



SELF STUDY REPORT

FOR

3rd CYCLE OF ACCREDITATION

**JOGANANDA DEVA SATRADHIKAR GOSWAMI(J.D.S.G.)
COLLEGE**

P.O. BOKAKHAT, DISTRICT-GOLAGHAT

785612

www.jdsgcollege.edu.in

Submitted To

NATIONAL ASSESSMENT AND ACCREDITATION COUNCIL

BANGALORE

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1. EXECUTIVE SUMMARY

1.1 INTRODUCTION

Jogananda Deva Satradhikar Goswami (JDSG) College, Bokakhat was established in 1964 and is situated in the district of Golaghat, Assam and is affiliated to the Dibrugarh University. It is situated by the N.H. 37, in the close vicinity of the Kaziranga National Park. The College has a large feeding area. A sizeable portion of students seeking admission to the College come from the deprived and denied sections of the society. The college covers an area of 68,299.2 sq. mts (51 bighas) of land with good infrastructure and learning resources.

Set up with the vision of 'Education for Social Justice and Peace', the college has been sincere and devout in its approach to contribute towards the social, moral, economic, literary and cultural upliftment of the youths of the area as was visualized by the founders of the college.

The College imparts education in the undergraduate programmes under the Dibrugarh University in Arts and Commerce streams. These two streams were brought under the then deficit system of grants in aid in the years 1975 and 1988 respectively. In 2005 the college was provincialised under an Act passed by the Government of Assam.

Vision

Vision: The College wishes to –

1. Work with a holistic approach towards extending its educational services to the neighbouring society with a good number of population belonging to the SC, ST, OBC, Minority and TGL communities.
2. Devise its academic, extension and other activities with a focus on societal relevance and importance.
3. Inculcate in its learners a sense of national pride, cultural heritage, a value for the education imparted and a zeal for doing something for the society/nation at large.
4. Groom the youths as resourceful man-power to bring about social change, national harmony, peace and prosperity.
5. Work toward the society with the ideals of inclusion, equity, quality and gender justice.
6. Imbibe in its learners the message that education is a means to enlighten, alleviate poverty, eradicate social ills and to bring about social harmony, peace and prosperity.
7. Combine traditional knowledge with new-age technology and ICT-based learning.

Mission

Mission: Education for social justice and peace

1.2 Strength, Weakness, Opportunity and Challenges(SWOC)

Institutional Strength

S-Strength

- The large feeding area of the college with diverse demographic patterns making it an epitome of the essence of India is strength for the college. A sizeable percentage of learners belong to STs, SCs, OBCs, Tea Garden Labourers and religious minority making the college a rich mosaic of the varied culture of Assam.
- The 20.4 acres of land, the strategic location by the NH 37 (now new AH 715).
- Close vicinity to big PSUs like the Numaligarh Refinery Limited and World Heritage Site Kaziranga National Park and a good number of Tea Estates make the college an ideal place for collaboration for mutual benefit/learning.
- Good enrollment. At present the college has 1964 students on the roll.
- A good pool of talents in sports, culture etc
- A number of places and monuments having historical importance near the college.
- A well-equipped Video-Conferencing Hall and a Gymnasium, apart from other infrastructural facilities.

Institutional Weakness

- The general socio-economic backwardness of the feeding area sends learners to the college who have to struggle a lot for learning in the midst of their economic activities.
- Sizeable drop-out ratio.
- Low percentage of attendance in classes in spite of all the best efforts undertaken.
- General weakness of most learners in English because of their vernacular medium background.
- High Teacher-Student Ratio, since the College is compelled to admit students over and above the sanctioned strength by the University/Assam Higher Secondary Education Council
- Moderate resources
- Few numbers of sanctioned non-teaching posts.

Institutional Opportunity

- The close proximity of the he Kaziranga National Park, now a World Heritage Site which is known for its in-situ conservation of bio-diversity, can be utilized for conservation, tourism and allied purposes.
- Given its substantial pool of talents in culture, a centre for Performing Art forms can be made functional
- Keeping in view the blooming tourism industry in the sub-division of Bokakhat, non-conventional certificate/diploma courses like Diet and Nutrition, Food Packaging Technology, Wood Craft, Bamboo Craft, Organic Tea and Green Tea Preparing Technology, Travel and Tour Operation, Small Tea Estate Management, etc can be imparted in the college.
- Avenues of collaborative learning with local industries, including the Numaligarh Refinery Limited, Tea Gardens, other SSIs, etc.
- The Guest House with modest amenities can be constructed for more societal service and revenue

generation.

- The College has a big land area. There are spaces for cultivation for income generation and for training to future agriculturalists.
- There is scope for bamboo and wood craft based industries which can be tapped with the availability of resources around the College.

Institutional Challenge

- High demand for seats, specially from those who cannot manage seats elsewhere because of poor percentage of marks in the respective qualifying examinations. Because of this the college has to go by the principles of equity, accessibility and inclusiveness for which the college has to suffer ultimately in the form of poor results.
- The great majority of students coming from economically poor background many of whom cannot complete their courses.
- Frequent floods in the neighbouring areas during the monsoon, specially during June-September almost every year.
- Generating/getting sufficient funds for more infrastructural development.
- Striking a balance between quantity and quality.
- A number of vacancies in teaching and non-teaching positions.
- Creating new posts in teaching, non-teaching positions including in the library which needs more staff on an urgent basis.
- Generating more funds from internal resources for various academic and extra-curricular purposes and for infrastructure development.

1.3 CRITERIA WISE SUMMARY

Curricular Aspects

The College imparts under graduate education in two streams, viz., Arts and Commerce under Dibrugarh University, Dibrugarh, Assam to which the college is affiliated. Besides, it also imparts two value-based certificate programmes like Value Education and Basic Computer Skills as add-on courses, even though these certificates are issued only from the college. The latter two programmes are interdisciplinary in nature.

The curricula for both the UG programmes are printed in the college prospectus and are also uploaded in the College website for information of all stakeholders. Besides, the Academic Calendar for transaction of the curriculum is also annexed to the Prospectus. The classroom transactions, assignments, seminars, group discussion, sessional/periodical examination for continuous evaluation, etc are followed as per this Academic Calendar prepared by the Dibrugarh University. Semester Examinations are also conducted as per this Calendar. However, the College has also to follow the list of Holidays and Observe/Celebrate some other events as per UGC and Govt. of Assam (Higher Education) notifications/guidelines. Overall, the curricular aspects are ensured keeping in view this Academic Calendar.

Feedback on the curriculum is taken from students twice in a semester-at the beginning and at the end of the semester. Feedback is analysed and ameliorative measures are undertaken. Students are apprised about their rights to offer feedback. Feedback is also taken orally in the Parent-Teacher-Students meets organized in the college.

Teaching-learning and Evaluation

The College has 41 permanent posts for teaching positions out of which 04 are lying vacant as on date. Out of this, 18 posts are of Associate Professors and an equal number of posts of Assistant Professors. Of the total teaching posts, 07 have Ph.D as their highest degree, while another 02 teachers are pursuing doctoral research.

Faculty members regularly participate in national and state level conferences and in international conferences too. They also undergo Orientation Programmes, Refresher Courses, Short Term Courses and other training programmes and workshops etc to keep themselves updated with the latest developments in their respective fields of teaching so that students in general and the society at large are benefitted from them.

The number of teaching days differs from year to year as per the Academic Calendar prepared by Dibrugarh University. It also varies according to the list of holidays prepared by the Govt. of Assam. In any case the number of teaching days per year hovers around 190-230 days. The examinations are conducted and evaluation is completed as per the schedule of Dibrugarh University.

The teaching departments give a number of field works and projects to the students so that teaching and learning become practical, interesting and effective. Students are taken to strategically important neighbouring places for field studies. Fringe villages are allotted for socio-economic survey. The college collaborates with some local high schools.

As a part of the continuous evaluation process, students were given Objective Type and Multiple Choice Questions. Open Quiz Programmes were also organized to bring about a change in Examination and Evaluation.

The IQAC of the College plays a crucial role in the development of teaching and learning processes of the college. IQAC of the college encourages and help faculty members to undertake research keeping in mind the benefit of the society at large, the students and the college. It encourages faculty members to use ICT in teaching and learning. It organizes student-centric activities and programmes, meets to analyse examination results and address the lacunae, prepare Teachers' Diary and Format for self-appraisal of teachers, etc.

Research, Innovations and Extension

There is a Cell for monitoring Research, Innovations and Extension as well as research-based field works, field projects in the college. The Cell volunteers to explore avenues to extend its research-based services to the neighbouring society. The Cell is presently headed by Dr. Nandita Kakoti, former HoD of Political Science and an Associate Professor who has been a resource person in a number of international conferences abroad.

The Cell, in collaboration with the IQAC of the College encourages the Faculty Members to go for Doctoral Research and for undertaking Major/Minor Research Projects. The Cell played an important role in encouraging the following faculty members who completed their doctoral research during the last five years.

1. Dr. Bijoy Sarmah, Department of History
2. Dr. Jayanta Das, Department of English
3. Dr. Monalisa Borgohain, Department of English
4. Dr. Jutimala Borah, Department of Commerce (she left the college and joined Dibrugarh University)

5. Dr. Mitali Nath, Department of Assamese

Besides, the Cell also organized a Seminar on Bio-Diversity conservation keeping in mind the importance of the issue concerning Kaziranga National Park, now a World Heritage Site which is situated just near the college. Padmashree Jadav Payeng and some other eminent professors associated with the field visited the college to make the students aware about in-situ conservation and various other related aspects.

The Cell also organizes programmes like workshops needed for providing impetus to research. Last year it organized, in association with IQAC, a workshop on the Implementation of CBCS in the Undergraduate Courses under Dibrugarh University.

The Cell also encourages the Faculty Members to go for various research projects including Major and Minor Research Projects funded by UGC, ICSSR, IIHR, etc. Dr. Jayanta Gogoi, the Principal of the College and Sri Bichitra Hira, Assistant Professor in the Department of Economics have already submitted two proposals for the grant of Major Research Projects to the ICSSR.

Infrastructure and Learning Resources

The College has a total land area of 52 bighas, situated by the NH 37 (now called AH 715). It has 40 classrooms including 02 smart classrooms and a Video Conferencing Hall. It has constructed a new library building with grants from RUSA which will be operational by the end of May, 2019. The College has the following infrastructure facilities and learning resources as on date:

1. Laboratory 02 nos. (for the Department of Education)
2. Computers 110 with internet in 15 numbers of them.
3. Nearly 21000 text books in the library along with Reference Books, Journals, CDs, etc.
4. The house keeping operation of the library has been done by the SOUL-1 software provided by INFLIBNET Centre. Moreover, library provided the reprographic facility, internet surfing/ downloading/ printing, access to E-resources like E-journal, E-Books from INFLIBNET N-list Programme.
5. 03 Seminar Halls with ICT facilities for classroom transactions and for organizing seminars, meetings, etc.
6. Two hostels-one each for boys' and girls
7. Power back-up and generation facilities during long hours of load-shedding and during emergencies
8. A Cultural Study Centre, A Centre titled 'Kaziranga Study Centre', A Gym, a big playground
9. A 5 kw solar panel for unconventional source of energy
10. A canteen for refreshments
11. A museum showcasing local art and culture maintained by the Department of History
12. An indoor stadium (under construction)
13. Two study centres of Open and Distance Learning under Dibrugarh and Krishna Kanta Handiqui State Open University respectively.

Student Support and Progression

The College takes timely and continuous steps for student support and progression. It takes all necessary steps for dissemination and circulation of all important information regarding examination, examination, career

counselling and placement, seminars, group discussions, quizzes, debates, students' congress, celebration of important national days, etc. so that they can take informed decisions in time to participate in these events. They are encouraged to participate in various local/district/state/national level competitions in sports, culture, etc.

Information regarding admission and opening of jobs in government and private sectors is circulated through notice boards and through the college website. Faculty members guide them to Career Mela/Fairs, Campus Interviews notified to be held in various organisations and a number of students have already been placed accordingly.

Information about various scholarships offered by Govt. of Assam, UGC and other organisations is also displayed in the college notice boards, departmental notice boards, college website, etc.

Initiatives are taken to identify financially weak students, obtain the consent of faculty members to take financial responsibility for education of needy students, and to guide the students accordingly.

Personalised care is taken in cases of major students and their progress through the semesters is also taken care of. Home visit by the Faculty members to the major students are often taken. In cases of others, mentor system is going on for a number of years even though in an informal manner.

Feedback from the students on the utility of support services and on curriculum is taken for further improvement.

The results in the Semester/Final exams are analysed subject-wise and student-wise. Parents are invited for Parent-Teacher-Student meetings.

Weak and advanced learners are asked to attend remedial classes and special care classes.

Governance, Leadership and Management

The College is governed by a statutory body Called Governing Body (GB) constituted by the Govt. of Assam as per provisions of The Assam Non-Government (now Provincialised)College Management Rules, 2009 (as amended from time to time). The GB is a permanent body even though some of its members change after every one/two/three year(s). Some function as ex-officio members in the GB. The local MLA is a special invitee to the GB and recently the librarian of the college is included in college GBs as an invitee member.

The Principal of the College also functions as the Secretary of the GB who also happens to be the DDO. He is the chief manager of the College for all practical purposes. He functions as the President/Chairperson of all ad-hoc or permanent Committees formed in the College for the smooth functioning of all administrative, academic, financial and other ancillary matters.

The College is managed by a number of Cells/Committees/Bodies like the IQAC, Grievance Redressal Cell, Admission Committee, Campus Maintenance Committee, Anti-Ragging Committee, Career Counselling Committee, Committee for Monitoring Sexual Harassment in Workplace, etc.

Besides, the HoDs function as the intermediary between the Principal and the faculty members of respective departments.

Keeping in view the good number of examinations conducted during each semester and good deal of other academic affairs, a non-statutory post of an academic in-charge has been created besides that of the Vice Principal who happens to be the seniormost faculty member of the college next to the Principal.

All these Cells/Committees/Bodies help ensure the successful completion of curriculum, teaching days, grievances, looking after financial matters, purchases, looking into specific complaints, student needs, publications and organisation of seminars and other academic events, etc.

Institutional Values and Best Practices

1. Admission to good number of educationally and economically backward students most of whom belong to BPL families and catering to their diversified needs till they graduate.
2. The College believes in minimum governance and hence, most of the functions of the College have been decentralized with various Committees, Cells and Bodies where the Principal looks after the overall functioning of the college if and where needed.
3. Involving students and faculty members to engage in socially relevant activities and research including projects by students.
4. Organisation of events like workshops, seminars, awareness camps etc with greater societal relevance like those on GST, Menace of Witch-Hunt in far-flung areas, importance of CBCS, etc.
5. Undertaking relief and rescue operations during flood times.
6. Engaging students to undertake agri-based projects, other vocational jobs, etc. Accordingly a garden of medicinal plants has been nurtured in the College. Tea cultivation, vegetable cultivation, grass-growing for the needy during flood times, etc are also being continued.
7. Opening up a Cultural Study Centre of local performing art forms, etc keeping in view the prevalence of Vaishnavite Culture in and around the College and a huge pool of cultural talents.
8. Opening up a Kaziranga Study Centre keeping in view the close proximity of the Kaziranga National Park near the College. The Park is famous for in-situ bio-diversity conservation and efforts are being made to sensitise people around the Park about importance of issues like bio-diversity conservation, environment, global warming, preserving water-bodies, etc.
9. An old Girls' Hostel remained unoccupied in a dilapidated condition. The College decided to renovate/construct it as a Guest House to accommodate guests, tourists, etc. keeping in view the great inflow of tourists to Bokakhat and Kaziranga National Park. The income generated through this Guest House is spent on various developmental activities of the College.

xi) Organisation of 'Bohagor Edin' (One Day off from the Assamese Calendar Month-Bohag when Bihu is celebrated) where all faculty members, the management, the students, alumni and the retired teachers and employees and others participate and showcase their cultural talents in an amateur way.

2. PROFILE

2.1 BASIC INFORMATION

Name and Address of the College	
Name	JOGANANDA DEVA SATRADHIKAR GOSWAMI(J.D.S.G.) COLLEGE
Address	P.O. Bokakhat, District-Golaghat
City	Bokakhat Golaghat
State	Assam
Pin	785612
Website	www.jdsgcollege.edu.in

Contacts for Communication					
Designation	Name	Telephone with STD Code	Mobile	Fax	Email
Principal	Jayanta Gogoi	03776-268082	9954451703	03776-	JDSGCOLLEGELIBRARY@GMAIL.COM
IQAC / CIQA coordinator	Goikananda Saikia	-	9435154114	-	jdsgiqac@gmail.com

Status of the Institution	
Institution Status	Constituent and 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	24-07-1964

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

State	University name	Document
Assam	Dibrugarh University	View Document

Details of UGC recognition

Under Section	Date	View Document
2f of UGC	01-11-1974	View Document
12B of UGC	01-11-1974	View Document

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

Location and Area of Campus				
Campus Type	Address	Location*	Campus Area in Acres	Built up Area in sq.mts.
Main campus area	P.O. Bokakhat, District-Golaghat	Rural	20.4	27272.72

2.2 ACADEMIC INFORMATION

Details of Programmes Offered by the College (Give Data for Current Academic year)						
Programme Level	Name of Programme/Course	Duration in Months	Entry Qualification	Medium of Instruction	Sanctioned Strength	No.of Students Admitted
UG	BCom,Bachelor Of Commerce	36	HS Passed	Assamese	379	379
UG	BA,Bachelor Of Arts	36	HS Passed	Assamese	150	57

Position Details of Faculty & Staff in the College

Teaching Faculty												
	Professor				Associate Professor				Assistant Professor			
	Male	Female	Others	Total	Male	Female	Others	Total	Male	Female	Others	Total
Sanctioned by the UGC /University State Government	0				0				41			
Recruited	0	0	0	0	0	0	0	0	37	0	0	37
Yet to Recruit	0				0				4			
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			

Non-Teaching Staff				
	Male	Female	Others	Total
Sanctioned by the UGC /University State Government				13
Recruited	9	2	0	11
Yet to Recruit				2
Sanctioned by the Management/Society or Other Authorized Bodies				0
Recruited	0	0	0	0
Yet to Recruit				0

Technical Staff				
	Male	Female	Others	Total
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

Permanent Teachers										
Highest Qualification	Professor			Associate Professor			Assistant Professor			Total
	Male	Female	Others	Male	Female	Others	Male	Female	Others	
D.sc/D.Litt.	0	0	0	0	0	0	0	0	0	0
Ph.D.	0	0	0	2	2	0	1	2	0	7
M.Phil.	0	0	0	0	2	0	3	6	0	11
PG	0	0	0	9	5	0	4	1	0	19

Temporary Teachers										
Highest Qualification	Professor			Associate Professor			Assistant Professor			Total
	Male	Female	Others	Male	Female	Others	Male	Female	Others	
D.sc/D.Litt.	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

Part Time Teachers										
Highest Qualification	Professor			Associate Professor			Assistant Professor			Total
	Male	Female	Others	Male	Female	Others	Male	Female	Others	
D.sc/D.Litt.	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	1	1	0	2

Details of Visting/Guest Faculties				
Number of Visiting/Guest Faculty engaged with the college?	Male	Female	Others	Total
		0	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	589	1	0	0	590
	Female	640	0	0	0	640
	Others	0	0	0	0	0

Provide the Following Details of Students admitted to the College During the last four Academic Years						
Programme		Year 1	Year 2	Year 3	Year 4	
SC	Male	45	42	43	42	
	Female	37	31	32	28	
	Others	0	0	0	0	
ST	Male	227	224	192	208	
	Female	110	105	82	95	
	Others	0	0	0	0	
OBC	Male	390	383	322	336	
	Female	296	336	319	322	
	Others	0	0	0	0	
General	Male	162	131	132	111	
	Female	157	154	159	142	
	Others	0	0	0	0	
Others	Male	0	0	0	0	
	Female	0	0	0	0	
	Others	0	0	0	0	
Total		1424	1406	1281	1284	

3. Extended Profile

3.1 Program

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

Response: 02	File Description	Document
	Institutional Data in Prescribed Format	View Document

Number of programs offered year-wise for last five years

2017-18	2016-17	2015-16	2014-15	2013-14
02	02	02	02	02

3.2 Students

Number of students year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
1424	1406	1281	1284	1176
File Description		Document		
Institutional Data in Prescribed Format		View Document		

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

2017-18	2016-17	2015-16	2014-15	2013-14
360	360	360	360	360
File Description		Document		
Institutional Data in Prescribed Format		View Document		

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

2017-18	2016-17	2015-16	2014-15	2013-14
226	223	218	155	207

File Description	Document
Institutional Data in Prescribed Format	View Document

3.3 Teachers

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

2017-18	2016-17	2015-16	2014-15	2013-14
37	33	37	36	36

File Description	Document
Institutional Data in Prescribed Format	View Document

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

2017-18	2016-17	2015-16	2014-15	2013-14
41	41	41	41	41

File Description	Document
Institutional Data in Prescribed Format	View Document

3.4 Institution

Total number of classrooms and seminar halls

Response: 31

Number of computers

Response: 110

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

2017-18	2016-17	2015-16	2014-15	2013-14
289.18	182.15	78.7	70	70

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 College plans, monitors and executes its curricular aspects through a well-planned schedule, calendar and through various academic activities. In order for effective curricular delivery the College follows the following plans/methods:

1. At the beginning of each semester/year, a meeting with all stakeholders is held where all details relating to the delivery and transaction of the curriculum is shared by the Principal, Vice Principal, HoDs and administrative staff. These details are also communicated to the students and parents through literature published in the College Prospectus, Notices and the College website.
2. Academic calendar as prepared by Dibrugarh University is strictly followed for curricular transactions, holding of sessional and end-semester examinations. The Departments also prepare course plan and maintain departmental diaries of classroom transactions.
3. Students are made aware about the requirements to complete each semester and all other related issues.
4. Sessional examinations, group discussions, seminars, quizzes, debates, assignments, etc are designed and completed keeping in mind the needs of the curriculum in general and the need of moulding the learners as human resources helpful for the nation-building process.
5. Evaluated scripts are returned with comments to the learners within the stipulated time.
6. Parent-Teacher-Student meetings are convened both by the College and by respective teaching departments to have a first hand knowledge about the issues that beset the learners/parents and efforts are undertaken to address those issues.
7. Marks secured in the sessional/periodical examinations are recorded and kept by the HoDs of the teaching departments.
8. Structured Feedback forms are distributed among students for collecting, analysing and taking positive and corrective measures with regard to any lacunae/shortcoming in curriculum delivery.

File Description	Document
Link for Additional Information	View Document

1.1.2 Number of certificate/diploma program introduced during the last five years**Response:** 3**1.1.2.1 Number of certificate/diploma programs introduced year-wise during the last five years**

2017-18	2016-17	2015-16	2014-15	2013-14
01	01	0	0	01

File Description**Document**

Details of the certificate/Diploma programs

[View Document](#)**1.1.3 Percentage of participation of full time teachers in various bodies of the Universities/ Autonomous Colleges/ Other Colleges, such as BoS and Academic Council during the last five years****Response:** 2.79**1.1.3.1 Number of teachers participating in various bodies of the Institution, such as BoS and Academic Council year-wise during the last five years**

2017-18	2016-17	2015-16	2014-15	2013-14
01	0	0	0	0

File Description**Document**

Details of participation of teachers in various bodies

[View Document](#)**1.2 Academic Flexibility****1.2.1 Percentage of new Courses introduced out of the total number of courses across all Programs offered during last five years****Response:** 150**1.2.1.1 How many new courses are introduced within the last five years****Response:** 03**File Description****Document**

Details of the new courses introduced

[View Document](#)

1.2.2 Percentage of programs in which Choice Based Credit System (CBCS)/Elective course system has been implemented**Response:** 100

1.2.2.1 Number of programmes in which CBCS/ Elective course system implemented.

Response: 02

File Description	Document
Name of the programs in which CBCS is implemented	View Document
Minutes of relevant Academic Council/BOS meetings.	View Document
Any additional information	View Document

1.2.3 Average percentage of students enrolled in subject related Certificate/ Diploma programs/Add-on programs as against the total number of students during the last five years**Response:** 2.25

1.2.3.1 Number of students enrolled in subject related Certificate or Diploma or Add-on programs year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
75	40	40	0	0

File Description	Document
Details of the students enrolled in Subjects related to certificate/Diploma/Add-on programs	View Document

1.3 Curriculum Enrichment**1.3.1 Institution integrates cross- cutting issues relevant to Gender, Environment and Sustainability, Human Values and Professional Ethics into the Curriculum****Response:**

The College takes all possible efforts to integrate cross-cutting issues relevant to Gender, Environment and sustainability, Human Values and Professional Ethics into the Curriculum in the following manner:

1. Gender justice sensitization programmes are undertaken in the College by the Women Cell which organises awareness programmes, seminars, workshops, etc on related issues like Women Empowerment, Need of Beti-Bachao Beti-Parhao, Health-issues of Women, Protection of Women in relation to Section 125 of Cr.PC, etc. It needs mention that almost half of the total enrolment in the College are girls.
2. Green Audit is conducted in the College and students are made aware about environmental issues like environmental degradation, needs of afforestation, bio-diversity conservation, significance of the celebration of World Environment Day, etc.
3. Students are made aware about Swachh Bharat Abhiyan who regularly take part in any cleanliness drive organised both in the College and outside.
4. Keeping in mind the importance of in-situ bio-diversity conservation in relation to the Kaziranga National Park, a World Heritage Site, situated just near the College, a Centre named "Kaziranga Study Centre" has been created which also organises various programmes like seminars, awareness meets, etc relating to bio-diversity conservation, plantation, awareness about poaching, etc.
5. Students are taught about the importance of power conservation, water conservation, etc. They are instructed to keep off fans, lights, etc when not in use so as to save power. They have also been taught the lessons of sustainable development, maintaining ecological balance, preserving water-bodies etc. through various academic activities including seminars, etc.
6. As an add-on programmes, Certificate Programmes on Value Education and Human Rights have been introduced in the College which students learn side-by-side of their degree programmes.
7. Code of professional ethics have been prepared for the teachers so as to integrate them into the curriculum.

File Description	Document
Link for Additional Information	View Document

1.3.2 Number of value added courses imparting transferable and life skills offered during the last five years

Response: 3

1.3.2.1 Number of value-added courses imparting transferable and life skills offered during the last five years

Response: 03

File Description	Document
Details of the value-added courses imparting transferable and life skills	View Document

1.3.3 Percentage of students undertaking field projects / internships	
Response: 9.83	
1.3.3.1 Number of students undertaking field projects or internships	
Response: 140	
File Description	Document
Institutional data in prescribed format	View Document

1.4 Feedback System

1.4.1 Structured feedback received from 1) Students, 2)Teachers, 3)Employers, 4)Alumni and 5)Parents for design and review of syllabus-Semester wise/ year-wise A.Any 4 of the above B.Any 3 of the above C. Any 2 of the above D. Any 1 of the above Response: D. Any 1 of the above	
File Description	Document
URL for stakeholder feedback report	View Document

1.4.2 Feedback processes of the institution may be classified as follows: A. Feedback collected, analysed and action taken and feedback available on website B. Feedback collected, analysed and action has been taken C. Feedback collected and analysed D. Feedback collected Response: D. Feedback collected	
File Description	Document
URL for feedback report	View Document

Criterion 2 - Teaching-learning and Evaluation

2.1 Student Enrollment and Profile

2.1.1 Average percentage of students from other States and Countries during the last five years

Response: 0.1

2.1.1.1 Number of students from other states and countries year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
03	02	02	0	0

File Description	Document
List of students (other states and countries)	View Document
Institutional data in prescribed format	View Document
Any additional information	View Document

2.1.2 Average Enrollment percentage (Average of last five years)

Response: 77.78

2.1.2.1 Number of students admitted year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
350	350	350	350	350

2.1.2.2 Number of sanctioned seats year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
450	450	450	450	450

File Description	Document
Institutional data in prescribed format	View Document

2.1.3 Average percentage of seats filled against seats reserved for various categories as per

applicable reservation policy during the last five years**Response:** 50

2.1.3.1 Number of actual students admitted from the reserved categories year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
180	180	180	180	180

File Description	Document
Institutional data in prescribed format	View Document

2.2 Catering to Student Diversity**2.2.1 The institution assesses the learning levels of the students, after admission and organises special programs for advanced learners and slow learners****Response:**

The College assesses the learning level of students after admission and accordingly organises programmes both for advanced and slow learners. For this the College organises the following programmes:

1. Mentors are appointed to take care of special needs in learning taking into consideration a student's family background in terms of location, economic condition and stress related needs.
2. The College offers aids from the Students' Aid Fund to needy students who are otherwise advanced learners. Special classes are arranged to take care of their quest for knowledge. Debates, quizzes, etc are organised to engage these advanced learners for fruitful use of time, energy and their quest.
3. Slow learners are selected and they are given remedial coaching, lessons, etc. They are given assignments for solution and involvement.
4. Guardians/Parents are invited specially for consultation both for advanced and slow learners.

2.2.2 Student - Full time teacher ratio**Response:** 38.49**2.2.3 Percentage of differently abled students (Divyangjan) on rolls****Response:** 0

2.2.3.1 Number of differently abled students on rolls	
File Description	Document
Institutional data in prescribed format	View Document

2.3 Teaching- Learning Process

<p>2.3.1 Student centric methods, such as experiential learning, participative learning and problem solving methodologies are used for enhancing learning experiences</p> <p>Response:</p> <p>The College has developed various methods and uses them for enhancing learning experience of the students. Among them the following may be mentioned:</p> <ol style="list-style-type: none"> 1. The departments organise field visits and situation based learning for the students. 2. Assignments are given to select group of students so as to enable participative learning. Group discussions are also arranged regularly for this purpose. 3. Quizzes, debates, etc are organised by departments and individual teachers in different classes which are curriculum-centric and of the nature of general knowledge. 4. Role reversal sessions are also organised. 5. Students are encouraged to ask questions to the teachers on any issue relating to curriculum and of issues of national importance.
--

<p>2.3.2 Percentage of teachers using ICT for effective teaching with Learning Management Systems (LMS), E-learning resources etc.</p> <p>Response: 0</p>

2.3.2.1 Number of teachers using ICT	
File Description	Document
List of teachers (using ICT for teaching)	View Document
Provide link for webpage describing the " LMS/ Academic management system"	View Document

<p>2.3.3 Ratio of students to mentor for academic and stress related issues</p> <p>Response: 203.43</p>

2.3.3.1 Number of mentors

Response: 07

2.3.4 Innovation and creativity in teaching-learning**Response:**

The teachers follow the following practices in relation to innovation and creativity in teaching learning:

1. Organising special quizzes, debates, group discussions, etc relating to topics of studies.
2. Creating a good rapport with parents of students by paying home visits.
3. Practical/field based learning is undertaken as per requirements of the curriculum/syllabi.
4. Personal counselling and mentoring system to resolve personalised issues.
5. Returning the evaluated answer-scripts to students and sending report cards to parents/guardians.
6. Regular parent-teacher-student meets, interaction programmes with alumni, etc.
7. Scope and space for queries, seeking financial aid for economically poor students.
8. Classes with role reversals.
9. Organising programmes by the students, for the students, of the students.
10. Problem-solving sessions.
11. Counselling for stress management during and before examination.

2.4 Teacher Profile and Quality**2.4.1 Average percentage of full time teachers against sanctioned posts during the last five years**

Response: 87.32

File Description	Document
Year wise full time teachers and sanctioned posts for 5 years	View Document
List of the faculty members authenticated by the Head of HEI	View Document

2.4.2 Average percentage of full time teachers with Ph.D. during the last five years**Response:** 2.36**2.4.2.1 Number of full time teachers with Ph.D. year-wise during the last five years**

2017-18	2016-17	2015-16	2014-15	2013-14
0	03	01	0	0

File Description**Document**

List of number of full time teachers with PhD and number of full time teachers for 5 years

[View Document](#)**2.4.3 Teaching experience per full time teacher in number of years****Response:** 0.92**2.4.3.1 Total experience of full-time teachers**

Response: 34

2.4.4 Percentage of full time teachers who received awards, recognition, fellowships at State, National, International level from Government, recognised bodies during the last five years**Response:** 2.79**2.4.4.1 Number of full time teachers receiving awards from state /national /international level from Government recognised bodies year-wise during the last five years**

2017-18	2016-17	2015-16	2014-15	2013-14
01	0	0	0	0

File Description**Document**

Institutional data in prescribed format

[View Document](#)

e-copies of award letters (scanned or soft copy)

[View Document](#)

Any additional information

[View Document](#)**2.4.5 Average percentage of full time teachers from other States against sanctioned posts during the**

last five years

Response: 0

2.4.5.1 Number of full time teachers from other states year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
0	0	0	0	0

File Description	Document
List of full time teachers from other state and state from which qualifying degree was obtained	View Document

2.5 Evaluation Process and Reforms

2.5.1 Reforms in Continuous Internal Evaluation(CIE) system at the institutional level

Response:

As per the rules of the affiliating University, namely, Dibrugarh University, continuous internal evaluations are done for the UG level students in Arts and Commerce. Even though the college can do only little regarding procedures of sessional examinations, etc., the college, however, has been following the following practices relating to Continuous Internal Evaluation for the students-

1. Feedback from mentors in evaluation in areas of attendance, punctuality, sincerity and performance in assignments, home works, etc.
2. Topic based quizzes, debates, discussions, questioning sessions are held/organised for internal evaluation.
3. Curriculum based extempore speech is also organised to assess the communication skill of the students
4. Language and communication skill is also tested before awarding internal assessment marks to the students through the above mentioned programmes.
5. Major students are asked to present topics in a seminar like environment. Performance is recorded and evaluated.
6. Internal assessment marks are displayed in the general/departmental notice boards.

2.5.2 Mechanism of internal assessment is transparent and robust in terms of frequency and variety

Response:

The colleges notifies about the minimum requirements for completion of each semester/course as per the University guidelines. Likewise the requirements of presenting themselves for continuous internal assessment is notified in the College Prospetus, Website, handbook, etc.

Marks are awarded to the students on the defined parameters which are already made available to the students and parents like attendance in classes, performance in the sessional examinations held as per University Notification/College Academic Calendar, group discussions, seminars, quizzes, assignments, debates, feedback of mentors on these defined parameters, etc.

Internal Assessment marks are awarded on the above-mentioned parameters for which the sessional examinations, GDs, etc are organised at the defined intervals. As has been listed above, assessment is done on those varieties of parameters which are transparent to all stakeholders. Maximum marks allocated for each parameter/variety is informed to the students through the admission prospectus, college notice board, university notification, rules and regulations. Marks awarded in internal assessment are displayed in the college general/departmental notice boards.

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

Response:

There is a Students Grievance Redressal Cell which looks after and settle all student related grievances, including grievances of examinations. The grievance related to examination, however, have to invariably associated with internal examinations. For the end semester final examinations conducted by the University, however, the college cannot do anything except forwarding the complaints to the concerned officers(s) of the University.

The Cell has received no such complaints of grievance relating to examinations till now. Of course one or two cases of minor grievances come up some times relating to marks awarded in internal evaluation process. The mechanism for grievance redressal, if and when arises, is as follows:

1. The aggrieved student can approach the HoD of the concerned department for lodging his/her specific grievance supported by evidence/document, if any. The grievance here may pertain to anomaly in attendance, sessional examinations, attendance in the GDs, Seminars, etc. The HoD settles the grievance when he/she is satisfied that the grievance is genuine and can be settled with his/her own discretion.
2. When the grievance is not settled by the HoD by the procedure as mentioned above, the student may approach the Vice Principal/Academic-in-charge or the Principal for redressal. They may settle it if defined procedure(s) so allows or may convene a meet of the Grievance Redressal Cell. The issue is settled this way.

Fortunately, however and as already mentioned above, no such situation has arisen till now. Minor grievances are settled with a mere request as per defined procedure when these grievances relate to any omission and commission by the respective teachers or the HoDs.

2.5.4 The institution adheres to the academic calendar for the conduct of CIE

Response:

The college follows and tries to strictly adhere to the Academic Calendar forwarded by the affiliating University, Dibrugarh University. The Academic Calendar so circulated by the University before the beginning of each academic session is followed both for CIE and for the conduct of semester end examinations.

The schedule of sessional examinations which consist of a part of the Continuous Internal Evaluation, are notified to the students well in time by providing to each student a copy of the Academic Calendar. The copy of the Academic Calendar is annexed to the Admission Prospectus and is also displayed in the College Notice Board. It is also uploaded in the College website.

Notices of group discussions, seminars, assignments, holding of various cultural, literary, sports related events etc are also given as per this Academic Calendar.

2.6 Student Performance and Learning Outcomes

2.6.1 Program outcomes, program specific outcomes and course outcomes for all programs offered by the Institution are stated and displayed on website and communicated to teachers and students

Response:

The programme outcome is regularly assessed by the college and is communicated to teachers and students.

Students and parents are made aware about the Programme objectives of each programme including the Value-added programmes initiated by the college at the beginning of each programme by providing a copy of the details of each course/programme prepared by the University containing Programme objectives, Programme outcomes, programme requirements, syllabus, etc.

Orientation Programmes for Students, Parents and Teachers are held/organised before the start of each academic session where these programme objectives are apprised to all stakeholders, specially to the students, parents and teachers.

The college analyses the results of students in the semester-end examinations, sessional examinations and in varieties of other activities related to the CIE and examinations. Student feedback, both in oral and written format, are also analysed. Teachers are informed about the findings of this analysis and they are also requested to take ameliorative measures for the same.

2.6.2 Attainment of program outcomes, program specific outcomes and course outcomes are evaluated by the institution**Response:**

The programme outcomes, programme specific outcomes and course outcomes are presented before the faculty members, library and administrative staff and are analysed and evaluated. The findings of these analysis reports are acted upon by the teachers, HODs, the Vice Principal and the Academic In-charge.

Efforts are taken so that the objectives of the programmes and courses are attained by the students, teachers, parents and the college as a whole.

Analysis is also done as regards the shortcomings from the management, the teachers, shortage of teaching-learning-evaluation process and infrastructure, attendance of teachers and students, etc. The Principal takes a pro-active measure to install, supply, add to or arrange for any shortcoming in relation to infrastructure and TLMs, if and when these are brought to his notice which are under his discretion as approved by the Governing Body.

2.6.3 Average pass percentage of Students

Response: 53.3

2.6.3.1 Total number of final year students who passed the examination conducted by Institution.

Response: 226

2.6.3.2 Total number of final year students who appeared for the examination conducted by the institution

Response: 424

File Description**Document**

Institutional data in prescribed format

[View Document](#)

2.7 Student Satisfaction Survey**2.7.1 Online student satisfaction survey regarding teaching learning process**

Response: 2.97

Criterion 3 - Research, Innovations and Extension

3.1 Resource Mobilization for Research

3.1.1 Grants for research projects sponsored by government/non government sources such as industry ,corporate houses, international bodies, endowment, chairs in the institution during the last five years (INR in Lakhs)

Response: 0

3.1.1.1 Total Grants for research projects sponsored by the non-government sources such as industry, corporate houses, international bodies, endowments, Chairs in the institution year-wise during the last five years(INR in Lakhs)

2017-18	2016-17	2015-16	2014-15	2013-14
0	0	0	0	0

File Description

Document

List of project and grant details

[View Document](#)

3.1.2 Number of research projects per teacher funded, by government and non-government agencies, during the last five year

Response: 0

3.1.2.1 Number of research projects funded by government and non-government agencies during the last five years

3.1.2.2 Number of full time teachers worked in the institution during the last 5 years

Response: 37

3.2 Innovation Ecosystem

3.2.1 Institution has created an ecosystem for innovations including incubation centre and other initiatives for creation and transfer of knowledge

Response:

The College has initiated a number of innovative practices during the last five years. Among hem mention may be made of the following:

1. There is a garden of medicinal plants taken care of by the College.
2. There is a lemon garden which is maintained by the College.

3. There is a tea plantation in a total land area of 4 bighas.
4. There is a grass plantation in an area of 4 bighas of land. The grass so grown is distributed among the flood-affected people during the monsoon season (April-September each year)
5. There is a provision of Agro Farming which has been taken care of by Dr. Bijoy Sarmah, an Associate Professor and HoD in the Department of History.
6. There is Guest House in the College which has been constructed out of a dilapidated Girls' Hostel which remained unutilised for a number of years. Visitors to the Kaziranga National Park, which is adjacent to the College, also visit the college for lodging and from it the College earns a modest income. The income so generated is spent on general developmental works.
7. 7(Seven) KW of the total power consumption of about 50-60 KWS out of a contracted power demand of 75 KW from the Upper Assam Power Distribution Company Limited is met by the installation of Solar Panels.
8. The College has adopted a village, namely Japori Pathar, near the College and the members of the teaching departments take care of various educational and developmental needs of this village.
9. The College library has a provision of a Mobile Library which moves to the neighbouring high schools so as to create awareness about the utilities of reading books and to create a love for the reading habits among the students in particular.

3.2.2 Number of workshops/seminars conducted on Intellectual Property Rights (IPR) and Industry-Academia Innovative practices during the last five years

Response: 1

3.2.2.1 Number of workshops/seminars conducted on Intellectual Property Rights (IPR) and Industry-Academia Innovative practices year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
01	0	0	0	0

File Description	Document
List of workshops/seminars during the last 5 years	View Document

3.3 Research Publications and Awards

3.3.1 The institution has a stated Code of Ethics to check malpractices and plagiarism in Research

Response: Yes

File Description	Document
Institutional data in prescribed format	View Document

3.3.2 The institution provides incentives to teachers who receive state, national and international recognition/awards**Response:** Yes

File Description	Document
e- copies of the letters of awards	View Document

3.3.3 Number of research papers per teacher in the Journals notified on UGC website during the last five years**Response:** 0.02**3.3.3.1 Number of research papers in the Journals notified on UGC website during the last five years**

2017-18	2016-17	2015-16	2014-15	2013-14
0	02	01	0	0

File Description	Document
List of research papers by title, author, department, name and year of publication	View Document

3.3.4 Number of books and chapters in edited volumes/books published and papers in national/international conference proceedings per teacher during the last five years**Response:** 0.7**3.3.4.1 Total number of books and chapters in edited volumes / books published, and papers in national/international conference-proceedings year-wise during the last five years**

2017-18	2016-17	2015-16	2014-15	2013-14
05	06	04	07	03

File Description	Document
List books and chapters in edited volumes / books published	View Document

3.4 Extension Activities

3.4.1 Extension activities in the neighbourhood community in terms of impact and sensitising students to social issues and holistic development during the last five years

Response:

The College regularly undertakes programmes and activities for the neighbouring communities. The following are some of the activities undertaken by the NSS Cell, personnel associated with Agro Farming Project, personnel associated with the Swachh Bharat Abhiyan, Kaziranga Study Centre and the IQAC:

1. Sensitisation programme for bio-diversity conservation, wild-life poaching, needs for cleanliness and sanitation.
2. Flood relief camp during the monsoon season (April-September each year)
3. Tree plantation programme along roads in Mohmaiki village near the college.
4. Adoption of the village named Japori Pathar
5. Organising communal harmony day and International Day of Non-Violence and making people aware about the significance of celebrating these occasions.
6. Creating awareness about witch-hunt and superstition which is still prevalent in some cases in the neighbouring tea-gardens.
7. Making businessmen and others concerned about various aspects of GST.
8. Constructing dilapidated and broken roads after floods.
9. Organising health awareness programmes in the flood affected areas after floods.
10. Free mobile library services to the high schools of the neighbouring areas.

The Reports of the concerned departments/Cells/Bodies/Projects as stated above may kindly be seen uploaded in the college website under the link Reports provided below the NAA Reports Tab

File Description	Document
Link for Additional Information	View Document

3.4.2 Number of awards and recognition received for extension activities from Government /recognised bodies during the last five years

Response: 1

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

2017-18	2016-17	2015-16	2014-15	2013-14
01	0	0	0	0

File Description	Document
Number of awards for extension activities in last 5 years	View Document

3.4.3 Number of extension and outreach Programs conducted in collaboration with Industry, Community and Non- Government Organizations through NSS/ NCC/ Red Cross/ YRC etc., during the last five years

Response: 19

3.4.3.1 Number of extension and outreach Programs conducted in collaboration with Industry, Community and Non- Government Organizations through NSS/ NCC/ Red Cross/ YRC etc., year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
02	05	05	04	03

File Description	Document
Number of extension and outreach programs conducted with industry,community etc for the last five years	View Document

3.4.4 Average percentage of students participating in extension activities with Government Organisations, Non-Government Organisations and programs such as Swachh Bharat, Aids

Awareness, Gender Issue, etc. during the last five years**Response:** 31.58

3.4.4.1 Total number of students participating in extension activities with Government Organisations, Non-Government Organisations and programs such as Swachh Bharat, Aids Awareness, Gender Issue, etc. year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
395	480	350	500	350

File Description	Document
Average percentage of students participating in extension activities with Govt. or NGO etc.	View Document

3.5 Collaboration

3.5.1 Number of linkages for faculty exchange, student exchange, internship, field trip, on-the-job training, research, etc during the last five years

Response: 1

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

2017-18	2016-17	2015-16	2014-15	2013-14
1	0	0	0	0

File Description	Document
Number of Collaborative activities for research, faculty etc.	View Document

3.5.2 Number of functional MoUs with institutions of National/ International importance, Other Institutions, Industries, Corporate houses etc., during the last five years (only functional MoUs with ongoing activities to be considered)

Response: 2

3.5.2.1 Number of functional MoUs with institutions of national, international importance, other universities, industries, corporate houses etc. year-wise during the last five years (only functional MoUs

with ongoing activities to be considered)

2017-18	2016-17	2015-16	2014-15	2013-14
01	01	0	0	0

File Description	Document
Details of functional MoUs with institutions of national, international importance, other universities etc during the last five years	View Document

NAAC

Criterion 4 - Infrastructure and Learning Resources

4.1 Physical Facilities

4.1.1 The institution has adequate facilities for teaching- learning. viz., classrooms, laboratories, computing equipment, etc.

Response:

The College has modest facilities for teaching, learning and evaluation. The College has the following facilities:

1. A total of 31 classrooms and a total of 52 rooms for various academic and administrative works.
2. It has a total of 05 Seminar Halls which are ICT enabled.
3. The Department of Education has a laboratory for practical learning purposes.
4. It has a well-equipped computer lab with 110 nos of computers.
5. It has a Cultural Study Centre, Kaziranga Study Centre, a Gym, two hostels-one each for boys and girls and a canteen for refreshment.
6. It has a Literay Club as well as provision for Wall Magazines for an outlet of the students' literary talents.

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

Response:

The College has the following facilities:

1. There is a big play ground and an idoor stadium.
2. There is a well-equipped gymnasium.
3. There is a yoga centre.
4. There is a Cultural Study Centre for the study of local art and culture including performing art forms.
5. Students partcipate in various district/state/national level sports competitions duly trained and supported by teachers in charges, most specially by Sri Subodh Bora, Associate Professor of the Dpartment of Commerce who is a well-known sportsperson and a sports organiser. During the last 5 years, the College has the pride of winning 71 awards/medals in Sports including Gold in various sports events.
6. Sports and Cultural competitions are organised annually where students get a platform to showcase their

sports/cultural talents. Besides, students are also taken to Youth Festivals, National Level Sports competitions, Cultural competitions, etc. It needs mention that Sri Subodh Bora had been in the Dibrugarh University Sports Board for a number of years. Presently, Dr. Jayanta Gogoi, Principal of the College, is the Vice President of the Dibrugarh University Sports Board. They encourage students to participate in sports and try to provide them with all logistic support for participation in sports events.

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

Response: 16.13

4.1.3.1 Number of classrooms and seminar halls with ICT facilities

Response: 05

File Description	Document
Number of classrooms and seminar halls with ICT enabled facilities	View Document

4.1.4 Average percentage of budget allocation, excluding salary for infrastructure augmentation during the last five years.

Response: 34.56

4.1.4.1 Budget allocation for infrastructure augmentation, excluding salary year-wise during the last five years (INR in Lakhs)

2017-18	2016-17	2015-16	2014-15	2013-14
87.14	149.34	23.08	18.00	03.95

File Description	Document
Details of budget allocation, excluding salary during the last five years	View Document

4.2 Library as a Learning Resource

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

Response:

The college library has moderate infrastructure and facilities, even though the library is being shifted by the end of May, 2019 to a newly constructed RCC Building with funds from RUSA. As of now, the library is automated with the SOUL Software for House Keeping Operations. The automation process is going on from the year 2011. Software for the present automation process is being supplied by the INFLIBNET Centre. The Software has been supplied free of cost.

The automation process had to be halted several times in the past as the library building and a number of other rooms and installations of the college were damaged by storm and electric short-circuit. It took a lot of time for the status-quo to be restored. But all efforts are being undertaken for full-fledged automation using Integrated Library Management System and we hope to complete the process within a period of six months to nine months.

4.2.2 Collection of rare books, manuscripts, special reports or any other knowledge resources for library enrichment

Response:

The College library has collected rare books and a few numbers of manuscripts from Kuruabai Satra, a socio-cultural and spiritual centre of Vaishnavite culture. These manuscripts are in the form of Sanchipaata. There is a physical collection of two manuscripts, namely-

1. Durga Puza Bidhi
2. Bishnu Puza Bidhi

Moreover, the College Library has a digital collection of more than 100 numbers of manuscripts of Sri Sri Kuruabahi Satra. We have also a

It has also collected special reports relating to researches relating to various aspects of bio-diversity conservation keeping in view the situation of the Kaziranga National Park (now a World Heritage Site) near the College. Besides, these reports have been collected keeping in view the Kaziranga Study Centre which has been opened in the College. The College library has also collected a number of books, journals, magazines, CDs, etc relating to the Kaziranga National Park.

File Description	Document
Any additional information	View Document

4.2.3 Does the institution have the following:

- 1.e-journals**
- 2.e-ShodhSindhu**
- 3.Shodhganga Membership**
- 4.e-books**

5. Databases**A. Any 4 of the above****B. Any 3 of the above****C. Any 2 of the above****D. Any 1 of the above****Response:** B. Any 3 of the above

File Description	Document
Details of subscriptions like e-journals, e-ShodhSindhu, Shodhganga Membership etc	View Document
Any additional information	View Document

4.2.4 Average annual expenditure for purchase of books and journals during the last five years (INR in Lakhs)**Response:** 3.67

4.2.4.1 Annual expenditure for purchase of books and journals year-wise during the last five years (INR in Lakhs)

2017-18	2016-17	2015-16	2014-15	2013-14
12.04	2.16	3.59	.28	.28

File Description	Document
Details of annual expenditure for purchase of books and journals during the last five years	View Document
Audited statements of accounts	View Document

4.2.5 Availability of remote access to e-resources of the library**Response:** Yes

File Description	Document
Any additional information	View Document

4.2.6 Percentage per day usage of library by teachers and students**Response:** 27.38**4.2.6.1 Average number of teachers and students using library per day over last one year****Response:** 400**4.3 IT Infrastructure****4.3.1 Institution frequently updates its IT facilities including Wi-Fi****Response:**

The College has a total of 110 computers at present. It reviews and updates its IT facilities as per requirements and needs. At present the computers in the College office are connected by LAN and all these PCs have i7 processors.

The Wi-Fi facilities are available within the college campus installed by Jio. There is a limit of free usage by students up to 20 MB.

There are a total of 05 ICT enabled classrooms/seminar halls. The IT affairs are looked after by a team consisting of the Principal, Vice Principal, Academic-in-charge, teachers, administrative staff and IT experts whose services are hired from outside the college.

File Description	Document
Any additional information	View Document

4.3.2 Student - Computer ratio**Response:** 12.95**4.3.3 Available bandwidth of internet connection in the Institution (Lease line)****>=50 MBPS****35-50 MBPS****20-35 MBPS****5-20 MBPS****Response:** <5 MBPS**4.3.4 Facilities for e-content development such as Media Centre, Recording facility, Lecture Capturing System (LCS)**

Response: No	
File Description	Document
Facilities for e-content development such as Media Centre, Recording facility,LCS	View Document
Link to photographs	View Document

4.4 Maintenance of Campus Infrastructure

4.4.1 Average Expenditure incurred on maintenance of physical facilities and academic support facilities excluding salary component, as a percentage during the last five years				
Response: 0				
4.4.1.1 Expenditure incurred on maintenance of physical facilities and academic support facilities excluding salary component year-wise during the last five years (INR in Lakhs)				
2017-18	2016-17	2015-16	2014-15	2013-14
0	0	0	0	0
File Description	Document			
Details about assigned budget and expenditure on physical facilities and academic facilities	View Document			

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:

The college spends funds for maintaining and utilising physical, academic and support facilities like laboratory in the Department of Education, the library, field maintenance for games and sports, purchasing sports equipments/goods, purchasing computers, renovation/modification and construction of new classrooms, etc following set procedures and norms of transparency and decentralisation.

The college believes in decentralisation of powers and the decision making process and for that it has set up a number of committees/cells/bodies for the smooth conduct of all related affairs of the college. The following committees are in places which deliberates, decides and places needs/demands for all purchases/constructions/renovations in the college.

Various Ad-hoc Committees to look after, supervise and suggest ways and measures for the development of the college

1. Disciplinary Committee	Sri SL Choudhury (Convenor)
2. Construction Committee	Sri SM Borah (Convenor)
3. Campus Maintenance Committee	Sri Bichitra Hira (Convenor)
4. First Aid Committee	Sri Prasanta Phukan (Convenor)
5. NSS	Sri Prasanta Phukan (Convenor)
6. Anti-Tobacco Committee	Sri Prasanta Phukan (Convenor)
7. RUSA	Sri Prasanta Phukan (Convenor)
8. Purchase Committee	Sri Prasanta Phukan (Convenor)
9. Library Committee	Sri SM Bora (Convenor)
10. Student Welfare Committee	Sri Ranjit Saikia (Convenor)
11. Gender Sensitization & Complaint Committee on Sexual Harassment	Mrs. Manashi Phukan (Convenor)
12. SC/ST/OBC/MOBC CELL	Mrs. Ruli Khonikor (Convenor)
13. Students' Grievance Redressal Committee	Dr. Rubi Borah
14. Admission Committee	Dr. Bijoy Sarmah (Convenor)
15. Sri Kamal Gogoi	Academic-in-charge
16. Career Counselling and Placement Cell	Sri Prasanta Saikia

The Principal (who is also the Secretary of the College) places the demands and budgetary requirements placed before him by these Committees/Cells/Bodies before the Governing Body and takes approval for the same. In most minor cases, however, the Governing Body pre-authorises and approves discretionary powers to the Principal for expenditure which is not of a substantial nature.

Funds are released and UCs/APRs are asked for. The Convenors are made accountable for works done. All related expenditure statements are placed before the Governing Body for final approval by the Principal and Secretary.

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 the last five years

Response: 22.77

5.1.1.1 Number of students benefited by scholarships and freeships provided by the Government year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
840	453	95	97	90

File Description

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

Document

[View Document](#)

5.1.2 Average percentage of students benefited by scholarships, freeships, etc. provided by the institution besides government schemes during the last five years

Response: 3.67

5.1.2.1 Total number of students benefited by scholarships, freeships, etc provided by the institution besides government schemes year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
0	57	97	46	37

File Description

Any additional information

Document

[View Document](#)

5.1.3 Number of capability enhancement and development schemes –

1. For competitive examinations
2. Career counselling
3. Soft skill development
4. Remedial coaching

- 5. Language lab
- 6. Bridge courses
- 7. Yoga and meditation
- 8. Personal Counselling

A. 7 or more of the above

B. Any 6 of the above

C. Any 5 of the above

D. Any 4 of the above

Response: C. Any 5 of the above

File Description	Document
Details of capability enhancement and development schemes	View Document

5.1.4 Average percentage of student benefited by guidance for competitive examinations and career counselling offered by the institution during the last five years

Response: 30.59

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

2017-18	2016-17	2015-16	2014-15	2013-14
400	400	400	400	400

File Description	Document
Number of students benefited by guidance for competitive examinations and career counselling during the last five years	View Document

5.1.5 Average percentage of students benefited by Vocational Education and Training (VET) during the last five years

Response: 6.14

5.1.5.1 Number of students attending VET year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
140	140	140	0	0

File Description	Document
Details of the students benefitted by VET	View Document

5.1.6 The institution has a transparent mechanism for timely redressal of student grievances including sexual harassment and ragging cases

Response: Yes

File Description	Document
Details of student grievances including sexual harassment and ragging cases	View Document

5.2 Student Progression

5.2.1 Average percentage of placement of outgoing students during the last five years

Response: 0

5.2.1.1 Number of outgoing students placed year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
0	0	0	0	0

File Description	Document
Details of student placement during the last five years	View Document

5.2.2 Percentage of student progression to higher education (previous graduating batch)

Response: 50

5.2.2.1 Number of outgoing students progressing to higher education

Response: 113

File Description	Document
Details of student progression to higher education	View Document

5.2.3 Average percentage of students qualifying in State/ National/ International level examinations during the last five years (eg: NET/ SLET/ GATE/ GMAT/ CAT/ GRE/ TOEFL/ Civil Services/State government examinations)

Response: 0.07

5.2.3.1 Number of students qualifying in state/ national/ international level examinations (eg: NET/ SLET/ GATE/ GMAT/ CAT/ GRE/ TOEFL/ Civil services/ State government examinations) year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
0	0	0	0	1

5.2.3.2 Number of students who have appeared for the exams year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
125	200	175	180	300

File Description	Document
Number of students qualifying in state/ national/ international level examinations during the last five years	View Document

5.3 Student Participation and Activities

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

Response: 10

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

2017-18	2016-17	2015-16	2014-15	2013-14
01	03	02	01	03

File Description	Document
Number of awards/medals for outstanding performance in sports/cultural activities at national/international level during the last five years	View Document
Any additional information	View Document

5.3.2 Presence of an active Student Council & representation of students on academic & administrative bodies/committees of the institution

Response:

There is an active Student Council named JDSG College Students' Union in place since its inception. The Union Members take active part in various bodies and committees of the College. The President and the Secretary and the Secretary, Girls' Common Room of the Union are nominated members of the College Development Committee, Internal Quality Assurance Cell, Grievance Redressal Cell, Anti-Ragging Committee, etc. They are invited to the meetings of these bodies and committees as and when they are held as ex-officio or invited members. They also take very active part in any celebration/event organised in the college. The College Annual Week is organised primarily by the members of the Students' Union of the College. The student representatives are given necessary freedom to take responsibilities and to execute them with due diligence, care and financial accountability.

5.3.3 Average number of sports and cultural activities/ competitions organised at the institution level per year

Response: 2.6

5.3.3.1 Number of sports and cultural activities / competitions organised at the institution level year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
05	03	03	01	01

File Description	Document
Number of sports and cultural activities / competitions organised per year	View Document

5.4 Alumni Engagement

5.4.1 The Alumni Association/Chapters (registered and functional) contributes significantly to the development of the institution through financial and non financial means during the last five years

Response:

There is an Alumni Association in the College for a long time. The Association has been very helpful, cooperative and supportive in almost all spheres of the corporate life of the College.

The Association takes active part in various events organised in the College from time to time. The Association has contributed a lot towards the all-round development of the College. During the Golden Jubilee celebrations of the College during 2014, the Alumni Association contributed an amount of Rs. 500561 towards the successful completion/celebration of the Jubilee.

The Association has been regularly organising various events and meetings in the college and outside concerning various welfare and development activities related to the college. It has also donated books, etc and extended all possible help and cooperation to the college at various points of time.

The Association has also been cooperating with the College during the visit of the NAAC Peer Team members and offered their valuable inputs and feedback.

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

? 5 Lakhs

4 Lakhs - 5 Lakhs

3 Lakhs - 4 Lakhs

1 Lakh - 3 Lakhs

Response: <1 Lakh

File Description	Document
Any additional information	View Document
Alumni association audited statements	View Document

5.4.3 Number of Alumni Association / Chapters meetings held during the last five years

Response: 7

5.4.3.1 Number of Alumni Association /Chapters meetings held year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
01	01	01	03	01

File Description	Document
Number of Alumni Association / Chapters meetings conducted during the last five years.	View Document
Any additional information	View Document

NAAC

Criterion 6 - Governance, Leadership and Management

6.1 Institutional Vision and Leadership

6.1.1 The governance of the institution is reflective of an effective leadership in tune with the vision and mission of the institution

Response:

The College is governed by a statutory body Called Governing Body (GB) constituted by the Govt. of Assam as per provisions of The Assam Non-Government (now Provincialised)College Management Rules, 2009 (as amended from time to time). The GB is a permanent body even though some of its members change after every one/two/three year(s). Some function as ex-officio members in the GB. The local MLA is a special invitee to the GB and recently the librarian of the college is included in college GBs as an invitee member.

The Principal of the College also functions as the Secretary of the GB who also happens to be the DDO. He is the chief manager of the College for all practical purposes. He functions as the President/Chairperson of all ad-hoc or permanent Committees formed in the College for the smooth functioning of all administrative, academic, financial and other ancillary matters.

The College is managed by a number of Cells/Committees/Bodies like the IQAC, Grievance Redressal Cell, Admission Committee, Campus Maintenance Committee, Anti-Ragging Committee, Career Counselling Committee, Committee for Monitoring Sexual Harassment in Workplace, etc.

Besides, the HoDs function as the intermediary between the Principal and the faculty members of respective departments.

Keeping in view the good number of examinations conducted during each semester and good deal of other academic affairs, a non-statutory post of an academic in-charge has been created besides that of the Vice Principal who happens to be the seniormost faculty member of the college next to the Principal.

All these Cells/Committees/Bodies help ensure the successful completion of curriculum, teaching days, grievances, looking after financial matters, purchases, looking into specific complaints, student needs, publications and organisation of seminars and other academic events, etc.

6.1.2 The institution practices decentralization and participative management

Response:

The Principal of the College functions as the Secretary of the GB who also happens to be the DDO. He is the chief manager of the College for all practical purposes. He functions as the President/Chairperson of all ad-hoc or permanent Committees formed in the College for the smooth functioning of all administrative, academic, financial and other ancillary matters.

The College is managed by a number of Cells/Committees/Bodies like the IQAC, Grievance Redressal Cell, Admission Committee, Campus Maintenance Committee, Anti-Ragging Committee, Career

Counselling Committee, Committee for Monitoring Sexual Harassment in Workplace, etc.

Besides, the HoDs function as the intermediary between the Principal and the faculty members of respective departments.

Keeping in view the good number of examinations conducted during each semester and good deal of other academic affairs, a non-statutory post of an academic in-charge has been created besides that of the Vice Principal who happens to be the seniormost faculty member of the college next to the Principal.

All these Cells/Committees/Bodies help ensure the successful completion of curriculum, teaching days, grievances, looking after financial matters, purchases, looking into specific complaints, student needs, publications and organisation of seminars and other academic events, etc.

File Description	Document
Any additional information	View Document

6.2 Strategy Development and Deployment

6.2.1 Perspective/Strategic plan and Deployment documents are available in the institution

Response:

The College tries to proceed on the path of progress for the satisfaction of all stakeholders through a thoughtfully devised Perspective Plan after consultation with all stakeholders. Hence, various stakeholders, including the teachers, non-teaching staff, alumni, students, parents and guardians are consulted at various points of time and the plans of the college are shared for feedback.

The Internal Quality Assurance Cell of the College plans strategic plans for internal quality development, etc.

The college deploys various personnel at various points of time and the deployment documents are maintained in the college office. These documents are also available in the College Office Order Book and in the Guard File.

Various constructions and developmental works are planned, monitored and executed through a perspective plan. Staff meetings are held at the beginning, in the middle and at the close of each year for preparing strategic plans for the college and various duties are assigned to various teachers and non-teaching staff. Help from students, alumni, parents, guardians and from members of the peripheral society who are educationally elite is also sought.

6.2.2 Organizational structure of the institution including governing body, administrative setup, and functions of various bodies, service rules, procedures, recruitment, promotional policies as well as grievance redressal mechanism

Response:

The College is governed by a statutory body formed as per the provisions of The Assam Provincialised Colleges and Assam Non Govt Colleges Management Rules, 2001 as amended from time to time (the latest being in 2018). The GB is a permanent body even though some of its members are changed at particular intervals like 01/02/03 years. The President of the GB is nominated by the Department of Higher Education, Govt. of Assam for a period of five years. Two members are nominated by the Vice Chancellor of the affiliating University, namely Dibrugarh University for a period of three years. There are two teacher representatives in the GB elected/nominated from among the teachers of the College. Besides, there is a representation of one non-teaching member who is nominated/elected by the members of the non-teaching staff. The Librarian of the College is special invitee to the GB. Besides, the local MLA is also an invited member to the GB. There are three guardian members in the GB. The Principal functions as the Secretary of it. The Vice Principal remains as an ex-officio member in the GB.

There are a number of Ad-hoc Committees to look after, plan and execute various activities of the College. The Committees are formed by the Principal which are approved by the Governing Body of the College. At present the following Committees function under the overall supervision of the Principal:

Various Ad-hoc Committees to look after, supervise and suggest ways and measures for the development of the college

1. Disciplinary Committee	SL Choudhury (Convenor)
2. Construction Committee	SM Borah (Convenor)
3. Campus Maintenance Committee	Bichitra Hira (Convenor)
4. First Aid Committee	Prasanta Phukan (Convenor)
5. NSS	Prasanta Phukan (Convenor)
6. Anti-Tobacco Committee	Prasanta Phukan (Convenor)
7. RUSA	Prasanta Phukan (Convenor)
8. Purchase Committee	Prasanta Phukan (Convenor)
9. Library Committee	SM Bora (Convenor)

10. Student Welfare Committee	Ranjit Saikia (Convenor)
11. Gender Sensitization & Complaint Committee on Sexual Harassment	Manashi Phukan (Convenor)
12. SC/ST/OBC/MOBC CELL	Ruli Khonikor (Convenor)
13. Students' Grievance Redressal Committee	Dr. Rubi Borah

The College employees are governed by The Assam Services(Discipline and Appeal) Rules, 1964 and Assam Civil Services Conduct Rules, 1965. The College Principal, on behalf of the Governing Body is the reporting authority in this regard.

All matters pertaining to recruitment, promotion, etc are governed by the provisions of the Assam Provincialised College and Assam Non Govt College Management Rules and as per the provisions of the Assam College Employees' Provincialised Rules, 2005.

Grievances, if any, are addressed by the Grievance redressal Committee formed for the purpose by the Principal of the College which is approved by the Governing Body of the College.

6.2.3 Implementation of e-governance in areas of operation

- 1.Planning and Development
- 2.Administration
- 3.Finance and Accounts
- 4.Student Admission and Support
- 5.Examination

- A. All 5 of the above
- B. Any 4 of the above
- C. Any 3 of the above
- D. Any 2 of the above

Response: E. Any 1 of the above

File Description	Document
Screen shots of user interfaces	View Document
Details of implementation of e-governance in areas of operation Planning and Development,Administration etc	View Document

6.2.4 Effectiveness of various bodies/cells/committees is evident through minutes of meetings and implementation of their resolutions

Response:

The College carries out its various academic, administrative and all other related functions through a number of committees/cells/bodies. The college believes in decentralisation of power and the decision making process for its own convenience and satisfaction of all important stakeholders.

The committees/cells/bodies convene meeting at intervals decided by the members or asmandacted by the statutes/rules under which these function. The members of these cells/committees/bodies are invited to convened meetings through notices. They sit as and when required and as per the mutual convenience of the members. They sit with specific agenda and deliberate on them. The transaction of the agenda is recorded along with the signatures of attendance. When the rules ask for the attendance of majority/quorum, they sit accordingly.

All the discussions are recorded in the Minute Books and generally the Convenors of these Cells/Committees/Bodies keep the Minute Books under their own access and control, almost invariably inside the college office.

The resolutions/major decisions are communicated to the Principal or for that matter, to the Governing Body. The Principal tries to solve them either on his own or if situation so demands by taking prior approval from the Governing Body of the college.

6.3 Faculty Empowerment Strategies

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

Response:

The college encourages its own effective mechanism and measures for the welfare of the teaching and non-teaching staff. The college takes various measures at various points/periods of time as and when necessary and as situation and time demand. Among them mention may be made of the following:

1. Prompt approval of CCLs, Medical Leaves and leave for attending international/national level conferences for the teaching staff.
2. Encouraging the faculty members to undertake research and publication works through the Research and Consultancy Cell.
3. Organising seminars, workshops in the college for capacity building like that of using ICT in teaching, etc.
4. Deputing faculty members to the seminars, workshops, etc organised by the neighbouring colleges/universities on capacity building and on important academic/administrative/sports/culture related

matters at the college's own cost keeping in view the urgency and importance of such programmes.

5. Periodic review meeting with all staff to provide a platform to express their grievances and also for interaction to learn about various shortcomings/lacunae in administration and academic affairs.

6. Sharing products from the lemon garden, chilli garden, vegetable garden at nominal price(much lower than market price).

7. There is a provision for the reservation of 02(two) seats in admission for the sons/daughters/wards of the staff members.

8. There is a Staff Mutual Benefit Fund from which staff members can take loan, subject to fulfilment of eligibility conditions, at a very nominal rate of interest. The interest so earned is also shared after the completion of calendar year.

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: 0.61

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

2017-18	2016-17	2015-16	2014-15	2013-14
0	01	0	0	0

File Description

Document

Details of teachers provided with financial support to attend conferences, workshops etc. during the last five years

[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 programs organized by the Institution for teaching and non teaching staff year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
02	01	01	01	01

File Description	Document
Details of professional development / administrative training programs organized by the Institution for teaching and non teaching staff	View Document

6.3.4 Average percentage of teachers attending professional development programs viz., Orientation Program, Refresher Course, Short Term Course, Faculty Development Program during the last five years

Response: 8.8

6.3.4.1 Total number of teachers attending professional development programs, viz., Orientation Program, Refresher Course, Short Term Course, Faculty Development Programs year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
05	01	04	01	05

File Description	Document
Details of teachers attending professional development programs during the last five years	View Document

6.3.5 Institution has Performance Appraisal System for teaching and non-teaching staff

Response:

The college follows the Performance Appraisal System both for teaching and non-teaching staff for evaluation of the members in terms of their academic, administrative, social and other responsibilities. The format of the PBAS are those devised by the UGC and the higher education department of the Govt of Assam.

These PBAS proformas are collected primarily during the time of promotion, even though all are to compulsorily submit details as per the PBAS proforma whether or not there is promotion. The teaching members are to submit these proformas for their promotion under Career Advancement Scheme mandated by the UGC.

The details of the proforma are collected, collated and compared for calculation of Academic Performance Indicators or for any such matter required under the Rules and Regulations under question.

The Coordinator of the Internal Quality Assurance Cell and his staff calculate the API scores from these proformas and place the same before the Screening/Selection Committee with certification.

The Principal has a close perusal of the contents and requirements of the proforma.

6.4 Financial Management and Resource Mobilization

6.4.1 Institution conducts internal and external financial audits regularly

Response:

The college tries to conduct internal audits for its receipts and expenditures on a regular basis. However, some times due to the lack of auditors even after placing requests to the concerned higher authorities, auditors are not deputed in time and in such cases internal audit remain pending for some time. However, in cases of some funds like those received from Rastriya Ucchar Sikshya Abhiyan (RUSA) and also funds received from University Grants Commission, etc, it regularly conducts audit by Chartered Accountants as mandated by the guidelines when sanctioned.

External audits are also tried to be conducted on time. However, due to reasons as stated above, sometimes it gets late. The reports of both internal and external audit are placed before the Governing Body for perusal, discussion and final approval. As per rule, these reports are periodically sent to the Director of Higher Education, Govt of Assam.

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

Response: 22.12

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

2017-18	2016-17	2015-16	2014-15	2013-14
.75	3.25	.62	17.50	0

File Description

Document

Details of Funds / Grants received from non-government bodies during the last five years

[View Document](#)

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

Response:

The college deploys strategies for the mobilisation of funds as well as for its optimal utilisation of resources. The college does so through a decentralised process by constituting certain committees/bodies/cells consisting of different stakeholders in the same committee/cell/body. Even student representatives are also invited as members to many committees.

The committees deliberate on and decide priorities of issues to be looked into and fund to be spent as per necessity and urgency. Care is taken so that no fund is sought by any committee or any stakeholder without valid reason/contingencies.

The monetary requirements are prepared and presented taking into consideration the above mentioned principles and taking into consideration to satisfaction of all stakeholders as far as possible. Care is also taken to look into it that no resources remain unutilised

One example is the old dilapidated girls' hostel which remained unoccupied for a long time. For the optimal utilisation of its resources the college, through its planning and construction committee, decided to renovate it into a Guest House keeping in view the great inflow of tourists to the nearby Kaziranga National Park for wildlife tourism. It has already generated a modest income from this Guest House which speaks a lot about utilisation of its resources.

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 Internal Quality Assurance Cell has been in place in the College since 2003. It has evolved as an integral part of the body corporate of the college in planning, monitoring and executing all quality related academic and society-related matters. It devises strategic plans covering all important areas of the college for quality sustenance.

The Internal Quality Assurance Assurance Cell sits at intervals fixed by its members and deploys necessary strategies in place for quality sustenance measures. It makes a plan of tentative programmes covering all aspects of internal quality enhancement. It periodically reviews the progress of the plans undertaken. Presently the IQAC has the following composition:

1. The Principal----- the Chairperson
2. Sri Akhil Boruah-----Member from College Management
3. The Vice Principal----- Member
4. All HoDs of teaching Departments (07 in all)--- Members
5. Sri Gopikananda Saikia----- Member Coordinator

6. Dr. Jayanta Das-----Member
7. Dr. Bibha Borah-----Eminent Educationist, Member
8. Sri MP Agarwalla-----Representative of local industry, Member
9. Mrs. Suborna Saikia Bordoloi-----Society Representative, Member
10. Sri SM Borah----- Librarian, Member
11. Sri Bharatji Sonar-----Head Assistant, College Office, Member
12. Sri Dibakar Saikia-----Alumni Representative, Member
13. President, College Students' Union-----Student Representative, Member
14. General Secretary, College Students' Union-----Student Representative, Member
15. Secretary, Girls' Common Room-----Student Representative, Member

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

Response:

Since its inception the IQAC has been playing a crucial role in the development of teaching and learning processes of the college. IQAC of the college has taken the following steps basically for teachers and students:

For faculty:

1. Encourage and help faculty members to undertake research keeping in mind the benefit of the society at large, the students and the college.
2. Encourage faculty members to have extensive use of ICT in teaching and learning.
3. Prepare academic calendar to apprise all concerned about examination schedules, teaching days, important celebrations, declaration of results as per University schedule, holidays, vacations, etc.
4. Preparing feedback mechanism from all stakeholders.
5. Organizing student-centric activities and programmes
6. Organize meets to analyse examination results and address the lacunae
7. Preparation of Teachers' Diary and Format for self appraisal of teachers
8. To document the API scores of faculty members

For students:

1. Organizing events/programmes for students keeping in mind the specific and general needs of the students.

- 2.To monitor the progress of students over the years/semesters
- 3.To analyse exam results and to apprise the parents/guardians in Parent-Teacher Meets

The IQAC, through its Research and Consultancy Cell encouraged the Faculty Members to go for Doctoral Research and for undertaking Major/Minor Research Projects. The IQAC also took initiative to publish a Newsletter highlighting the major achievements of the Faculty Members in the areas of research.

6.5.3 Average number of quality initiatives by IQAC for promoting quality culture per year

Response: 6.4

6.5.3.1 Number of quality initiatives by IQAC for promoting quality year-wise for the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
12	05	05	05	05

File Description	Document
Number of quality initiatives by IQAC per year for promoting quality culture	View Document
IQAC link	View Document

6.5.4 Quality assurance initiatives of the institution include:

- 1.Regular meeting of Internal Quality Assurance Cell (IQAC); timely submission of Annual Quality Assurance Report (AQAR) to NAAC; Feedback collected, analysed and used for improvements
- 2.Academic Administrative Audit (AAA) and initiation of follow up action
- 3.Participation in NIRF
- 4.ISO Certification
- 5.NBA or any other quality audit

A. Any 4 of the above

B. Any 3 of the above

C. Any 2 of the above

D. Any 1 of the above

Response: C. Any 2 of the above

File Description	Document
Details of Quality assurance initiatives of the institution	View Document

6.5.5 Incremental improvements made during the preceding five years (*in case of first cycle*) Post accreditation quality initiatives (*second and subsequent cycles*)

Response:

There has been a noticeable growth of the college during the last five years. Post accreditation for the 2nd cycle in 2012, the college has tried its utmost to live up to the recommendations of the NAAC Peer Team.

The NAAC Peer Team recommended for appointment of a full time physical education teacher. Accordingly the necessary initiatives including proposals to the Director of Higher Education, Assam, was sent through the College Governing Body. It is to be noted that the Govt. of Assam has not created any new post in the colleges of Assam till April, 2019. Even then, a teacher of physical education with a consolidated pay was appointed by the Governing Body. The teacher served the college for almost four years and left due to better job prospects elsewhere. Presently Sri Subodh Borah, Associate Professor in the Department of Commerce of our college is imparting physical education putting extra efforts during his leisure time.

The NAAC Peer Team Members recommended for generating more funds from MP/MLA LAD funds; alumni; industrialists and from the neighbouring communities. We have been able to generate some funds from these sources during the last seven years which has been uploaded in the relevant sections of this SSR.

The Hon'ble NAAC Peer Team Members recommended for introducing Communicative English, Soft Skill and job oriented programmes to improve employment opportunities. We have been working on these recommendations and Communication Skill is now a part of the UG Arts curriculum in all the colleges under Dibrugarh University. Skill Based paper on Travel and Tourism is being taught in our college. Besides, we have also started some job oriented programs like Agro-Farming in collaboration with the Regional Institute of Science and Technology, Jorhat, Assam. We have already achieved some tangible benefits from these programmes, even though poor communication skill in English is still a matter of concern.

The NAAC Peer Team Members recommended for the use of audio visual aids and power point presentations in class rooms and the strengthening of these. We have worked on it and now around 50 percent of the faculty members use ICT in teaching and learning. A video conferencing hall, 04 more ICT-enabled classrooms/seminar halls have been put in place. Today not only teachers, more and more students are ICT literate and use them frequently in learning.

The NAAC Peer Team Members also recommended for increase in the number of computers with internet in the central library, central computing lab and in departments. We have already constructed a well-furnished and equipped lab with funds from RUSA. The library building having all these facilities is being constructed and will be ready within a month or two. The departments have been provided with one Laptop

each.

Encouraging teachers to register for Ph.D was one of the recommendations of the Peer Team Members. We have also worked on it and during the last seven years 05 teachers have been awarded Ph.D and three more teachers are in advanced stages in their doctoral research.

Another recommendation was to introduce PG Courses of MA in English, Economics, M.Com and MBA on regular basis. We tried to, but as of now there are eligibility constraints in the respective departments. We, however, have been able to open PG Courses of MA classes in Economics, English, Education, Assamese, Political Science and Sociology under Distance and Open mode under Dibrugarh University from the last academic session and we have already 70 students on the roll.

The Peer Team Members recommended for starting of women oriented programs like music, fine arts, etc. for the preservation and strengthening of the culture and heritage of Assam. We have already started a Cultural Study Centre being looked after by Dr. (Mrs.) Rubi Borah, HoD, Department of Assamese and Sri Atul Bezbaruah, an accomplished artiste of Goalporia folk song and an Associate Professor of the Department of Commerce of the college. Besides, we have renovated a museum of local history, artefacts and culture maintained by the Department of History of the college.

We, however, have not been able to apply for autonomy as per recommendations of the Hon'ble NAAC Peer Team Members.

Criterion 7 - Institutional Values and Best Practices

7.1 Institutional Values and Social Responsibilities

7.1.1 Number of gender equity promotion programs organized by the institution during the last five years

Response: 5

7.1.1.1 Number of gender equity promotion programs organized by the institution year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
01	01	01	01	01

File Description

Document

Report of the event

[View Document](#)

List of gender equity promotion programs organized by the institution

[View Document](#)

7.1.2

1. Institution shows gender sensitivity in providing facilities such as:

1. Safety and Security
2. Counselling
3. Common Room

Response:

The college is very sensitive and careful towards safety and security of women inside and outside the campus. For this, the college always takes appropriate steps to put necessary legal, moral, ethical and security arrangements in place.

The college has arranged for appropriate security arrangements keeping in mind the safety of women in the campus. The main entrance of the college is manned by security personnel who remain on duty 24x7. The entire college campus has proper boundary walls with appropriate height. The Girls' Hostel is also separately enclosed with boundary walls. A full time lady teacher has been appointed as Warden of the Hostel who looks after the affairs abiding by all set guidelines and rules.

There is a Girls' Common Room with modest facilities like toilets, recreational facilities, sitting provisions, etc. An incinerator to dispose off sanitary pads used by women has been installed in the Girls' Hostel.

Awareness meetings, sensitization programmes, counselling sessions, etc relating to issues of female health-care, stress management, women-empowerment, etc are regularly organised by the Women Cell of the

College.

The college has set up a Comiitee for looking into complaints of Sexual Harassment at Workplace. No complaint of any nature relating to sexual harassment, has, however, been reported till now ever since its set up.

7.1.3 Alternate Energy initiatives such as:

1. Percentage of annual power requirement of the Institution met by the renewable energy sources

Response: 11.67

7.1.3.1 Annual power requirement met by the renewable energy sources (in KWH)

Response: 07

7.1.3.2 Total annual power requirement (in KWH)

Response: 60

File Description	Document
Details of power requirement of the Institution met by renewable energy sources	View Document

7.1.4 Percentage of annual lighting power requirements met through LED bulbs

Response: 100

7.1.4.1 Annual lighting power requirement met through LED bulbs (in KWH)

Response: 60

7.1.4.2 Annual lighting power requirement (in KWH)

Response: 60

File Description	Document
Details of lighting power requirements met through LED bulbs	View Document
Any additional information	View Document

7.1.5 Waste Management steps including:

- **Solid waste management**
- **Liquid waste management**
- **E-waste management**

Response:

The College has sensitized its students regarding waste management system and its allied issues including possible health hazards. It has arranged for the following measures for waste management, disposal and e-waste management:

1. Separate garbage bins are made available for bio-degradables and non bio degradables. The college menials, staff and students take care to dispose off various paper wastes by putting them in 20 numbers of bins put at different locations within the college campus.
2. The waste deposited in the bins as above is kept near the front gate of the college. Menials of the town committee regularly collect these wastes from the College and dispose them at the fixed places singled out by the municipal committee at a distance of about 1.5 kms from the college.
3. Proper drainage system has been constructed for flow of liquid wastes and care has been taken so that these wastes do not create any health hazards to any stakeholder/visitor to the college. Fortunately no chemicals need to be used in the college since there is no science lab in the college.
4. E-Wastes, including parts of computers, printers, biometric machines, photocopier, etc are disposed off through IT firms with whom the College has entered into verbal agreements. Sometimes, these items are given to firms which come to the college asking for these items for recycle.
5. Programmes under Swachh Bharat are organised regularly in the college and all involved in these programmes participate in garbage disposal system by depositing solid and non-solid wastes in proper manner. Polythene, plastics, etc are never allowed to be burnt in the college in the name of garbage/waste disposal.

7.1.6 Rain water harvesting structures and utilization in the campus

Response:

There is no rainwater harvesting structure installed in the college. Students are, however, taught the lessons of the necessity to save water and the gradual scarcity of potable water in many parts of the country.

A sensitization programme on potable water crisis was organised in the college in 2015 in sideline with the sensitisation meeting on eco-sensitive zone. A number of experts from Kaziranga National Park, Department of Environment and Forests, Govt. of Assam and officers from the Civil Administration, Bokakhat Civil Sub-Division attended the meeting and apprised the students and others present among others, on the necessity of saving water. The organisers urged the stakeholders and all concerned with higher education to create mass awareness about saving water and issues like rainwater harvesting.

Similar awareness programmes are being held regularly by the Kaziranga Study Centre set up in the college in 2015. Recently on April 26-27, there was a National Seminar in the college organised by the Department of Commerce in association with the Kaziranga Study Centre in collaboration with ICSSR, Aranyak, Corbett Foundation and the KNP authorities. The seminar deliberated on issues like water management, water crisis, rain water harvesting, etc. Thus, adequate awareness among students of the college has tried to be created about rain water harvesting.

7.1.7 Green Practices

- **Students, staff using**
 - a) **Bicycles**
 - b) **Public Transport**
 - c) **Pedestrian friendly roads**
- **Plastic-free campus**
- **Paperless office**
- **Green landscaping with trees and plants**

Response:

A number of Green Practices have been initiated in the College. They are:

1. Staff members have been using bicycles within the campus for a long time.
2. Car pool system and public transport system is used by many staff members who travel along the same route.
3. Inner, connecting roads are pedestrian friendly and there is a big playground situated inside the campus. These roads and the playground are very often used by staff members for walking.
3. The campus has been declared a tobacco-free zone and plastic-free zone. Those found to be using such items are punishable with a fine of Rs. 200/-
4. Most correspondences within the office and the staff are made through e-mode including emails, text messages, whatsapp messages, etc, wherever possible. Use of separate printers by different non-teaching staff engaged in various official works has been discouraged. The PCs have been connected through LAN and there is only one printer for all these staff. The office is going to be paperless within the next two months.
5. Ample plantation and flower-gardening is going on for a long time in the College. A Green Audit has also been conducted.

7.1.8 Average percentage expenditure on green initiatives and waste management excluding salary component during the last five years

Response: 0.89

7.1.8.1 Total expenditure on green initiatives and waste management excluding salary component year-wise during the last five years(INR in Lakhs)

2017-18	2016-17	2015-16	2014-15	2013-14
8	1	.2	.3	.3

File Description	Document
Details of expenditure on green initiatives and waste management during the last five years	View Document

7.1.9 Differently abled (Divyangjan) Friendliness Resources available in the institution:

1. Physical facilities
2. Provision for lift
3. Ramp / Rails
4. Braille Software/facilities
5. Rest Rooms
6. Scribes for examination
7. Special skill development for differently abled students
8. Any other similar facility (Specify)

A. 7 and more of the above

B. At least 6 of the above

C. At least 4 of the above

D. At least 2 of the above

Response: C. At least 4 of the above

File Description	Document
Resources available in the institution for Divyangjan	View Document

7.1.10 Number of Specific initiatives to address locational advantages and disadvantages during the last five years

Response: 25

7.1.10.1 Number of specific initiatives to address locational advantages and disadvantages year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
05	05	05	05	05

File Description	Document
Number of Specific initiatives to address locational advantages and disadvantages	View Document
Any additional information	View Document

7.1.11 Number of initiatives taken to engage with and contribute to local community during the last five years (Not addressed elsewhere)

Response: 25

7.1.11.1 Number of initiatives taken to engage with and contribute to local community year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
05	05	05	05	05

7.1.12

Code of conduct handbook exists for students, teachers, governing body, administration including Vice Chancellor / Director / Principal /Officials and support staff

Response: Yes

File Description	Document
Any additional information	View Document
URL to Handbook on code of conduct for students and teachers , manuals and brochures on human values and professional ethics	View Document

7.1.13 Display of core values in the institution and on its website

Response: Yes

7.1.14 The institution plans and organizes appropriate activities to increase consciousness about national identities and symbols; Fundamental Duties and Rights of Indian citizens and other constitutional obligations

Response: Yes	
File Description	Document
Details of activities organized to increase consciousness about national identities and symbols	View Document

7.1.15 The institution offers a course on Human Values and professional ethics	
Response: No	
File Description	Document
Provide link to Courses on Human Values and professional ethics on Institutional website	View Document

7.1.16 The institution functioning is as per professional code of prescribed / suggested by statutory bodies / regulatory authorities for different professions	
Response: Yes	
File Description	Document
Any additional information	View Document
Provide URL of supporting documents to prove institution functions as per professional code	View Document

7.1.17 Number of activities conducted for promotion of universal values (Truth, Righteous conduct, Love, Non-Violence and peace); national values, human values, national integration, communal harmony and social cohesion as well as for observance of fundamental duties during the last five years				
Response: 20				
7.1.17.1 Number of activities conducted for promotion of universal values (Truth, Righteous conduct, Love, Non-Violence and peace); national values, human values, national integration, communal harmony and social cohesion as well as for observance of fundamental duties year-wise during the last five years				
2017-18	2016-17	2015-16	2014-15	2013-14
04	04	05	04	03

File Description	Document
List of activities conducted for promotion of universal values	View Document

7.1.18 Institution organizes national festivals and birth / death anniversaries of the great Indian personalities

Response:

The college organises national festivals and birth/death anniversaries of great Indian personalities involving teachers, students and non-teaching staff. Sometimes, it invites members from the peripheral society as well.

During the last few years, the college has organised the following festivals, days and death anniversaries:

World Mother Tongue Day
EARTH DAY
INDEPENDENCE DAY
INTERNATIONAL WOMEN'S DAY
REPUBLIC DAY
World Mother Tongue Day
NATIONAL VOTER'S DAY
WORLD WILDLIFE DAY
INTERNATIONAL WOMEN'S DAY
world environment day
WORLD DISABLED DAY
INDEPENDENCE DAY
INTERNATIONAL WOMEN'S DAY
DEATH ANNIVERSARY OF Dr.A.P.J Abdul Kalam
SEMINAR ON AUGUST REVOLUTION
world environment day
INAUGURATION OF THE KAZIRANGA STUDY CENTRE
VIJAY DIWAS
64 WILDLIFE WEEK
World Mother Tongue Day
RASHTRIYA EKTA DIWAS
NATIONAL INTEGRATION DAY
NATIONAL VOTER'S DAY
INTERNATIONAL DAY OF YOGA
GANDHI JAYANTI
NATIONAL GIRL CHILD DAY
HUMAN RIGHTS DAY
VIJAY DIWAS

7.1.19 The institution maintains complete transparency in its financial, academic, administrative and auxiliary functions

Response:

The College maintains complete transparency in its financial, academic, administrative and auxiliary functions by the following ways:

1. It has decentralised its functions with the formations of various committees/cells/bodies, namely---Construction Committee, Purchase Committee, Planning Board, Prospectus Committee, Disciplinary Committee, Admission Committee, Canteen Committee, RUSA Monitoring Committee, etc. All matters specific to these Committees are placed for discussion in these Committees where representatives from the teaching, non-teaching, Governing Body, society representatives, local MLA, etc are invited.
2. All financial grants received from govt. and non-govt sources are informed to the staff in open meetings where student representatives are also invited. The fund is spent through the committees and funds are released in instalments after fulfilling all requisite norms/criteria. Funds are disbursed through the PFMS.
3. For the management of all academic affairs, there is an Academic-in-charge, the Vice Principal and the HoDs of teaching departments who look after internal assessment matters, sessional examinations, semester-end examinations and all ancillary matters. The Principal does not generally interfere in these matters, if all rules as stipulated by the UGC, affiliating University, govt of Assam and local administration are strictly adhered to. The academic matters including award of marks both in the sessional examinations, group discussions, seminars, etc are looked after as per rule and with complete transparency.
4. The administrative matters are administered as per rules and regulations of the Govt of Assam, UGC and the affiliating University. The rules and regulations, when they are circulated, are passed on to the staff members either through notices or through staff meetings.

7.2 Best Practices

7.2.1 Describe at least two institutional best practices (as per NAAC Format)

Response:

1. Admission to good number of educationally and economically backward students most of whom belong to BPL families and catering to their diversified needs till they graduate.
2. The College believes in minimum governance and hence, most of the functions of the College have been decentralized with various Committees, Cells and Bodies where the Principal looks after the overall functioning of the college if and where needed.
3. Involving students and faculty members to engage in socially relevant activities and research including projects by students.
4. Organisation of events like workshops, seminars, awareness camps etc with greater societal relevance like those on GST, Menace of Witch-Hunt in far-flung areas, importance of CBCS, etc.
5. Undertaking relief and rescue operations during flood times.

6. Engaging students to undertake agri-based projects, other vocational jobs, etc. Accordingly a garden of medicinal plants has been nurtured in the College. Tea cultivation, vegetable cultivation, grass-growing for the needy during flood times, etc are also being continued.
7. Opening up a Kaziranga Study Centre keeping in view the close proximity of the Kaziranga National Park near the College. The Park is famous for in-situ bio-diversity conservation and efforts are being made to sensitise people around the Park about importance of issues like bio-diversity conservation, environment, global warming, preserving water-bodies, etc.
8. An old Girls' Hostel remained unoccupied in a dilapidated condition. The College decided to renovate/construct it as a Guest House to accommodate guests, tourists, etc. keeping in view the great inflow of tourists to Bokakhat and Kaziranga National Park. The income generated through this Guest House is spent on various developmental activities of the College.

7.3 Institutional Distinctiveness

7.3.1 Describe/Explain the performance of the institution in one area distinctive to its vision, priority and thrust

Response:

The college has been true to its stated mission and vision statements and has directed its efforts in a sustained manner to work concertedly towards offering educational services for the peripheral society with the ideals of inclusiveness, equity and social justice. For this, however, the college has to compromise with the issues like quality and providing optimum facilities to all its students. It has also suffered due to poor pass percentage in the final examinations. All this has happened because the college has performed with sincerity in the area of locational issues or situatedness.

The college has undertaken and executed a lot of activities for the nearby agrarian society and for the tea garden population as well as for creating awareness regarding bio-diversity conservation in relation to the Kaziranga National Park which is situated just near the college boundary.

Among many, mention may be made of the following activities as an evidence of its performance for its situatedness:

1. Engaging students to undertake agri-based projects, other vocational jobs, etc. Accordingly a garden of medicinal plants has been nurtured in the College. Tea cultivation, vegetable cultivation, grass-growing for the needy during flood times, etc are also being continued.
2. Opening up a Cultural Study Centre of local performing art forms, etc keeping in view the prevalence of Vaishnavite Culture in and around the College and a huge pool of cultural talents.
3. Opening up a Kaziranga Study Centre keeping in view the close proximity of the Kaziranga National Park near the College. The Park is famous for in-situ bio-diversity conservation and efforts are being made to sensitise people around the Park about importance of issues like bio-diversity conservation, environment, global warming, preserving water-bodies, etc.
4. An old Girls' Hostel remained unoccupied in a dilapidated condition. The College decided to renovate/construct it as a Guest House to accommodate guests, tourists, etc. keeping in view the great inflow of tourists to Bokakhat and Kaziranga National Park. The income generated through this Guest House is spent on various developmental activities of the College.

5. Admission to good number of educationally and economically backward students most of whom belong to BPL families and catering to their diversified needs till they graduate.
6. The College believes in minimum governance and hence, most of the functions of the College have been decentralized with various Committees, Cells and Bodies where the Principal looks after the overall functioning of the college if and where needed.
7. Involving students and faculty members to engage in socially relevant activities and research including projects by students.
8. Organisation of events like workshops, seminars, awareness camps etc with greater societal relevance like those on GST, Menace of Witch-Hunt in far-flung areas, importance of CBCS, etc.
9. Undertaking relief and rescue operations during flood times.

NAAC

5. CONCLUSION

Additional Information :

Kaziranga Study Centre:

Keeping in view the close proximity of the Kaziranga National Park to the College and the pressing necessity of in-situ bio-diversity conservation, specially of the one-horned rhino and varieties of avifauna, flora and various other species of animals, a Kaziranga Study Centre has been opened in the College. Among others, studying, preserving and disseminating and creating awareness among the neighbouring people about bio-diversity of the Kaziranga National Park, plantation and environmental protection, pollution, water-sheds, etc , is one of the main objectives behind opening the Study Centre.

Cultural Study Centre

A Cultural Study Centre has been opened in the College, keeping in view the large pool of talents in culture in the sub-division of Bokakhat and keeping in view the recommendation of the Peer Team Members who visited the College in April, 2012.

The Centre plans to organize workshops, training programs, cultural exchange programs, etc in various areas of culture like Satriya Nritya, Oja Pali and other performing art forms, Modern Dance Forms, Jhumur, Bihu Nach, etc. It has collected a number of musical instruments in the centre both for display/exhibition and practice. The Centre also plans to organize workshops etc on various musical forms.

Guest House

An old Women's Hostel was lying vacant and unoccupied for a couple of years. The College has renovated the Hostel into a Guest House keeping in view the great inflow of tourists to Kaziranga National Park in particular and to various other places around Bokakhat in general.

We provide dormitory facilities to visitors on a payment of Rs. 200/- per bed per day. Students from various Colleges come and stay in our Guest House apart from other visitors including government officers on duty.

Study Centre under DU and KKHSOU

Keeping in view the fact that a good number of students/learners cannot continue their pursuits of higher studies through regular mode, study centres under Directorate of Open and Distance Learning, Dibrugarh University and KKH State Open University, Assam have been opened where a number of learners are pursuing higher studies in various subjects.

Concluding Remarks :

The College is functioning well under the overall leadership and management of the Governing Body, headed by the Principal & Secretary, duly supported by the teaching and non-teaching staff of the College. The College is also supported by the various committees, cells, cross-section of the peripheral society, Students' Union, Parent-Teacher Association, the Alumni Association and all others concerned.

Located in a rural geo-demographic setting, the College has to impart higher education to students coming from diverse social, economic and cultural background. Most of them come to the College as they cannot get admission elsewhere due to low percentage of marks in their qualifying examinations and also because most of their parents/guardians belong to BPL families who are given free admission by the Govt. of Assam. There is a sizeable number of students belonging to the SC, ST, OBC, TGL and other economically backward families. The fringe areas are flood-affected. The College has, therefore, low attendance and low pass percentage in the HS and BA/B.Com final examinations. In spite of all shortcomings of this nature, the College has been striving towards imparting higher education with the mission-“Education for social justice and peace’, focusing primarily on Teaching, Learning and Evaluation. It also provides extension services to all the neighbouring society through various planned activities. It has outgoing batches of graduates who have been imparted education for empowerment, enlightenment, nation-building, societal change, peace and progress.

NAAC

6.ANNEXURE

1.Metrics Level Deviations

Metric ID	Sub Questions and Answers before and after DVV Verification																																								
1.1.2	<p>Number of certificate/diploma program introduced during the last five years</p> <p>1.1.2.1. Number of certificate/diploma programs introduced year-wise during the last five years</p> <p>Answer before DVV Verification:</p> <table border="1"> <thead> <tr> <th>2017-18</th> <th>2016-17</th> <th>2015-16</th> <th>2014-15</th> <th>2013-14</th> </tr> </thead> <tbody> <tr> <td>01</td> <td>01</td> <td>0</td> <td>0</td> <td>01</td> </tr> </tbody> </table> <p>Answer After DVV Verification :</p> <table border="1"> <thead> <tr> <th>2017-18</th> <th>2016-17</th> <th>2015-16</th> <th>2014-15</th> <th>2013-14</th> </tr> </thead> <tbody> <tr> <td>01</td> <td>01</td> <td>0</td> <td>0</td> <td>01</td> </tr> </tbody> </table>	2017-18	2016-17	2015-16	2014-15	2013-14	01	01	0	0	01	2017-18	2016-17	2015-16	2014-15	2013-14	01	01	0	0	01																				
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01	01	0	0	01																																					
2017-18	2016-17	2015-16	2014-15	2013-14																																					
01	01	0	0	01																																					
1.4.2	<p>Feedback processes of the institution may be classified as follows:</p> <p>Answer before DVV Verification : B. Feedback collected, analysed and action has been taken Answer After DVV Verification: D. Feedback collected</p>																																								
2.1.2	<p>Average Enrollment percentage</p> <p>(Average of last five years)</p> <p>2.1.2.1. Number of students admitted year-wise during the last five years</p> <p>Answer before DVV Verification:</p> <table border="1"> <thead> <tr> <th>2017-18</th> <th>2016-17</th> <th>2015-16</th> <th>2014-15</th> <th>2013-14</th> </tr> </thead> <tbody> <tr> <td>1424</td> <td>1406</td> <td>1281</td> <td>11284</td> <td>1176</td> </tr> </tbody> </table> <p>Answer After DVV Verification :</p> <table border="1"> <thead> <tr> <th>2017-18</th> <th>2016-17</th> <th>2015-16</th> <th>2014-15</th> <th>2013-14</th> </tr> </thead> <tbody> <tr> <td>350</td> <td>350</td> <td>350</td> <td>350</td> <td>350</td> </tr> </tbody> </table> <p>2.1.2.2. Number of sanctioned seats year-wise during the last five years</p> <p>Answer before DVV Verification:</p> <table border="1"> <thead> <tr> <th>2017-18</th> <th>2016-17</th> <th>2015-16</th> <th>2014-15</th> <th>2013-14</th> </tr> </thead> <tbody> <tr> <td>450</td> <td>450</td> <td>450</td> <td>450</td> <td>450</td> </tr> </tbody> </table> <p>Answer After DVV Verification :</p> <table border="1"> <thead> <tr> <th>2017-18</th> <th>2016-17</th> <th>2015-16</th> <th>2014-15</th> <th>2013-14</th> </tr> </thead> <tbody> <tr> <td>450</td> <td>450</td> <td>450</td> <td>450</td> <td>450</td> </tr> </tbody> </table>	2017-18	2016-17	2015-16	2014-15	2013-14	1424	1406	1281	11284	1176	2017-18	2016-17	2015-16	2014-15	2013-14	350	350	350	350	350	2017-18	2016-17	2015-16	2014-15	2013-14	450	450	450	450	450	2017-18	2016-17	2015-16	2014-15	2013-14	450	450	450	450	450
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450	450	450	450	450																																					
2017-18	2016-17	2015-16	2014-15	2013-14																																					
450	450	450	450	450																																					

Remark : The number of students admitted should not be greater than the sanctioned seats. What ever may be the reason these figures cannot be validated. And don't include seats sanctioned and admitted for Higher secondary.

2.1.3 Average percentage of seats filled against seats reserved for various categories as per applicable reservation policy during the last five years

2.1.3.1. Number of actual students admitted from the reserved categories year-wise during the last five years

Answer before DVV Verification:

2017-18	2016-17	2015-16	2014-15	2013-14
128	128	128	128	128

Answer After DVV Verification :

2017-18	2016-17	2015-16	2014-15	2013-14
180	180	180	180	180

Remark : 40% of the total intake excluding higher secondary.

2.3.2 Percentage of teachers using ICT for effective teaching with Learning Management Systems (LMS), E-learning resources etc.

2.3.2.1. Number of teachers using ICT

Answer before DVV Verification : 20

Answer after DVV Verification: 0

Remark : At Least geotagged photos of teachers using ICT should be made available not just the names. hence the data could not be validated.

2.4.4 Percentage of full time teachers who received awards, recognition, fellowships at State, National, International level from Government, recognised bodies during the last five years

2.4.4.1. Number of full time teachers receiving awards from state /national /international level from Government recognised bodies year-wise during the last five years

Answer before DVV Verification:

2017-18	2016-17	2015-16	2014-15	2013-14
02	0	0	0	0

Answer After DVV Verification :

2017-18	2016-17	2015-16	2014-15	2013-14
01	0	0	0	0

3.5.1	<p>Number of linkages for faculty exchange, student exchange, internship, field trip, on-the-job training, research, etc during the last five years</p> <p>3.5.1.1. Number of linkages for faculty exchange, student exchange, internship, field trip, on-the-job training, research, etc year-wise during the last five years</p> <p>Answer before DVV Verification:</p> <table border="1" data-bbox="304 389 1046 521"> <thead> <tr> <th>2017-18</th> <th>2016-17</th> <th>2015-16</th> <th>2014-15</th> <th>2013-14</th> </tr> </thead> <tbody> <tr> <td>02</td> <td>04</td> <td>04</td> <td>03</td> <td>03</td> </tr> </tbody> </table> <p>Answer After DVV Verification :</p> <table border="1" data-bbox="304 600 1046 732"> <thead> <tr> <th>2017-18</th> <th>2016-17</th> <th>2015-16</th> <th>2014-15</th> <th>2013-14</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>0</td> <td>0</td> <td>0</td> <td>0</td> </tr> </tbody> </table> <p>Remark : Only one linkage for the year 17-18. The other linkage is for 2018-19 which is beyond the assessment period.</p>	2017-18	2016-17	2015-16	2014-15	2013-14	02	04	04	03	03	2017-18	2016-17	2015-16	2014-15	2013-14	1	0	0	0	0
2017-18	2016-17	2015-16	2014-15	2013-14																	
02	04	04	03	03																	
2017-18	2016-17	2015-16	2014-15	2013-14																	
1	0	0	0	0																	
4.1.4	<p>Average percentage of budget allocation, excluding salary for infrastructure augmentation during the last five years.</p> <p>4.1.4.1. Budget allocation for infrastructure augmentation, excluding salary year-wise during the last five years (INR in Lakhs)</p> <p>Answer before DVV Verification:</p> <table border="1" data-bbox="304 1133 1046 1265"> <thead> <tr> <th>2017-18</th> <th>2016-17</th> <th>2015-16</th> <th>2014-15</th> <th>2013-14</th> </tr> </thead> <tbody> <tr> <td>86</td> <td>87</td> <td>25</td> <td>20</td> <td>20</td> </tr> </tbody> </table> <p>Answer After DVV Verification :</p> <table border="1" data-bbox="304 1344 1046 1476"> <thead> <tr> <th>2017-18</th> <th>2016-17</th> <th>2015-16</th> <th>2014-15</th> <th>2013-14</th> </tr> </thead> <tbody> <tr> <td>87.14</td> <td>149.34</td> <td>23.08</td> <td>18.00</td> <td>03.95</td> </tr> </tbody> </table> <p>Remark : The answer asked here is amount spent in lakhs not the percentages.</p>	2017-18	2016-17	2015-16	2014-15	2013-14	86	87	25	20	20	2017-18	2016-17	2015-16	2014-15	2013-14	87.14	149.34	23.08	18.00	03.95
2017-18	2016-17	2015-16	2014-15	2013-14																	
86	87	25	20	20																	
2017-18	2016-17	2015-16	2014-15	2013-14																	
87.14	149.34	23.08	18.00	03.95																	
4.3.4	<p>Facilities for e-content development such as Media Centre, Recording facility, Lecture Capturing System (LCS)</p> <p>Answer before DVV Verification : Yes</p> <p>Answer After DVV Verification: No</p>																				
4.4.1	<p>Average Expenditure incurred on maintenance of physical facilities and academic support facilities excluding salary component, as a percentage during the last five years</p> <p>4.4.1.1. Expenditure incurred on maintenance of physical facilities and academic support facilities excluding salary component year-wise during the last five years (INR in Lakhs)</p> <p>Answer before DVV Verification:</p> <table border="1" data-bbox="304 2033 1046 2085"> <thead> <tr> <th>2017-18</th> <th>2016-17</th> <th>2015-16</th> <th>2014-15</th> <th>2013-14</th> </tr> </thead> <tbody> <tr> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table>	2017-18	2016-17	2015-16	2014-15	2013-14															
2017-18	2016-17	2015-16	2014-15	2013-14																	

2017-18	2016-17	2015-16	2014-15	2013-14
289.18	182.15	78.7	70	70

Answer After DVV Verification :

2017-18	2016-17	2015-16	2014-15	2013-14
0	0	0	0	0

Remark : The values and evidence document given here are the amount spent on providing infrastructure facilities while this question ask " Expenditure incurred on maintenance of physical facilities and academic support facilities excluding salary component year-wise during the last five years". These values cannot be considered. To consider the previous DVV input, The audit report for the said values should be made available.

5.1.2 Average percentage of students benefited by scholarships, freeships, etc. provided by the institution besides government schemes during the last five years

5.1.2.1. Total number of students benefited by scholarships, freeships, etc provided by the institution besides government schemes year-wise during the last five years

Answer before DVV Verification:

2017-18	2016-17	2015-16	2014-15	2013-14
40	40	40	97	42

Answer After DVV Verification :

2017-18	2016-17	2015-16	2014-15	2013-14
0	57	97	46	37

5.1.3 Number of capability enhancement and development schemes –

1. For competitive examinations
2. Career counselling
3. Soft skill development
4. Remedial coaching
5. Language lab
6. Bridge courses
7. Yoga and meditation
8. Personal Counselling

Answer before DVV Verification : B. Any 6 of the above

Answer After DVV Verification: C. Any 5 of the above

5.1.5 Average percentage of students benefited by Vocational Education and Training (VET) during the last five years

5.1.5.1. Number of students attending VET year-wise during the last five years

Answer before DVV Verification:

2017-18	2016-17	2015-16	2014-15	2013-14
140	140	140	50	50

Answer After DVV Verification :

2017-18	2016-17	2015-16	2014-15	2013-14
140	140	140	0	0

5.2.1 Average percentage of placement of outgoing students during the last five years

5.2.1.1. Number of outgoing students placed year-wise during the last five years

Answer before DVV Verification:

2017-18	2016-17	2015-16	2014-15	2013-14
10	08	0	0	0

Answer After DVV Verification :

2017-18	2016-17	2015-16	2014-15	2013-14
0	0	0	0	0

Remark : Only students placed through campus interviews are considered here.

5.2.3 Average percentage of students qualifying in State/ National/ International level examinations during the last five years (eg: NET/ SLET/ 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: NET/ SLET/ GATE/ GMAT/ CAT/ GRE/ TOEFL/ Civil services/ State government examinations) year-wise during the last five years

Answer before DVV Verification:

2017-18	2016-17	2015-16	2014-15	2013-14
05	10	09	12	25

Answer After DVV Verification :

2017-18	2016-17	2015-16	2014-15	2013-14

0	0	0	0	1
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5.2.3.2. Number of students who have appeared for the exams year-wise during the last five years

Answer before DVV Verification:

2017-18	2016-17	2015-16	2014-15	2013-14
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5.3.1 Number of awards/medals for outstanding performance in sports/cultural activities at national / international level (award for a team event should be counted as one) during the last five years.

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

Answer before DVV Verification:

2017-18	2016-17	2015-16	2014-15	2013-14
11	11	01	17	23

Answer After DVV Verification :

2017-18	2016-17	2015-16	2014-15	2013-14
01	03	02	01	03

5.3.3 Average number of sports and cultural activities/ competitions organised at the institution level per year

5.3.3.1. Number of sports and cultural activities / competitions organised at the institution level year-wise during the last five years

Answer before DVV Verification:

2017-18	2016-17	2015-16	2014-15	2013-14
05	03	03	01	01

Answer After DVV Verification :

2017-18	2016-17	2015-16	2014-15	2013-14
05	03	03	01	01

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

Answer before DVV Verification : ? 5 Lakhs

Answer After DVV Verification: <1 Lakh

Remark : The auditor report show the alumni contribution is less than one lakh

6.5.4 Quality assurance initiatives of the institution include:

1. Regular meeting of Internal Quality Assurance Cell (IQAC); timely submission of Annual

Quality Assurance Report (AQAR) to NAAC; Feedback collected, analysed and used for improvements

2. Academic Administrative Audit (AAA) and initiation of follow up action

3. Participation in NIRF

4. ISO Certification

5. NBA or any other quality audit

Answer before DVV Verification : B. Any 3 of the above

Answer After DVV Verification: C. Any 2 of the above

7.1.1 Number of gender equity promotion programs organized by the institution during the last five years

7.1.1.1. Number of gender equity promotion programs organized by the institution year-wise during the last five years

Answer before DVV Verification:

2017-18	2016-17	2015-16	2014-15	2013-14
02	02	02	02	02

Answer After DVV Verification :

2017-18	2016-17	2015-16	2014-15	2013-14
01	01	01	01	01

7.1.10 Number of Specific initiatives to address locational advantages and disadvantages during the last five years 7.1.10.1. Number of specific initiatives to address locational advantages and disadvantages year-wise during the last five years

Answer before DVV Verification:

2017-18	2016-17	2015-16	2014-15	2013-14
05	05	05	05	05

Answer After DVV Verification :

2017-18	2016-17	2015-16	2014-15	2013-14
05	05	05	05	05

7.1.11 Number of initiatives taken to engage with and contribute to local community during the last five years (Not addressed elsewhere)

7.1.11.1. Number of initiatives taken to engage with and contribute to local community year-wise during the last five years

Answer before DVV Verification:

2017-18	2016-17	2015-16	2014-15	2013-14
05	05	05	05	05

Answer After DVV Verification :

2017-18	2016-17	2015-16	2014-15	2013-14
05	05	05	05	05

7.1.13 Display of core values in the institution and on its website

Answer before DVV Verification : Yes

Answer After DVV Verification: Yes

7.1.15 The institution offers a course on Human Values and professional ethics

Answer before DVV Verification : Yes

Answer After DVV Verification: No

2.Extended Profile Deviations

ID	Extended Questions																				
1.2	<p>Number of seats earmarked for reserved category as per GOI/State Govt rule year-wise during the last five years</p> <p>Answer before DVV Verification:</p> <table border="1"> <thead> <tr> <th>2017-18</th> <th>2016-17</th> <th>2015-16</th> <th>2014-15</th> <th>2013-14</th> </tr> </thead> <tbody> <tr> <td>128</td> <td>128</td> <td>128</td> <td>128</td> <td>128</td> </tr> </tbody> </table> <p>Answer After DVV Verification:</p> <table border="1"> <thead> <tr> <th>2017-18</th> <th>2016-17</th> <th>2015-16</th> <th>2014-15</th> <th>2013-14</th> </tr> </thead> <tbody> <tr> <td>360</td> <td>360</td> <td>360</td> <td>360</td> <td>360</td> </tr> </tbody> </table>	2017-18	2016-17	2015-16	2014-15	2013-14	128	128	128	128	128	2017-18	2016-17	2015-16	2014-15	2013-14	360	360	360	360	360
2017-18	2016-17	2015-16	2014-15	2013-14																	
128	128	128	128	128																	
2017-18	2016-17	2015-16	2014-15	2013-14																	
360	360	360	360	360																	