YEARLY STATUS REPORT - 2020-2021

Part A	
Data of the Institution	
1.Name of the Institution	**Paschim Guwahati Mahavidyalaya**
• Name of the Head of the institution	**Dr. Rana Sarmah**
• Designation	**Principal**
• Does the institution function from its own campus?	**Yes**
• Phone no./Alternate phone no.	**0361285405**
• Mobile No:	**9531475684**
• Registered e-mail	**pgm17dharapur@gmail.com**
• Alternate e-mail	**pgmahavidyalaya@rediffmail.com**
• Address	**Amrit Bharali Path, Village-Dharapur, P.O. & P.S.- Azara**
• City/Town	**Guwahati**
• State/UT	**Assam**
• Pin Code	**781017**
2.Institutional status	
• Type of Institution	**Co-education**
• Location	**Semi-Urban**
• Financial Status	**UGC 2f and 12(B)**

• Name of the Affiliating University		**Gauhati University**
• Name of the IQAC Coordinator		**Dr. Yashodhara Medhi**
• Phone No.		**9957659115**
• Alternate phone No.		**9864011806**
• Mobile		**9957659115**
• IQAC e-mail address		**iqac.pgm@gmail.com**
• Alternate e-mail address		**pgm17dharapur@gmail.com**
3.Website address (Web link of the AQAR (Previous Academic Year)		https://pgmdharapur.ac.in/assets/ Aqar%202018-19%20PDF%20submitted% 20to%20NAAC%2010-2-2020.pdf
4.Whether Academic Calendar prepared during the year?		**Yes**
• if yes, whether it is uploaded in the Institutional website Web link:		https://pgmdharapur.ac.in/PDFs/AQ AR/2020-21/Academic%20Calendar%20 2020-21.pdf

5.Accreditation Details

Cycle	Grade	CGPA	Year of Accreditation	Validity from	Validity to
Cycle 2	**B**	**2.39**	**2015**	**15/11/2015**	**14/11/2020**
Cycle 1	**C++**	**67.00**	**2004**	**16/09/2004**	**15/09/2009**

6.Date of Establishment of IQAC	**11/04/2003**

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

Institutional/Department /Faculty	Scheme	Funding Agency	Year of award with duration	Amount
PGM	Infrastructure Grant	RUSA	2020-21	Rs.49,50,000/-
PGM	FDP Salary	UGC	2020-21	Rs.2,95,516/-
PGM	Contingency Grant	UGC	2020-21	Rs.15,000/-
PGM	General Fund	KKHSOU	2020-21	Rs.1,16,050/-

8.Whether composition of IQAC as per latest NAAC guidelines	Yes	
• Upload latest notification of formation of IQAC	[View File](#)	
9.No. of IQAC meetings held during the year	9	
• Were the minutes of IQAC meeting(s) and compliance to the decisions have been uploaded on the institutional website?	Yes	
• If No, please upload the minutes of the meeting(s) and Action Taken Report	No File Uploaded	
10.Whether IQAC received funding from any of the funding agency to support its activities during the year?	No	
• If yes, mention the amount		

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

IIQA submitted for 3rd cycle of NAAC Assessment

SSR submitted on 13th April 2021

Sanitary napkin incinerator and vending machine installed

FDP programme on Mentoring Pedagogy and Application of ICT Tools for

| Online Classroom Delivery of Teachers |
| Best Department Award format modified |

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

Plan of Action	Achievements/Outcomes
Departmental Profiles are to be prepared	All the departments have prepared the profiles in soft copies as well as hard copies
Events to be celebrated as per academic calendar as much as possible considering the lockdown situation	Done as per as practicable
Proceeding books of various departments and cells are to be kept updated	Done accordingly
Awareness programme among the students and employees to be organised by the Internal Complaints Committee (ICC)	Organised on 8th January 2022
Alumni members and stakeholders are to be made aware about the forthcoming NAAC assessment	Organised on 8th February 2022
Awareness on blood donation and drug abuse were to be organised	Organised on 24th December 2021 and 28th December 2021 respectively

13.Whether the AQAR was placed before statutory body?	Yes

- Name of the statutory body

Name	Date of meeting(s)
Governing Body	30/12/2022

14.Whether institutional data submitted to AISHE

Year	Date of Submission
2019-20	31/05/2020

15.Multidisciplinary / interdisciplinary

The vision of the institution is to introduce society relevant credible higher education. To make the higher education society relevant and credible, the institution has adopted several measures to transform itself into a multidisciplinary institution. The principal measures which are being taken are -

- Opening of three principal academic streams viz. Arts, Commerce and Science stream. The arts and commerce stream have already introduced and running. The institution had applied for permission to offer science stream to the Government in the year 2019 and subsequent progress had been ordinated. It is expected that science stream will be started shortly. This way the institution is eager to transform the institution a multidisciplinary one.
- The institution, in its effort to make it interdisciplinary, the BCA course is to be started from the session 2021-22. This is a step forward in integration of science with humanities.
- The institution is adopting measures to introduce vocational and add on programmes in different courses, such as -

i) Certificate course on Spoken English.

ii) Certificate programme on Beautician Course etc.

16.Academic bank of credits (ABC):

- Basic data on Academic Bank of Credit (ABC) are available with the institution. The institution has not yet received any communication/guidelines from the affiliating University to prepare for ABC in view of NEP2020. It is ready to work on ABC as and when the guidelines are ready.
- Not registered as per guidelines from the affiliating University is not received.
- As the institution/college is an affiliating institution, there is no scope for the same.
- Faculties, are assigned as members in CCS in the respective subjects/descriptive by the affiliating University to prepare/design curriculum and pedagogical approaches the institution doesn't prepare/ design any curriculum.
- The institution deputes faculties to attend workshop/Seminar/popular talks organized by the

government/University organization to learn about ABC in view of NEP2020.

17.Skill development:

- Institution is planning to initiate the vocational education and soft skills of student in alignment with National Skills Qualification Framework.
- In this content institution has designed some skill-based courses to Sheringham the vocational education.
- Moreover, there are some skill-based courses which are enlisted in our existing CBCS curriculum. All papers are based on value-based education i.e., development of humanities ethical, constitutional and universal human values of truth, Scientific limper, citizenship values and also life skill etc.
- There are numbers of skill papers are included on various disciplines in our CBCS curriculum. In Political Science department there are skill papers on Parliamentary Procedure and practice, Panchayati raj in practice. In English department Skill papers on Creative writing, Translations studies and Principles of translation etc. In Economics department Skill paper on Data Analysis and presentation. In Philosophy department Skill papers on Critical thinking, Environmental ethics and philosophical counselling. In Hindi department Skill papers on Karyalay Anuvad , and Anuvad Vigyan.
- Institutional is going to undertake a MOU with Anudip (NGO) to impart skill-based course among the students.

18.Appropriate integration of Indian Knowledge system (teaching in Indian Language, culture, using online course)

- Institution is planning to undertakes the integration of Indian Knowledge system into the curriculum. In the context of Indian traditional knowledge system yoga education gained worldwide popularity. Institution has a yoga committee which is regularly involved in practically yoga and organisation yoga camp every year. In the connection institution is planning to undertake yoga education in our curriculum. as an Add on course as per Institution Development Planning in collaboration which Patanjali yoga peeth which is situated in nearby our institution.
- We have both English and Vernacular longer our existing curricular. It is already integrated which Indian Knowledge system. Moreover, Hindi language is existed in our institution

for Hindi medium student.

- Degree courses are taught both English and vernacular language. Honours in Assamese and Hindi language is also available in our institution. Medium of instruction in under graduate level is bilingual.
- Efforts are being prepared to include Indian languages though vocationalisation of Education. For this purpose, Institutions takes initiatives to provide Sanskrit Language Education for the students who are opt to take Sanskrit.
- An informal course on Sanskrit in association with Rastriya Sanskrit Sansthan is running in our institution.
- Establishment of book section entitled "North East Corner" and "Bhupen Hazarika Corner" in the central library is also an effort for integration of Indian Knowledge culture in us among the students.

19.Focus on Outcome based education (OBE):Focus on Outcome based education (OBE):

- The Institution is implementing outcome-based education as per affiliating university courses and guidelines.
- The institution has taken various initiatives to transform its curriculum towards outcome-based education.
- To measure the learning outcome, institution has taken viva voce and practical examination in certain subjects.
- Moreover, field visit and case study reports, different academic project reports, prepared by the student, student seminar act as tools to transform curriculum to outcome-based education.
- Institution has been regularly inviting alumni who are being able to establish in a good position in the society, as resource person to encourage the students in various seminar and talks of the institution.
- The whole outcome-based education process in the institution can be assessed on Alumni Day of the college on 31st May every year. The gathering includes alumni who are being able to establish themselves in various fields of the society, as college teacher or school teacher, business man to the defense sector, air force, army, from the exclusive world of modeling, acting, to national and international sport personalities. Some of the alumni members are in active in politics and some others passionately involved in social services and creating "Blood donation group" to assist anyone in distress.
- These are the examples of students transforming learning into a practical way of life, finding the best way possible with one's individual capacity and making a livelihood out of it turning into socially responsible citizen justifying the

proper outcome-based education.

20.Distance education/online education:

- Institution is planning to provide some vocational education throng ODL mode. As college is situated in a sub-urban area and most of the students are from low financial background, institution is planning to take proposal to open various vocational course, such as Nursing, Beautician course, Computer literacy course etc.
- Institution has 4 nos. digital class rooms, language lab, e-resource room which are extensively use for teaching-learning activities. Teachers are involved in encouraging and guiding students to use E-Pathsala, Swayam and others in e-resource room of the institution.
- Institution has a centre of distance education university known as KKHSOU where an average of 100 students are enrolled and given various degree and diplomas. In this centre study material are also provided and orientation classes are taken in online mode. Moreover, Institution is planning to take some other courses in blended mode.

Extended Profile

1.Programme

1.1 Number of courses offered by the institution across all programs during the year	**217**

File Description	Documents
Data Template	[View File](#)

2.Student

2.1 Number of students during the year	**1248**

File Description	Documents
Data Template	[View File](#)

2.2 Number of seats earmarked for reserved category as per GOI/ State Govt. rule during the year	**907**

File Description	Documents
Data Template	View File

2.3 Number of outgoing/ final year students during the year	**259**

File Description	Documents
Data Template	View File

3.Academic

3.1 Number of full time teachers during the year	**30**

File Description	Documents
Data Template	View File

3.2 Number of Sanctioned posts during the year	**39**

File Description	Documents
Data Template	View File

4.Institution

4.1 Total number of Classrooms and Seminar halls	**30**
4.2 Total expenditure excluding salary during the year (INR in lakhs)	**55.96**
4.3 Total number of computers on campus for academic purposes	**90**

Part B

CURRICULAR ASPECTS

1.1 - Curricular Planning and Implementation

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

Paschim Guwahati Mahavidyalaya follows curriculum framed by affiliating University, Gauhati Univrsity, both at Post Graduate and Under Graduate levels. The college Academic Council prepares an annual Academic Calendar based on the Gauhati University Calendar.

The Routine Committee prepares the Master Routine. Heads of Departments prepare the departmental class routines and distribute the courses as per syllabus.

Classes are held as per routine and the class attendance of the students is recorded in the online attendance portal through mobile phones.

One Sessional Examination each semester is conducted as per Academic Calendar. The Examination Committee looks after the internal as well as the University Examinations.

Due to COVID-19 Pandemic situation prevailing in the country, regular physical classes could not be held during the academic session 2020-21. Online mode of classes were organized with various available platforms such as Google Classroom, WhatsApp Groups, Zoom Classes etc. depending upon the availability of internet facilities. Only from November 2020 to April 2021 some physical classes could be held following the SOP Routine with restricted number of students as advised by the state health department. From late April 2021 physical classes were suspended due to rise of COVID Cases in the state.

File Description	Documents
Upload relevant supporting document	View File
Link for Additional information	https://pgmdharapur.ac.in/PDFs/AQAR/2020-21/Academic%20Calendar%202020-21.pdf

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

The Academic Council of the college prepares an annual Academic Calendar based on the Gauhati University Calendar for the two semesters. The college Academic Calendar is made available to each student through the prospectus and college website.

Sessional Examinations for B.A, B.Com. and PG Odd Semesters are conducted in the months of September/October every year and for the Even Semesters in the months of March/April every year.

Semester End Examinations for both Odd and Even semesters are conducted in the month of November-December and May and June as per notification of Gauhati University.

For continuous evaluation of students the college has adopted various measures like conducting sessional examination, periodical class tests, giving Home Assignments, organizing departmental seminars, holding College Week to encourage students in co-curricular activities etc.

Due to COVID-19 Pandemic situation, routine activities got disrupted during the academic session 2020-21. Classes were held mostly in Online mode and some physical classes with restricted number of students could be held following SOP routine. During this period Online Class Test and Home Assignments were mostly given. University conducted the Semester End examinations in Online mode much later around September-October 2020 only.

File Description	Documents
Upload relevant supporting documents	View File
Link for Additional information	NONE

1.1.3 - Teachers of the Institution participate in following activities related to curriculum development and assessment of the affiliating University and/are represented on the following academic bodies during the year. Academic council/BoS of Affiliating University Setting of question papers for UG/PG programs Design and Development of Curriculum for Add on/ certificate/ Diploma Courses Assessment /evaluation process of the affiliating University   E. None of the above

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

1.2 - Academic Flexibility

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

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

22

File Description	Documents
Any additional information	[View File](#)
Minutes of relevant Academic Council/ BOS meetings	**No File Uploaded**
Institutional data in prescribed format (Data Template)	[View File](#)

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

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

0

File Description	Documents
Any additional information	**No File Uploaded**
Brochure or any other document relating to Add on /Certificate programs	**No File Uploaded**
List of Add on /Certificate programs (Data Template)	[View File](#)

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

0

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

0

File Description	Documents
Any additional information	**No File Uploaded**
Details of the students enrolled in Subjects related to certificate/Add-on programs	[View File]()

1.3 - Curriculum Enrichment

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

Paschim Guwahati Mahavidyalaya, being an affiliated college, follows the curriculum offered by Gauhati University.

Papers on Ethics is included in the B.A. 3rd , 5th and 6th Semester Philosophy Major and B.A.3rd and 6th Semester Philosophy Regular courses. A unit on Ethics and Values in Public Administration is included in B.A. 5th Semester Political Science General Course.

Department of Education has a unit on Education and Human Rights in B.A 3rd semester Honours course. There are papers on human rights in B.A. 5th and 6th Semesters Political Science General and Major Courses.

A paper on Women's Writing is there in B.A.5th Semester English Major Course.

Two papers on Women and Politics is included in B.A.5th and 6th Semester Political Science Major Courses.

Another paper on Feminism is offered in B.A. 2nd Semester Political Science Honours Course.

One paper on famous women character Chitralekha is included in B.A. 5th Semester Hindi Major course.

One unit on conceptions of nature is in B.A 4th semester in English Honours course.

A compulsory paper on Environmental Studies is included in the B.A.2nd Semester Course.

Two papers are included in the 5th and 6th Semester of B.A.

Economics Major Course on Environmental Economics.

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

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

15

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

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

974

File Description	Documents
Any additional information	View File
List of programmes and number of students undertaking project work/field work/ /internships (Data Template)	View File

1.4 - Feedback System

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

E. None of the above

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

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

E. Feedback not collected

File Description	Documents
Upload any additional information	**No File Uploaded**
URL for feedback report	**Nil**

TEACHING-LEARNING AND EVALUATION

2.1 - Student Enrollment and Profile

2.1.1 - Enrolment Number Number of students admitted during the year

2.1.1.1 - Number of sanctioned seats during the year

2450

File Description	Documents
Any additional information	View File
Institutional data in prescribed format	View File

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

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

543

File Description	Documents
Any additional information	View File
Number of seats filled against seats reserved (Data Template)	View File

2.2 - Catering to Student Diversity

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

In an effort to develop efficient human resources, the college has been providing special attention for slow and advanced learners. The students are assessed on the basis of their classroom performance, class tests, home assignments, individual interactions along with their participation in different Extra Curricular activities in the college. Mentoring classes could not be continued due to Covid-19 situations.

Strategies for slow learners: For unsuccessful students in internal examinations, another chance to appear, personalized teaching, tutorial and additional classes are conducted.

Strategies for advanced learners: Additional and advanced reading materials, Different motivational programmes, lectures by eminent personalities from different fields through online mode, have been organized to encourage and motivate the advanced learners. Students are encouraged to use the e-resources properly in their preparation of answers.

File Description	Documents
Link for additional Information	https://pgmdharapur.ac.in/gallery/webinar
Upload any additional information	View File

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

Number of Students	Number of Teachers
1248	30

File Description	Documents
Any additional information	[View File](#)

2.3 - Teaching- Learning Process

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

College adopted different student centric methods like experiential, participatory and problem-solving methodologies for enhancing active participation of the students in the teaching- learning and evaluation process.

Different academic field visits are conducted like Book Fairs, University libraries, guided to undertake different project works and home assignments, encouraged to engage themselves in different useful learning activities like Departmental Wall Magazine, departmental seminars, quiz, painting competition, group discussions, get together programmes, etc. However, due to Covid-19 situation most of the programmes were in a smaller scale.

To facilitate participatory learning teaching aids like Google Classroom, interactive sessions; Co-curricular, extra-curricular activities like different sports and cultural events, NCC and NSS events etc. cleanliness drives, tree plantation have been organised. Students are appointed as members of different committees of the college and assigned responsibilities in administrative bodies.

Students are made to organize different skill education in the form of Yoga, Meditation, Creative and Performing Art and awareness lectures; NCC cadets and NSS volunteers are encouraged to get involved in various current social issues and burning problems of the community;Opportunities provided for the students to get involved in Students' Union.

File Description	Documents
Upload any additional information	[View File](#)
Link for additional information	https://pgmdharapur.ac.in/gallery

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

Continuation of LMS System enabled teachers to record attendance of

students, maintain the activity diary and record of syllabus covered in the classes using smart phones. Digital Library with an Internet Zone is there for the benefit of the students, teachers and other library users.

The Language Laboratory with 31 nos. of computers and Digital Display Board enables the students to improve their language skills in both pronunciation and understanding. Practical class of one paper of commerce are also held.

Three Digital Class Rooms facilitate teachers and students with modern day teaching-learning experiences. Creation of two more Smart Class Rooms are under progress with the help of RUSA Infrastructure Grant.

The college has Wi-Fi facilities for the students and staff of the college. All departments, IQAC Room, Library, and Computer Centre are covered with the Wi-Fi facility. Teachers also use personal mobile internet facilities to search and share online resources with the students.

Each Department created class wise WhatsApp groups for better communication, guidance and sharing e-resources for effective teaching—learning environment which proved very successful. Teachers are using Google Meet/ Zoom Network for online classes according to Government and affiliating university guidelines during the Covid-19 period.

File Description	Documents
Upload any additional information	View File
Provide link for webpage describing the ICT enabled tools for effective teaching-learning process	https://pgmdharapur.ac.in/gallery

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

2.3.3.1 - Number of mentors

0

File Description	Documents
Upload, number of students enrolled and full time teachers on roll.	View File
Circulars pertaining to assigning mentors to mentees	View File
mentor/mentee ratio	View File

2.4 - Teacher Profile and Quality

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

30

File Description	Documents
Full time teachers and sanctioned posts for year (Data Template)	View File
Any additional information	View File
List of the faculty members authenticated by the Head of HEI	View File

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

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

14

File Description	Documents
Any additional information	View File
List of number of full time teachers with Ph. D. / D.M. / M.Ch./ D.N.B Super specialty / D.Sc. / D.Litt. and number of full time teachers for year(Data Template)	View File

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

2.4.3.1 - Total experience of full-time teachers

702 years

File Description	Documents
Any additional information	View File
List of Teachers including their PAN, designation, dept. and experience details(Data Template)	View File

2.5 - Evaluation Process and Reforms

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

Academic Calendar is prepared by Academic Council taking into consideration different academic matters in the college and plans, for the entire academic session. One sessional examination is held in every semester and class tests, group discussions, quizzes are held from time to time. The Examination Committee of the college conducts all the internal and external examinations in the college. Each department conducts the Sessional Examinations for their respective Honours papers and the Examination Committee organizes examinations for the general papers centrally.

Examination notices are displayed in the departmental and college notice boards, in the college website and Principal's official WhatsApp Group.

The Internal Quality Assurance Cell (IQAC) of the college regularly monitors the feedback system on different academic matters including on the mechanism of internal assessment with the help of the Feedback Committee. But due to Covid-19 restrictions the process could not be conducted this year. The college organizes PTMs and the guardians can approach the departments and faculty members any time to know about the progress and performance of their wards and about their regularity in attending college.

File Description	Documents
Any additional information	View File
Link for additional information	NONE

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

Each academic department resolves the grievances related to sessional examinations in their respective subjects of the college.

Unsuccessful students and students who fail to appear in the sessional examinations on genuine grounds, are allowed to re-appear in the re-examination, against application, conducted by the concerned departments or are allotted Home Assignments in the respective subject. The faculty members of the college always clarify the doubts and enquiries of the students on any academic matter. In case sessional examination marks is not updated by the University, college authority resubmits the marks after verification through a special format prepared by college to the University.

File Description	Documents
Any additional information	View File
Link for additional information	NONE

2.6 - Student Performance and Learning Outcomes

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

The college adopts different mechanism and practices to communicate the course outcome to all the stakeholders of the college. The main objectives of such mechanism and practices are to provide the students and the teachers a clear and comprehensive idea of the concerned courses in connection with the teaching learning process and to formulate measures for rectification if necessary. The main features of "Programme Outcomes" (POs) and "Course Outcomes" (COs) of every department are displayed explicitly in the college Website (www.pgmdharapur.ac.in).

- **"Deepar's Echo", the annual college newsletter, departmental newsletters, "Nibedan", the college annual magazine highlight the programme outcome of the college by reflecting the achievements of the students in academic and other allied fields.**

File Description	Documents
Upload any additional information	View File
Paste link for Additional information	NONE
Upload COs for all courses (exemplars from Glossary)	View File

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

The college regularly evaluates the attainment of Programme Outcomes, Programme Specific Outcomes and Course Outcomes primarily on the basis of the performances of the students in formative and summative assessment in the courses. The evaluation is done by the following methods:

- The Programme Outcomes are measured on the basis of the marks obtained by the students in the concerned external examinations.
- The sessional and other internal examinations help to observe the specific knowledge and skills of the students. Assessment of the students is done on the basis of marks secured in the respective internal examinations of the college.
- Viva voce and practical examinations in certain subjects and Field Visit and Case Study Reports are important tools to measure the learning outcomes.
- The students are assigned home assignments to measure their knowledge, understanding and skills.
- Parent- Teacher Meets are organized regularly by the college and also by the academic departments individually to review the teaching- learning and evaluation process.

The college has a Career Counseling Cell to resolve various academic and psychological problems, to help attain programme outcomes and to offer proper guidance to the students on various career options.

File Description	Documents
Upload any additional information	[View File]()
Paste link for Additional information	[NONE]()

2.6.3 - Pass percentage of Students during the year

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

259

File Description	Documents
Upload list of Programmes and number of students passed and appeared in the final year examination (Data Template)	View File
Upload any additional information	View File
Paste link for the annual report	NONE

2.7 - Student Satisfaction Survey

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

https://student.pgmdharapur.ac.in/login

RESEARCH, INNOVATIONS AND EXTENSION

3.1 - Resource Mobilization for Research

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

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

0

File Description	Documents
Any additional information	View File
e-copies of the grant award letters for sponsored research projects /endowments	View File
List of endowments / projects with details of grants(Data Template)	View File

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

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

0

File Description	Documents
List of research projects and funding details (Data Template)	View File
Any additional information	View File
Supporting document from Funding Agency	View File
Paste link to funding agency website	NONE

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

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

File Description	Documents
Report of the event	View File
Any additional information	View File
List of workshops/seminars during last 5 years (Data Template)	View File

3.2 - Research Publications and Awards

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

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

1

File Description	Documents
Any additional information	View File
List of research papers by title, author, department, name and year of publication (Data Template)	View File

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

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

6

File Description	Documents
Any additional information	View File
List books and chapters edited volumes/ books published (Data Template)	View File

3.3 - Extension Activities

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

Due to consistent phases of lockdowns and the necessarily imposed Covid restrictions, very few activities were undertaken in a token manner. Students took part in competitions organised during January 2021 till April 2021 during partial lockdown.

File Description	Documents
Paste link for additional information	https://pgmdharapur.ac.in/gallery
Upload any additional information	View File

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

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

0

File Description	Documents
Any additional information	View File
Number of awards for extension activities in last 5 year(Data Template)	View File
e-copy of the award letters	View File

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

and NGOs) during the year

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

1

File Description	Documents
Reports of the event organized	View File
Any additional information	View File
Number of extension and outreach Programmes conducted with industry, community etc for the last year (Data Template)	View File

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

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

File Description	Documents
Report of the event	View File
Any additional information	View File
Number of students participating in extension activities with Govt. or NGO etc (Data Template)	View File

3.4 - Collaboration

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

0

File Description	Documents
e-copies of linkage related Document	View File
Details of linkages with institutions/industries for internship (Data Template)	View File
Any additional information	View File

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

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

4

File Description	Documents
e-Copies of the MoUs with institution./ industry/corporate houses	View File
Any additional information	View File
Details of functional MoUs with institutions of national, international importance, other universities etc during the year	View File

INFRASTRUCTURE AND LEARNING RESOURCES

4.1 - Physical Facilities

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

The college has 26 nos. of well-lit and ventilated classroomswith different sizes and capacities equipped with good quality furniture and boards. These include 3 nos. of digital class rooms,all equipped with LCD projectors and smart boards.Out of classrooms one roomis also used to hold seminars, workshops and other departmental activities for small groups of students apart from holding regular classes. In addition, there are two sets of portable projectors with screens which are used in different class rooms as and when necessary. 4 big sized class rooms (Halls)are also used as make shift Multi-Purpose Hall and used for general meetings, official functions, seminars, workshops and cultural functions etc. Apart from class rooms, there is one Digital Conference Room for

conducting seminars and workshops. There are also two medium-size conference rooms including one inside the library for holding meetings and small presentations.

All the 12 departments are provided with computers, printers and other necessary furniture. There is one Psychological Laboratory, one Language Laboratory. One Library with good collection of books and journals is available for students, teachers, researchers as well as for reading enthusiast from local community with restricted facilities.

File Description	Documents
Upload any additional information	[View File]()
Paste link for additional information	[NONE]()

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

Facilities for Games and Sports

1. Indoor Games

The college has an Indoor Sports Complex with 589.00 Sq.m. floor area. The Sports Complex has adequate facilities for various Indoor Games which include Table Tennis, Badminton, Carom , Arm-wrestling etc. Multi-gym facility with treadmills and weights are also provided inside the indoor sports complex.

2.Outdoor Games:

The College has facilities for various out door games and sports facilities which include 1 Volleyball Court, 1Basketball Court, one community playground adjacent to college used to play cricket, football and various athletic sports.

User Rate: 7.572

File Description	Documents
Upload any additional information	[View File]()
Paste link for additional information	[NONE]()

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

9

4.1.3.1 - Number of classrooms and seminar halls with ICT facilities

9

File Description	Documents
Upload any additional information	View File
Paste link for additional information	https://pgmdharapur.ac.in/PDFs/4.1.3%20Photos%20of%20Classrooms%20with%20ICT%20facility.pdf
Upload Number of classrooms and seminar halls with ICT enabled facilities (Data Template)	View File

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

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

55.96

File Description	Documents
Upload any additional information	View File
Upload audited utilization statements	View File
Upload Details of budget allocation, excluding salary during the year (Data Template)	View File

4.2 - Library as a Learning Resource

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

The Bipin Chandra Baruah Library is a well-equipped library with computerized networking through SOUL 2.0 software and LAN and internet facilities. The library is well stocked with a collection of over 39,915 books in English, Assamese, Hindi and Bengali

languages along with college component of e-Shodh Sindhu consortium with access to 6000+ journals,164300+ e-books under N-LIST and 6,00,000 e-books

through NDL. Out of the total books, the library has a collection of 18,532 numbers of text books and 21,383 numbers of other books and reading material which includes relevant reference books and journals.

The library is fully automated. A Local Area Network (LAN) using ILMS (Integrated Library Management System) Software for University Libraries (SOUL 2.0 College Version) was installed in the year 2008.

This is extensively used for automating in-house activities and services of the library along with bar-coding facility for fast transaction of library resources. The Online Public Access Catalogue (OPAC) is made available for users to identify the status of availability of books and documents in the library.

File Description	Documents
Upload any additional information	View File
Paste link for Additional Information	NONE

4.2.2 - The institution has subscription for the following e-resources e-journals e-ShodhSindhu Shodhganga Membership e-books Databases Remote access toe-resources

A. Any 4 or more of the above

File Description	Documents
Upload any additional information	View File
Details of subscriptions like e-journals,e-ShodhSindhu, Shodhganga Membership etc (Data Template)	View File

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

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

2.17

File Description	Documents
Any additional information	[View File](#)
Audited statements of accounts	[View File](#)
Details of annual expenditure for purchase of books/e-books and journals/e- journals during the year (Data Template)	[View File](#)

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

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

8

File Description	Documents
Any additional information	[View File](#)
Details of library usage by teachers and students	[View File](#)

4.3 - IT Infrastructure

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

Paschim Guwahati Mahavidyalaya continuously updates its IT facilities at regular intervals by measures taken like installation of new computers, creation of Smart Class Rooms, creation of Language Laboratory, Introduction of LMS System for electronic record keeping of attendance of staff, online attendance record of students using mobile phones, adoption of customized accounting software for office, periodic updating of college website etc.

The college has increased the availability of computers from 41 numbers in the year 2015-16 to 94 in 2021-22. Three Digital Class Rooms have been created in the year 2017 to facilitate teachers and students with modern day teaching-learning experiences.

The college has built a Digital Library in the year 2017. The library has updated its Library Software SOUL 1.0 to SOUL 2.0. Institutional Digital Repository N-LIST e-resources Software programme, maintained by INFLIBNET, Ahmedabad has been renewed on 23-03-2022.

The college has created limited Wi-Fi facilities to students and

staff of the college with RailnetLeasesd Line. All departments, IQAC Room, Principal's office, Library, and Computer Centre were covered with the Wi-Fi facility. Teachers also use personal mobile internet facilities to search and share online resources with the students.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	NONE

4.3.2 - Number of Computers

90

File Description	Documents
Upload any additional information	View File
Student – computer ratio	View File

4.3.3 - Bandwidth of internet connection in the Institution   B. 30 - 50MBPS

File Description	Documents
Upload any additional Information	View File
Details of available bandwidth of internet connection in the Institution	View File

4.4 - Maintenance of Campus Infrastructure

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

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

11.80

File Description	Documents
Upload any additional information	View File
Audited statements of accounts.	View File
Details about assigned budget and expenditure on physical facilities and academic support facilities (Data Templates)	View File

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.

The College has policies and procedures in place for maintenance of day to day physical, academic, support facilities for total infrastructure including laboratory and library. Except an emergency situation, for any kind of purchase or maintenance of any infrastructural facilities, equipment etc. competitive bidding is called for and necessary tender formalities are observed. Information about tender is publicized through the college website sufficiently ahead of time.

For any kind of purchase or maintenance of any gadget, requisition is submitted to the Principal by the concerned department or cell. The Principal then referred the matter to the Purchasing Committee. The Purchasing Committee of the college is formed with approval from the Governing body consisting of the Principal as the Chairperson, a Coordinator from the teaching staff and members from both teaching and non-teaching staff. In all such matters approval of Governing Body is mandatory. The Purchasing Committee looks after the procurement, maintenance and utilization of physical facilitiesfollowing the Manual of Government of India on matters relating to purchase of goods and the process of tendering related to such purchase.

All academic matters are supervised by the Academic Council constituted by the principal and headed by a senior teacher as Coordinator.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	NONE

STUDENT SUPPORT AND PROGRESSION

5.1 - Student Support

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

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

349

File Description	Documents
Upload self attested letter with the list of students sanctioned scholarship	View File
Upload any additional information	View File
Number of students benefited by scholarships and free ships provided by the Government during the year (Data Template)	View File

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

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

349

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

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

E. none of the above

File Description	Documents
Link to institutional website	NONE
Any additional information	View File
Details of capability building and skills enhancement initiatives (Data Template)	View File

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

88

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

88

File Description	Documents
Any additional information	View File
Number of students benefited by guidance for competitive examinations and career counseling during the year (Data Template)	View File

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

E. None of the above

File Description	Documents
Minutes of the meetings of student redressal committee, prevention of sexual harassment committee and Anti Ragging committee	View File
Upload any additional information	View File
Details of student grievances including sexual harassment and ragging cases	View File

5.2 - Student Progression

5.2.1 - Number of placement of outgoing students during the year

5.2.1.1 - Number of outgoing students placed during the year

3

File Description	Documents
Self-attested list of students placed	View File
Upload any additional information	View File

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

5.2.2.1 - Number of outgoing student progression to higher education

13

File Description	Documents
Upload supporting data for student/alumni	View File
Any additional information	View File
Details of student progression to higher education	View File

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

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

examinations) during the year

1

File Description	Documents
Upload supporting data for the same	<u>View File</u>
Any additional information	<u>View File</u>

5.3 - Student Participation and Activities

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

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

2

File Description	Documents
e-copies of award letters and certificates	<u>View File</u>
Any additional information	<u>View File</u>
Number of awards/medals for outstanding performance in sports/cultural activities at university/state/national/international level (During the year) (Data Template)	<u>View File</u>

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

The college facilitates representation of students in various committees like, IQAC, Academic Council, Sports Development Board, Information and Career Guidance Cell, RUSA, Grievance Redressal and Anti-Sexual Harassment and Anti Ragging Cell etc. constituted for smooth running of the administration of the college. Students' Union Elections are held following all the rules and guidelines to hold fair election every year. Students participate in various competitions in sports, music, debating, speech etc. and also in inter-college competitions organized by other institutions. Students participate actively in organizing various events to mark special

occasions and thereby develop the practical experience of organizing events.

NCC Cadets help in local Durga Puja etc. to maintain order and discipline.

Students take active role in bringing out the annual college magazine 'Nibedan' under the guidance of the Teacher-in-Charge. Students contribute write ups for the annual departmental publications such as 'Venture-the Little Magazine' from Dept. of English, 'PGM Economic Review' from Dept. of Economics, 'Arunodai' from Dept. of Assamese and also take active role as members of the Editorial Board. Students actively participate in bringing out the departmental wall magazines as group activity. However, all the programmes were observed in a restrained manner this year due to Covid-19 situations.

File Description	Documents
Paste link for additional information	NONE
Upload any additional information	View File

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

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

9

File Description	Documents
Report of the event	View File
Upload any additional information	View File
Number of sports and cultural events/competitions in which students of the Institution participated during the year (organized by the institution/other institutions (Data Template)	View File

5.4 - Alumni Engagement

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

Paschim Guwahati Mahavidyalaya Alumni Association was formed in the year 2003 and registered with the Registration No.KAM(M)/263/L/344 of 2015-16. All pass out students contribute Rs.100/- each to the Alumni Association(since 2015-16)

On the Annual Alumni Day Celebration on 31st May every year, the best academic performers of the college in the last completed session from both the streams are felicitated with the "Alumni Award" by the Alumni Association

With active initiative from some members of the Alumni Association, a Blood Donation Group was formed with members from current students as well, for the service of the people in need. The alumni members are there for every event, occasion and celebration at college ready to help in every possible way, be it an outreach programme on health awareness or Blood Donation Camp, Foundation Day Celebration, Freshers' Social or Saraswati Puja. They also take initiative in negotiating with the members of the local bodies like the Taluk, the Panchayat and the Bazaar Committee on various important issues of the college. They also assist the new students in the process of online admission.

File Description	Documents
Paste link for additional information	alumni.pgmdharapur.ac.in
Upload any additional information	View File

5.4.2 - Alumni contribution during the year (INR in Lakhs)   **E. <1Lakhs**

File Description	Documents
Upload any additional information	**No File Uploaded**

GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.1 - Institutional Vision and Leadership

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

The vision and mission statement of the college gets ample

reflection in the functioning of the college in all matters related to its overall upliftment.One of the primary mission is related to preparing equipping and enlightening our students to meet the demands of the present day times.This has been constantly strived for in all the decisions taken by the G.B.,the Principal, The Academic Council and all the other bodies of the college.

The governing body is the apex body which monitors matters relating to formulation of policies and all decision-makingmatters. The GB has got representatives from both the teaching and non-teaching staff.

The principal keeps in touch with the HODs of various departments, conveners and co coordinators of various cells and committees, the office staff to ensure smooth implementation of all the plans and policies related to the college. There are different cells and committee headed by senior professors.

File Description	Documents
Paste link for additional information	https://pgmdharapur.ac.in/administration
Upload any additional information	View File

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

The Governing Body of the institution maintains the policy of decentralization by giving opportunities to participate by different stakeholders.

The Academic Council takes all decisions related to academic matters e.g., admission, routine and academic calendar. Decisions regarding policy matters are communicated to the faculty members through HODs by the authority. Participation of the students in the different decision-making matters is ensured through the representation of the General Secretary and President of the student's union Practice of decentralization and participative management is also reflected in various committees i.e. Academic Council, IQAC, RUSA, Grievance Redressal and Anti Sexual Harassment Committee, Sports Board etc. In all these Committees representatives from students are included On important Days, the Institution felicitates some senior well-wishers and associates of the college.

Moreover, the process of holding the sessional examination is

another example of decentralization and participative management. The Vice Principal is given overall charge regarding examination matters. Apart from Academic Council & IQAC the college has 31 different committees, cells, councils to handle different issues effectively.

File Description	Documents
Paste link for additional information	https://pgmdharapur.ac.in/administration
Upload any additional information	View File

6.2 - Strategy Development and Deployment

6.2.1 - The institutional Strategic/ perspective plan is effectively deployed

Strategy:

Digitalization has been initiated by the college authority with regard to all matters related to the various functions of the college. Digital classes has been made compulsory in the routine itself from this year onwards for all the departments.

Action:

The Academic Council has taken all steps for taking digital classes by the teachers by providing attendance registers to keep records of it and also centrally in the digital class room. The record of digital classes could not properly maintain due to Covid pandemic.

The institution has been implementing online processes of administration particularly admission, student's online attendance portal (e-attendance),leave management system etc. Implementation of PFMS (Public Fund Management System) pertaining to fund received from the UGC and RUSA, digital payment, mostly RTGS mode regarding remuneration of examinations and other bills are considered to be bold steps forward in institutional strategic and perspective plans. Online admission has become fully operational in all programmes offered by the institution from the academic session 2019-20. Merit List of selected candidates is automatically generated and the same is uploaded in the website.

File Description	Documents
Strategic Plan and deployment documents on the website	[View File]()
Paste link for additional information	[user.pgmdharapur.ac.in]()
Upload any additional information	[View File]()

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

The apex decision making body is the Governing Body,which is at the top of the organizational structure of the college followed by the Principal who is the Secretary of the GB.The Principal co-ordinates the GB with other stakeholders.The GB is constituted with the President appointed by the State Government,two nominated members from affiliating University,two members from the teaching staff,one member from the non-teaching staff,three members from the parents,one donor member,the Librarian and the Vice Principal as ex-officio members. The service rulesare governed as per Provincialisation of College Employees Act,2005 and College ServiceRule.New recruitments are made in a transparent manner by publishing advertisements in widely circulated daily newspaper of the state and displayed in the college website as per directives from the concern authorities.

Promotionis accorded as per the rules and guidelines of the Govt. under Career Advancement Scheme and promotion to the non-teaching staff is implemented as per vacancy and seniority.The administrative setup and the committees are shown in the organogram.

File Description	Documents
Paste link for additional information	https://legislative.assam.gov.in/sites/defau lt/files/swf_utility_folder/departments/legi slative_medhassu_in_oid_3/menu/document/The% 20Assam%20College%20Employee%20%28Provincial isation%29%20Act%2C%202005..pdf
Link to Organogram of the Institution webpage	https://pgmdharapur.ac.in/PDFs/6.2.3%20(Gene ral%20Organogram,%20Paschim%20Guwahati%20Mah avidyalaya).pdf
Upload any additional information	View File

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

A. All of the above

File Description	Documents
ERP (Enterprise Resource Planning)Document	View File
Screen shots of user interfaces	View File
Any additional information	View File
Details of implementation of e-governance in areas of operation, Administration etc (Data Template)	View File

6.3 - Faculty Empowerment Strategies

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

The management of the institution always comes forward to meet up the needs of the employees (both teaching and non-teaching staff).

Incremental and other financial incentives:Incremental financial incentives are given to the non-sanctioned fulltime teachers and contractual employees from time to time.

As per the Govt. rules all the permanent teachers and non teaching staff avail the facilities provided under different schemes.These include-

GSLI (GROUP SAVING LINKED INSURANCE)

For employees,Gratuity,MaternityLeave.CCL,SpecialLeave,Academic Leave and Duty leave.

Waiving of Tuition Fees for wards of non-teaching staff:

The Tuition Fees of two wards of non-teaching staff have been waived as per the GB's Resolution dated 29/10/ 2019.

Free food and lodging:The authority has been providing free food & lodging for hostel support staff since 2019.

Gym and sports facility:Gym and sports facilities are available for all.

Library and Internet Facility:Free Internet facilityis available.

Others:Each department has separate common rooms with attached toilet and kitchenette facilities.

File Description	Documents
Paste link for additional information	NONE
Upload any additional information	View File

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

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

0

File Description	Documents
Upload any additional information	View File
Details of teachers provided with financial support to attend conference, workshops etc during the year (Data Template)	View File

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

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

1

File Description	Documents
Reports of the Human Resource Development Centres (UGCASC or other relevant centres).	View File
Reports of Academic Staff College or similar centers	View File
Upload any additional information	View File
Details of professional development / administrative training Programmes organized by the University for teaching and non teaching staff (Data Template)	View File

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

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

5

File Description	Documents
IQAC report summary	View File
Reports of the Human Resource Development Centres (UGCASC or other relevant centers)	View File
Upload any additional information	View File
Details of teachers attending professional development programmes during the year (Data Template)	View File

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

There are lot of performance appraisal systems in the institution.

Best Department Award:To acknowledge the commendable performance of the departments. The Best Department Award was initiated annually from the session 2018-19.A cash prize of Rs.10,000/- and a trophy is presented to the department. It is selected on the basis of certainadministrative,academic,co-curricular and other relevant performances.

Student Feedback: The institution collects feedback from students on curriculum, teaching- learning, and performance of faculty members, infrastructure etc. The process for the period were not taken due to Covid-19 restrictions.

Teachers' Annual Performance for Career Advancement Scheme (CAS):For the promotion of teachers through CAS, the Coordinator of the IQAC along with few members of IQAC assess and verify the various criteria regarding API of the teacher concerned. After thorough assessment,the committee forwards with recommendations to the Head of the institution for further processing.After due approval from the GB, the teachers can apply for their respective promotion to the State Govt.

Annual Confidential Report:The authority of the institution always maintains Annual Confidential Report of each & every teaching and non-teaching staff of the college.

File Description	Documents
Paste link for additional information	NONE
Upload any additional information	View File

6.4 - Financial Management and Resource Mobilization

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

The institution has a well-established mechanism for both internal and external audit of all financial activities. The college authority has regularly conducted internal audit by chartered accountant appointed by the college administration. The report of the internal audit is placed before the GB for discussion and approval. Again, external audit is done by the Auditor General of Assam through the Office of the Director of Higher Education of Assam, under the initiative of the Govt. of Assam. The College Authority has completed internal audit up to 01-04-2020 to

31-12-2021 and external audit (Govt. Audit) up to 2019-20.
Objections raised during audit are meted out satisfactorily.

File Description	Documents
Paste link for additional information	NONE
Upload any additional information	View File

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

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

0

File Description	Documents
Annual statements of accounts	View File
Any additional information	View File
Details of Funds / Grants received from of the non-government bodies, individuals, Philanthropers during the year (Data Template)	View File

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

The college authority submits various proposals to meet the requirements of funds to the Government through UGC and RUSA. The financial grants received by the institutions are utilized according to the proposal and instruction of the funding agency and utilization reports are submitted by the institution within the stipulated time to the respective agencies.The major source of internal resource mobilization of the college is the fee received from the students in the form of admission fee, examination fee etc. However, the state government announced free admission for students under BPL Category since 2018. And this has created a lot of problem regarding funds to run the institutions smoothly.

Besides, the college also earns some resources as rent by allowing its infrastructure to be used by Govt. & non-Govt. organizations.It was decided that a fixed 10% amount out of the total expenditure is to be earned as rent for allowing the use of college infrastructure since 2019.Again,the college centers of the KKHSOU and NIOS pay

annual fee for using college infrastructure.

File Description	Documents
Paste link for additional information	NONE
Upload any additional information	View File

6.5 - Internal Quality Assurance System

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

The IQAC of the college has been putting in efforts for continuous quality enhancement through various practices and initiatives. As a result, some quality practices have become institutionalized.

Continuation of Best Department Award:IQAC of the college has initiated, starting from the Session 2018-19, an annual award for the Best Department on the basis of academic as well as co-curricular activities to enhance the work culture and to encourage and inspire the student & faculty members of each department. . The Best Department Award consists of a cash prize of Rs. 10,000/- and a trophy.

Commemorating Various Special Days:To imbibe nationalistic feeling and develop awareness and respect towards local and national culture among the students, IQAC of the institution has initiated observation of various important days related to important personalities and of national significance. The academic council has prepared the academic calendar for the year 2020-2021 where each and every activity of the college including examination schedule, commemoration and celebration of days and events of national and International importance have been assigned date wise as well as department wise for each smooth conduction.

File Description	Documents
Paste link for additional information	NONE
Upload any additional information	View File

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

The institution reviews its teaching learning process, structure & methodology of operation and learning outcomes at periodical intervals through IQAC. Two examples of institutional reforms facilitated by the IQAC are The Feedback Committee conducts the system under the supervision of IQAC for collecting and analyzing the data and preparing the report. The secrecy of the student evaluating is maintained and students can take part in the process without any hesitation and doubt. The report of the feedback is communicated to the authority for further improvement. Mentoring classes were conducted, to get required guidance and encouragement and also to share their doubts and aspirations a Mentoring Committee was formed following UGC and NAAC guidelines. Students of the 1st and 3rd Semesters from both Arts and Commerce Streams were included in the programme under all the full-time teachers. The Mentoring Classes was held on 13-11-2021. Total Number of Ph.D degrees are 15. Extension activities like Blood Donation Awareness Programme, awareness on sanitation,Burn Care etc. have been cinducted. The library operates on the SOUL software system and e resources are provided through N-List. MOUs with Anundoram Borooah Institute of Language, Art & Culture (ABILAC),Dharapur Higher Secondary School and Dharapur Taluk have been continued.

File Description	Documents
Paste link for additional information	NONE
Upload any additional information	View File

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

A. All of the above

File Description	Documents
Paste web link of Annual reports of Institution	NONE
Upload e-copies of the accreditations and certifications	View File
Upload any additional information	View File
Upload details of Quality assurance initiatives of the institution (Data Template)	View File

INSTITUTIONAL VALUES AND BEST PRACTICES

7.1 - Institutional Values and Social Responsibilities

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

The college is a co-educational institution which gives immense importance on gender equity programs. More than 55% of the faculty members are Female having equal responsibilities with the male teachers in the institution.

Papers on Feminism, Education for Women's Equality and Empowerment etc. which are include in CBCS course are taught in the institution. A committee has been formed as Sexual Harassment and Internal Complaint Committee since 28-10-15 to look into any gender related issues in the institution. The NCC and NSS unit contain good number of girl students. The college has separate common rooms, toilets for both boys and girls. A sanitary napkin incinerator and vending machine have been installed in the girls hostel and girls toilet in the library complex. A two storied well-furnished hostel is available for girl students maintaining proper safety and security (24x7 CCTV surveillance, boundary wall with gate, security person, warden etc.)Counseling programmes couldn't be organized for the girl Students due to Covid-19 situation.

File Description	Documents
Annual gender sensitization action plan	NIL
Specific facilities provided for women in terms of: a. Safety and security b. Counseling c. Common Rooms d. Day care center for young children e. Any other relevant information	https://pgmdharapur.ac.in/PDFs/AQAR/2020-21/7.1.1%20Institutional%20Data%20for%20Promotion%20of%20Gender%20Equity.pdf

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

C. Any 2 of the above

File Description	Documents
Geo tagged Photographs	View File
Any other relevant information	View File

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

Solid waste Management:Ample garbage cans are placed at various places in the campus to keep the surrounding clean. A staff of cleaners and sweepers are engaged in the entire process. The girls' hostel is provided with an incinerator for hygienic and scientific disposal of used sanitary napkins. Another such sanitary napkin incinerator is placed at the library complex also for easy access for the girl students during college hours.

Liquid waste Management:The college has proper drainage management system to the surrounding low land area and to the nearby paddy fields. All the toilets of the college are connected to safety tanks. College closely monitors the leakage of taps and repairs or replaces it as found necessary.

E-waste management:Electronic garbage has been periodically disposed of through auction. Outdated models are replaced and the old models are sold off to college staff against a nominal price.

Waste recycling system: The college is aiming gradually for a complete paperless office in near future by online admission, e-communication etc. It may be mentioned that various notifications within the institution are circulated through WhatsApp, emails, website in order to make the institution fully digital in communications.

File Description	Documents
Relevant documents like agreements/MoUs with Government and other approved agencies	View File
Geo tagged photographs of the facilities	NONE
Any other relevant information	View File

7.1.4 - Water conservation facilities available in the Institution: Rain water harvesting Bore well /Open well recharge Construction of tanks and bunds Waste water recycling Maintenance of water bodies and distribution system in the campus   **B. Any 3 of the above**

File Description	Documents
Geo tagged photographs / videos of the facilities	View File
Any other relevant information	View File

7.1.5 - Green campus initiatives include

7.1.5.1 - The institutional initiatives for greening the campus are as follows: **B. Any 3 of the above**

1. **Restricted entry of automobiles**
2. **Use of Bicycles/ Battery powered vehicles**
3. **Pedestrian Friendly pathways**
4. **Ban on use of Plastic**
5. **landscaping with trees and plants**

File Description	Documents
Geo tagged photos / videos of the facilities	[View File]()
Any other relevant documents	[View File]()

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

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

A. Any 4 or all of the above

File Description	Documents
Reports on environment and energy audits submitted by the auditing agency	[View File]()
Certification by the auditing agency	[View File]()
Certificates of the awards received	[View File]()
Any other relevant information	[View File]()

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

C. Any 2 of the above

File Description	Documents
Geo tagged photographs / videos of the facilities	View File
Policy documents and information brochures on the support to be provided	View File
Details of the Software procured for providing the assistance	View File
Any other relevant information	View File

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

The college provides an inclusive environment with tolerance and harmony towards cultural, regional, linguistic, communal,socio economic and other diversities. The students' union of the college observed four day long "College Week" programme by arranging different sports and cultural competitions. A number of students participated in it and successful competitors were awarded with medals, trophy, and certificate etc. Many commemorative days like International

Women's Day, International Yoga Day, Bhupen Hazarika Birth and Death Anniversary, Teachers Day, World Education Day, World Environment Day, Saraswati Puja etc. These programmes revamp the positive relationship among people belonging to different races and cultural background.

Extension Education Cell jointly organised with Brhmaputra Board, Assam a state level essay writing and debating competition. Young students take part in the Karate and Taekwondo training classes held in the college campus delivered by college alumni after daily class routine. Art class for the young children of the nearby villages are held in the college on every Sunday.

File Description	Documents
Supporting documents on the information provided (as reflected in the administrative and academic activities of the Institution)	View File
Any other relevant information	View File

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

College organizes various activities in the campus for inculcating values for being responsible citizens as reflected in the Constitution of India. National Festivals like Republic Day and Independence Day were celebrated in the college this year with minimum attendance due to Covid restrictions. The Principal of the college hoists the National Flag in the presence of a few students, NCC Cadets, faculty members and office staff. The College undertakes various activities from time to time to spread social awareness about tree plantation and campus cleaning to inculcate Green Awareness and Cleanliness.

A Code of Conduct Handbook for all the stakeholders are prepared and uploaded in the website. Important guidelines for students on values and responsibilities as disciplined students are on display in prominent places of the campus and also in the prospectus. College organized national and international commemorative days, events and festivals in order to show National Unity and Integrity among the students.

File Description	Documents
Details of activities that inculcate values; necessary to render students in to responsible citizens	[View File](#)
Any other relevant information	[View File](#)

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

C. Any 2 of the above

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

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

1. **Republic Day (26th January) and Independence Day (15th August)have been celebrated to imbibe a sense of pride, integrity and responsibility in the young students.**
2. **Teacher's Day and Foundation Day of the College (5th September): Teachers' Day being also the Foundation Day of the college, has been celebrated in the college premises.**
3. **International Women's Day (8th March) has been celebrated by organizing awareness lecture.**
4. **World Environment Day (5th June) was celebrated by planting saplings in the campus.**
5. **International Yoga day (21st June) is celebrated every year organizing awareness programmes.**
6. **Saraswati Puja, World AIDS Day, National Education Day etc. have been observed to create awareness among the Students.**
7. **World Sanitation Day (19th November) has been observed to create awareness among the students.**

File Description	Documents
Annual report of the celebrations and commemorative events for the last (During the year)	View File
Geo tagged photographs of some of the events	View File
Any other relevant information	View File

7.2 - Best Practices

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

BEST PRACTICE -1

Title of the Practice: Green Awareness

Objectives: The objective is to spread awareness on environment and inculcate the idea of coexistence with nature.

The Context: The college takes up programmes on awareness, tree plantation etc. for resolving environmental problems.

Practice:"World Environment Day" is observed through popular talks and tree plantation in the college campus and in the nearby areas. Scientific names of the trees in the campus are written for easy identification.

Evidence of Success: College has nicely maintained green campus as acknowledged by NAAC Peer Team.

Problems Encountered: This year due to Covid-19 situation the World Environment Day could be celebrated simply by planting a few saplings only.

BEST PRACTICE-2

Title of the Practice: Bipin Chandra Barua Library: A Window for Knowledge and Information to All

Objectives: To open up knowledge for upcoming generations.

The Context: Traditional learning system is losing ground due to extensive use of mobile phones but reading a book genuinely inspires all.

Practice: Students from nearby schools visit the library. Book fairs are organized with publishing houses. Book Bank facility in the library provides books to the poor students.

Evidence of Success: Students are found benefitted by the Book Bank facility.

Problems Encountered: Due to Covid-19 situation school students could not visit the library. Book fair could not be organised. Limitation of space for new books and shortage of library staff are

problems.

File Description	Documents
Best practices in the Institutional web site	[View File](#)
Any other relevant information	[View File](#)

7.3 - Institutional Distinctiveness

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

Paschim Guwahati Mahavidyalaya was established by a group of selfless visionaries from around Dharapur area with a noble intention of promoting higher education in this socio economically backward locality adjacent to Guwahati, the capital city of the state of Assam. Local people still hold the institution with great love and attachment and quite a number of our alumni are now guardians of present-day students in the college. The Alumni Association formed in the year 2003 is very active.

Though financially not very sound, yet the members of the Alumni Association are very much attached with the college. The college can boast of a number of National and International Sports personalities who have brought laurels to the college, state and country in various National and International sports events like Kick Boxing, Karate and Taekwondo.

There are two programmes for training Karate and Taekwondo to the young children from the nearby villages in the college premises itself before and after the classes of college hours. The Alumni Association also organizes Awareness Programmes on issues such as Road Safety, Cyber Crime etc. through resourceful professionals. The Alumni Association has formed a Blood Donation group to help the needy persons.

Part B

CURRICULAR ASPECTS

1.1 - Curricular Planning and Implementation

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

Paschim Guwahati Mahavidyalaya follows curriculum framed by affiliating University, Gauhati Univrsity, both at Post Graduate and Under Graduate levels. The college Academic Council prepares an annual Academic Calendar based on the Gauhati University Calendar.

The Routine Committee prepares the Master Routine. Heads of Departments prepare the departmental class routines and distribute the courses as per syllabus.

Classes are held as per routine and the class attendance of the students is recorded in the online attendance portal through mobile phones.

One Sessional Examination each semester is conducted as per Academic Calendar. The Examination Committee looks after the internal as well as the University Examinations.

Due to COVID-19 Pandemic situation prevailing in the country, regular physical classes could not be held during the academic session 2020-21. Online mode of classes were organized with various available platforms such as Google Classroom, WhatsApp Groups, Zoom Classes etc. depending upon the availability of internet facilities. Only from November 2020 to April 2021 some physical classes could be held following the SOP Routine with restricted number of students as advised by the state health department. From late April 2021 physical classes were suspended due to rise of COVID Cases in the state.

File Description	Documents
Upload relevant supporting document	[View File]()
Link for Additional information	https://pgmdharapur.ac.in/PDFs/AQAR/2020-21/Academic%20Calendar%202020-21.pdf

1.1.2 - The institution adheres to the academic calendar including for the conduct of Continuous

Internal Evaluation (CIE)

The Academic Council of the college prepares an annual Academic Calendar based on the Gauhati University Calendar for the two semesters. The college Academic Calendar is made available to each student through the prospectus and college website.

Sessional Examinations for B.A, B.Com. and PG Odd Semesters are conducted in the months of September/October every year and for the Even Semesters in the months of March/April every year.

Semester End Examinations for both Odd and Even semesters are conducted in the month of November-December and May and June as per notification of Gauhati University.

For continuous evaluation of students the college has adopted various measures like conducting sessional examination, periodical class tests, giving Home Assignments, organizing departmental seminars, holding College Week to encourage students in co-curricular activities etc.

Due to COVID-19 Pandemic situation, routine activities got disrupted during the academic session 2020-21. Classes were held mostly in Online mode and some physical classes with restricted number of students could be held following SOP routine. During this period Online Class Test and Home Assignments were mostly given. University conducted the Semester End examinations in Online mode much later around September-October 2020 only.

File Description	Documents
Upload relevant supporting documents	View File
Link for Additional information	NONE

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

E. None of the above

process of the affiliating University	

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

1.2 - Academic Flexibility

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

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

22

File Description	Documents
Any additional information	View File
Minutes of relevant Academic Council/ BOS meetings	**No File Uploaded**
Institutional data in prescribed format (Data Template)	View File

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

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

0

File Description	Documents
Any additional information	**No File Uploaded**
Brochure or any other document relating to Add on /Certificate programs	**No File Uploaded**
List of Add on /Certificate programs (Data Template)	View File

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

0

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

0

File Description	Documents
Any additional information	**No File Uploaded**
Details of the students enrolled in Subjects related to certificate/Add-on programs	<u>View File</u>

1.3 - Curriculum Enrichment

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

Paschim Guwahati Mahavidyalaya, being an affiliated college, follows the curriculum offered by Gauhati University.

Papers on Ethics is included in the B.A. 3rd , 5th and 6th Semester Philosophy Major and B.A.3rd and 6th Semester Philosophy Regular courses. A unit on Ethics and Values in Public Administration is included in B.A. 5th Semester Political Science General Course.

Department of Education has a unit on Education and Human Rights in B.A 3rd semester Honours course. There are papers on human rights in B.A. 5th and 6th Semesters Political Science General and Major Courses.

A paper on Women's Writing is there in B.A.5th Semester English Major Course.

Two papers on Women and Politics is included in B.A.5th and 6th Semester Political Science Major Courses.

Another paper on Feminism is offered in B.A. 2nd Semester Political Science Honours Course.

One paper on famous women character Chitralekha is included in B.A. 5th Semester Hindi Major course.

One unit on conceptions of nature is in B.A 4th semester in English Honours course.

A compulsory paper on Environmental Studies is included in the

B.A.2nd Semester Course.

Two papers are included in the 5th and 6th Semester of B.A. Economics Major Course on Environmental Economics.

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

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

15

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

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

974

File Description	Documents
Any additional information	[View File]
List of programmes and number of students undertaking project work/field work/ /internships (Data Template)	[View File]

1.4 - Feedback System

1.4.1 - Institution obtains feedback on the syllabus and its transaction at the institution from the following stakeholders Students Teachers Employers Alumni	**E. None of the above**

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

1.4.2 - Feedback process of the Institution may be classified as follows	**E. Feedback not collected**

File Description	Documents
Upload any additional information	**No File Uploaded**
URL for feedback report	**Nil**

TEACHING-LEARNING AND EVALUATION

2.1 - Student Enrollment and Profile

2.1.1 - Enrolment Number Number of students admitted during the year

2.1.1.1 - Number of sanctioned seats during the year

2450

File Description	Documents
Any additional information	[View File](#)
Institutional data in prescribed format	[View File](#)

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

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

543

File Description	Documents
Any additional information	[View File](#)
Number of seats filled against seats reserved (Data Template)	[View File](#)

2.2 - Catering to Student Diversity

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

In an effort to develop efficient human resources, the college has been providing special attention for slow and advanced learners. The students are assessed on the basis of their classroom performance, class tests, home assignments, individual interactions along with their participation in different Extra Curricular activities in the college. Mentoring classes could not be continued due to Covid-19 situations.

Strategies for slow learners: For unsuccessful students in internal examinations, another chance to appear, personalized teaching, tutorial and additional classes are conducted.

Strategies for advanced learners: Additional and advanced reading materials, Different motivational programmes, lectures by eminent personalities from different fields through online mode, have been organized to encourage and motivate the advanced learners. Students are encouraged to use the e-resources properly in their preparation of answers.

File Description	Documents
Link for additional Information	https://pgmdharapur.ac.in/gallery/webinar
Upload any additional information	View File

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

Number of Students	Number of Teachers
1248	30

File Description	Documents
Any additional information	View File

2.3 - Teaching- Learning Process

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

College adopted different student centric methods like experiential, participatory and problem-solving methodologies for enhancing active participation of the students in the teaching-learning and evaluation process.

Different academic field visits are conducted like Book Fairs, University libraries, guided to undertake different project works and home assignments, encouraged to engage themselves in different useful learning activities like Departmental Wall Magazine, departmental seminars, quiz, painting competition, group discussions, get together programmes, etc. However, due to Covid-19 situation most of the programmes were in a smaller scale.

To facilitate participatory learning teaching aids like Google Classroom, interactive sessions; Co-curricular, extra-curricular activities like different sports and cultural events, NCC and NSS events etc. cleanliness drives, tree plantation have been organised. Students are appointed as members of different committees of the college and assigned responsibilities in administrative bodies.

Students are made to organize different skill education in the form of Yoga, Meditation, Creative and Performing Art and awareness lectures; NCC cadets and NSS volunteers are encouraged

to get involved in various current social issues and burning problems of the community;Opportunities provided for the students to get involved in Students' Union.

File Description	Documents
Upload any additional information	[View File](#)
Link for additional information	https://pgmdharapur.ac.in/gallery

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

Continuation of LMS System enabled teachers to record attendance of students, maintain the activity diary and record of syllabus covered in the classes using smart phones. Digital Library with an Internet Zone is there for the benefit of the students, teachers and other library users.

The Language Laboratory with 31 nos. of computers and Digital Display Board enables the students to improve their language skills in both pronunciation and understanding. Practical class of one paper of commerce are also held.

Three Digital Class Rooms facilitate teachers and students with modern day teaching-learning experiences. Creation of two more Smart Class Rooms are under progress with the help of RUSA Infrastructure Grant.

The college has Wi-Fi facilities for the students and staff of the college. All departments, IQAC Room, Library, and Computer Centre are covered with the Wi-Fi facility. Teachers also use personal mobile internet facilities to search and share online resources with the students.

Each Department created class wise WhatsApp groups for better communication, guidance and sharing e-resources for effective teaching-learning environment which proved very successful. Teachers are using Google Meet/ Zoom Network for online classes according to Government and affiliating university guidelines during the Covid-19 period.

File Description	Documents
Upload any additional information	[View File]()
Provide link for webpage describing the ICT enabled tools for effective teaching-learning process	https://pgmdharapur.ac.in/gallery

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

2.3.3.1 - Number of mentors

0

File Description	Documents
Upload, number of students enrolled and full time teachers on roll.	[View File]()
Circulars pertaining to assigning mentors to mentees	[View File]()
mentor/mentee ratio	[View File]()

2.4 - Teacher Profile and Quality

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

30

File Description	Documents
Full time teachers and sanctioned posts for year (Data Template)	[View File]()
Any additional information	[View File]()
List of the faculty members authenticated by the Head of HEI	[View File]()

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

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

14

File Description	Documents
Any additional information	View File
List of number of full time teachers with Ph. D. / D.M. / M.Ch./ D.N.B Super specialty / D.Sc. / D.Litt. and number of full time teachers for year(Data Template)	View File

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

2.4.3.1 - Total experience of full-time teachers

702 years

File Description	Documents
Any additional information	View File
List of Teachers including their PAN, designation, dept. and experience details(Data Template)	View File

2.5 - Evaluation Process and Reforms

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

Academic Calendar is prepared by Academic Council taking into consideration different academic matters in the college and plans, for the entire academic session. One sessional examination is held in every semester and class tests, group discussions, quizzes are held from time to time. The Examination Committee of the college conducts all the internal and external examinations in the college. Each department conducts the Sessional Examinations for their respective Honours papers and the Examination Committee organizes examinations for the general papers centrally.

Examination notices are displayed in the departmental and college notice boards, in the college website and Principal's official WhatsApp Group.

The Internal Quality Assurance Cell (IQAC) of the college

regularly monitors the feedback system on different academic matters including on the mechanism of internal assessment with the help of the Feedback Committee. But due to Covid-19 restrictions the process could not be conducted this year. The college organizes PTMs and the guardians can approach the departments and faculty members any time to know about the progress and performance of their wards and about their regularity in attending college.

File Description	Documents
Any additional information	View File
Link for additional information	NONE

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

Each academic department resolves the grievances related to sessional examinations in their respective subjects of the college. Unsuccessful students and students who fail to appear in the sessional examinations on genuine grounds, are allowed to re-appear in the re-examination, against application, conducted by the concerned departments or are allotted Home Assignments in the respective subject. The faculty members of the college always clarify the doubts and enquiries of the students on any academic matter. In case sessional examination marks is not updated by the University, college authority resubmits the marks after verification through a special format prepared by college to the University.

File Description	Documents
Any additional information	View File
Link for additional information	NONE

2.6 - Student Performance and Learning Outcomes

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

The college adopts different mechanism and practices to communicate the course outcome to all the stakeholders of the college. The main objectives of such mechanism and practices are to provide the students and the teachers a clear and comprehensive idea of the concerned courses in connection with

the teaching learning process and to formulate measures for rectification if necessary. The main features of "Programme Outcomes" (POs) and "Course Outcomes" (COs) of every department are displayed explicitly in the college Website (www.pgmdharapur.ac.in).

- "Deepar's Echo", the annual college newsletter, departmental newsletters, "Nibedan", the college annual magazine highlight the programme outcome of the college by reflecting the achievements of the students in academic and other allied fields.

File Description	Documents
Upload any additional information	View File
Paste link for Additional information	NONE
Upload COs for all courses (exemplars from Glossary)	View File

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

The college regularly evaluates the attainment of Programme Outcomes, Programme Specific Outcomes and Course Outcomes primarily on the basis of the performances of the students in formative and summative assessment in the courses. The evaluation is done by the following methods:

- The Programme Outcomes are measured on the basis of the marks obtained by the students in the concerned external examinations.
- The sessional and other internal examinations help to observe the specific knowledge and skills of the students. Assessment of the students is done on the basis of marks secured in the respective internal examinations of the college.
- Viva voce and practical examinations in certain subjects and Field Visit and Case Study Reports are important tools to measure the learning outcomes.
- The students are assigned home assignments to measure their knowledge, understanding and skills.
- Parent- Teacher Meets are organized regularly by the college and also by the academic departments individually to review the teaching- learning and evaluation process.

The college has a Career Counseling Cell to resolve various academic and psychological problems, to help attain programme outcomes and to offer proper guidance to the students on various career options.

File Description	Documents
Upload any additional information	View File
Paste link for Additional information	NONE

2.6.3 - Pass percentage of Students during the year

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

259

File Description	Documents
Upload list of Programmes and number of students passed and appeared in the final year examination (Data Template)	View File
Upload any additional information	View File
Paste link for the annual report	NONE

2.7 - Student Satisfaction Survey

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

https://student.pgmdharapur.ac.in/login

RESEARCH, INNOVATIONS AND EXTENSION

3.1 - Resource Mobilization for Research

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

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

0

File Description	Documents
Any additional information	View File
e-copies of the grant award letters for sponsored research projects /endowments	View File
List of endowments / projects with details of grants(Data Template)	View File

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

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

0

File Description	Documents
List of research projects and funding details (Data Template)	View File
Any additional information	View File
Supporting document from Funding Agency	View File
Paste link to funding agency website	NONE

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

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

File Description	Documents
Report of the event	View File
Any additional information	View File
List of workshops/seminars during last 5 years (Data Template)	View File

3.2 - Research Publications and Awards

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

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

1

File Description	Documents
Any additional information	View File
List of research papers by title, author, department, name and year of publication (Data Template)	View File

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

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

6

File Description	Documents
Any additional information	View File
List books and chapters edited volumes/ books published (Data Template)	View File

3.3 - Extension Activities

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

Due to consistent phases of lockdowns and the necessarily imposed Covid restrictions, very few activities were undertaken in a token manner. Students took part in competitions organised during January 2021 till April 2021 during partial lockdown.

File Description	Documents
Paste link for additional information	https://pgmdharapur.ac.in/gallery
Upload any additional information	View File

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

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

0

File Description	Documents
Any additional information	View File
Number of awards for extension activities in last 5 year(Data Template)	View File
e-copy of the award letters	View File

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

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

1

File Description	Documents
Reports of the event organized	View File
Any additional information	View File
Number of extension and outreach Programmes conducted with industry, community etc for the last year (Data Template)	View File

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

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

File Description	Documents
Report of the event	View File
Any additional information	View File
Number of students participating in extension activities with Govt. or NGO etc (Data Template)	View File

3.4 - Collaboration

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

0

File Description	Documents
e-copies of linkage related Document	View File
Details of linkages with institutions/industries for internship (Data Template)	View File
Any additional information	View File

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

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

4

File Description	Documents
e-Copies of the MoUs with institution./ industry/corporate houses	View File
Any additional information	View File
Details of functional MoUs with institutions of national, international importance, other universities etc during the year	View File

INFRASTRUCTURE AND LEARNING RESOURCES

4.1 - Physical Facilities

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

The college has 26 nos. of well-lit and ventilated classroomswith different sizes and capacities equipped with good quality furniture and boards. These include 3 nos. of digital class rooms,all equipped with LCD projectors and smart boards.Out of classrooms one roomis also used to hold seminars, workshops and other departmental activities for small groups of students apart from holding regular classes. In addition, there are two sets of portable projectors with screens which are used in different class rooms as and when necessary. 4 big sized class rooms (Halls)are also used as make shift Multi-Purpose Hall and used for general meetings, official functions, seminars, workshops and cultural functions etc. Apart from class rooms, there is one Digital Conference Room for conducting seminars and workshops. There are also two medium-size conference rooms including one inside the library for holding meetings and small presentations.

All the 12 departments are provided with computers, printers and other necessary furniture. There is one Psychological Laboratory, one Language Laboratory. One Library with good collection of books and journals is available for students, teachers, researchers as well as for reading enthusiast from local community with restricted facilities.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	NONE

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

Facilities for Games and Sports

1. Indoor Games

The college has an Indoor Sports Complex with 589.00 Sq.m. floor area. The Sports Complex has adequate facilities for various Indoor Games which include Table Tennis, Badminton, Carom , Arm-wrestling etc. Multi-gym facility with treadmills and weights are also provided inside the indoor sports complex.

2.Outdoor Games:

The College has facilities for various out door games and sports facilities which include 1 Volleyball Court, 1Basketball Court, one community playground adjacent to college used to play cricket, football and various athletic sports.

User Rate: 7.572

File Description	Documents
Upload any additional information	[View File](#)
Paste link for additional information	[NONE](#)

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

9

4.1.3.1 - Number of classrooms and seminar halls with ICT facilities

9

File Description	Documents
Upload any additional information	[View File](#)
Paste link for additional information	https://pgmdharapur.ac.in/PDFs/4.1.3%20Photos%20of%20Classrooms%20with%20ICT%20facility.pdf
Upload Number of classrooms and seminar halls with ICT enabled facilities (Data Template)	[View File](#)

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

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

55.96

File Description	Documents
Upload any additional information	[View File](#)
Upload audited utilization statements	[View File](#)
Upload Details of budget allocation, excluding salary during the year (Data Template)	[View File](#)

4.2 - Library as a Learning Resource

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

The Bipin Chandra Baruah Library is a well-equipped library with computerized networking through SOUL 2.0 software and LAN and internet facilities. The library is well stocked with a collection of over 39,915 books in English, Assamese, Hindi and Bengali languages along with college component of e-Shodh Sindhu consortium with access to 6000+ journals,164300+ e-books under N-LIST and 6,00,000 e-books

through NDL. Out of the total books, the library has a collection of 18,532 numbers of text books and 21,383 numbers of other books and reading material which includes relevant reference books and journals.

The library is fully automated. A Local Area Network (LAN) using ILMS (Integrated Library Management System) Software for University Libraries (SOUL 2.0 College Version) was installed in the year 2008.

This is extensively used for automating in-house activities and services of the library along with bar-coding facility for fast transaction of library resources. The Online Public Access Catalogue (OPAC) is made available for users to identify the status of availability of books and documents in the library.

File Description	Documents
Upload any additional information	View File
Paste link for Additional Information	NONE

4.2.2 - The institution has subscription for the following e-resources e-journals e-ShodhSindhu Shodhganga Membership e-books Databases Remote access toe-resources	A. Any 4 or more of the above

File Description	Documents
Upload any additional information	View File
Details of subscriptions like e-journals,e-ShodhSindhu, Shodhganga Membership etc (Data Template)	View File

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

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

2.17

File Description	Documents
Any additional information	View File
Audited statements of accounts	View File
Details of annual expenditure for purchase of books/e-books and journals/e- journals during the year (Data Template)	View File

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

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

8

File Description	Documents
Any additional information	View File
Details of library usage by teachers and students	View File

4.3 - IT Infrastructure

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

Paschim Guwahati Mahavidyalaya continuously updates its IT facilities at regular intervals by measures taken like installation of new computers, creation of Smart Class Rooms, creation of Language Laboratory, Introduction of LMS System for electronic record keeping of attendance of staff, online attendance record of students using mobile phones, adoption of customized accounting software for office, periodic updating of college website etc.

The college has increased the availability of computers from 41 numbers in the year 2015-16 to 94 in 2021-22. Three Digital Class Rooms have been created in the year 2017 to facilitate teachers and students with modern day teaching-learning experiences.

The college has built a Digital Library in the year 2017. The library has updated its Library Software SOUL 1.0 to SOUL 2.0. Institutional Digital Repository N-LIST e-resources Software programme, maintained by INFLIBNET, Ahmedabad has been renewed on 23-03-2022.

The college has created limited Wi-Fi facilities to students and

staff of the college with RailnetLeasesd Line. All departments, IQAC Room, Principal's office, Library, and Computer Centre were covered with the Wi-Fi facility. Teachers also use personal mobile internet facilities to search and share online resources with the students.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	NONE

4.3.2 - Number of Computers

90

File Description	Documents
Upload any additional information	View File
Student – computer ratio	View File

4.3.3 - Bandwidth of internet connection in the Institution	**B. 30 - 50MBPS**

File Description	Documents
Upload any additional Information	View File
Details of available bandwidth of internet connection in the Institution	View File

4.4 - Maintenance of Campus Infrastructure

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

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

11.80

File Description	Documents
Upload any additional information	View File
Audited statements of accounts.	View File
Details about assigned budget and expenditure on physical facilities and academic support facilities (Data Templates)	View File

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.

The College has policies and procedures in place for maintenance of day to day physical, academic, support facilities for total infrastructure including laboratory and library. Except an emergency situation, for any kind of purchase or maintenance of any infrastructural facilities, equipment etc. competitive bidding is called for and necessary tender formalities are observed. Information about tender is publicized through the college website sufficiently ahead of time.

For any kind of purchase or maintenance of any gadget, requisition is submitted to the Principal by the concerned department or cell. The Principal then referred the matter to the Purchasing Committee. The Purchasing Committee of the college is formed with approval from the Governing body consisting of the Principal as the Chairperson, a Coordinator from the teaching staff and members from both teaching and non-teaching staff. In all such matters approval of Governing Body is mandatory. The Purchasing Committee looks after the procurement, maintenance and utilization of physical facilitiesfollowing the Manual of Government of India on matters relating to purchase of goods and the process of tendering related to such purchase.

All academic matters are supervised by the Academic Council constituted by the principal and headed by a senior teacher as Coordinator.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	NONE

STUDENT SUPPORT AND PROGRESSION

5.1 - Student Support

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

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

349

File Description	Documents
Upload self attested letter with the list of students sanctioned scholarship	*View File*
Upload any additional information	*View File*
Number of students benefited by scholarships and free ships provided by the Government during the year (Data Template)	*View File*

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

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

349

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

5.1.3 - Capacity building and skills enhancement initiatives taken by the institution include the following: Soft skills Language and communication skills Life skills (Yoga, physical fitness, health and hygiene) ICT/computing skills	**E. none of the above**

File Description	Documents
Link to institutional website	NONE
Any additional information	View File
Details of capability building and skills enhancement initiatives (Data Template)	View File

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

88

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

88

File Description	Documents
Any additional information	View File
Number of students benefited by guidance for competitive examinations and career counseling during the year (Data Template)	View File

5.1.5 - The Institution has a transparent mechanism for timely redressal of student grievances including sexual harassment and ragging cases Implementation of guidelines of statutory/regulatory bodies Organization wide awareness and undertakings on policies with zero tolerance Mechanisms for submission of online/offline students' grievances Timely redressal of the grievances through appropriate committees	**E. None of the above**

File Description	Documents
Minutes of the meetings of student redressal committee, prevention of sexual harassment committee and Anti Ragging committee	View File
Upload any additional information	View File
Details of student grievances including sexual harassment and ragging cases	View File

5.2 - Student Progression

5.2.1 - Number of placement of outgoing students during the year

5.2.1.1 - Number of outgoing students placed during the year

3

File Description	Documents
Self-attested list of students placed	View File
Upload any additional information	View File

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

5.2.2.1 - Number of outgoing student progression to higher education

13

File Description	Documents
Upload supporting data for student/alumni	View File
Any additional information	View File
Details of student progression to higher education	View File

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

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

government examinations) during the year

1

File Description	Documents
Upload supporting data for the same	View File
Any additional information	View File

5.3 - Student Participation and Activities

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

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

2

File Description	Documents
e-copies of award letters and certificates	View File
Any additional information	View File
Number of awards/medals for outstanding performance in sports/cultural activities at university/state/national/international level (During the year) (Data Template)	View File

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

The college facilitates representation of students in various committees like, IQAC, Academic Council, Sports Development Board, Information and Career Guidance Cell, RUSA, Grievance Redressal and Anti-Sexual Harassment and Anti Ragging Cell etc. constituted for smooth running of the administration of the college. Students' Union Elections are held following all the rules and guidelines to hold fair election every year. Students participate in various competitions in sports, music, debating, speech etc. and also in inter-college competitions organized by other institutions. Students participate actively in organizing

various events to mark special occasions and thereby develop the practical experience of organizing events.

NCC Cadets help in local Durga Puja etc. to maintain order and discipline.

Students take active role in bringing out the annual college magazine 'Nibedan' under the guidance of the Teacher-in-Charge. Students contribute write ups for the annual departmental publications such as 'Venture-the Little Magazine' from Dept. of English, 'PGM Economic Review' from Dept. of Economics, 'Arunodai' from Dept. of Assamese and also take active role as members of the Editorial Board. Students actively participate in bringing out the departmental wall magazines as group activity. However, all the programmes were observed in a restrained manner this year due to Covid-19 situations.

File Description	Documents
Paste link for additional information	NONE
Upload any additional information	View File

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

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

9

File Description	Documents
Report of the event	View File
Upload any additional information	View File
Number of sports and cultural events/competitions in which students of the Institution participated during the year (organized by the institution/other institutions (Data Template)	View File

5.4 - Alumni Engagement

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

Paschim Guwahati Mahavidyalaya Alumni Association was formed in the year 2003 and registered with the Registration No.KAM(M)/263/L/344 of 2015-16. All pass out students contribute Rs.100/- each to the Alumni Association(since 2015-16)

On the Annual Alumni Day Celebration on 31st May every year, the best academic performers of the college in the last completed session from both the streams are felicitated with the "Alumni Award" by the Alumni Association

With active initiative from some members of the Alumni Association, a Blood Donation Group was formed with members from current students as well, for the service of the people in need. The alumni members are there for every event, occasion and celebration at college ready to help in every possible way, be it an outreach programme on health awareness or Blood Donation Camp, Foundation Day Celebration, Freshers' Social or Saraswati Puja. They also take initiative in negotiating with the members of the local bodies like the Taluk, the Panchayat and the Bazaar Committee on various important issues of the college. They also assist the new students in the process of online admission.

File Description	Documents
Paste link for additional information	alumni.pgmdharapur.ac.in
Upload any additional information	View File

5.4.2 - Alumni contribution during the year (INR in Lakhs)	**E. <1Lakhs**

File Description	Documents
Upload any additional information	**No File Uploaded**

GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.1 - Institutional Vision and Leadership

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

The vision and mission statement of the college gets ample

reflection in the functioning of the college in all matters related to its overall upliftment.One of the primary mission is related to preparing equipping and enlightening our students to meet the demands of the present day times.This has been constantly strived for in all the decisions taken by the G.B.,the Principal, The Academic Council and all the other bodies of the college.

The governing body is the apex body which monitors matters relating to formulation of policies and all decision-makingmatters. The GB has got representatives from both the teaching and non-teaching staff.

The principal keeps in touch with the HODs of various departments, conveners and co coordinators of various cells and committees, the office staff to ensure smooth implementation of all the plans and policies related to the college. There are different cells and committee headed by senior professors.

File Description	Documents
Paste link for additional information	https://pgmdharapur.ac.in/administration
Upload any additional information	View File

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

The Governing Body of the institution maintains the policy of decentralization by giving opportunities to participate by different stakeholders.

The Academic Council takes all decisions related to academic matters e.g., admission, routine and academic calendar. Decisions regarding policy matters are communicated to the faculty members through HODs by the authority. Participation of the students in the different decision-making matters is ensured through the representation of the General Secretary and President of the student's union Practice of decentralization and participative management is also reflected in various committees i.e. Academic Council, IQAC, RUSA, Grievance Redressal and Anti Sexual Harassment Committee, Sports Board etc. In all these Committees representatives from students are included On important Days, the Institution felicitates some senior well-wishers and associates of the college.

Moreover, the process of holding the sessional examination is another example of decentralization and participative management. The Vice Principal is given overall charge regarding examination matters. Apart from Academic Council & IQAC the college has 31 different committees, cells, councils to handle different issues effectively.

File Description	Documents
Paste link for additional information	https://pgmdharapur.ac.in/administration
Upload any additional information	View File

6.2 - Strategy Development and Deployment

6.2.1 - The institutional Strategic/ perspective plan is effectively deployed

Strategy:

Digitalization has been initiated by the college authority with regard to all matters related to the various functions of the college. Digital classes has been made compulsory in the routine itself from this year onwards for all the departments.

Action:

The Academic Council has taken all steps for taking digital classes by the teachers by providing attendance registers to keep records of it and also centrally in the digital class room. The record of digital classes could not properly maintain due to Covid pandemic.

The institution has been implementing online processes of administration particularly admission, student's online attendance portal (e-attendance),leave management system etc. Implementation of PFMS (Public Fund Management System) pertaining to fund received from the UGC and RUSA, digital payment, mostly RTGS mode regarding remuneration of examinations and other bills are considered to be bold steps forward in institutional strategic and perspective plans. Online admission has become fully operational in all programmes offered by the institution from the academic session 2019-20. Merit List of selected candidates is automatically generated and the same is uploaded in the website.

File Description	Documents
Strategic Plan and deployment documents on the website	[View File]()
Paste link for additional information	[user.pgmdharapur.ac.in]()
Upload any additional information	[View File]()

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

The apex decision making body is the Governing Body,which is at the top of the organizational structure of the college followed by the Principal who is the Secretary of the GB.The Principal co-ordinates the GB with other stakeholders.The GB is constituted with the President appointed by the State Government,two nominated members from affiliating University,two members from the teaching staff,one member from the non-teaching staff,three members from the parents,one donor member,the Librarian and the Vice Principal as ex-officio members. The service rulesare governed as per Provincialisation of College Employees Act,2005 and College ServiceRule.New recruitments are made in a transparent manner by publishing advertisements in widely circulated daily newspaper of the state and displayed in the college website as per directives from the concern authorities.

Promotionis accorded as per the rules and guidelines of the Govt. under Career Advancement Scheme and promotion to the non-teaching staff is implemented as per vacancy and seniority.The administrative setup and the committees are shown in the organogram.

File Description	Documents
Paste link for additional information	https://legislative.assam.gov.in/sites/default/files/swf_utility_folder/departments/legislative_medhassu_in_oid_3/menu/document/The%20Assam%20College%20Employee%20%28Provincialisation%29%20Act%2C%202005..pdf
Link to Organogram of the Institution webpage	https://pgmdharapur.ac.in/PDFs/6.2.3%20(General%20Organogram,%20Paschim%20Guwahati%20Mahavidyalaya).pdf
Upload any additional information	View File

6.2.3 - Implementation of e-governance in areas of operation Administration Finance and Accounts Student Admission and Support Examination	A. All of the above

File Description	Documents
ERP (Enterprise Resource Planning)Document	View File
Screen shots of user interfaces	View File
Any additional information	View File
Details of implementation of e-governance in areas of operation, Administration etc (Data Template)	View File

6.3 - Faculty Empowerment Strategies

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

The management of the institution always comes forward to meet up the needs of the employees (both teaching and non-teaching staff).

Incremental and other financial incentives:Incremental financial incentives are given to the non-sanctioned fulltime teachers and contractual employees from time to time.

As per the Govt. rules all the permanent teachers and non teaching staff avail the facilities provided under different

schemes.These include-

GSLI (GROUP SAVING LINKED INSURANCE)

For employees,Gratuity,MaternityLeave.CCL,SpecialLeave,Academic Leave and Duty leave.

Waiving of Tuition Fees for wards of non-teaching staff:

The Tuition Fees of two wards of non-teaching staff have been waived as per the GB's Resolution dated 29/10/ 2019.

Free food and lodging:The authority has been providing free food & lodging for hostel support staff since 2019.

Gym and sports facility:Gym and sports facilities are available for all.

Library and Internet Facility:Free Internet facilityis available.

Others:Each department has separate common rooms with attached toilet and kitchenette facilities.

File Description	Documents
Paste link for additional information	NONE
Upload any additional information	View File

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

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

0

File Description	Documents
Upload any additional information	View File
Details of teachers provided with financial support to attend conference, workshops etc during the year (Data Template)	View File

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

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

1

File Description	Documents
Reports of the Human Resource Development Centres (UGCASC or other relevant centres).	View File
Reports of Academic Staff College or similar centers	View File
Upload any additional information	View File
Details of professional development / administrative training Programmes organized by the University for teaching and non teaching staff (Data Template)	View File

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

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

5

File Description	Documents
IQAC report summary	View File
Reports of the Human Resource Development Centres (UGCASC or other relevant centers)	View File
Upload any additional information	View File
Details of teachers attending professional development programmes during the year (Data Template)	View File

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

There are lot of performance appraisal systems in the institution.

Best Department Award:To acknowledge the commendable performance of the departments. The Best Department Award was initiated annually from the session 2018-19.A cash prize of Rs.10,000/- and a trophy is presented to the department. It is selected on the basis of certainadministrative,academic,co-curricular and other relevant performances.

Student Feedback: The institution collects feedback from students on curriculum, teaching- learning, and performance of faculty members, infrastructure etc. The process for the period were not taken due to Covid-19 restrictions.

Teachers' Annual Performance for Career Advancement Scheme (CAS):For the promotion of teachers through CAS, the Coordinator of the IQAC along with few members of IQAC assess and verify the various criteria regarding API of the teacher concerned. After thorough assessment,the committee forwards with recommendations to the Head of the institution for further processing.After due approval from the GB, the teachers can apply for their respective promotion to the State Govt.

Annual Confidential Report:The authority of the institution always maintains Annual Confidential Report of each & every teaching and non-teaching staff of the college.

File Description	Documents
Paste link for additional information	NONE
Upload any additional information	View File

6.4 - Financial Management and Resource Mobilization

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

The institution has a well-established mechanism for both internal and external audit of all financial activities. The college authority has regularly conducted internal audit by chartered accountant appointed by the college administration. The report of the internal audit is placed before the GB for discussion and approval. Again, external audit is done by the Auditor General of Assam through the Office of the Director of Higher Education of Assam, under the initiative of the Govt. of Assam. The College Authority has completed internal audit up to 01-04-2020 to 31-12-2021 and external audit (Govt. Audit) up to 2019-20. Objections raised during audit are meted out satisfactorily.

File Description	Documents
Paste link for additional information	NONE
Upload any additional information	View File

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

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

0

File Description	Documents
Annual statements of accounts	View File
Any additional information	View File
Details of Funds / Grants received from of the non-government bodies, individuals, Philanthropers during the year (Data Template)	View File

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

The college authority submits various proposals to meet the requirements of funds to the Government through UGC and RUSA. The financial grants received by the institutions are utilized according to the proposal and instruction of the funding agency and utilization reports are submitted by the institution within the stipulated time to the respective agencies.The major source of internal resource mobilization of the college is the fee received from the students in the form of admission fee, examination fee etc. However, the state government announced free admission for students under BPL Category since 2018. And this has created a lot of problem regarding funds to run the institutions smoothly.

Besides, the college also earns some resources as rent by allowing its infrastructure to be used by Govt. & non-Govt. organizations.It was decided that a fixed 10% amount out of the total expenditure is to be earned as rent for allowing the use of college infrastructure since 2019.Again,the college centers of the KKHSOU and NIOS pay annual fee for using college infrastructure.

File Description	Documents
Paste link for additional information	NONE
Upload any additional information	View File

6.5 - Internal Quality Assurance System

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

The IQAC of the college has been putting in efforts for

continuous quality enhancement through various practices and initiatives. As a result, some quality practices have become institutionalized.

Continuation of Best Department Award:IQAC of the college has initiated, starting from the Session 2018-19, an annual award for the Best Department on the basis of academic as well as co-curricular activities to enhance the work culture and to encourage and inspire the student & faculty members of each department. . The Best Department Award consists of a cash prize of Rs. 10,000/- and a trophy.

Commemorating Various Special Days:To imbibe nationalistic feeling and develop awareness and respect towards local and national culture among the students, IQAC of the institution has initiated observation of various important days related to important personalities and of national significance. The academic council has prepared the academic calendar for the year 2020-2021 where each and every activity of the college including examination schedule, commemoration and celebration of days and events of national and International importance have been assigned date wise as well as department wise for each smooth conduction.

File Description	Documents
Paste link for additional information	NONE
Upload any additional information	View File

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

The institution reviews its teaching learning process, structure & methodology of operation and learning outcomes at periodical intervals through IQAC. Two examples of institutional reforms facilitated by the IQAC are The Feedback Committee conducts the system under the supervision of IQAC for collecting and analyzing the data and preparing the report. The secrecy of the student evaluating is maintained and students can take part in the process without any hesitation and doubt. The report of the feedback is communicated to the authority for further improvement. Mentoring classes were conducted, to get required guidance and encouragement and also to share their doubts and

aspirations a Mentoring Committee was formed following UGC and NAAC guidelines. Students of the 1st and 3rd Semesters from both Arts and Commerce Streams were included in the programme under all the full-time teachers. The Mentoring Classes was held on 13-11-2021. Total Number of Ph.D degrees are 15. Extension activities like Blood Donation Awareness Programme, awareness on sanitation,Burn Care etc. have been cinducted. The library operates on the SOUL software system and e resources are provided through N-List. MOUs with Anundoram Borooah Institute of Language, Art & Culture (ABILAC),Dharapur Higher Secondary School and Dharapur Taluk have been continued.

File Description	Documents
Paste link for additional information	NONE
Upload any additional information	View File

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

File Description	Documents
Paste web link of Annual reports of Institution	NONE
Upload e-copies of the accreditations and certifications	View File
Upload any additional information	View File
Upload details of Quality assurance initiatives of the institution (Data Template)	View File

INSTITUTIONAL VALUES AND BEST PRACTICES

7.1 - Institutional Values and Social Responsibilities

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

The college is a co-educational institution which gives immense importance on gender equity programs. More than 55% of the faculty members are Female having equal responsibilities with the male teachers in the institution.

Papers on Feminism, Education for Women's Equality and Empowerment etc. which are include in CBCS course are taught in the institution. A committee has been formed as Sexual Harassment and Internal Complaint Committee since 28-10-15 to look into any gender related issues in the institution. The NCC and NSS unit contain good number of girl students. The college has separate common rooms, toilets for both boys and girls. A sanitary napkin incinerator and vending machine have been installed in the girls hostel and girls toilet in the library complex. A two storied well-furnished hostel is available for girl students maintaining proper safety and security (24x7 CCTV surveillance, boundary wall with gate, security person, warden etc.)Counseling programmes couldn't be organized for the girl Students due to Covid-19 situation.

File Description	Documents
Annual gender sensitization action plan	NIL
Specific facilities provided for women in terms of: a. Safety and security b. Counseling c. Common Rooms d. Day care center for young children e. Any other relevant information	https://pgmdharapur.ac.in/PDFs/AQAR/2020-21/7.1.1%20Institutional%20Data%20for%20Promotion%20of%20Gender%20Equity.pdf

7.1.2 - The Institution has facilities for alternate sources of energy and energy conservation measures Solar energy Biogas plant Wheeling to the Grid Sensor-based energy conservation Use of LED bulbs/ power efficient equipment	C. Any 2 of the above

File Description	Documents
Geo tagged Photographs	View File
Any other relevant information	View File

7.1.3 - Describe the facilities in the Institution for the management of the following types of

degradable and non-degradable waste (within 200 words) Solid waste management Liquid waste management Biomedical waste management E-waste management Waste recycling system Hazardous chemicals and radioactive waste management

Solid waste Management:Ample garbage cans are placed at various places in the campus to keep the surrounding clean. A staff of cleaners and sweepers are engaged in the entire process. The girls' hostel is provided with an incinerator for hygienic and scientific disposal of used sanitary napkins. Another such sanitary napkin incinerator is placed at the library complex also for easy access for the girl students during college hours.

Liquid waste Management:The college has proper drainage management system to the surrounding low land area and to the nearby paddy fields. All the toilets of the college are connected to safety tanks. College closely monitors the leakage of taps and repairs or replaces it as found necessary.

E-waste management:Electronic garbage has been periodically disposed of through auction. Outdated models are replaced and the old models are sold off to college staff against a nominal price.

Waste recycling system: The college is aiming gradually for a complete paperless office in near future by online admission, e-communication etc. It may be mentioned that various notifications within the institution are circulated through WhatsApp, emails, website in order to make the institution fully digital in communications.

File Description	Documents
Relevant documents like agreements/MoUs with Government and other approved agencies	[View File](#)
Geo tagged photographs of the facilities	[NONE](#)
Any other relevant information	[View File](#)

7.1.4 - Water conservation facilities available in the Institution: Rain water harvesting Bore well /Open well recharge Construction of tanks and bunds Waste water recycling Maintenance of water bodies and distribution system in the campus	**B. Any 3 of the above**

File Description	Documents
Geo tagged photographs / videos of the facilities	View File
Any other relevant information	View File

7.1.5 - Green campus initiatives include

7.1.5.1 - The institutional initiatives for greening the campus are as follows:
 	
   1. **Restricted entry of automobiles**
   2. **Use of Bicycles/ Battery powered vehicles**
   3. **Pedestrian Friendly pathways**
   4. **Ban on use of Plastic**
   5. **landscaping with trees and plants**
	B. Any 3 of the above

File Description	Documents
Geo tagged photos / videos of the facilities	View File
Any other relevant documents	View File

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

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

File Description	Documents
Reports on environment and energy audits submitted by the auditing agency	View File
Certification by the auditing agency	View File
Certificates of the awards received	View File
Any other relevant information	View File

7.1.7 - The Institution has disabled-friendly,	C. Any 2 of the above

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

File Description	Documents
Geo tagged photographs / videos of the facilities	View File
Policy documents and information brochures on the support to be provided	View File
Details of the Software procured for providing the assistance	View File
Any other relevant information	View File

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

The college provides an inclusive environment with tolerance and harmony towards cultural, regional, linguistic, communal,socio economic and other diversities. The students' union of the college observed four day long "College Week" programme by arranging different sports and cultural competitions. A number of students participated in it and successful competitors were awarded with medals, trophy, and certificate etc. Many commemorative days like International

Women's Day, International Yoga Day, Bhupen Hazarika Birth and Death Anniversary, Teachers Day, World Education Day, World Environment Day, Saraswati Puja etc. These programmes revamp the positive relationship among people belonging to different races and cultural background.

Extension Education Cell jointly organised with Brhmaputra Board, Assam a state level essay writing and debating competition. Young students take part in the Karate and Taekwondo training classes

held in the college campus delivered by college alumni after daily class routine. Art class for the young children of the nearby villages are held in the college on every Sunday.

File Description	Documents
Supporting documents on the information provided (as reflected in the administrative and academic activities of the Institution)	View File
Any other relevant information	View File

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

College organizes various activities in the campus for inculcating values for being responsible citizens as reflected in the Constitution of India. National Festivals like Republic Day and Independence Day were celebrated in the college this year with minimum attendance due to Covid restrictions. The Principal of the college hoists the National Flag in the presence of a few students, NCC Cadets, faculty members and office staff. The College undertakes various activities from time to time to spread social awareness about tree plantation and campus cleaning to inculcate Green Awareness and Cleanliness.

A Code of Conduct Handbook for all the stakeholders are prepared and uploaded in the website. Important guidelines for students on values and responsibilities as disciplined students are on display in prominent places of the campus and also in the prospectus. College organized national and international commemorative days, events and festivals in order to show National Unity and Integrity among the students.

File Description	Documents
Details of activities that inculcate values; necessary to render students in to responsible citizens	View File
Any other relevant information	View File

7.1.10 - The Institution has a prescribed code of conduct for students, teachers, administrators and other staff and conducts periodic programmes in this regard. The	**C. Any 2 of the above**

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

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

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

1. **Republic Day (26th January) and Independence Day (15th August)have been celebrated to imbibe a sense of pride, integrity and responsibility in the young students.**
2. **Teacher's Day and Foundation Day of the College (5th September): Teachers' Day being also the Foundation Day of the college, has been celebrated in the college premises.**
3. **International Women's Day (8th March) has been celebrated by organizing awareness lecture.**
4. **World Environment Day (5th June) was celebrated by planting saplings in the campus.**
5. **International Yoga day (21st June) is celebrated every year organizing awareness programmes.**
6. **Saraswati Puja, World AIDS Day, National Education Day etc. have been observed to create awareness among the Students.**
7. **World Sanitation Day (19th November) has been observed to create awareness among the students.**

File Description	Documents
Annual report of the celebrations and commemorative events for the last (During the year)	View File
Geo tagged photographs of some of the events	View File
Any other relevant information	View File

7.2 - Best Practices

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

BEST PRACTICE -1

Title of the Practice: Green Awareness

Objectives:The objective is to spread awareness on environment and inculcate the idea of coexistence with nature.

The Context:The college takes up programmes on awareness, tree plantation etc. for resolving environmental problems.

Practice:"World Environment Day" is observed through popular talks and tree plantation in the college campus and in the nearby areas. Scientific names of the trees in the campus are written for easy identification.

Evidence of Success: College has nicely maintained green campus as acknowledged by NAAC Peer Team.

Problems Encountered: This year due to Covid-19 situation the World Environment Day could be celebrated simply by planting a few saplings only.

BEST PRACTICE-2

Title of the Practice:Bipin Chandra Barua Library: A Window for Knowledge and Information to All

Objectives:To open up knowledge for upcoming generations.

The Context:Traditional learning system is losing ground due to extensive use of mobile phones but reading a book genuinely inspires all.

Practice:Students from nearby schools visit the library. Book fairs are organized with publishing houses. Book Bank facility in the library provides books to the poor students.

Evidence of Success: Students are found benefitted by the Book Bank facility.

Problems Encountered: Due to Covid-19 situation school students could not visit the library. Book fair could not be organised. Limitation of space for new books and shortage of library staff are problems.

File Description	Documents
Best practices in the Institutional web site	[View File](#)
Any other relevant information	[View File](#)

7.3 - Institutional Distinctiveness

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

Paschim Guwahati Mahavidyalaya was established by a group of selfless visionaries from around Dharapur area with a noble intention of promoting higher education in this socio economically backward locality adjacent to Guwahati, the capital city of the state of Assam. Local people still hold the institution with great love and attachment and quite a number of our alumni are now guardians of present-day students in the college. The Alumni Association formed in the year 2003 is very active.

Though financially not very sound, yet the members of the Alumni Association are very much attached with the college. The college can boast of a number of National and International Sports personalities who have brought laurels to the college, state and country in various National and International sports events like Kick Boxing, Karate and Taekwondo.

There are two programmes for training Karate and Taekwondo to the young children from the nearby villages in the college premises itself before and after the classes of college hours. The Alumni

Association also organizes Awareness Programmes on issues such as Road Safety, Cyber Crime etc. through resourceful professionals. The Alumni Association has formed a Blood Donation group to help the needy persons.

File Description	Documents
Appropriate web in the Institutional website	[View File](#)
Any other relevant information	[View File](#)

7.3.2 - Plan of action for the next academic year

1. **To complete NAAC assessment process 3rd cycle asearly as possible**
2. **Introduction of Best Graduate Award**
3. **Introduction of Best Library user Award**
4. **Best Department award proforma reviewing committee constituted**
5. **Construction of Guard wall in two sides of college pond located at the entrance**
6. **To start Bachelor of Computer Application (BCA) programme**