2	4	1	0	0

**File Description****Document**

Institutional data in prescribed format(Data template)

[View Document](#)

e-Copies of the MoUs with institution./ industry/ corporate houses

[View Document](#)

## Criterion 4 - 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.**

**Response:**

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. There is a Baby care Unit in the college set up by the recommendation of the Governing Body. It has got furniture, cooking utensils, and materials for their entertainment. This arrangement is for the babies of the lady teachers

There is 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

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

**Response:**

The college has got adequate facilities for all round development of the student. Some of the major facilities which are being used for effective teaching - learning are furnished below :

- 26 classrooms and 1 Seminar Hall is available.

- All the class rooms and seminar hall have Wi-Fi connectivity
- 8 smart classrooms with LCD projector.
- Adequate furnitures are available to meet the need of the students
- Well equipped library.
- The Library has the subscription for online resources such as e-Journals, e-Books, etc., in addition to regular books, journals, magazines, newspapers etc..
- Department Library exists in all the departments, for immediate reference by their staff and students.
- Well developed playground for outdoor games
- There are Girls Common room and Boys Common Room.
- There are allotted rooms for gymnasium and yoga which can accommodate 50 students at a time.
- 

The cultural functions, meeting and other symposium are held in the Auditorium. 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 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.

#### **4.1.3 Percentage of classrooms and seminar halls with ICT- enabled facilities such as smart class, LMS, etc. (Data for the latest completed academic year)**

**Response:** 29.63

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

Response: 8

<b>File Description</b>	<b>Document</b>
Institutional data in prescribed format(Data template)	<a href="#">View Document</a>

#### **4.1.4 Average percentage of expenditure, excluding salary for infrastructure augmentation during last five years(INR in Lakhs)**

**Response:** 74.33

##### **4.1.4.1 Expenditure for infrastructure augmentation, excluding salary year-wise during last five years (INR in lakhs)**

2020-21	2019-20	2018-19	2017-18	2016-17
11.87	14.59	13.93	11.42	51.56

<b>File Description</b>	<b>Document</b>
Upload audited utilization statements	<a href="#">View Document</a>
Upload any additional information	<a href="#">View Document</a>
Institutional data in prescribed format(Data template)	<a href="#">View Document</a>

## 4.2 Library as a Learning Resource

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

#### Response:

In an educational institution library is recognized as a very important component of quality education. The institution got a partially automated Library. It has got WIFI facility and LAN connectivity. there are two desktop and one laptop which has been added by more six computer to be used in library 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 NLIST provided by INFLIBNET, NDL. 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 institutional subscription for NLIST is done in 2009. The same has been replaced by paid subscription for 2020. NLIST facilitates, all the teachers and students of the institute, easy access to e-resources.

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. The library has OPAC facility which resulted in the easy access of information from any computer within the campus.

Name of ILMS softwar

SOUL

- |   |         |
|---|---------|
| • Nature of automation (fully or partially) | Partial |
| • Version                                   | 2.0     |
| • Year of Automation                        | 2009    |

### 4.2.2 The institution has subscription for the following e-resources

#### 1.e-journals

- 2.e-ShodhSindhu
- 3.Shodhganga Membership
- 4.e-books
- 5.Databases
- 6.Remote access to e-resources

**Response:** C. Any 2 of the above

File Description	Document
Institutional data in prescribed format(Data template)	<a href="#">View Document</a>

#### 4.2.3 Average annual expenditure for purchase of books/e-books and subscription to journals/e-journals during the last five years (INR in Lakhs)

**Response:** 0.74

##### 4.2.3.1 Annual expenditure of purchase of books/e-books and subscription to journals/e-journals year wise during last five years (INR in Lakhs)

2020-21	2019-20	2018-19	2017-18	2016-17
0.72	0.5	0.77	0.93	0.77

File Description	Document
Institutional data in prescribed format(Data template)	<a href="#">View Document</a>
Audited statements of accounts	<a href="#">View Document</a>
Any additional information	<a href="#">View Document</a>

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

**Response:** 4.29

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

Response: 40

File Description	Document
Details of library usage by teachers and students	<a href="#">View Document</a>

### 4.3 IT Infrastructure

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

**Response:**

With development of the IT sector, the college has been trying to upgrade the IT system from time to time. New IT equipment has also been purchased as per the requirements. There is a total of 17 computers at working conditions in the office. Moreover, all the departments are facilitated by computers, laptop and projector. There is also a computer learning centre in the college. 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 NLIST 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 eight 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.**

#### 4.3.2 Student - Computer ratio (Data for the latest completed academic year)

**Response:** 51:1

File Description	Document
Student – computer ratio	<a href="#">View Document</a>

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

**Response:** A. 250 MBPS

### 4.4 Maintenance of Campus Infrastructure

#### 4.4.1 Average percentage of expenditure incurred on maintenance of infrastructure (physical and academic support facilities) excluding salary component during the last five years(INR in Lakhs)

**Response:** 131.04

##### 4.4.1.1 Expenditure incurred on maintenance of infrastructure (physical facilities and academic



**support facilities) excluding salary component year-wise during the last five years (INR in lakhs)**

2020-21	2019-20	2018-19	2017-18	2016-17
20.97	25.07	35.07	38.01	23.41

File Description	Document
Institutional data in prescribed format(Data template)	<a href="#">View Document</a>
Audited statements of accounts	<a href="#">View Document</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.****Response:**

There are established systems and procedures for maintaining and utilizing physical academic and support facilities. The GB looks after the physical academic & support facilities of the college. It constitutes different committees to procure and maintain all the facilities in the college.

To maintain and utilizing the physical facilities some committees are constituted, like- Budget & Planning Committee, Construction committee, Purchase committee, Campus cleanliness committee, Beautification committee, Canteen committee, Library advisory committee, etc. The Budget & Planning Committee allocates funds for construction, repairing and also for procurement of various requirements of the college. Annual budgetary provision is there for repairing & maintenance of the assets. The Purchase Committee makes arrangement for purchasing materials. After purchasing, the materials are entered in the stock register. As well the Construction Committee involves in various construction activities like, construction of buildings, boundary wall, playground development, rain water harvesting etc. The cleanliness committee looks after and suggests measures for preserving the greenery and cleanliness of campus. For cleanliness and beautification, hired labor is engaged. Canteen Committee looks after the physical Components as well as quality service of the canteen. There are laboratories in some departments. The HOD'S of the concerned department looks after the facilities of the laboratory. More than 36 CC cameras are there for surveillance. Library advisory committee suggests measures for the uplftment of physical facilities in the library. Other committees suggest measures to manage and maintain quality in their respective fileds. Again, for disposal of waste material outsourcing is done with other agencies. For maintenance of the electrical system, a person has been appointed on contractual basis. MoU has been signed for maintenance of electronic components like Prag Infosis. There is a vermi-compost for disputing biodegradable wastes. There is also a store room for the storage of outdated and damaged goods to be disposed in due time.

IQAC sphere heads the qualitative management and development of the academic facilities. IQAC constitute different committees and Cells for working in different academic aspects. Calendar and prospectus Committee prepares the prospectus and academic calendar at the beginning of the Session. The prospectus briefly outlines the courses offered and code of conduct for the students. The Academic Calendar outlines the academic planning for the whole session. Routine Committee prepares routine and distributes to the departments. Examination committee is constituted for holding examinations and responsible for internal and external evaluation. Feedback committee arranges for taking the feedback from the students-teachers, aluminous, parents and other stakeholders and analyze them for action to be taken. On the basis of the recommendations of the feedback committee action is taken by the authority. 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 'Concept' by name. Students also publish a annual magazine 'Puthimarian' by name . The departments also suggest for institutionalizing any good practice in the interest of the quality education. IQAC holds its meeting regularly on a periodic basis to discuss different issues relating to the academic development and suggests the authority to implement.

Support Facilities:- The student support facilities in the campus is available in different forms. Various Cells and Committees are there like Disciplinary committee, Grievance Redessal committee, Information and Career Guidance Cell(ICGC), Internal Complaints Committee (ICC), Woman Cell, etc.

Every year, a code of conduct for students is pronounced in the prospectus. 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 system 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 to bring out the leadership quality in students and to bring about in them, the quality of a good citizen. An election is held among the students. A budgetary allocation is given to the Students to hold sports & Cultural events at college campus.

The college has got a canteen to support the students for their day long stay at the campus. Canteen committee is there to see the quality and cost of the food items. Food is served at a nominal rate and college supports the canteen.

The College has got NCC & NSS to impact the quality service to human being. The students are also taken departmentally and centrally to the felid visit for their exposure.

## Criterion 5 - Student Support and Progression

### 5.1 Student Support

#### 5.1.1 Average percentage of students benefited by scholarships and freeships provided by the Government during last five years

Response: 5.92

##### 5.1.1.1 Number of students benefited by scholarships and free ships provided by the institution, Government and non-government bodies, industries, individuals, philanthropists during the last five years (other than students receiving scholarships under the government schemes for reserved categories)

2020-21	2019-20	2018-19	2017-18	2016-17
112	136	0	0	0

#### File Description

#### Document

upload self attested letter with the list of students sanctioned scholarship

[View Document](#)

Institutional data in prescribed format

[View Document](#)

#### 5.1.2 Average percentage of students benefitted by scholarships, freeships etc. provided by the institution / non- government agencies during the last five years

Response: 5.92

##### 5.1.2.1 Number of students benefited by scholarships and free ships provided by the institution, Government and non-government bodies, industries, individuals, philanthropists during the last five years (other than students receiving scholarships under the government schemes for reserved categories)

2020-21	2019-20	2018-19	2017-18	2016-17
112	136	0	0	0

#### File Description

#### Document

Institutional data in prescribed format

[View Document](#)

#### 5.1.3 Capacity building and skills enhancement initiatives taken by the institution include the following

1. Soft skills
2. Language and communication skills
3. Life skills (Yoga, physical fitness, health and hygiene)
4. ICT/computing skills

**Response:** C. 2 of the above

File Description	Document
Institutional data in prescribed format	<a href="#">View Document</a>
Link to Institutional website	<a href="#">View Document</a>

#### 5.1.4 Average percentage of students benefitted by guidance for competitive examinations and career counselling offered by the Institution during the last five years

**Response:** 0

##### 5.1.4.1 Number of students benefitted by guidance for competitive examinations and career counselling offered by the institution year wise during last five years

2020-21	2019-20	2018-19	2017-18	2016-17
0	0	0	0	0

File Description	Document
Institutional data in prescribed format	<a href="#">View Document</a>

#### 5.1.5 The Institution has a transparent mechanism for timely redressal of student grievances including sexual harassment and ragging cases

1. Implementation of guidelines of statutory/regulatory bodies
2. Organisation wide awareness and undertakings on policies with zero tolerance
3. Mechanisms for submission of online/offline students' grievances
4. Timely redressal of the grievances through appropriate committees

**Response:** A. All of the above

File Description	Document
Minutes of the meetings of student redressal committee, prevention of sexual harassment committee and Anti Ragging committee	<a href="#">View Document</a>
Details of student grievances including sexual harassment and ragging cases	<a href="#">View Document</a>

## 5.2 Student Progression

<b>5.2.1 Average percentage of placement of outgoing students during the last five years</b>				
<b>Response: 9.14</b>				
<b>5.2.1.1 Number of outgoing students placed year - wise during the last five years.</b>				
2020-21	2019-20	2018-19	2017-18	2016-17
37	0	0	0	0
File Description	Document			
Institutional data in prescribed format	<a href="#">View Document</a>			

<b>5.2.2 Average percentage of students progressing to higher education during the last five years</b>				
<b>Response: 95.06</b>				
<b>5.2.2.1 Number of outgoing student progressing to higher education.</b>				
Response: 77				
File Description	Document			
Institutional data in prescribed format	<a href="#">View Document</a>			

<b>5.2.3 Average percentage of students qualifying in state/national/ international level examinations during the last five years (eg: JAM/CLAT/GATE/ GMAT/CAT/GRE/ TOEFL/ Civil Services/State government examinations)</b>				
<b>Response: 19.41</b>				
<b>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) year wise during last five years</b>				

2020-21	2019-20	2018-19	2017-18	2016-17
33	0	0	0	0

**5.2.3.2 Number of students appearing in state/ national/ international level examinations (eg: JAM/CLAT/NET/ SLET/ GATE/ GMAT/CAT,GRE/ TOFEL/ Civil Services/ State government examinations) year-wise during last five years**

2020-21	2019-20	2018-19	2017-18	2016-17
34	0	0	0	0

File Description	Document
Institutional data in prescribed format	<a href="#">View Document</a>

### 5.3 Student Participation and Activities

**5.3.1 Number of awards/medals won by students for outstanding performance in sports/cultural activities at inter-university/state/national / international level (award for a team event should be counted as one) during the last five years.**

**Response:** 0

**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) year-wise during the last five years.**

2020-21	2019-20	2018-19	2017-18	2016-17
0	0	0	0	0

File Description	Document
Institutional data in prescribed format	<a href="#">View Document</a>

**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 )**

**Response:**

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 programs 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

**5.3.3 Average number of sports and cultural events/competitions in which students of the Institution participated during last five years (organised by the institution/other institutions)**

**Response:** 28.4

**5.3.3.1 Number of sports and cultural events/competitions in which students of the Institution participated year-wise during last five years**

2020-21	2019-20	2018-19	2017-18	2016-17
0	44	25	24	49

File Description	Document
Institutional data in prescribed format	<a href="#">View Document</a>

## 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

#### Response:

The Alumni Association of the college has been active over the years. It is registered under RS/KAM@/264/J/130 OF 2021-2022. 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
- Plantation of Medicinal herbs
- Counseling on Competitive Examination
- Award to brilliant Student
- Awareness program on Covid 19
- Mushroom Cultivation Training.
- Felicitation of successful alumni.

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.

### 5.4.2 Alumni contribution during the last five years (INR in lakhs)

**Response:** E. <1 Lakhs



## Criterion 6 - 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

**Response:**

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 programs 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.

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

**Response:**

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.

## 6.2 Strategy Development and Deployment

### 6.2.1 The institutional Strategic / Perspective plan is effectively deployed

#### Response:

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.

Apart from these the institution formulates certain strategies to meet the goals of higher education by the institution. One of such strategic plan is the publication of the academic calendar. A prospectus and academic calendar committee is constituted by the authority with the approval of the governing body. The prospectus and academic calendar committee prepares the prospectus which deals with the policies and guideline of the institution in details. The committee also prepares an academic calendar which exhaustively deals with the academic and other events for the session. The academic calendar while preparing the prospectus discuss with other members of each department. Academic Calendar guide the whole activity of the institution for the ensuing session. Internal Exam, extension activities, celebration of days, festivals, extracurricular activities. Working, holidays to be reflected the academic calendar. Report cards of students are circulated the IQAC. This strategy is to engage the institution in multidimensional activities. Apart from being involved in community, society. It also keeps the academic activities in track.

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

##### **Response:**

All administration and academic policies are framed by Director of Higher Education and Gauhati University. At the Apex of the its 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 head of departments 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. There are several committees performing specific duties. The Project Monitoring Unit monitors the project of different Grant received from government and other agencies. Infrastructure Development Committee looks the after the policies required for development of infrastructure. Construction Committee looks 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	Document
Link to Organogram of the Institution webpage	<a href="#">View Document</a>

### 6.2.3 Implementation of e-governance in areas of operation

1. Administration
2. Finance and Accounts
3. Student Admission and Support
4. Examination

**Response:** B. 3 of the above

File Description	Document
Screen shots of user interfaces	<a href="#">View Document</a>
Institutional data in prescribed format(Data template)	<a href="#">View Document</a>

## 6.3 Faculty Empowerment Strategies

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

**Response:**

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.

### **6.3.2 Average percentage of teachers provided with financial support to attend conferences / workshops and towards membership fee of professional bodies during the last five years.**

**Response:** 0

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

2020-21	2019-20	2018-19	2017-18	2016-17
0	0	0	0	0

#### **File Description**

Institutional data in prescribed format(Data template)

#### **Document**

[View Document](#)

### **6.3.3 Average number of professional development /administrative training programs organized by the institution for teaching and non teaching staff during the last five years**

**Response:** 1.2

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

2020-21	2019-20	2018-19	2017-18	2016-17
2	3	0	1	0

File Description	Document
Institutional data in prescribed format(Data template)	<a href="#">View Document</a>

#### **6.3.4 Average percentage of teachers undergoing online/ face-to-face Faculty Development Programmes (FDP)during the last five years (Professional Development Programmes, Orientation / Induction Programmes, Refresher Course, Short Term Course ).**

**Response:** 10.72

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

2020-21	2019-20	2018-19	2017-18	2016-17
8	1	0	2	1

File Description	Document
Institutional data in prescribed format(Data template)	<a href="#">View Document</a>

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

**Response:**

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.

## 6.4 Financial Management and Resource Mobilization

### 6.4.1 Institution conducts internal and external financial audits regularly

#### Response:

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.

### 6.4.2 Funds / Grants received from non-government bodies, individuals, philanthropers during the

**last five years (not covered in Criterion III)****Response:** 0**6.4.2.1 Total Grants received from non-government bodies, individuals, Philanthropers year-wise during the last five years (INR in Lakhs)**

2020-21	2019-20	2018-19	2017-18	2016-17
0	0	0	0	0

File Description	Document
Institutional data in prescribed format(Data template)	<a href="#">View Document</a>

**6.4.3 Institutional strategies for mobilisation of funds and the optimal utilisation of resources****Response:**

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

**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****Response:**

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 which helps in identifying and rectifying loopholes and shortcomings. 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.

**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 first cycle - Incremental improvements made for the preceding five years with regard to quality For second and subsequent cycles - Incremental improvements made for the preceding five years with regard to quality and post accreditation quality initiatives )**

**Response:**

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.

**6.5.3 Quality assurance initiatives of the institution include:**

1. Regular meeting of Internal Quality Assurance Cell (IQAC); Feedback collected, analysed and used for improvements
2. Collaborative quality initiatives with other institution(s)
3. Participation in NIRF
4. any other quality audit recognized by state, national or international agencies (ISO Certification, NBA)

**Response:** C. 2 of the above

File Description	Document
Upload e-copies of the accreditations and certifications	<a href="#">View Document</a>
Institutional data in prescribed format(Data template)	<a href="#">View Document</a>
Paste web link of Annual reports of Institution	<a href="#">View Document</a>

## Criterion 7 - 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 last five years.**

**Response:**

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.....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	Document
Specific facilities provided for women in terms of: a. Safety and security b. Counselling c. Common Rooms d. Day care center for young children e. Any other relevant information	<a href="#">View Document</a>

**7.1.2 The Institution has facilities for alternate sources of energy and energy conservation measures**

- 1.Solar energy**
- 2.Biogas plant**
- 3.Wheeling to the Grid**
- 4.Sensor-based energy conservation**
- 5.Use of LED bulbs/ power efficient equipment**

**Response:** D. 1 of the above

File Description	Document
Geotagged Photographs	<a href="#">View Document</a>

### 7.1.3 Describe the facilities in the Institution for the management of the following types of degradable and non-degradable waste (within 500 words)

- Solid waste management
- Liquid waste management
- Biomedical waste management
- E-waste management
- Waste recycling system
- Hazardous chemicals and radioactive waste management

#### Response:

The institution is responsive towards environment protection and emphasises 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 vermin-compost 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. There is proper drainage system for liquid wastes.

E wastes like non working computers, monitors, printers, memory cards, mother boards, ink cartridges etc are stored and repaired for further use.

File Description	Document
Geotagged photographs of the facilities	<a href="#">View Document</a>
Relevant documents like agreements/MoUs with Government and other approved agencies	<a href="#">View Document</a>

### 7.1.4 Water conservation facilities available in the Institution:

1. Rain water harvesting
2. Borewell /Open well recharge
3. Construction of tanks and bunds
4. Waste water recycling
5. Maintenance of water bodies and distribution system in the campus

Response: C. 2 of the above

File Description	Document
Geotagged photographs / videos of the facilities	<a href="#">View Document</a>

#### 7.1.5 Green campus initiatives include:

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

Response: A. Any 4 or All of the above

File Description	Document
Geotagged photos / videos of the facilities	<a href="#">View Document</a>

#### 7.1.6 Quality audits on environment and energy are regularly undertaken by the Institution and any awards received for such green campus initiatives:

1. Green audit
2. Energy audit
3. Environment audit
4. Clean and green campus recognitions / awards
5. Beyond the campus environmental promotion activities

Response: D.1 of the above

File Description	Document
Any other relevant information	<a href="#">View Document</a>

#### 7.1.7 The Institution has disabled-friendly, barrier free environment

1. Built environment with ramps/lifts for easy access to classrooms.
2. Divyangjan friendly washrooms
3. Signage including tactile path, lights, display boards and signposts
4. Assistive technology and facilities for 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

Response: E. None of the above

#### 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 500 words).

**Response:**

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	Document
Supporting documents on the information provided (as reflected in the administrative and academic activities of the Institution)	<a href="#">View Document</a>

**7.1.9 Sensitization of students and employees of the Institution to the constitutional obligations: values, rights, duties and responsibilities of citizens (within 500 words).**

**Response:**

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	Document
Details of activities that inculcate values; necessary to render students in to responsible citizens	<a href="#">View Document</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.**

- 1. The Code of Conduct is displayed on the website**
- 2. There is a committee to monitor adherence to the Code of Conduct**
- 3. Institution organizes professional ethics programmes for students, teachers, administrators and other staff**
- 4. Annual awareness programmes on Code of Conduct are organized**

**Response:** B. 3 of the above

File Description	Document
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.	<a href="#">View Document</a>

**7.1.11 Institution celebrates / organizes national and international commemorative days, events and festivals (within 500 words).**

**Response:**

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.

## 7.2 Best Practices

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

#### Response:

#### Best Practice

##### Title of the Practice: Academic accountability

**Objectives:** The College is to impart education in UG level as per the curriculum and program designed by the university. Outcome of the imparting education will be a deciding factor in measuring the success of the institution. So, monitoring of functioning and academic outcome of imparting education in the institution in a systematic way is the purpose of this practice.

**Context:** The constituent department has been working for academic upliftment of the students. Channelizing the good practices of the departments is very much important. It involves synchronization process of the policy of activities of individual teachers, departmental functions and authority of the college to work comprehensively and coherently. The stakeholders of the teaching community in the institution should work with accountability to increase the quality of the academic activities.

**Practice:** The College basically adheres to the policy of academic accountability. All the departments have their own policy of keeping their records, preparing lesson plan, records of their holding classes of the individual teacher of the department, follows the class routine, keep accounts of the classes allotted, classes held, classes not held in their log book. The departments keep the records of the students passed out from the department also prepare a list of alumni of the department. The college has taken certain steps to make an audit of the policy and activities and to embrace all the departments to follow the good practices to enhance the academic accountability of involved stakeholders.

The college has formed a Forum constituted by principal and HODS of the college to discuss, analyze and suggest on the policy and activities to make it more result oriented. The forum has taken following decisions with a view to increase the academic accountability.

- The academic activities of the departments will be monitored centrally for better performance
- The results, routine, lesson plan, attendance of the departments academic calendar will be discussed, analyzed and required reforms will be suggested for assured quality.
- The forum suggested for introduction of RFID for teacher's attendance
- It also Suggested for introduction of Classes for skill and yoga in the class routine
- To continue academic audit centrally

- To execute on the recommendation of the feedback report
- To prepare a database of the outgoing students
- To activate the alumni Association
- During pandemic period the teaching was switched over to online to meet the requirement of the situation.
- To ,make necessary reforms in the academic calendar
- To make an arrangement of facility to take leave online by the teacher and to take online attendance of the students in the class.
- To introduce courses on skill development.

**Evidence of success:**

The attendance of the teachers has been punctual to a great extent.

- The college has fared well in comparison to concerned university in its results.
- It has been observed that the students offering major course has got a good performance. 50 to 60 percent students have been able to secure first class in last few sessions.
- There has been a flow of students enrolled in different ad on courses.
- During the pandemic period the college has been able to successfully finish to syllabus, there by preparing students for final examinations.
- The enrollment of the students to the college has been increasing.
- Alumni Association has been registered and activated. The alumni association has taken active part in college activities and contribute by planting a medicinal herb garden
- A process of creating a database of passed out student is going on.
- 

**Problems:** The college does of have adequate financial capability to open new courses. The government has not still sanctioned science stream in the college.

The human resource is not up to the mark for optional utilization of the existing facilities.

**1. Title of the practice: Social Accountability**

**Objectives:** The College is situated in rural interior area. The college being situated in a rural area it is surrounded several villages which has got the problems witness by average rural India. Most of the students' inroad to the college from these villages. So, college has to the deal with the problems face by the students of these communities. Being an agricultural society the people of these areas face several problems like- malnutrition, flood, lack of employment, lack of entrepreneurial zeal. So, the college has got accountability not only to the in campus stud dents but also to the problems of the society from which students comes.

**Context:** There is no doubt the community of the surrounding villages' faces several problems. The flood in every year creates havocs in the economy of the society. Lack of industry and non availability of governmental job create unemployed every year. Though, some of the students go for higher study and governmental jobs, most of the students remain untouched by their livelihood. So, the college feels that the college has got accountability to the given society.

**Practice:** In the above context the college has been working with a sense of intense responsibility to the society. College has taken several practices by which the society may be benefitted. The college has adopted a village which academically, socially and culturally may be uplifted.

The college has been working for the betterment of the outgoing students.

The college has been providing required Academic support to such outgoing students.

The college has tried to enhance entrepreneurial skill at only to students but also to the people of the community.

Community people have been trained and made aware of mushroom cultivation vermicompose, pottery making etc.

Blood donation camp has been organized to provide blood to the people of the society.

Seminars have been organized on gender issues to sensitizing the women issues.

Seminar, festivals and procession are organized to create awareness or global issues as well as for fostering the national spirit and communal harmony.

Evidence of success: The College has been working in the adopted village for helping the flood affected people. In the post flood situation the college has distributed water filters among the flood victims of the adopted village.

The college has been supporting and collaborating skill centre for developing the entrepreneurial skill to the people of the community.

The college has also conducted a three months programme of entrepreneurial development programme in collaboration with an NGO as a pilot project of the state government.

The college has also conducted a programme signing MOU with an NGO for imparting DIGI Bunai in the college. More than 60 participants have taken part in the programme.

Community women have been trained for mushroom cultivation, vermicompost and egg incubation.

The college has awarded community people for their entrepreneurial activities. Deben Deka from village Azara and Milanjyoti Das from village Soneswar have been awarded the Best Farmer award for flower cultivation and Growing Entrepreneur of the area Respectively.

### **Problems:**

The college does not have adequate funds for conducting the programmes for various social responsibilities.

Lack of awareness among the people to the benefits such activities also work as a socio psychological

hindrance to the activities of the social responsibilities.

### 7.3 Institutional Distinctiveness

#### 7.3.1 Portray the performance of the Institution in one area distinctive to its priority and thrust within 1000 words

##### Response:

The college was established on 5th August 1981. This was a time when the people of Assam were filled with the idea of Assamese nationalism and self reliance. The people of the greater area of Puthimari played a vanguard role in the freedom struggle of India and in the foreign national issue in Assam. At that time most of the colleges of Assam were established in remote interior areas. Establishment of Puthimari College is also a result of that fervour. The basic idea of establishing Puthimari college is to cater to the needs of the community of greater Puthimari area. The institution seeks to provide education to the youth and expand ideas which can give a better life.

The youth from the affluent family could afford to go to others cities for higher education. Many of the youth with their academic zeal could not continue their higher education due to economic backwardness, as the livelihood of 90 % of the family of adjacent villages of the college based on agriculture. So many of the people in the area who were holding higher academic or other administrative stature, felt greatly that the youth of this area should receive higher education. So these people took a progressive role in the establishment of Puthimari College.

The Girl child of the greater Puthimari area was deprived of higher education as the economic background of the people of this agriculture based society is not sound, the parents could not afford to send their girls to study at a distant place. Due to lack of minimum communication facilities, the girls of this area, except a few, could not carry their study further. This is another reason that the socially concerned people thought of establishing an institution of higher education in this area. As a result, the girl child of this area got the opportunity to receive higher education. At present more than 70% of the students of this college are girls, who would have been deprived of education at one point of time. Most of those girls are now working as teachers, nurses, bankers, politicians etc.

Moreover the college is surrounded by several Satras where satriya dance plays a major role. The college has set up a department of performing Arts in which satriya dance is practiced and taught. The department has received permission from Gauhati University.

File Description	Document
Appropriate web in the Institutional website	<a href="#">View Document</a>

NAAC

## 5. CONCLUSION

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### **Additional Information :**

The college has applied for offering Science and Commerce Stream. The Education minister has assured of granting science stream soon.

Moreover the Government has granted an amount of Rs. 49,88,000 for boundary Wall, Rs. 33,51,074 for Internal drainage, Rs.16,87,779 for campus light Rs.6,00,000 for procuring smart class.

### **Concluding Remarks :**

The college was accredited by NAAC in 2004 and re-accredited in 2012. Several suggestions were forwarded by both the teams.

The college has tried to move as suggested by NAAC through the means whatever the institutional opportunities available. For introduction of Science and Arts stream the government of Assam has been appealed and the education Minister has assured to grant science stream as soon as possible. The college has been trying utmost to resolve the issues of weakness and also tried for optional utilization of the opportunities available. The college hopes that it will soon overcome the difficulties and will be established as one of the best rural community college in near future.

## 6.ANNEXURE

### 1.Metrics Level Deviations

Metric ID	Sub Questions and Answers before and after DVV Verification																				
1.2.3	<p><b>Average percentage of students enrolled in Certificate/ Add-on programs as against the total number of students during the last five years</b></p> <p><b>1.2.3.1. Number of students enrolled in subject related Certificate or Add-on programs year wise during last five years</b></p> <p>Answer before DVV Verification:</p> <table border="1"> <thead> <tr> <th>2020-21</th> <th>2019-20</th> <th>2018-19</th> <th>2017-18</th> <th>2016-17</th> </tr> </thead> <tbody> <tr> <td>188</td> <td>00</td> <td>00</td> <td>00</td> <td>08</td> </tr> </tbody> </table> <p>Answer After DVV Verification :</p> <table border="1"> <thead> <tr> <th>2020-21</th> <th>2019-20</th> <th>2018-19</th> <th>2017-18</th> <th>2016-17</th> </tr> </thead> <tbody> <tr> <td>188</td> <td>8</td> <td>00</td> <td>00</td> <td>08</td> </tr> </tbody> </table>	2020-21	2019-20	2018-19	2017-18	2016-17	188	00	00	00	08	2020-21	2019-20	2018-19	2017-18	2016-17	188	8	00	00	08
2020-21	2019-20	2018-19	2017-18	2016-17																	
188	00	00	00	08																	
2020-21	2019-20	2018-19	2017-18	2016-17																	
188	8	00	00	08																	
1.3.2	<p><b>Average percentage of courses that include experiential learning through project work/field work/internship during last five years</b></p> <p><b>1.3.2.1. Number of courses that include experiential learning through project work/field work/internship year-wise during last five years</b></p> <p>Answer before DVV Verification:</p> <table border="1"> <thead> <tr> <th>2020-21</th> <th>2019-20</th> <th>2018-19</th> <th>2017-18</th> <th>2016-17</th> </tr> </thead> <tbody> <tr> <td>10</td> <td>10</td> <td>10</td> <td>0</td> <td>0</td> </tr> </tbody> </table> <p>Answer After DVV Verification :</p> <table border="1"> <thead> <tr> <th>2020-21</th> <th>2019-20</th> <th>2018-19</th> <th>2017-18</th> <th>2016-17</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>1</td> <td>1</td> <td>0</td> <td>0</td> </tr> </tbody> </table> <p>Remark : HEI has not provide any supporting documents for experiential learning through project work/field work/internship year-wise during last five years</p>	2020-21	2019-20	2018-19	2017-18	2016-17	10	10	10	0	0	2020-21	2019-20	2018-19	2017-18	2016-17	1	1	1	0	0
2020-21	2019-20	2018-19	2017-18	2016-17																	
10	10	10	0	0																	
2020-21	2019-20	2018-19	2017-18	2016-17																	
1	1	1	0	0																	
2.1.1	<p><b>Average Enrolment percentage (Average of last five years)</b></p> <p><b>2.1.1.1. Number of students admitted year-wise during last five years</b></p> <p>Answer before DVV Verification:</p> <table border="1"> <thead> <tr> <th>2020-21</th> <th>2019-20</th> <th>2018-19</th> <th>2017-18</th> <th>2016-17</th> </tr> </thead> <tbody> <tr> <td>463</td> <td>389</td> <td>414</td> <td>510</td> <td>526</td> </tr> </tbody> </table> <p>Answer After DVV Verification :</p>	2020-21	2019-20	2018-19	2017-18	2016-17	463	389	414	510	526										
2020-21	2019-20	2018-19	2017-18	2016-17																	
463	389	414	510	526																	

2020-21	2019-20	2018-19	2017-18	2016-17
350	350	350	350	350

**2.1.1.2. Number of sanctioned seats year wise during last five years**

Answer before DVV Verification:

2020-21	2019-20	2018-19	2017-18	2016-17
463	389	414	510	526

Answer After DVV Verification :

2020-21	2019-20	2018-19	2017-18	2016-17
350	350	350	350	350

Remark : Input edited as per the admitted students is always less then or equal to sanctioned post

**3.1.3 Number of Seminars/conferences/workshops conducted by the institution during the last five years**

**3.1.3.1. Total number of Seminars/conferences/workshops conducted by the institution year-wise during last five years**

Answer before DVV Verification:

2020-21	2019-20	2018-19	2017-18	2016-17
9	6	1	1	1

Answer After DVV Verification :

2020-21	2019-20	2018-19	2017-18	2016-17
9	6	1	2	1

**3.2.2 Number of books and chapters in edited volumes/books published and papers published in national/ international conference proceedings per teacher during last five years**

**3.2.2.1. Total number of books and chapters in edited volumes/books published and papers in national/ international conference proceedings year-wise during last five years**

Answer before DVV Verification:

2020-21	2019-20	2018-19	2017-18	2016-17
0	3	6	2	3

Answer After DVV Verification :

2020-21	2019-20	2018-19	2017-18	2016-17
0	0	0	0	1



Remark : 1) Input edited as per the data template. considering books and chapters with ISBNs only.

**3.3.2 Number of awards and recognitions received for extension activities from government/ government recognised bodies during the last five years**

**3.3.2.1. Total number of awards and recognition received for extension activities from Government/ Government recognised bodies year-wise during the last five years.**

Answer before DVV Verification:

2020-21	2019-20	2018-19	2017-18	2016-17
33	0	0	0	0

Answer After DVV Verification :

2020-21	2019-20	2018-19	2017-18	2016-17
0	0	0	0	0

Remark : 1) Awards to the individuals should not be considered here. 2) Input edited as per the supporting documents given by HEI.

**3.3.3 Number of extension and outreach programs conducted by the institution through NSS/NCC, Government and Government recognised bodies during the last five years**

**3.3.3.1. Number of extension and outreach programs conducted by the institution through NSS/NCC, Government and Government recognised bodies during the last five years**

Answer before DVV Verification:

2020-21	2019-20	2018-19	2017-18	2016-17
5	1	0	1	0

Answer After DVV Verification :

2020-21	2019-20	2018-19	2017-18	2016-17
0	1	0	1	0

Remark : HEI hasn't given any supporting documents.

**3.3.4 Average percentage of students participating in extension activities at 3.3.3. above during last five years**

**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., year-wise during last five years**

Answer before DVV Verification:

2020-21	2019-20	2018-19	2017-18	2016-17
132	25	0	30	0

Answer After DVV Verification :

2020-21	2019-20	2018-19	2017-18	2016-17
00	25	0	30	0

Remark : Input edited as per the supporting documents

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

**3.4.1.1. Number of linkages for faculty exchange, student exchange, internship, field trip, on-job training, research etc year-wise during the last five years**

Answer before DVV Verification:

2020-21	2019-20	2018-19	2017-18	2016-17
5	6	4	4	3

Answer After DVV Verification :

2020-21	2019-20	2018-19	2017-18	2016-17
0	0	0	0	0

Remark : Input edited HEI hasn't given any supporting documents

**4.1.4 Average percentage of expenditure, excluding salary for infrastructure augmentation during last five years(INR in Lakhs)**

**4.1.4.1. Expenditure for infrastructure augmentation, excluding salary year-wise during last five years (INR in lakhs)**

Answer before DVV Verification:

2020-21	2019-20	2018-19	2017-18	2016-17
15.58	18.3	61.82	25.95	60.98

Answer After DVV Verification :

2020-21	2019-20	2018-19	2017-18	2016-17
11.87	14.59	13.93	11.42	51.56

Remark : Input edited as per the supporting documents given by HEI.

**4.4.1 Average percentage of expenditure incurred on maintenance of infrastructure (physical and**

**academic support facilities) excluding salary component during the last five years(INR in Lakhs)**

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

Answer before DVV Verification:

2020-21	2019-20	2018-19	2017-18	2016-17
15.58	18.3	26.75	25.95	60.98

Answer After DVV Verification :

2020-21	2019-20	2018-19	2017-18	2016-17
20.97	25.07	35.07	38.01	23.41

Remark : Input edited as per the supporting documents given by HEI.

**5.2.3 Average percentage of students qualifying in state/national/ international level examinations during the last five years (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) year wise during last five years**

Answer before DVV Verification:

2020-21	2019-20	2018-19	2017-18	2016-17
34	0	0	0	0

Answer After DVV Verification :

2020-21	2019-20	2018-19	2017-18	2016-17
33	0	0	0	0

**5.2.3.2. Number of students appearing in state/ national/ international level examinations (eg: JAM/CLAT/NET/ SLET/ GATE/ GMAT/CAT,GRE/ TOFEL/ Civil Services/ State government examinations) year-wise during last five years**

Answer before DVV Verification:

2020-21	2019-20	2018-19	2017-18	2016-17
34	0	0	0	0

Answer After DVV Verification :

2020-21	2019-20	2018-19	2017-18	2016-17
34	0	0	0	0

Remark : Input edited as per the supporting documents given by HEI.

**5.3.3 Average number of sports and cultural events/competitions in which students of the Institution participated during last five years (organised by the institution/other institutions)**

**5.3.3.1. Number of sports and cultural events/competitions in which students of the Institution participated year-wise during last five years**

Answer before DVV Verification:

2020-21	2019-20	2018-19	2017-18	2016-17
0	44	17	24	45

Answer After DVV Verification :

2020-21	2019-20	2018-19	2017-18	2016-17
0	44	25	24	49

Remark : Input edited as per the data template and supporting documents given by HEI.

**6.4.2 Funds / Grants received from non-government bodies, individuals, philanthropers during the last five years (not covered in Criterion III)**

**6.4.2.1. Total Grants received from non-government bodies, individuals, Philanthropers year-wise during the last five years (INR in Lakhs)**

Answer before DVV Verification:

2020-21	2019-20	2018-19	2017-18	2016-17
0	2	0	0	0

Answer After DVV Verification :

2020-21	2019-20	2018-19	2017-18	2016-17
0	0	0	0	0

Remark : Input edited as per the supporting documents given by HEI for Grants received from non-government bodies, individuals, Philanthropist year-wise during the last five years

## 2.Extended Profile Deviations

ID	Extended Questions										
1.1	<p><b>Number of courses offered by the Institution across all programs during the last five years</b></p> <p>Answer before DVV Verification:</p> <table border="1"> <thead> <tr> <th>2020-21</th> <th>2019-20</th> <th>2018-19</th> <th>2017-18</th> <th>2016-17</th> </tr> </thead> <tbody> <tr> <td>17</td> <td>34</td> <td>17</td> <td>17</td> <td>17</td> </tr> </tbody> </table>	2020-21	2019-20	2018-19	2017-18	2016-17	17	34	17	17	17
2020-21	2019-20	2018-19	2017-18	2016-17							
17	34	17	17	17							

Answer After DVV Verification:

2020-21	2019-20	2018-19	2017-18	2016-17
42	48	37	36	48

2.3 **Number of outgoing / final year students year-wise during last five years**

Answer before DVV Verification:

2020-21	2019-20	2018-19	2017-18	2016-17
163	81	111	138	163

Answer After DVV Verification:

2020-21	2019-20	2018-19	2017-18	2016-17
81	111	138	163	158

3.2 **Total Expenditure excluding salary year-wise during last five years ( INR in Lakhs)**

Answer before DVV Verification:

2020-21	2019-20	2018-19	2017-18	2016-17
36.56	43.37	26.75	63.96	84.39

Answer After DVV Verification:

2020-21	2019-20	2018-19	2017-18	2016-17
11.05	21.14	14.66	52.85	65.60