

Guidelines for the Creation of the
Internal Quality Assurance Cell (IQAC)
and Submission of Annual Quality Assurance Report (AQAR) by
Accredited Institutions
(For Affiliated/Constituent Colleges)

(Revised on 20th February, 2020)



राष्ट्रीय मूल्यांकन एवं प्रत्यायन परिषद

विश्वविद्यालय अनुदान आयोग का स्वायत्त संस्थान

NATIONAL ASSESSMENT AND ACCREDITATION COUNCIL

An Autonomous Institution of the University Grants Commission

P. O. Box. No. 1075, Opp: NLSIU, Nagarbhavi, **Bengaluru - 560 072** India

NAAC

VISION

To make quality the defining element of higher education in India through a combination of self and external quality evaluation, promotion and sustenance initiatives.

MISSION

- ☞ To arrange for periodic assessment and accreditation of institutions of higher education or units thereof, or specific academic programmes or projects;*
- ☞ To stimulate the academic environment for promotion of quality of teaching-learning and research in higher education institutions;*
- ☞ To encourage self-evaluation, accountability, autonomy and innovations in higher education;*
- ☞ To undertake quality-related research studies, consultancy and training programmes, and*
- ☞ To collaborate with other stakeholders of higher education for quality evaluation, promotion and sustenance.*

Value Framework

To promote the following core values among the HEIs of the country:

- Contributing to National Development*
- Fostering Global Competencies among Students*
- Inculcating a Value System among Students*

- *Promoting the Use of Technology*
- *Quest for Excellence*

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(Revised on 26th September, 2019)



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Published by:

The Director

National Assessment and Accreditation Council (NAAC)

P. O. Box. No. 1075, Nagarbhavi,

Bengaluru - 560 072, India

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Printed at:

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Guidelines for the Creation of the Internal Quality Assurance Cell (IQAC) and Submission of Annual Quality Assurance Report (AQAR) in Accredited Institutions

Introduction

In pursuance of its Action Plan for performance evaluation, assessment and accreditation and quality up-gradation of institutions of higher education, the National Assessment and Accreditation Council (NAAC), Bangalore proposes that every accredited institution should establish an Internal Quality Assurance Cell (IQAC) as a quality sustenance measure. Since quality enhancement is a continuous process, the IQAC will become a part of the institution's system and work towards realisation of the goals of quality enhancement and sustenance. The prime task of the IQAC is to develop a system for conscious, consistent and catalytic improvement in the overall performance of institutions. For this, during the post-accreditation period, institutions need to channelize its efforts and measures towards promoting the holistic academic excellence including the peer committee recommendations.

The guidelines provided in the following pages will guide and facilitate the institution in the creation and operation of the Internal Quality Assurance Cell (IQAC). The work of the IQAC is the first step towards internalization and institutionalization of quality enhancement initiatives. Its success depends upon the sense of belongingness and participation in all the constituents of the institution. It will not be yet another hierarchical structure or a record-keeping exercise in the institution. It will be a facilitative and participative voluntary system/unit/organ of the institution. It has the potential to become a vehicle for ushering in quality enhancement by working out planned interventionist strategies by IQAC to remove deficiencies and enhance quality like the "Quality Circles" in industries.

IQAC – Vision

To ensure quality culture as the prime concern for the Higher Education Institutions through institutionalizing and internalizing all the initiatives taken with internal and external support.

Objective

The primary aim of IQAC is

- To develop a system for conscious, consistent and catalytic action to improve the academic and administrative performance of the institution.
- To promote measures for institutional functioning towards quality enhancement through internalization of quality culture and institutionalization of best practices.

Strategies

IQAC shall evolve mechanisms and procedures for

- a) Ensuring timely, efficient and progressive performance of academic, administrative and financial tasks;
- b) Relevant and quality academic/ research programmes;
- c) Equitable access to and affordability of academic programmes for various sections of society;
- d) Optimization and integration of modern methods of teaching and learning;
- e) The credibility of assessment and evaluation process;
- f) Ensuring the adequacy, maintenance and proper allocation of support structure and services;
- g) Sharing of research findings and networking with other institutions in India and abroad.

Functions

Some of the functions expected of the IQAC are:

- a) Development and application of quality benchmarks
- b) Parameters for various academic and administrative activities of the institution;
- c) Facilitating the creation of a learner-centric environment conducive to quality education and faculty maturation to adopt the required knowledge and technology for participatory teaching and learning process;
- d) Collection and analysis of feedback from all stakeholders on quality-related institutional processes;
- d) Dissemination of information on various quality parameters to all stakeholders;
- e) Organization of inter and intra institutional workshops, seminars on quality related themes and promotion of quality circles;

- f) Documentation of the various programmes/activities leading to quality improvement;
- g) Acting as a nodal agency of the Institution for coordinating quality-related activities, including adoption and dissemination of best practices;
- h) Development and maintenance of institutional database through MIS for the purpose of maintaining /enhancing the institutional quality;
- i) Periodical conduct of Academic and Administrative Audit and its follow-up
- j) Preparation and submission of the Annual Quality Assurance Report (AQAR) as per guidelines and parameters of NAAC.

Benefits

IQAC will facilitate / contribute to

- a) Ensure clarity and focus in institutional functioning towards quality enhancement;
- b) Ensure internalization of the quality culture;
- b) Ensure enhancement and coordination among various activities of the institution and institutionalize all good practices;
- c) Provide a sound basis for decision-making to improve institutional functioning;
- d) Act as a dynamic system for quality changes in HEIs;
- e) Build an organised methodology of documentation and internal communication.

Composition of the IQAC

IQAC may be constituted in every institution under the Chairmanship of the Head of the institution with heads of important academic and administrative units and a few teachers and a few distinguished educationists and representatives of local management and stakeholders.

The composition of the IQAC may be as follows:

1. Chairperson: Head of the Institution
2. Teachers to represent all level (Three to eight)
3. One member from the Management
4. Few Senior administrative officers
5. One nominee each from local society, Students and Alumni
6. One nominee each from Employers /Industrialists/Stakeholders
7. One of the senior teachers as the coordinator/Director of the IQAC

The composition of the IQAC will depend on the size and complexity of the institution, accordingly the representation of teachers may vary. It helps the institutions in planning and monitoring. IQAC also gives stakeholders or beneficiaries a cross-sectional participation in the institution's quality enhancement activities. The guidelines given here are only indicative and will help the institutions for quality sustenance activities.

The membership of such nominated members shall be for a period of two years. The IQAC should meet at least once in every quarter. The quorum for the meeting shall be two-third of the total number of members. The agenda, minutes and Action Taken Reports are to be documented with official signatures and maintained electronically in a retrievable format.

It is necessary for the members of the IQAC to shoulder the responsibilities of generating and promoting awareness in the institution and to devote time for working out the procedural details. While selecting these members several precautions need to be taken. A few of them are listed below:

- ♦ It is advisable to choose persons from various backgrounds who have earned respect for integrity and excellence in their teaching and research. Moreover, they should be aware of the ground realities of the institutional environment. They should be known for their commitment to improving the quality of teaching and learning.
- ♦ It is advisable to change the co-ordinator after two to three years to bring new thoughts and activities in the institution.
- ♦ It would be appropriate to choose as senior administrators, persons in charge of institutional services such as library, computer center, estate, student welfare, administration, academic tasks, examination and planning and development.
- ♦ The management representative should be a person who is aware of the institution's objectives, limitations and strengths and is committed to its improvement. The local society representatives should be of high social standing and should have made significant contributions to society and in particular to education.

The role of the Coordinator

The role of the coordinator of the IQAC is crucial in ensuring the effective functioning of all the members. The coordinator of the IQAC may be a senior/competent person with experience and exposure in quality aspects. She/he may be a full-time functionary or, to start with, she/he may be a senior academic /administrator entrusted with the IQAC as an additional responsibility. Secretarial assistance may be facilitated by the administration. It is essential that the coordinator may have sound knowledge about the computer, data management and its various functions such as usage for effective communication.

Operational Features of the IQAC

Quality assurance is a by-product of ongoing efforts to define the objectives of an institution, to have a work plan to achieve them and to specify the checks and balances to evaluate the degree to which each of the tasks is fulfilled. Hence devotion and commitment to improvement rather than mere institutional control is the basis for devising procedures and instruments for assuring quality. The right balance between the health and growth of an institution needs to be struck. The IQAC has to ensure that whatever is done in the institution for “education” is done efficiently and effectively with high standards. In order to do this, the IQAC will have to first establish procedures and modalities to collect data and information on various aspects of institutional functioning.

The coordinator of the IQAC will have a major role in implementing these functions. The IQAC may derive major support from the already existing units and mechanisms that contribute to the functions listed above. The operational features and functions discussed so far are broad-based to facilitate institutions towards academic excellence and institutions may adapt them to their specific needs.

The Institutions are requested to submit the AQAR after one year from date of Accreditation every year. A functional Internal Quality Assurance Cell (IQAC) and timely submission of Annual Quality Assurance Reports (AQARs) are the Minimum Institutional Requirements (MIR) to volunteer for second, third or subsequent cycle’s accreditation. During the institutional visit the NAAC peer teams will interact with the IQACs to know the progress, functioning as well as quality sustenance initiatives undertaken by them.

The Annual Quality Assurance Report (AQAR) may be the part of the Annual Report. The AQAR shall be approved by the statutory bodies of the HEIs (such as Governing Council/ Executive Council/Board of Management) for the follow up action for necessary quality enhancement measures.

The IQACs may create its exclusive window tab on its institutional website for keeping the records/files of NAAC, Peer Team Reports, AQAR, and Certificate of Accreditation Outcomes and regularly upload/ report on its activities, as well as for hosting the AQAR.

Revised Accreditation Framework

NAAC has launched Revised Accreditation Framework since July, 2017 and hence AQAR format also modified, in cognizance with the new methodology. The tools and parameters are designed in the new AQAR format are in such a way that the preparation of AQAR would facilitate the HEI’s for upcoming cycles of Accreditation. Data collected/prepared infuses quality enhancement measures undertaken during the years. Further, it also adds quality enhancement and quality sustenance measures undertaken in teaching, learning, research, extension and support activities of the Institution. It is hoped that new AQAR would facilitate Educational Institutions for creating a good database at Institutional level for enhancing the quality culture.

As per the Revised Accreditation Framework (RAF), the NAAC Accredited institutions need to submit the AQAR online. NAAC is in the process of ICT integration in Assessment and Accreditation. The login id for the online submission for AQAR submission will be the e-mail id used for the IIQA. The AQAR submission is part of the post accreditation module, in due course of time. NAAC portal will have the facility to submit the AQAR online and Institutions will receive automated response.

The Higher Education Institutions need not submit the printed/hard copy of AQAR to NAAC.

Mandatory Submission of AQAR by IQAC

The Executive Committee of NAAC has decided that **regular submission of AQARs is mandatory for 2nd and subsequent cycles of accreditation with effect from 16th September 2016:**

The following are the pre-requisites for submission of IIQA for all Higher Education Institutions (HEIs) opting for 2nd and subsequent cycles of A&A:

- Having a functional IQAC.
- The minutes of IQAC meeting and compliance to the decisions should be uploaded on the institutional website.
- Mandatory submission of AQARs on a regular basis for institutions undergoing the second and subsequent cycles of Assessment and Accreditation by NAAC.
- Upload the AQAR's on institutional website for access to all stakeholders.

Note: The terms and abbreviation used in AQAR are in accordance with respective manuals for assessment of NAAC. Please refer institutional manual for glossary and abbreviations terms used in AQAR.

The Annual Quality Assurance Report (AQAR) of the IQAC
(For Affiliated/Constituent Colleges)

Institutions Accredited by NAAC need to submit an Annual self-reviewed progress report i.e. Annual Quality Assurance Report (AQAR) to NAAC, through its IQAC. The report is to detail the tangible results achieved in key areas, specifically identified by the IQAC at the beginning of the Academic year. *The AQAR period would be the Academic Year. (For example, June 1, 2017 to May 31, 2018)*

Part – A

Data of the Institution

(data may be captured from IIQA)

1. Name of the Institution Rangachahi College, Majuli
 - Name of the Head of the institution : Dr. Nava Kumar Gam
 - Designation: Principal
 - Does the institution function from own campus: Yes
 - Phone no./Alternate phone no.:
 - Mobile no.: 8638794040/9401112660
 - Registered e-mail: rangachahicollege1983@gmail.com
 - Alternate e-mail :

- Address : Rangachahi College,PO.Garmur Satra,Majuli
- City/Town : Majuli
- State/UT : Assam
- Pin Code : 785104

2. Institutional status:

- Affiliated / Constituent: Affiliated
- Type of Institution: Co-education/Men/Women---- Co-education
- Location : Rural/Semi-urban/Urban: -----Rural
- Financial Status: Grants-in aid/ UGC 2f and 12 (B)/ Self financing
(please specify)
2(F) &12(B)
- Name of the Affiliating University: Dibrugarh University
- Name of the IQAC Co-ordinator : Dr. Arbind Kumar Choudhary
- Phone no. : 7004151639

Alternate phone no.9435514875

- Mobile: 7004151639/9435514875
- IQAC e-mail address: rangachahicollege1983@gmail.com
- Alternate Email address: rangachahicollege1983@gmail.com

3. Website address:

Web-link of the AQAR: (Previous Academic Year):

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

4. Whether Academic Calendar prepared during the year? Yes

Yes/No....., if yes, whether it is uploaded in the Institutional website:

Weblink: www.rangachahicollege.com

5. Accreditation Details:

| Cycle | Grade | CGPA | Year of Accreditation | Validity Period |
|-----------------|-------|-------|-----------------------|----------------------------------|
| 1 st | C+ | 62.00 | 2004 | from: to: 2009 |
| 2 nd | B+ | 2.30 | 2017 | From: April 2017 to: May 2022 |
| 3 rd | | | | from: to: |
| 4 th | | | | from: to: |
| 5 th | | | | from: to: |

6. Date of Establishment of IQAC: 03/03/2003

7. Internal Quality Assurance System 2018-19

| 7.1 Quality initiatives by IQAC during the year for promoting quality culture | | | |
|---|--|---|--------------------------------------|
| Item /Title of the quality initiative by IQAC | | Date & duration | Number of participants/beneficiaries |
| 1 | Meeting with Team of Melbourne University of Australia | 30 th June 11 a.m to 2p.m | 40 |
| 2 | Meeting with Students Union for Tour | 14 th July 1p.m to 3p.m | 16 |
| 3 | Speech of Dr. M.D. Thomas (I.H.P.S. Delhi) | 1 st October 11 a.m to 2p.m | 109 |
| 4 | Meeting with Women Cell | 7 th Novem 1p.m to 3p.m ber | 05 |

| | | | |
|---|---|---|-----|
| | | | |
| 5 | G.Meeting With Faculty | 9 th November 11a.m to 1p.m | 20 |
| 6 | Farewell Function of Shri Ananda Nath V/P | 6 th February 11a.m to 4p.m | 105 |
| 7 | Drs Program on the Psychiatric issue | 25 th February 10.30P.M to2 P.M | 89 |
| 8 | Meeting with Women Cell | 5 th March 11a.m to 2 a.m | 20 |
| 9 | World Earth Day Observation | 22 nd April 11.30p.m to 2 pm | 24 |
| | | | |

Note: Some Quality Assurance initiatives of the institution are:

(Indicative list)

- *Regular meeting of Internal Quality Assurance Cell (IQAC); timely submission of Annual Quality Assurance Report (AQAR) to NAAC; Feedback from all stakeholders collected, analysed and used for improvements*
- *Academic Administrative Audit (AAA) conducted and its follow up action*
- *Participation in NIRF*
- *ISO Certification*
- *NBA etc.*
- *Any other Quality Audit*

8. Provide the list of funds by Central/ State Government-UGC/CSIR/DST/DBT/ICMR/TEQIP/World Bank/CPE of UGC etc.

| Institution/ Department/Faculty | Scheme | Funding agency | Year of award with duration | Amount |
|------------------------------------|---------------------|-------------------|--------------------------------|------------------|
| College | Construction | RUSA | 2018 | 1.40Crore |
| | | | | |
| | | | | |

9. Whether composition of IQAC as per latest NAAC guidelines: Yes/No: Yes

**upload latest notification of formation of IQAC*

10. No. of IQAC meetings held during the year:

The minutes of IQAC meeting and compliance to the decisions have been uploaded on the institutional website.....

Yes/No Yes

(Please upload, minutes of meetings and action taken report)

11. Whether IQAC received funding from any of the funding agency to support its activities during the year? Yes No Nil

If yes, mention the amount:

Year:

12. Significant contributions made by IQAC during the current year (maximum five bullets)

*Academic

*Students' Council

*Celebration of Events

*Various Programs

*Interaction with Scholars

13. Plan of action chalked out by the IQAC in the beginning of the Academic year towards Quality Enhancement and the outcome achieved by the end of the Academic year

| Plan of Action | Achievements/Outcomes |
|----------------|--------------------------------|
| Academic | Completion of Syllabus on time |

14. Whether the AQAR was placed before statutory body? Yes /No: Yes

Name of the Statutory body: Governing Body Date of meeting(s): 14/08/2019

15. Whether NAAC/or any other accredited body(s) visited IQAC or interacted with it to assess the functioning?

Yes/No: Yes

Date: April 20 & 21, 2017

16. Whether institutional data submitted to AISHE: Yes/No: Yes

Year: 2018

Date of Submission: April(Uploaded)

17. Does the Institution have Management Information System?

Yes Yes **No**

If yes, give a brief description and a list of modules currently operational.
(Maximum 500 words)

Management Information System

The G.B is the brain of the institution that forms a committee comprising all sections of the society including the president and the secretary. The IQAC has been formed and designed from time to time to keep it updated with the latest norms of the NAAC. The IQAC that has been chaired by the principal consists a number of the Sub-Committees. There have been a number of Sub-Committees that have been headed and run by the senior teachers of the college. The Women Cell looks after the problems of the girl students while The NSS awakens the society through meetings ,dialogues and various such programs. The Museum Cell looks after the utensils of the museum. All Sub-Committees that operate their activities and keep its record works under the guidance of the IQAC has been chaired by the Head of the Institution and the problems raised in the meeting have been placed in The G.B for discussion and final decision. The final decision of The G.B becomes mandatory to abide by it for the greater future of the institution and the students as well. The president of The Governing Body visits the institution and are always in consultation with the employees. The IQAC under his guidance seeks feedback from various stake holders and discusses with teachers in the open meeting. It is said that change is the eternal law. As a result this cycle of activity runs wild with the passage of time.

Part-B

| |
|--|
| CRITERION I – CURRICULAR ASPECTS |
| 1.1 Curriculum Planning and Implementation |
| 1.1.1 Institution has the mechanism for well planned curriculum delivery and documentation. Explain in 500 words |
| |

Curriculum Planning

The university makes curriculum planning and directs the college to implement it effectively within the stipulated time and framework. The CBCS course that is scientific, logical and scholarly gives the learners to abide by their choices so far various subjects are concerned. The monitoring of the classes, timely distribution of the syllabus, magazines and reference books and, above all, the guidance of the college management are the part and parcel of this system. They try their best to implement the entire process on time. The unit tests, seminar presentations, home assignments, and technological devices are the leading factors that have been monitor the entire process closely with care.

The academic calendar has been prescribed by the university but implemented by the colleges on its behest. The academic calendar that has been framed for the colleges for the better educational scenario. Rangachahi College has made a separate academic calendar within the purview the University prescribed academic calendar that has been unanimously abided by the college family to run the classes and the other academic and society related activities on time. The affiliated college is not at liberty to frame the academic calendar independently.

1.1.2 Certificate/ Diploma Courses introduced during the Academic year

| Name of the Certificate Course | Name of the Diploma Courses | Date of introduction and duration | focus on employability/ entrepreneurship | Skill development |
|--------------------------------|-----------------------------|-----------------------------------|--|-------------------|
| Nil | Nil | Nil | Nil | Nil |

| 1.2 Academic Flexibility | | | | | |
|---|----------------------|----------------------|---|-----------------------------|-----|
| 1.2.1 New programmes/courses introduced during the Academic year | | | | | |
| Programme with Code | Date of Introduction | | Course with Code | Date of Introduction | |
| Nil | Nil | | Nil | Nil | |
| 1.2.2 Programmes in which Choice Based Credit System (CBCS)/Elective course system implemented at the affiliated Colleges (if applicable) during the Academic year. | | | | | |
| Name of Programmes adopting CBCS | UG | PG | Date of implementation of CBCS / Elective Course System | UG | PG |
| BA | UG | Nil | 2018 | UG | Nil |
| Already adopted (mention the year) 2018 | | | | | |
| 1.2.3 Students enrolled in Certificate/ Diploma Courses introduced during the year | | | | | |
| | Certificate | | Diploma Courses | | |
| No of Students | Nil | | Nil | | |
| 1.3 Curriculum Enrichment | | | | | |
| 1.3.1 Value-added courses imparting transferable and life skills offered during the year | | | | | |
| Value added courses | | Date of introduction | | Number of students enrolled | |
| Nil | | | | | |
| 1.3.2 Field Projects / Internships under taken during the year | | | | | |
| Project/Programme Title | | | No. of students enrolled for Field Projects / Internships | | |
| Nil | | | | | |
| 1.4 Feedback System | | | | | |
| 1.4.1 Whether structured feedback received from all the stakeholders. | | | | | |
| 1) Students | 2) Teachers | 3) Employers | 4) Alumni | 5) Parents | |
| Yes | Yes | No | Yes | No | |

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

Feedback Report

The IQAC obtains feedback on the syllabus and its completion from the students , the teachers and alumni that has been talked and discussed academically from time to time . The students and the alumni have appreciated the sacrifice of the teachers who try their best to guide the students within the stipulated frame work and time? The special classes are arranged from time to time to boost up the weaker sections of the students' community . Even their guardians are informed regarding their presence, and other activities during college premise .

The teachers are committed to the welfare of the students community with might and main . However the rift between the old and young generation is reflected through their presentations?

The teachers of old generation prefer traditional method of teaching to technological devices while the teachers of young generation prefer technological devices to traditional forms of teaching . It is essential to have a balance between the two generations of teachers for the greater future of the students community and college family as well.

The feed back is collected at first , then analysed and , lastly, action is taken in the academic committee . The feed back report is discussed in the IQAC sponsored meeting that has been reported to the Head of the Institution for action on behalf of the Governing Body.

It was decided to appoint additional teachers or guest teachers to carry away the extra work loads of the Departments. It was also decided to help the needy students with books or syllabus related study materials at Departmental level .

CRITERION II -TEACHING-LEARNING AND EVALUATION

2.1 Student Enrolment and Profile

2.1. 1 Demand Ratio during the year

| Name of the Programme | Number of seats available | Number of applications received | Students Enrolled |
|-----------------------|---------------------------|---------------------------------|-------------------|
| TDCI(BA) | 156 | 156 | 156 |

TDCI(BSc)-----50

19

19

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

| Year | Number of students enrolled in the institution (UG) | Number of students enrolled in the institution (PG) | Number of full time teachers available in the institution teaching only UG courses | Number of full time teachers available in the institution teaching only PG courses | Number of teachers teaching both UG and PG courses |
|------|---|---|--|--|--|
| 2018 | 500 | Nil | 20 | Nil | Nil |

2.3 Teaching - Learning Process

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

| Number of teachers on roll | Number of teachers using ICT (<i>LMS, e-Resources</i>) | ICT tools and resources available | Number of ICT enabled classrooms | Number of smart classrooms | E-resources and techniques used |
|----------------------------|--|-----------------------------------|----------------------------------|----------------------------|---------------------------------|
| | | | | | |

| | | | | | |
|---|---|-----------------------------|----|----------------------|--|
| 5 | 5 | 18 | 01 | 01 | |
| 2.3.2 Students mentoring system available in the institution? Give details. (maximum 500 words) | | | | | |
| <p>Students Monitoring System</p> <p>The college keeps a vigil eyes on the overall activities of the students in general and the girl students in particular. The Students Union reports to the Head of the Institution and pays special attention. The Women Cell pays special attention for the girl students and tries to quench their thrust as soon as possible. The Academic Co-ordinator looks after the classes and conducts the unit test on time as per instruction of the university. The teachers keep their vigil eyes on the students and manage the things they are in need of it. Examination is conducted as per the guidelines of the university.</p> <p>It is mandatory to use the college dresses and identity cards in the college premise. The principal looks after the entire scenario to make the students disciplined, confident and examination oriented. But the direct conversation with the parents helps the college authority in maintaining college rules without any conflict.</p> | | | | | |
| Number of students enrolled in the institution | | Number of fulltime teachers | | Mentor: Mentee Ratio | |
| 500 | | 20 | | 25:1 | |

| 2.4 Teacher Profile and Quality | | | | |
|--|--|--------------------|---|---------------------------|
| 2.4.1 Number of full time teachers appointed during the year | | | | |
| No. of sanctioned positions | No. of filled positions | Vacant positions | Positions filled during the current year | No. of faculty with Ph. D |
| 20 | 20 | Nil | Nil | 03 |
| 2.4.2 Honours and recognitions received by teachers <i>(received awards, recognition, fellowships at State, National, International level from Government, recognised bodies during the year)</i> | | | | |
| <i>Year of award</i> | <i>Name of full time teachers receiving awards from state level, national level, international level</i> | <i>Designation</i> | <i>Name of the award, fellowship, received from Government or recognized bodies</i> | |
| <i>Nil</i> | | | | |
| 2.5 Evaluation Process and Reforms | | | | |
| 2.5.1 Number of days from the date of semester-end/ year- end examination till the declaration of results during the year | | | | |

| Programme Name | Programme Code | Semester/ year | Last date of the last semester-end/ year-end examination | Date of declaration of results of semester-end/ year- end examination |
|----------------|----------------|----------------|--|---|
| CBCS | | 2018 | Nov | June-July |

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

The Governing Body visits the college and checks all the academic and finance related documents from time to time and suggests for betterment where ever required . All matters are discussed in the meeting of the Governing Body . All members who belong to various categories go pros and cons and discuss in detail. The President of the Governing Body tries his best to take unanimous decision in the open meeting . The members of the Governing Body encourage the teachers and the students for the sake of conducive atmosphere around the college premise . They promote teachers and encourage for academic activities while the students are suggested to fix the goals of their lives. The system is transparent .All the matters are discussed with open heart for the better educational environment around the college premise. They warn all those who will be found non-dedicated to the educational environment and duties? The Governing Body can take stern action against all those who violate the college rules and regulations for their own sake? To make our students the ideal citizen is the prime purpose of the Governing Body.

The college conducts two types of examination-- final and the test.The unit test is conducted by the college administration. The principal appoints teacher in charge for the final semester examination who visits Jengraimukh police station and assures safe delivery of question packets from police station to the examination centre in tight security before half an hour of the examination. They have to maintain the record of it in the police station and at the centre of examination. The packet of the question is

opened with the signature of two or three invigilators. The university sends its messengers to look after the centre who spend their precious times during the examination period?

They will have to report daily about the presence and the absence of the appeared students to the university. The entire system is open and transparent. The college administration has to abide by the order of the Controller of the Examination of the university .

The college conducts unit tests and seminars from time to time. The question is set up by the concerned Head of the departments . The academic co-ordinator plays a key role, gets its printed and examination program is fixed with the consultation of the concerned departments. The students are informed prior to the test on the notice boards . It is mandatory for all of them to appear in the examination. They get sessional marks out of twenty marks prescribed by the university.

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

The syllabus/academic calendar has been distributed among the teachers and the students prior to the academic session. It is the duty of the Academic Co-ordinator to provide syllabus to the concerned department on time . It is the duty of the head of the department to allot and distribute between the departmental fellows. The meeting of the concerned development is held to discuss various academic matters. The university

uploads the syllabus on its website from where anyone can download it without hurdles ? In the age of information and technology most of the teachers and the students have mobiles with internet facilities. As a result the problem regarding information of the syllabus is almost vanished.

2.6 Student Performance and Learning Outcomes

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

The students and the teachers are bound to see the course complete within the academic framework. The teachers have to pay special attention for those who have been absent due to some unavailable reasons from the classes ? The absent students should not be the victims of the existing pattern of education. The teachers manage special classes for them who fail to understand the topic in the class room ? The test examination brings to light their ability of learning. Most of them belong to uneducated family and pay little attention to education. The scholarship facilities provide them the golden opportunity to continue their further studies. The good result in the final examination is the ample proof of it in this college.

2.6.2 Pass percentage of students

| Programme Code | Programme name | Number of students appeared in the final year examination | Number of students passed in final semester/year examination | Pass Percentage |
|----------------|----------------|---|--|-----------------|
| | CBCSB.A | 138 | 70 | 53.85 |
| | BSc | 19 | 19 | 100.00 |

2.7 Student Satisfaction Survey

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

www.rangachahicollege.com

Students Satisfaction Survey

Students Satisfaction Survey is one of the vital parts of the learning that keeps the students not only conscious but also the teaching and non-teaching fraternity alert. The feed back mantra is for the sake of the students only . The students are asked to respond the questionnaires with open heart . Most of our students belong to uneducated rural family who have remained still ignorant of the recent developments ? They feel themselves satisfied with the teaching and limited library facilities that have become a drop of ocean in the area of knowledge . It is the challenging job of the teachers here to keep them career oriented without any hurdles.

However the Alumni Association keeps a vigil eyes , goes through pros and cons and suggests for betterment from time to time. The Alumni Association is one of the pillars of this institution so far academic development in this college is concerned .

CRITERION III – RESEARCH, INNOVATIONS AND EXTENSION

3.1 Resource Mobilization for Research

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

| Nature of the Project | Duration | Name of the funding | Total grant sanctioned | Amount received during the Academic year |
|-----------------------|----------|---------------------|------------------------|--|
|-----------------------|----------|---------------------|------------------------|--|

| | | | | |
|---|--|--------|--------|-----|
| | | Agency | | |
| Major projects | | | | |
| Minor Projects | | ICSSR | 4 Lakh | Nil |
| Interdisciplinary Projects | | | | |
| Industry sponsored Projects | | | | |
| Projects sponsored by the University/ College | | | | |
| Students Research Projects (<i>other than compulsory by the College</i>) | | | | |
| International Projects | | | | |
| Any other(Specify) | | | | |
| Total | | 01 | | |

3.2 Innovation Ecosystem

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

| Title of Workshop/Seminar | Name of the Dept. | Date(s) |
|---------------------------|-------------------|---------|
| | | |

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

| Title of the innovation | Name of the Awardee | Awarding Agency | Date of Award | Category |
|-------------------------|---------------------|-----------------|---------------|----------|
| | | | | |

| | | | | |
|--|------------|-----------------------|---------------|-------------------------------|
| | | | | |
| 3.2.3 No. of Incubation centre created, start-ups incubated on campus during the year | | | | |
| Incubation Centre | Name | | Sponsored by | |
| | | | | |
| Name of the Start-up | | | | |
| Nature of Start-up | | Date of commencement | | |
| | | | | |
| 3.3 Research Publications and Awards | | | | |
| 3.3.1 Incentive to the teachers who receive recognition/awards | | | | |
| State | National | | International | |
| Nil | Nil | | Nil | |
| 3.3.2 Ph. Ds awarded during the year (<i>applicable for PG College, Research Center</i>) | | | | |
| Name of the Department | | No. of Ph. Ds Awarded | | |
| | | | | |
| 3.3.3 Research Publications in the Journals notified on UGC website during the year | | | | |
| | Department | No. of Publication | | Average Impact Factor, if any |
| National | English | | | 3.0 |
| | History | 04 | | |
| | Economics | 03 | | |
| | Sociology | 01 | | |
| | Assamese | 01 | | |
| | | 02 | | |

| | | | |
|---------------|-----|-----|--|
| | | | |
| International | Nil | Nil | |

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

| Department | No. of Publications |
|---------------------------------|---|
| English A.K.Choudhary | 1.Book –Mother India |
| Sociology---- Lakshmi Boruah | 1.Book – The Prime Minister of India 2.Kavanjali |
| | |

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

| Title of the paper | Name of the author | Title of the journal | Year of publication | Citation Index | Institutional affiliation as mentioned in the publication | Number of citations excluding self citations |
|-------------------------------------|--------------------|-----------------------------------|---------------------|----------------|---|--|
| Majuli: The Treasure Hub of Tourism | Mrs Lakshmi Boruah | Assam Through the Lens of Tourism | 2018,p.115-117 | | | |
| Dimasaculture | Halflongbar | CLCS,Ghy Unity | 2018 | | | |
| Socio-Economic | Halflongbar | Research Jrl of | 2018 | | | |

| | | | | | | |
|---|--|-------------------------|--|--|--|--|
| mic Status of Dimasa People | | Social&Lif e Science | | | | |
|---|--|-------------------------|--|--|--|--|

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

| Titl e of the pap er | Name of the author | Title of the journal | Year of publicati on | h- index | Number of citations excluding self citations | Institutional affiliation as mentioned in the publication |
|----------------------------------|--------------------------|----------------------------|----------------------------|-------------|---|--|
| | | | | | | |

3.3.7 Faculty participation in Seminars/Conferences and Symposia during the year :

| No. of Faculty | International level | National level | State level | Local level |
|------------------------------------|---------------------|----------------|-------------|-------------|
| Attended Seminars/ Workshops | | 5 | 4 | 6 |
| Presented papers | | 03 | | |
| Resource Persons | 01 | | 01 | 08 |

3.4 Extension Activities

3.4.1 Number of extension and outreach programmes conducted in collaboration with industry, community and Non- Government Organisations through NSS/NCC/Red

| cross/Youth Red Cross (YRC) etc., during the year | | | |
|---|---|--|--|
| Title of the Activities | Organising unit/ agency/ collaborating agency | Number of teachers co-ordinated such activities | Number of students participated in such activities |
| Awareness Program | NSS | 10 | 99 |
| Witch Hunt Program | Women Cell | 08 | 60 |
| Awareness Program | NSS | 09 | 51 |
| Awareness Program | | | |
| Awareness Program | | | |
| Awareness Program | | | |

| | | | | |
|---|---|-----------------------------|---|--|
| 3.4.2 Awards and recognition received for extension activities from Government and other recognized bodies during the year | | | | |
| Name of the Activity | Award/recognition | | Awarding bodies | No. of Students benefited |
| Nil | Nil | | Nil | Nil |
| 3.4.3 Students participating in extension activities with Government Organisations, Non-Government Organisations and programmes such as Swachh Bharat, Aids Awareness, Gender Issue, etc. during the year | | | | |
| Name of the scheme | Organising unit/ agency/ collaborating agency | Name of the activity | Number of teachers coordinated such activities | Number of students participated in such activities |
| Swachh Bharat | NSS | Swachh Bharat | 14 | 159 |
| 3.5 Collaborations | | | | |
| 3.5.1 Number of Collaborative activities for research, faculty exchange, student exchange during the year Melbourne University | | | | |
| Nature of Activity | Participant | Source of financial support | Duration | |
| Social Study | 50 | Melborne Unity | | |
| Rangapara College BiswanathChariali College | | | | |
| 3.5.2 Linkages with institutions/industries for internship, on-the-job training, project work, sharing of research facilities etc. during the year | | | | |
| Natur | Title of the | Name of the | Duration | participant |

| | | | | |
|--------------|---------|---|-----------|--|
| e of linkage | linkage | partnering institution/ industry /research lab with contact details | (From-To) | |
| Nil | Nil | | | |

3.5.3 MoUs signed with institutions of national, international importance, other universities, industries, corporate houses etc. during the year

| Organisation | Date of MoU signed | Purpose and Activities | Number of students/teachers participated under MoUs |
|----------------|--------------------|------------------------|---|
| Melborne Unity | 2018 | Social Service | 50 |

CRITERION IV – INFRASTRUCTURE AND LEARNING RESOURCES

4.1 Physical Facilities

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

| Budget allocated for infrastructure augmentation | Budget utilized for infrastructure development |
|--|--|
| | |

4.1.2 Details of augmentation in infrastructure facilities during the year

| Facilities | Existing | Newly added |
|--|----------|-------------|
| Campus area | 38 Bigha | Nil |
| Class rooms | 17 | Nil |
| Laboratories | 01 | Nil |
| Seminar Halls | 02 | Nil |
| Classrooms with LCD facilities | 01 | Nil |
| Classrooms with Wi-Fi/ LAN | 01 | Nil |
| Seminar halls with ICT facilities | 01 | Nil |
| Video Centre | 01 | Nil |
| No. of important equipments purchased ($\geq 1-0$) | 31 | 05 |

| | | | | | | |
|--|---|--------------|--------------------|--------------|-------|-----------|
| lakh) during the current year. | | | | | | |
| Value of the equipment purchased during the year (Rs. in Lakhs) | | 3,10,000 | 21000 | | | |
| Others | | | | | | |
| 4.2 Library as a Learning Resource | | | | | | |
| 4.2.1 Library is automated {Integrated Library Management System -ILMS } | | | | | | |
| Name of the ILMS software | Nature of automation (fully or partially) | Version | Year of automation | | | |
| | | | | | | |
| 4.2.1 Library Services: | | | | | | |
| | Existing | | Newly added | Total | | |
| | No. | Value | No. | Value | No. | Value |
| Text Books | 12110 | 26868 67 | 600 | 3,00,0 00 | 12710 | 29,86,867 |
| Reference Books | 2269 | 4,78,9 68 | 156 | 1,49,0 00 | 2425 | 6,27,968 |
| e-Books | | | | | | |
| Journals | 10 | 5200 | 02 | 2000 | 12 | 7200 |
| e-Journals | | | | | | |
| Digital Database | | | | | | |
| CD & Video | 50 | 2000 | 10 | 550 | 60 | 2550 |
| Library automation | | | | | | |
| Weeding (Hard & Soft) | | | | | | |
| Others (specify) | | | | | | |

| 4.3 IT Infrastructure | | | | | | | | | |
|---|--------------------|---------------|----------|---------------------------------------|--|--------|-------------------------------|-----------------------------|--------|
| 4.3.1 Technology Upgradation (overall) | | | | | | | | | |
| | Total Computers | Computer Labs | Internet | Browsing Centres | Computer Centres | Office | Departments | Available bandwidth (MGBPS) | Others |
| Existing | 17 | 01 | Yes | | 01 | 5 | Each-01 | 5 | |
| Added | 02 | | | | | | | | |
| Total | 19 | 01 | | | 01 | 5 | Each-01 | 5 | |
| 4.3.2 Bandwidth available of internet connection in the Institution (Leased line) | | | | | | | | | |
| MBPS /GBPS | | | | | | | | | |
| 4.3.3 Facility for e-content | | | | | | | | | |
| Name of the e-content development facility | | | | | Provide the link of the videos and media centre and recording facility | | | | |
| | | | | | | | | | |
| 4.3.4 E-content developed by teachers such as: e-PG-Pathshala, CEC (under e-PG-Pathshala CEC (Under Graduate) SWAYAM other MOOCs platform NPTEL/NMEICT/any other Government initiatives & institutional (Learning Management System (LMS) etc | | | | | | | | | |
| Name of the teacher | Name of the module | | | Platform on which module is developed | | | Date of launching e - content | | |
| | | | | | | | | | |

4.4 Maintenance of Campus Infrastructure

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

| Assigned budget on academic facilities | Expenditure incurred on maintenance of academic facilities | Assigned budget on physical facilities | Expenditure incurred on maintenance of physical facilities |
|--|--|--|--|
| 100000 | 90000 | | |

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

The college possesses least quality of infrastructure and physical facility for teaching and learning purpose . The NAAC peer Team visited in 2017 and suggested several measuring rods for upgradation. The college has applied in several statutory bodies for the enhancement of the infrastructure . The infrastructure in the CBCS course requires more and more rooms for effective presentation in the class rooms. However the college is maintaining it through its limited resources and infrastructural facilities. The college contains dozens of computers for the use of the students. The books, magazines, journals , reference books etc are available for them to go through and enhance their wisdom to its utmost degrees. Auditorium and Seminar Hall provide golden opportunity to flourish for one and all. Library facilities are open not only for the students but also for the villagers and the learners with the due permission of the concerned authority.

The college is always engaged in various models of extension activities that have been organized at various villages by sub committees-Women Cell ,NSS etc. To make the students the ideal citizen is the prime purpose of this institution .

Awareness program has been done regularly against social evils such as superstition , witch-hunt , fanaticism , outdated views etc that have been discussed from one place to another. The NSS plays an active role in this perspective. The ethical values , cultural heraldry, spiritual idea , ecological issues and traditional issue have been discussed in and outside college premise. Creative programs have been dealt with effectively for the spiritual progress. The students are made acquainted with various social, national and international issues of which the problems of erosion at Majuli, CAA state and ecological problems are common for one and all. Though most of the students come from uneducated family and they focus their attentions on bread and butter rather than perfection of knowledge . However the teachers try their best to share views with them that will make our society civilized with the passage of time . The continuous effort gives the fruitful result sooner or later .

CRITERION V - STUDENT SUPPORT AND PROGRESSION

5.1 Student Support

5.1.1 Scholarships and Financial Support

| | Name /Title of the scheme | Number of students | Amount in Rupees |
|--------------------------------------|---------------------------|--------------------|------------------|
| Financial support from institution | | | |
| Financial support from other sources | | | |
| a) National | Govt of India | All | Not Known |
| b) International | Nil | | |

Note: The scholarship amount is credited against account of all the students that vary from one class to another. The Principal is only the nominating authority about the students to the scholarship authority. Hence the college has no record of the given scholarships.

5.1.2 Number of capability enhancement and development schemes such as Soft skill development, Remedial coaching, Language lab, Bridge courses, Yoga, Meditation,

| Personal Counselling and Mentoring etc., | | | | | | |
|---|--------------------|--|---|--|---------------------------|--|
| Name of the capability enhancement scheme | | Date of implementation | Number of students enrolled | Agencies involved | | |
| IQAC(Uploaded) | | June | 69 | GB | | |
| 5.1.3 Students benefited by guidance for competitive examinations and career counselling offered by the institution during the year | | | | | | |
| Year | Name of the scheme | Number of benefited students by Guidance for Competitive examination | Number of benefited students by Career Counselling activities | Number of students who have passed in the competitive exam | Number of students placed | |
| 2019 | Career Counselling | 40 | 40 | 9 | 5 | |
| 5.1.4 Institutional mechanism for transparency, timely redressal of student grievances, Prevention of sexual harassment and ragging cases during the year | | | | | | |
| Total grievances received | | No. of grievances redressed | Average number of days for grievance redressal | | | |
| 03 | | 03 | 10 | | | |
| 5.2 Student Progression | | | | | | |
| 5.2.1 Details of campus placement during the year | | | | | | |
| On campus | | | Off Campus | | | |
| Name of Organizations | Number of | Number of | Name of Organizations | Number of Students | Number of Students Placed | |

| | | | | | |
|---------|-----------------------|-----------------|---------|--------------|--|
| Visited | Students Participated | Students Placed | Visited | Participated | |
| Nil | | | | | |

5.2.2 Student progression to higher education in percentage during the year

| Year | Number of students enrolling into higher education | Programme graduated from | Department graduated from | Name of institution joined | Name of Programme admitted to |
|------|--|--------------------------|---|----------------------------|-------------------------------|
| 2019 | 19 | | English, Sociology, Assamese, Pol. Science, Education | | M.A |

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

| Items | No. of Students selected/qualifying | Registration number/roll number for the exam |
|---------------------------|-------------------------------------|--|
| NET | | |
| SET | | |
| SLET | | |
| GATE | | |
| GMAT | | |
| CAT | | |
| GRE | | |
| TOFEL | | |
| Civil Services | | |
| State Government Services | | |

| | | | | | | |
|---|--------------------------|-------------------------|--------------|----------|-------------------|---------------------|
| Any Other | 15 | | | | | |
| 5.2.4 Sports and cultural activities / competitions organised at the institution level during the year | | | | | | |
| Activity | Level | | Participants | | | |
| Debate | District | | 95 | | | |
| 5.3 Student Participation and Activities | | | | | | |
| 5.3.1 Number of awards/medals for outstanding performance in sports/cultural activities at national/international level (award for a team event should be counted as one) | | | | | | |
| Year | Name of the award/ medal | National/ International | Sports | Cultural | Student ID number | Name of the student |
| Nil | Nil | Nil | Nil | Nil | | |
| 5.3.2 Activity of Student Council & representation of students on academic & administrative bodies/committees of the institution (maximum 500 words) | | | | | | |
| <p>Students Union & Role</p> <p>The Students Union consists a number of boys related with various branches. The president of the Students Union pays a special attention while the secretary deals with all matters in consultation with magazine secretary, game secretary, culture secretary and various others. Felicitation with new comers is the primary job on one hand and it raises various problems related with the students on the other.</p> | | | | | | |

5.3 Alumni Engagement

5.3.1 Whether the institution has registered Alumni Association? Yes/No, if yes give details (maximum 500 words):

The Alumni Association that has been found dedicated to the welfare of the college family organizes meeting with the Head of the institution and the co-ordinator of the IQAC as well. The Alumni is one of the pillars of the academic environment. The gathering of the Alumni and conversation with the students in general and the girl students in particular plants the germs of self-confidence, conscience and, above all, patience among the learners. To talk about the academic matters is the prime purpose of this association. It is also the prime purpose to advise the concerned authority for the better future of the students in the days to come. Sometimes they suggest the students how to face and flourish happily in this age of cut-throat competition. As a matter of fact they play the role of the guardians for the students. The Alumni associates with the president of The G.B, Principal of the college, all co-ordinators, Heads and all faculties and makes a bridge of harmony, peace and prosperity on this river locked island of Assam. The Alumni supports morally, philosophically and educationally with open heart and sound mind. Occasionally they help the institute financially.

5.3.2 No. of registered enrolled Alumni: **348**

5.3.3 Alumni contribution during the year (in Rupees) : **Nil**

5.3.4 Meetings/activities organized by Alumni Association : **02**

CRITERION VI –GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.1 Institutional Vision and Leadership

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

The Practice :-

Indian higher education that is committed for the gradual future of mother of measuring methods for the sound health of the educational environment . Environmental` order is really a matter of global concern rather than the country. Being the backbone of the country the educational institutions have implemented several ways to create eco-friendly atmosphere here, there and everywhere. The college is free to adopt the way it likes for its proper order. The college implements several ways to make environment friendly that message has been carried from school to higher educational institutions. In India the earth has been popularly called Mother Earth .

The message of being eco friendly that has been spread far and wide is the ultimate goal of the proper education. Majuli is ,no doubt , a river locked junction where various species , wild animals and insects live together ? As a result the environmental sanctity has

been widely appreciated with open heart and sound mind by the Majulians.

But it is troublesome to maintain its order in those colleges situated in metropolitan cities or towns where there is no sufficient space to plant a number of trees? However they can use some distinctive measures such as removal of plastic made things , pollution free passages, and plastic made things and various other measures to avoid the worse situations hanging over their heads. However they can use small herds or bushes that keep the environment perfect but require small spaces . No one can ignore the vital role of the planted bushes done for the sake of the ecological order amidst the monetary minded fellows .Some technological measures can control the polluted environment in the urban places. To keep the environment pollution free is the moral responsibility of all citizens irrespective of the countries they belong to ? Indian Higher Education has become an eye opener for the ecological order on this earth. The best way is to fill their heart with this emotion that they are the childs of mother earth and it is their prime duty to look after various objects of mother earth at heart and soul .

Rangachahi College that lies in the middle of this river junction breaks the record by making college premise pollution free from water or air or sound pollution. The plantation in the botanical garden has set an exemplary example for the other colleges and the villages as well .The pollution free environment stirs for the sensations and innovative visions that can be observed with the passage of time.

Rangachahi College Museum that came in to existence in 2016 under the guidance of the Principal of the College has become a glorious revolution in the history of this college in which several unguis objects have been kept preserved generation next to come. The college museum contains some valuables stones, postal tickets of various countries, coins, wooden craft, bamboo made objects, ladies ornaments and dresses, and various others to

keep the existing generations up to date with the passage of time. Majuli is known for the wooden bamboo made objects and cultural identity all over Assam. Here lies a list of some of the valuable objects of the museum. Bamboo made mask, Chair, Sofa, Table, Jokai-khalueo, fishing, palah-Juluki, Uvati, Dingora, Pauri, Khoka, ban, Kholah, Barokhi, Chalani, Ghani and other things are available.

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

Yes/No/Partial:

The G.B is the brain of the institution that forms a committee comprising all sections of the society excluding a president and secretary. The IQAC has been formed and designed from time to time to keep it updated with the latest norms of the NAAC. The IQAC that has been chaired by the principal consists a number of the Sub-Committees. There have been a number of Sub-Committees that have been headed and run by the senior teachers of the college. The Women Cell looks after the problems of the girl students while The NSS awakens the society through meetings, dialogues and various such programs. The Museum Cell looks after the utensils of the museum. All Sub-Committees that operate their activities and keep its record works under the guidance of the IQAC has been chaired by the Head of the Institution and the problems raised in the meeting have been placed in The G.B for discussion and final decision. The final decision of The G.B becomes mandatory to abide by it for the greater future of the institution and the students as well. The president of The Governing Body visits the institution and are always in consultation with the employees. The IQAC under his guidance seeks feedback from various stake holders and discusses with teachers in the open meeting. It is said that change is the eternal law. As a result this cycle of activity runs wild with the passage of time.

6.2 Strategy Development and Deployment

6.2.1 Quality improvement strategies adopted by the institution for each of the following (with in 100 words each): Quality improvement is the continuous process that requires observation, application of innovative approach ,expertise in computerization and various other technical devices for drastic change with the passage of time. Timely unit test, completion of syllabus ,sporting ,debating and discipline are the part and parcel of life that makes life fruitful in the days to come. News paper reading, consultation with reference books, going through syllabus and maximum uses of library add additional charms in quality improvement.

❖ Curriculum Development

Curriculum :- The college is affiliated to Dibrugarh University where curriculum has been made by the Board of Studies of Dibrugarh University. The college has nothing to do in this perspective.

It is only the duty of the college authority to go through the classes taken and the syllabus completed during the stipulated framework of time and period. In the beginning of the academic session the problems related with curriculum have been amicably discussed regarding availability of the books and appointment of teachers .

❖ Teaching and Learning

The faculties have been found committed to the welfare of the students. They go through

their attendance and pressurize them for their active participations in all social and academic activities. The teachers are personally acquainted with their parents. As a result it is very easy to handle them favorably for the academic classes.

It is the duty of the faculties to complete the syllabus on time so that they can easily prepare themselves for the final examination. The Departmental library has become fruitful for the students. The college library is open for all.

❖ Examination and Evaluation

❖ Research and Development

❖ Library, ICT and Physical Infrastructure / Instrumentation

The college library that owns more than thirteen thousand books and journals remains always open from 9 A.M to 5 P.M for the sake of the students , the teachers and the other learning scholars. All are entitled not only to borrow the books with the prior permission of the concerned authority but also to go through books and journals in the reading room. Computer facility is available for them to search or explore the intensity of wisdom within a moment. Reference and text books are available for their studies. Projector has been added to thrill the learners to its utmost degrees.

❖ Human Resource Management

❖ Industry Interaction / Collaboration

❖ Admission of Students

The IQAC has already formed the Admission Committee for the admission in the TDC I. It is mandatory to have an admission form for the seeking student. They will

have to fill up the forms and submit the office with all required documents within the fixed time allotted by committee. Since the college lies in a rural tribal area where the average students have been found less academic and more oriented for livelihood? Generally majority of them are admissioned. Hence the marks criteria is not applicable here. They are admissioned without paying fees that have been carried away by the Govt. of Assam.



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

❖ Planning and Development

❖ Administration

❖ Finance and Accounts

❖ Student Admission and Support

❖ Examination

6.3 Faculty Empowerment Strategies

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

| Year | Name of teacher | Name of conference/ workshop attended for which financial support provided | Name of the professional body for which membership fee is provided | Amount of support |
|------|-----------------|---|---|-------------------------|
| | | | | |

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

| Year | Title of the professional | Title of the administrative | Dates (from-to) | No. of participants | No. of participant |
|------|------------------------------|--------------------------------|--------------------|------------------------|-----------------------|
| | | | | | |

| | | | | | |
|--|--|---|--------------------|-------------------------------|------------------------|
| | development programme organised for teaching staff | training programme organised for non-teaching staff | | (Teaching staff) | s (Non-teaching staff) |
| 6.3.3 No. of teachers attending professional development programmes, viz., Orientation Programme, Refresher Course, Short Term Course, Faculty Development Programmes during the year | | | | | |
| Title of the professional development programme | | Number of teachers who attended | | Date and Duration (from – to) | |
| | | | | | |
| 6.3.4 Faculty and Staff recruitment (no. for permanent/fulltime recruitment): | | | | | |
| Teaching | | | Non-teaching | | |
| Permanent | Fulltime | Permanent | Fulltime/temporary | | |
| 6.3.5 Welfare schemes for | | | | | |
| Teaching | | | | | |
| Non teaching | | | | | |
| Students | | | | | |
| 6.4 Financial Management and Resource Mobilization | | | | | |
| 6.4.1 Institution conducts internal and external financial audits regularly (with in 100 words each) | | | | | |
| The institution consists both internal and external audits in consultation with the experts. However the G.B appoints a team of the experts at the end of the financial year. After going through all documents they verify and prepare a report and submit this report to the G.B for | | | | | |

discussion and analysis.

The external audit that has been done by the Govt appointed auditors takes time for long. Sometimes it takes a year or more than that as per the order of The Govt of Assam. As a result the external audit is always delayed while internal audit is regular ,punctual and timely implemented.

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

| Name of the non government funding agencies/ individuals | Funds/ Grants received in Rs. | Purpose |
|--|-------------------------------|---------|
| | | |

6.4.2 Total corpus fund generated

6.5 Internal Quality Assurance System

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

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

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

6.5.3 Development programmes for support staff (at least three)

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

6.5.5

- a. Submission of Data for AISHE portal : (Yes /No)
 b. Participation in NIRF : (Yes /No)
 c. ISO Certification : (Yes /No)
 d. NBA or any other quality audit : (Yes /No)

6.5.6 Number of Quality Initiatives undertaken during the year 2018--19

| Year | Name of quality initiative by IQAC | Date of conducting activity | Duration (from----- to-----) | Number of participants |
|------|--|--------------------------------|------------------------------|------------------------|
| 2018 | Speech of Dr. M.D. Thomas (I.H.P.S. Delhi) | 1 st October | 11a.m to 2p.m | 109 |
| 2018 | Meeting with Women Cell | 7 th November | 1p.m to 3p.m | 05 |
| 2018 | Meeting With | 9 th November | 11a.m to 1p.m | 20 |
| 2019 | Farewell Function of Shri Ananda Nath, V/P | 6 th February 2019 | 11a.m to 4p.m | 105 |
| 2019 | Drs Program on the Psychiatric issue | 25 th February 2019 | 10.30p.m to 2p.m | 89 |
| 2019 | Meeting with Women Cell | 5 th March 2019 | 11a.m to 2 a.m | 20 |
| 2019 | World Earth Day Observation | 22 nd April 2019 | 11.30p.m to 2 pm | 24 |
| 2019 | World Environment Day Observation | 5 th June 2019 | 10.30.m to 3.05p.m | 90 |
| 2019 | C.B.C.S | 18 th June 2019 | 10a.m to 1p.m | 26 |

| CRITERION VII – INSTITUTIONAL VALUES AND BEST PRACTICES | | | |
|--|------------------|----------------------|------|
| 7.1 - Institutional Values and Social Responsibilities | | | |
| 7.1.1 Gender Equity (Number of gender equity promotion programmes organized by the institution during the year) | | | |
| Title of the programme | Period (from-to) | Participants | |
| | | Female | Male |
| | | | |
| 7.1.2 Environmental Consciousness and Sustainability/Alternate Energy initiatives such as: Percentage of power requirement of the College met by the renewable energy sources | | | |
| 7.1.3 Differently abled (Divyangjan) friendliness | | | |
| Items Facilities | Yes/No | No. of Beneficiaries | |
| Physical facilities | | | |
| Provision for lift | | | |
| Ramp/ Rails | | | |
| Braille Software/facilities | | | |
| Rest Rooms | | | |
| Scribes for examination | | | |
| Special skill development for differently abled students | | | |
| Any other similar facility | | | |
| | | | |

| 7.1.4 Inclusion and Situatedness | | | | | | |
|--|--|--|-------------------------------------|------------------------------------|------------------------|--|
| Enlist most important initiatives taken to address locational advantages and disadvantages during the year | | | | | | |
| Year | Number of initiatives to address locational advantages and disadvantages | Number of initiatives taken to engage with and contribute to local community | Date and duration of the initiative | Name of the initiative | Issues addressed | Number of participating students and staff |
| | | | | | | |
| 7.1.5 Human Values and Professional Ethics | | | | | | |
| Code of conduct (handbooks) for various stakeholders | | | | | | |
| Title | | Date of Publication | | Follow up (maximum 100 words each) | | |
| | | | | | | |
| 7.1.6 Activities conducted for promotion of universal Values and Ethics | | | | | | |
| Activity | | Duration (from-----to-----) | | | Number of participants | |
| | | | | | | |
| 7.1.7 Initiatives taken by the institution to make the campus eco-friendly (at least five) | | | | | | |
| Plantation Cleanliness Removal of Plastic/Polythene bags Awareness Program | | | | | | |
| Observation of Environment Day | | | | | | |
| 7.2 Best Practices | | | | | | |
| Describe at least two institutional best practices | | | | | | |
| Upload details of two best practices successfully implemented by the | | | | | | |

institution as per NAAC format in your institution website, provide the link

Environmental Consciousness

The prime purpose behind the environmental consciousness is to make the learners acquainted with ins and outs of nature in general and ecological order in particular. Ecological order has become a burning tension across the globe irrespective of rich or poor country they belong to. The sound health of nature will be most fruitful for all living beings on this strife-stricken earth. The prime purpose is to make the learners eco-friendly, lover of nature and to make friends of all living and non-living natural objects.

The people are addicted to the existing rules and traditions rather than the creative trends. They prefer present to future in their daily routines. It is our utmost goal to accept nature as the bread and butter giver to all living beings in general and human beings in particular. To mould the masses towards innovative groves is not a child's play for a scholar. However we have tried our best to motivate and guide the common herd for the better future of the races next to succeed. The labours, working classes people or rustic people have been found ignorant so far these things are concerned. As a result we have tried our best to motivate them in the proper direction and observe that our target is going to be implemented sooner or later. The friendly relation with these rustic people encourages them to abide by this novel vision for the better future of the society in spite of the immoral wind blowing all around the globe.

The IQAC proposed tour of Jaipur, Puskar, Ajmer, Agra, Mathura and Vrindavan was warmly accepted not only by the Students' Union but also by the G.B. Dozens of students visited various cultural, historical and valuable museums there in Jaipur, Ajmer, Pusker, Agra, Mathura and Vrindavan.

| |
|---|
| |
| 7.3 Institutional Distinctiveness |
| Provide the details of the performance of the institution in one area distinctive to its vision, priority and thrust Provide the weblink of the institution in not more than 500 words |
| |

Rangachahi College, Majuli that spreads a conducive atmosphere for the college family in general and the local people in particular has taken distinctive measures for the welfare of the common herd by enlarging the Botanical Garden through thick and thin . The extension of the garden becomes fruitful not only for the natural beauty but also for the ailing people who have been benefitted from time to time without any cost. The plantation protects not only their lives but also encourages them to incline to for the plants ,trees and Ayurvedic treatment rather than other treatment . As a matter of fact the enrichment of the garden promotes them to abide by the order of Nature and gives the message of eco- friendly behaviour for the better future of the existing races and the races next to come . The college that is situated in the middle of this river locked island steals the show of the deprived voices and the SC and the ST as well. In spite of yearly flood problems the college has introduced its progressive agenda to flourish with the passage of time for the Majulians in general and the deprived voices in particular.

The Governing Body of the college pays special attention for the sake of the progressive agenda and looks after all the measuring rods from time to time for the sound health of the college family. The young learned principal who himself belongs to Botany Department possesses his earnest desire to extend the area of the botanical garden and adds more and more plantation programs with the passage of time . His famous slogan ‘Come with white but go with Green’ makes him out and out an ecologist amidst the materialistic winds blowing here, there and everywhere . The number of plants that has been increasing one year after another has become fruitful for one and all. The college consists a long list of various plants , herbal trees, bushes and other trees that have been enriching the beauty of this Botanical Garden to its utmost degrees.

8. Future Plans of action for next academic year (500 words)

Tour & Construction of New Building,

Name Dr. Arbind Kumar Choudhary

Name Dr. Nava Kumar Gam



Signature of the Coordinator, IQAC

**Coordinator
IQAC
Rangachahi College**



Signature of the Chairperson, IQAC

**Principal
Rangachahi College
Majuri**

Abbreviations:

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

For Communication with NAAC

The Director

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