SELF STUDY REPORT

FOR

3rd CYCLE OF ACCREDITATION

PASCHIM GUWAHATI MAHAVIDYALAYA

AMRIT BHARALI PATH, VILL- DHARAPUR, P.O. AND P.S.- AZARA, DISTRICT-KAMRUP (METROPOLITAN)
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Submitted To

NATIONAL ASSESSMENT AND ACCREDITATION COUNCIL

BANGALORE

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1. EXECUTIVE SUMMARY

1.1 INTRODUCTION

Paschim Guwahati Mahavidyalaya is situated at Dharapur Chariali adjoining the National Highway No.37 on the western outskirts of the Guwahati city, Assam, on way to the Lokapriya Gopinath Bardoloi International Airport and at a distance of approximately 4 kms. from Gauhati University.

The college was established on 5thSeptember, 1978 with the aim of providing higher education at an affordable cost to the economically backward people, mostly small scale farmers and fishermen, of the surrounding sub-urban areas. Starting from a room at the nearby Dharapur High School in the evenings, the college has grown into a full-fledged higher education institution now with its own campus and adequate infrastructure to accommodate around 1700 students from Higher Secondary to Undergraduate level in both Arts and Commerce Streams. Itis a co-educational institution, affiliated to Gauhati University.

The College was brought under the Grants-in-Aid status of the Government of Assam in the year 1996. It has been registered under 2(F) and 12(B) of the UGC Act 1956 in March 2005. It has been provincialised under the Provincialisation Act of Govt. of Assam in the year 2006.

The College has gone through NAAC Assessment and Accreditation 1st Cycle in the year 2004 and the 2nd Cycle in 2015 achieving C++ and B Grade respectively. It is in the sub-urban area away from the city and with a lush green environment and fishery, it is pollution free.

It has been following the Three Year Degree Course Semester System since 2011 and CBCS System has been introduced from the Academic Session 2019-20 as prescribed by the Affiliating University.

The College has a women's hostel in the campus adjacent to the college building with a seat capacity to accommodate around 60 students making higher education possible for girl students from remote and interior villages. Fortunately, there has never been any serious complaint against ragging or sexual harassment so far.

It has received permission from Gauhati University to start PG Programmes in Political Science and Assamese starting from the session 2020-21 and BCA Programme starting from 2021-22 as steps forward.

Vision

Our Vision

To foster socially relevant credible higher education for development of human resources.

Mission

Our Mission

    1. To proliferate the basic concepts embedded in the constitution of India.

2. To work for resolving social, political, economic and environmental problems at local, regional and national level.
3. To preserve and uphold the tradition, art and culture at local, regional and national level.
4. Preparing, equipping and enlightening the upcoming generations to meet the demands of the present times including I.C.T.

To train up upcoming generations in co-curricular activities as a healthy mind resides in a healthy body.

1.2 Strength, Weakness, Opportunity and Challenges(SWOC)

Institutional Strength

SWOC Analysis:

The process of preparation of the SSR has made it imperative to catalogue the activities, achievements, laggings and shortcomings of the institution making everyone realise about the future course of action to be taken to be able to stand ground in a fast changing higher education scenario and accordingly, the following SWOC analysis about the institution have been made.

Our Strengths

- Good building infrastructure with sufficient number of class rooms.
- Good collection of text books, reference, journals, magazines, news papers and e-resources through N-List in the library.
- Dedicated faculty members.
- Star students achieving laurels in National, International games and sports.
- Some NCC Cadets participated in national level events.
- FDP facility availed by faculty members.
- Easy student –teacher relationship; students have access to teachers even outside classrooms.
- An active Alumni Association;
- Located very near to Gauhati University; makes it easier to get advice, guidance and support from the doyens of various fields.
- Easily accessible by train, air and road transport.
- The college campus is under CCTV surveillance.
- Adequate sports facilities.
- Green environment in the campus.
- Cordial relation with the neighbouring communities and local people.
- Former Principal, Dr. Balendra Kumar Das, in chair till January, 2018, had been the President of the Assam College Principals' Council for 3 consecutive terms and member of quite a number of administrative and policy making committees of Gauhati University.
- Present Principal is a dynamic personality taking initiative to bring positive and futuristic changes to the college.

Institutional Weakness

Our Weaknesses

- An extra load of the H.S Classes in both Arts and Commerce Streams with over 500 students has to be borne by the college with limited number of fulltime teachers.
- Inadequate number of faculty, office and library staff.
- Three departments are running with only one full time faculty in each.
- Number of publication of research papers by faculty members is not satisfactory.
- Office Automation is not complete. Many of the works are still done manually.
- Most of the students are from very poor financial background and the first generation college goers.
- Guardian response is very poor.
- Progression of students to higher education is rather low.
- Input of students with very weak academic background. Admission cannot be refused to local students even with very poor result in the qualifying exams.
- Financial crunch to start new facilities.
- No auditorium yet.
- No full-time sports instructor.
- Poor Internet services.
- Most of the senior faculty and office staff still lack computer expertise.

Institutional Opportunity

Our Opportunities

- The college is starting Post Graduate Programmes in Assamese and Political Science from the session 2020-21 with due permission from the affiliating university creating opportunity to upgrade the institution to a full-fledged Post Graduate Institution in recent future.
- Science Stream in the Undergraduate Level has been applied for; permission awaited.
- The college has received permission from the affiliating university for starting Vocational Course in BCA (Bachelor in Computer Application) starting from the Session 2021-22.
- Steps have been taken to start Vocational Courses like Spoken French and Spoken German.
- Digital record keeping has been started, initially with the help of contractual support.

Institutional Challenge

Our Challenges

- It is very difficult to motivate students to attend classes regularly. Most of the students have to work over time for some extra income to sustain their families. Some students cannot even manage the bus fair to come to college regularly.
- Lack of exposure makes the students shy away from new courses.
- Difficult to arrange awareness programmes frequently, amidst busy schedule of daily class routine and examinations in the semester system as the college has a limited number of teachers.
- Being very near to the city, good students prefer to go to the bigger and more renowned colleges in the city in search of better opportunity and glamour.

- Other than the specific grants from UGC and RUSA, it is very difficult to arrange for funds to meet other requirements.
- Difficult to find experienced contractual faculty members against nominal remuneration.
- Apart from maintaining the regular classes six days a week, the few full time teachers become overworked conducting exams, organizing other awareness programmes and activities. It leaves very little time and energy for serious academic pursuit.
- It seems there would be more drop outs Post Covid-19 lockdown.

1.3 CRITERIA WISE SUMMARY

Curricular Aspects

Paschim Guwahati Mahavidyalaya follows curriculum prepared by Gauhati University at the Under Graduate level for both the Arts and Commerce streams. The Academic Committee of the college prepares an annual Academic Calendar based on the Gauhati University Calendar. The same is publicized through the prospectus and college website.

The Routine Committee and the Academic Committee prepare a Master Routine. Heads of Departments distribute the courses amongst the faculty members and prepare the departmental class routines.

Class attendance of the students was recorded earlier in the Register Books and now the same is done with the help of online attendance portal from the session 2019-20.

One Sessional Examination each semester is conducted as per Academic Calendar. The Examination Committee conducts the Sessional and the University Final Examinations held in the college. The marks of the Sessional Examinations are maintained in the departments and the results of the Final Examinations are recorded centrally in the office of the college.

For participatory learning, departmental Wall Magazines, College Magazine, Lexicon are prepared. Project works and Field works provide opportunities for the students to achieve experiential learning.

Faculty members participate in setting of question papers, assessment and evaluation process for UG programmes of the affiliating university.

It has been following the Three Year Degree Course Semester System since 2011 and CBCS System has been implemented from the academic session 2019-20 as per Gauhati University guidelines. It is to be noted that under the new CBCS System the three "B.Com Major Programmes", namely "Accountancy Major, Finance Major and Management Major" have been clubbed together as "B.Com Honours Programme" only without specification and there has been a whole lot of changes in the course names as well.

A few Add on Certificate and Diploma Programmes have been offered by the institution such as Skill Development Training Course, Computer Courses, Beautician Course, Spoken English and Spoken Sanskrit Courses etc. from time to time in collaboration with outside agencies.

The college collects Feedbacks from students, parents and alumni on various issues in the institution. Feedback analysis and reports are submitted to the authority for necessary action.

Teaching-learning and Evaluation

Paschim Guwahati Mahavidyalaya follows the guidelines and directives of Government of India for enrollment of students of the reserved categories.

To engage and motivate the students effectively in the academic process, they are put to continuous evaluation through class tests, quiz, group discussion, extempore speech etc. and assessed accordingly. The college adopts different strategies and methodologies to improve the slow learners as well as to encourage the advanced learners.

College adopts different student centric methods like experiential learning, participatory learning and problem solving methodologies such as excursion, field trips, project report preparation and participation in Extension Activities through which students get firsthand knowledge of various issues and develop the basic ideas of problem solving. A number of innovative and effective methods and student centric group activities, individual guidance etc. are practiced in teaching learning process to enhance the quality of education. The mentors try to share the doubts and problems of their mentees and boost the self confidence in them. The mentors had been in touch with the mentees even during the trying time of Lockdown during Covid-19 and kept on boosting the morale of the students.

At present there are 30 full time qualified faculties with long experience of teaching, dedication for the profession and concern for the overall development of the students. 50% of the teachers use ICT for effective teaching.

The internal Sessional Examinations are conducted centrally by the designated Examination Committee as per the schedule fixed in the Academic Calendar. Internal Evaluation Marks are allotted based on sessional test, home assignments, class attendance and performance and participation in different activities of the department. The average pass percentage of student is around 61%.

Research, Innovations and Extension

Attempts have been made to shape the growth of the intellectual and general wellbeing of the students of this institution belonging to various strata of the society, through academic as well as co- curricular activities.

Research and innovation is a challenge to scale high in colleges imparting undergraduate education. It is mostly limited to publication of articles by the teachers and organisation of seminars, workshops and talks at various levels.

Adoption of a school and achieving holistic development of it through extension activities have been a priority in the last few years too. That has been extended to nearby schools as well. Environment, gender, and children have been focal areas to involve with and also to sensitise the students about through extension activities. Issues like that of corruption and its evil, spirituality as positivity, self defense for girls and children, and cleanliness have been highlights of the activities with the college students and the neighbouring people.

Career counseling for students across stream and class, skill based short training sessions on soft skills, cutting and tailoring, training courses for beautician, music, computer and self defense have been consistently provided.

Health, hygiene and intellectual needs of the nearby society have been kept in mind by organizing health camps and awareness programmes, training for fishery and duckery to the women community and by opening the library for the use of the local people. The college units of NCC and NSS too have been initiating programmes to spread awareness about cleanliness in the nearby areas.

The college is an embodiment of motivation and higher thinking for the people of the surrounding locality.

Infrastructure and Learning Resources

Starting from a room at the nearby Dharapur High School in the evenings in the year 1978, Paschim Guwahati Mahavidyalaya now has its own campus and adequate infrastructure to accommodate around 1700 students from Higher Secondary to Undergraduate level in both Arts and Commerce Streams.

Paschim Guwahati Mahavidyalaya campus spreads over an area of 4.58 acres of land with a built up area of 9203 sq. meters. There are sufficient number of regular class rooms, smart classrooms and conference rooms, one with ICT facility. The departments are provided with computers and printers. The college has a well-stocked library with computers and internet facility. There is a Computer Centre, one Education Laboratory and one Language Laboratory to facilitate the students to acquire higher education as per present day requirements.

Acknowledging the initiative and sacrifices of the founder Principal of the College, the central library of the college has been named after him as Bipin Chandra Barua Library which, at present has well over 39,000 numbers of text and reference books, 2500 number of journals and e-resources through N-List.

Following the mission statement that, "a healthy mind resides in a healthy body" and for overall development of the students, the college has provided an Indoor Sports Utility Centre with good number of indoor and outdoor sports equipment and facilities for Basketball and Volleyball. There are also facilities for a basic gymnasium and yoga practice.

Students are encouraged to take part in various cultural activities and events like College Week, Freshmen Social, Supta Pratibha Bikash Manch, elocution, quiz, essay writing competitions and also cultural functions and competitions held alongside the North East Book Fair every year.

The college abides by the rules and guidelines of the G.B. for any policy making and infrastructure development. There are committees like Construction Committee and Purchase Committee to make decisions at the implementation level. A designated C.A. firm has been assigned the responsibility to conduct the annual internal auditing.

Student Support and Progression

Apart from the scholarships provided by the Government, the college offers concession and freeships to students belonging to BPL Category against application.

Value added courses like Skill Development in Retail Service under National Skill Development Corporation(NSDC), Spoken English Course and Spoken Sanskrit Course have been organized. Courses on Computer Basic and Tally were offered against nominal fee in the Computer Literacy Centre.

To maintain physical fitness of the students and staff, various sports equipment, Treadmill Machines and gymnasium equipment are available in the Indoor Sports Complex. The college is proud of having students with national and international achievements in various sports events.

Awareness Programmes on health and hygiene have been organized by various departments and Committees in the college and in the nearby villages. International Yoga Day, Awareness on AIDS, Blood Donation have been organized every year.

The college also organises Career Counselling and Personality Development Programmes in collaboration with outside agencies from time to time. To help shaping up the overall personalities of the students, the college has its units of Asom Sahitya Sabha and Red Ribbon Club, Women's Cell and Study Centre, NCC and NSS.

Fortunately, there has never been any serious complaint against ragging or sexual harassment so far. Minor cases have been settled by the Grievance Redressal and Anti Ragging Committee and Sexual Harassment and Internal Complaints Committee within a few days. Further, the whole campus is under CCTV surveillance to keep it safe and protected.

Placement and progression of students could be traced through departmental records.

The institution is proud of the students who have won awards and medals in sports and cultural fields at State, National and International levels. Programmes like College Week, Freshmen Social, Supta Pratibha Bikash Manch have been organized in the college for overall development of the students.

Students have been included in different committees and cells too to involve them in corporate activities. The college has an active registered Alumni Association.

Governance, Leadership and Management

In tune with the vision and mission statement, the collegeworks towards developing human resources with awareness about the values, art and culture of the country, having alertness towards various social issues being within the purview of the constitution. To achieve this end effectively the institution involves every member bydistributing responsibilities to the Heads of Departments and through various committees involving teaching, non-teaching staff and student representatives. The institution follows all the rules and guidelines of UGC and State Government for employment, admission, utilisation of Government funds, maintaining discipline and overall management. The institute has a well organized hierarchal system to achieve the intended goal.

The college has introduced e-governance in admission, attendance of the students and the staff and to some extent, in finance and accounting.The college has also adopted certain welfare measures for the teaching and non-teaching staff.Faculty members have been encouraged to attend Faculty Development Programmes and participate in seminars, workshops and short term courses too.Female faculty members have been facilitated with the provision of CCL. The college depends on the Government for regular maintenance and on RUSA and UGC grants for infrastructural development.

There is a centre of the Krishna Kanta Handique State Open University in the college itself providing opportunities of higher education through the ODL (Open and Distance Learning) System to those who have been deprived of higher studies. The college also has a centre for distance education under Gauhati University as IDOL. These centres also help in the mobilization of funds to enhance financial resources of the institution.

A designated C.A. firm has been assigned the responsibility to conduct the annual internal auditing. It is very difficult to get an appointment for External Government Auditing and the process could be conducted after every few years only. The Government Audit for the financial years starting from 2015-16 to 2019-20 is currently going on.

The Internal Quality Assurance Cell (IQAC) of the college is very active and has already undergone two Cycles of NAAC Assessment. It has also been submitting the AQARs regularly within the stipulated time.

Institutional Values and Best Practices

Maintaining the ideals of the vision and mission statement, apart from the portions prescribed in the syllabus on gender equity, the college tries to imbibe the concept of gender equity among the students by providing equal opportunity for students of both the genders to take part in various programmes and to participate in the Students' Election as well.

With a view to developing environmental consciousness, initiatives have been made to keep the campus clean and green and alternative energy sources have been introduced. Attempts have been made to make the students alert about their role in energy preservation too. Solid and liquid waste have been managed effectively. Sanitary napkin incinerators have been installed to maintain cleanliness and hygiene.

Environment and energy audits have been introduced to develop awareness. To facilitate the *Divyangjan* students, a few ramps have been constructed in the campus.

An atmosphere of tolerance, cultural harmony, communal and social integrity has been created through all the activities in the college, academic and extra-curricular, and even in the hostel. Every member of the college family is alert and aware about their duties towards the institution, the state and the country and as responsible citizens, takes part in state and national level elections as voters as well as conducting officers, obeys rules and regulations, follows directives and guidelines.

To improvise the academic and administrative atmosphere, various steps have been taken as Best Practices. Further, to create awareness among the people of the locality various programmes have been organized in the nearby areas. Maintaining a cordial relationship with the neighbourhood communities have been a positive facet of the institution.

2. PROFILE

2.1 BASIC INFORMATION

Name and Address of the College	
Name	PASCHIM GUWAHATI MAHAVIDYALAYA
Address	AMRIT BHARALI PATH, VILL- DHARAPUR, P.O. AND P.S.- AZARA, DISTRICT- KAMRUP (METROPOLITAN)
City	GUWAHATI
State	Assam
Pin	781017
Website	www.pgmdharapur.ac.in

Contacts for Communication					
Designation	**Name**	**Telephone with STD Code**	**Mobile**	**Fax**	**Email**
Principal	Rana Sarmah	0361-2845021	9957659115	0361-2845023	pgm17dharapur@gmail.com
IQAC / CIQA coordinator	Yashodhara Medhi	0361-2845821	8638346223	0361-2662959	ymedhi.pgm@gmail.com

Status of the Institution	
Institution Status	Government

Type of Institution	
By Gender	Co-education
By Shift	Regular

Recognized Minority institution	
If it is a recognized minroity institution	No

Establishment Details	
Date of establishment of the college	05-09-1978

University to which the college is affiliated/ or which governs the college (if it is a constituent college)		
State	**University name**	**Document**
Assam	Gauhati University	View Document

Details of UGC recognition		
Under Section	**Date**	**View Document**
2f of UGC	07-03-2005	View Document
12B of UGC	07-03-2005	View Document

Details of recognition/approval by stationary/regulatory bodies like AICTE,NCTE,MCI,DCI,PCI,RCI etc(other than UGC)				
Statutory Regulatory Authority	**Recognition/Approval details Institution/Department programme**	**Day,Month and year(dd-mm-yyyy)**	**Validity in months**	**Remarks**
No contents				

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

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

Location and Area of Campus				
Campus Type	**Address**	**Location***	**Campus Area in Acres**	**Built up Area in sq.mts.**
Main campus area	AMRIT BHARALI PATH, VILL- DHARAPUR, P.O. AND P.S.- AZARA, DISTRICT- KAMRUP (METROPOLITAN)	Rural	4.648264	9203

2.2 ACADEMIC INFORMATION

Details of Programmes Offered by the College (Give Data for Current Academic year)						
Programme Level	Name of Programme/Course	Duration in Months	Entry Qualification	Medium of Instruction	Sanctioned Strength	No.of Students Admitted
UG	BA,Assamese	36	HSSLC	Assamese	60	9
UG	BA,Economics	36	HSSLC	English,Assamese	60	2
UG	BA,Education	36	HSSLC	English,Assamese	60	12
UG	BA,English	36	HSSLC	English	60	9
UG	BA,Hindi	36	HSSLC	Hindi	40	8
UG	BA,History	36	HSSLC	English,Assamese	20	5
UG	BA,Philosophy	36	HSSLC	English,Assamese	60	9
UG	BA,Political Science	36	HSSLC	English,Assamese	60	19
UG	BCom,Accountancy	36	HSSLC	English,Assamese	50	35
UG	BCom,Finance	36	HSSLC	English,Assamese	50	35
UG	BCom,Management	36	HSSLC	English,Assamese	50	35
UG	BA,All	36	HSSLC	English,Assamese	400	261
UG	BCom,All	36	HSSLC	English,Assamese	200	21
PG	MA,Assamese	24	BA	Assamese	30	0
PG	MA,Political Science	24	BA	English	20	0

Position Details of Faculty & Staff in the College

Teaching Faculty											
	Professor				Associate Professor				Assistant Professor			
	Male	Female	Others	Total	Male	Female	Others	Total	Male	Female	Others	Total
Sanctioned by the UGC /University State Government				0				14				11
Recruited	0	0	0	0	2	12	0	14	8	3	0	11
Yet to Recruit				0				0				0
Sanctioned by the Management/Society or Other Authorized Bodies				0				0				7
Recruited	0	0	0	0	0	0	0	0	4	3	0	7
Yet to Recruit				0				0				0

Non-Teaching Staff				
	Male	Female	Others	Total
Sanctioned by the UGC /University State Government				12
Recruited	12	0	0	12
Yet to Recruit				0
Sanctioned by the Management/Society or Other Authorized Bodies				5
Recruited	4	1	0	5
Yet to Recruit				0

Technical Staff				
	Male	**Female**	**Others**	**Total**
Sanctioned by the UGC /University State Government				0
Recruited	0	0	0	0
Yet to Recruit				0
Sanctioned by the Management/Society or Other Authorized Bodies				2
Recruited	2	0	0	2
Yet to Recruit				0

Qualification Details of the Teaching Staff

Permanent Teachers										
Highest Qualification	Professor			Associate Professor			Assistant Professor			
	Male	Female	Others	Male	Female	Others	Male	Female	Others	Total
D.sc/D.Litt.	0	0	0	0	0	0	0	0	0	0
Ph.D.	0	0	0	1	7	0	5	2	0	15
M.Phil.	0	0	0	0	1	0	3	2	0	6
PG	0	0	0	1	4	0	4	2	0	11

Temporary Teachers									
Highest Qualification	**Professor**			**Associate Professor**			**Assistant Professor**		
	Male	Female	Others	Male	Female	Others	Male	Female	Others	Total
D.sc/D.Litt.	0	0	0	0	0	0	0	0	0	0
Ph.D.	0	0	0	0	0	0	0	0	0	0
M.Phil.	0	0	0	0	0	0	0	0	0	0
PG	0	0	0	0	0	0	0	0	0	0

Part Time Teachers									
Highest Qualification	**Professor**			**Associate Professor**			**Assistant Professor**		
	Male	Female	Others	Male	Female	Others	Male	Female	Others	Total
D.sc/D.Litt.	0	0	0	0	0	0	0	0	0	0
Ph.D.	0	0	0	0	0	0	0	1	0	1
M.Phil.	0	0	0	0	0	0	0	0	0	0
PG	0	0	0	0	0	0	2	3	0	5

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

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

Programme		From the State Where College is Located	From Other States of India	NRI Students	Foreign Students	Total
UG	Male	624	5	0	0	629
	Female	395	6	0	0	401
	Others	0	0	0	0	0
PG	Male	0	0	0	0	0
	Female	0	0	0	0	0
	Others	0	0	0	0	0

Provide the Following Details of Students admitted to the College During the last four Academic Years

Programme		Year 1	Year 2	Year 3	Year 4
SC	Male	31	40	44	41
	Female	23	18	25	25
	Others	0	0	0	0
ST	Male	41	60	45	66
	Female	35	39	29	31
	Others	0	0	0	0
OBC	Male	195	249	104	116
	Female	104	143	50	48
	Others	0	0	0	0
General	Male	362	361	508	574
	Female	239	302	313	342
	Others	0	0	0	0
Others	Male	0	0	0	0
	Female	0	0	0	0
	Others	0	0	0	0
Total		1030	1212	1118	1243

Extended Profile

1 Program

1.1

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

2019-20	2018-19	2017-18	2016-17	2015-16
315	300	300	300	300

File Description	Document
Institutional data in prescribed format	View Document

1.2

Number of programs offered year-wise for last five years

2019-20	2018-19	2017-18	2016-17	2015-16
13	13	13	13	13

2 Students

2.1

Number of students year-wise during last five years

2019-20	2018-19	2017-18	2016-17	2015-16
1030	1212	1118	1243	1228

File Description	Document
Institutional data in prescribed format	View Document

2.2

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

2019-20	2018-19	2017-18	2016-17	2015-16
294	294	245	245	245

File Description	Document
Institutional data in prescribed format	[View Document](#)

2.3

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

2019-20	2018-19	2017-18	2016-17	2015-16
252	284	239	290	342

File Description	Document
Institutional data in prescribed format	[View Document](#)

3 Teachers

3.1

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

2019-20	2018-19	2017-18	2016-17	2015-16
31	32	33	33	33

File Description	Document
Institutional data in prescribed format	[View Document](#)

3.2

Number of sanctioned posts year-wise during last five years

2019-20	2018-19	2017-18	2016-17	2015-16
26	26	26	24	24

File Description	Document
Institutional data in prescribed format	[View Document](#)

4 Institution

4.1

Total number of classrooms and seminar halls

Response: 28

4.2

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

2019-20	2018-19	2017-18	2016-17	2015-16
80.97	79.99	81.90	85.43	81.80

4.3

Number of Computers

Response: 90

4.4

Total number of computers in the campus for academic purpose

Response: 66

4. Quality Indicator Framework(QIF)

Criterion 1 - Curricular Aspects

1.1 Curricular Planning and Implementation

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

Response:

Paschim Guwahati Mahavidyalaya follows curriculum framed by Gauhati University, the affiliating University, at Under Graduate level for both the Arts and Commerce streams. To deliver the curriculum effectively, the Academic Committee/Council of the college prepares an annual Academic Calendar based on the calendar prepared by Gauhati University for the whole academic session consisting of two semesters.

The Routine Committee prepares the Master Routine under the guidance of the Academic Committee. Heads of Departments are entrusted with the responsibility of distributing the courses as per syllabus, prescribed by Gauhati University, amongst the teachers of the department. Accordingly, departmental class routines are prepared and portions are allocated. Routine Committee supervised by the Academic Committee looks after all routine related issues.

Class monitoring is conducted by the Principal, Vice-Principal and Academic Committee on regular basis. Minor grievances related to regular classes are tried to be resolved on the spot as far as possible. Only major issues are placed before the authority for their solutions.

Classes are held as per routine and the class attendance of the students is recorded in the Register Books. Starting from the session 2019-20 the same has been recorded in the online attendance portal through mobile phones. Attendance is monitored centrally and students are intimated about it from time to time.

One Sessional Examination each semester is conducted as per Academic Calendar following the pattern suggested by Gauhati University. The Examination Committee, formed every semester, looks after the internal as well as the University Final Examinations held in the college. For Internal Sessional Examinations, routines are prepared by the Examination Committee. The answer scripts of the internal examinations are evaluated by the teachers of the concerned departments and results are declared by the Examination Committee in due time. Unsuccessful students, if any, are asked to sit in another Sessional Examination specially conducted for them.

The marks of the Sessional Examinations of the students are sent to Gauhati University which are incorporated in the Marks Sheets along with the Semester End Final Examination marks. The Final Examinations are held at the end of every academic session and are conducted by the Affiliating University. The results of the Sessional and Final Examination are recorded centrally in the office of the college before delivering the Mark-sheets to the candidates.

To involve students in participatory learning, Departmental Wall Magazines, College Magazine, 'Lexicon', 'Aaj Ka Sabd' etc. are prepared with active participation of the students under the guidance of the teachers. To break the monotony of the conventional 'chalk and board' teaching and to make class

room teaching more informative and interesting Digital Class Room teaching has also been introduced. Students' seminars are also organized departmentally from time to time. Students are motivated to participate in conferences, workshops, debate and quiz competitions etc. held in the college and organized by other institutions as well for exposure of their talents. Feedbacks from students and parents are collected annually to get their comments and suggestions for the improvement of the academic environment of the college.

File Description	Document
Upload Additional information	[View Document](#)
Link for Additional information	[View Document](#)

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

Response:

The Academic Committee/Council of the college prepares an annual Academic Calendar based on the calendar prepared by Gauhati University for the whole academic session consisting of 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. 1st, 3rd and 5th Semesters are conducted in the month of September/October every year. Semester End Examinations for B.A, B.Com. 1st, 3rd and 5th Semesters are conducted in the month of November-December as per University notification.

Sessional Examinations for B.A, B.Com. 2nd, 4th and 6th Semester are conducted in the month of March/April every year. Semester End Examinations for B.A, B.Com. 2nd, 4th and 6th Semesters are conducted in the month of May and June as per notification of Gauhati University.

For Continuous Internal Evaluation of the students, the college has adopted various student centric learning methods for each academic session. In general, Semester Examinations of each semester are conducted according to the rules and regulations of Affiliating University. However, Academic Council of the college designs and implements the internal examinations and other academic activities of the college. The Academic Council and college authority always emphasizes on regular attendance of the students in the class to be qualified for internal and external examinations. Apart from these, the college also follows the following measures for Continuous Internal Evaluation:

1. One Sessional Examination is held for each course in each semester as a part of the evaluation process.

2. Students, whose performances are not satisfactory in the Sessional Examination, are given another chance to appear in examination to improve their marks.

3. Periodical Class Tests are conducted by the departments as well as by individual teachers.

4. Seminars of the students are also organised departmentally.

5. Home Assignments and Project Reports are allotted to the students and assessed departmentally.

6. Through personal mentoring, weak students are identified and they are given extra class room counseling.

7. Departments organize popular talks on relevant topics inviting knowledgeable Resource Persons.

8. College Week for co-curricular activities is held as per the Academic Calendar.

9. The Students' Union election is completed generally around September/ October every year.

File Description	Document
Upload Additional information	View Document

1.1.3 Teachers of the Institution participate in following activities related to curriculum development and assessment of the affiliating University and/are represented on the following academic bodies during the last five years

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

Response: C. Any 2 of the above

File Description	Document
Institutional data in prescribed format	View Document
Details of participation of teachers in various bodies/activities provided as a response to the metric	View Document

1.2 Academic Flexibility

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

Response: 100

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

Response: 13

File Description	Document
Minutes of relevant Academic Council/ BOS meetings	View Document
Institutional data in prescribed format	View Document
Any additional information	View Document

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

Response: 18

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

2019-20	2018-19	2017-18	2016-17	2015-16
4	4	4	3	3

File Description	Document
Institutional data in prescribed format	View Document
Brochure or any other document relating to Add on /Certificate programs	View Document
Any additional information	View Document

1.2.3 Average percentage of students enrolled in Certificate/ Add-on programs as against the total number of students during the last five years

Response: 4.57

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

2019-20	2018-19	2017-18	2016-17	2015-16
52	59	56	41	57

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

1.3 Curriculum Enrichment

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

Response:

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

Two papers on **Ethics** in Philosophy in the B.A.5th and 6th Semesters Philosophy Major Course and one paper in B.A. 6th Semester General course deal with value education emphasizing on the spirit of ahimsa, satyagraha, and non-violence through Gandhiyan ideology.

The Department of Political science has a paper in B.A. 5th Semester General Course with a unit on **Ethics and Values in Public Administration**.

Two papers containing units on **Value Education** are included in the B.A 1st Semester in both Major and General Courses of Education Department under the earlier Semester System.

Department of Political Science has papers on **human rights** in both General and Major Courses in B.A.5th and 6th Semesters as parts of their course curriculum. The department has another paper in B.A.3rd Semester General Course with a unit on **Fundamental Rights**.

Department of Education also has one paper in the B.A.3rd Semester Major Course with a unit on **Education and Human Rights**.

A paper on **Women's Writing** is offered to the students of B.A.5th Semester English Major Course.

Two papers on **Women and Politics** are offered by the Department of Political Science in B.A.5th and 6th Semester Major Courses.

Another paper on **Feminism** is offered to the students of B.A. 2nd Semester Honours Course under CBCS System by the Political Science Department.

Department of Education also has one paper in the B.A.3rd Semester Major Course with a unit on **Education for Women's Equality and Empowerment.**

One paper on famous **women** character Chitralekha has been taught in B.A. 5th Semester Hindi Major course.

A paper on **Nature** in B.A.6th Semester English Major attempts to give an idea to look at the changing notions of the relationship between humans and nature and between nature and culture over the ages.

A paper on **Environmental Education** and Population Education is offered for the students of B.A.4th Semester Education Major to educate the students about the relationship between man and environment –

Ecological and Psychological perspective and environmental degradation and education for **sustainable development**.

A compulsory paper on **Environmental Studies** is taught in the B.A.2nd Semester CBCS Course at the Under Graduate level and in the B.A.3rd and 4th Semesters in the earlier Semester System Course.

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

File Description	Document
Upload the list and description of courses which address the Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum.	View Document

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

Response: 7.63

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

2019-20	2018-19	2017-18	2016-17	2015-16
32	21	21	21	21

File Description	Document
Programme / Curriculum/ Syllabus of the courses	View Document
Institutional data in prescribed format	View Document

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

Response: 56.12

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

Response: 578

File Description	Document
Institutional data in prescribed format	[View Document](#)

1.4 Feedback System

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

Response: D. Any 1 of the above

File Description	Document
Any additional information (Upload)	[View Document](#)

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

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

Response: C. Feedback collected and analysed

File Description	Document
Upload any additional information	[View Document](#)

Criterion 2 - Teaching-learning and Evaluation

2.1 Student Enrollment and Profile

2.1.1 Average Enrolment percentage (Average of last five years)

Response: 72.76

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

2019-20	2018-19	2017-18	2016-17	2015-16
1030	1212	1118	1243	1228

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

2019-20	2018-19	2017-18	2016-17	2015-16
1800	1800	1500	1500	1500

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

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

Response: 51.69

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

2019-20	2018-19	2017-18	2016-17	2015-16
146	183	131	156	72

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

2.2 Catering to Student Diversity

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

Response:

In an effort to develop efficient human resources Paschim Guwahati Mahavidyalaya provides special and additional learning to the slow and advanced learners after proper analysis of their academic capabilities and considering their needs. The students are assessed on the basis of their classroom performance, class tests, home assignments, individual interactions along with their participation in different activities in the college. Starting from the academic session 2019-20, the college has introduced mentoring classes for the students to improve the students-teachers relationship and to create a congenial academic atmosphere in the college. Students have been encouraged for digital and online classes too with the help of concerned faculty members.

Strategies for slow learners:

1. Unsuccessful students in the sessional examinations are given another chance to appear in the concerned examinations;
2. Personalised teachings are conducted to offer specialized guidance.

3. Tutorial and additional classes are conducted for the slow learners to help them understand the critical points;

4. Extra reading materials related to the syllabus are provided for improvement of their basic knowledge and understanding on the subject;

5. Home assignments are assigned to the students for assessment of their progress;

6. Students are encouraged to involve in different social and community activities and other institutional activities to improve their self-confidence and responsibility level;

7. Various personality development and motivational programmes and activities are organized to inspire and motivate the students;

8. Faculty members guide the students on the art of paper writing and time management to be able to appear in any examination.

9. The college conducts academic visits for the students to important and significant places to gather primary information and basic knowledge and understanding.

10. Youth icons are invited on special days to guide and inspire the young minds

Strategies for advanced learners:

1. Extra and advanced reading materials are provided to the advanced learners to improve their basic understanding and to broaden their mental horizon;

2. Different motivational programmes, lectures by eminent personalities from different fields, students' seminars, quizzes etc. have been organised to encourage and motivate the advanced learners;

3. The college conducts different value added and community development programmes in and around the college to develop social and community relationship as well as social responsibilities of the students;

4. The college conducts visits to significant places like Live Assembly Sessions for the students to gather firsthand experience and develop awareness about their duties as responsible citizens.

5. Faculty members guide the advanced learners particularly to prepare and present the research papers, different project reports following proper research methodology;

6. Brilliant and successful students in various fields are acknowledged on College Foundation Day and Alumni Day to motivate them by presenting different awards (Best Graduate, Best Reader, Best Player, Best Singer, Best Social Service Worker etc.)

7. The college organizes different interactive programmes with eminent personalities from various fields to inspire and motivate the advanced learners;

8. The advanced learners are also encouraged to use the e-learning accesses properly in their preparation of answers.

File Description	Document
Upload any additional information	[View Document](#)

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

Response: 33.23

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

2.3 Teaching- Learning Process

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

Response:

Paschim Guwahati Mahavidyalaya adopts 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.

Experiential Learning:

1. Different academic field visits are conducted for the students to important places like Book Fairs, Museums and Cultural Centers like *Sattras* for earning basic knowledge and new experiences;

2. Students are guided to undertake different project works, surveys, case studies etc., to help them gather first-hand information and basic knowledge of specific areas;

3. Students are encouraged to engage themselves in different useful learning activities in the college maintaining a non-competitive and co-operative environment. Senior and junior students get involved together for activities like Departmental Wall Magazine, seminars, quiz etc. and create a congenial academic atmosphere in the college.

Participatory Learning:

1. Departments organize departmental seminars, quiz and group discussions, get together programmes etc. as part of participative learning. Students are taught to analyze, and enhance their knowledge through participation;

2. Field visits and Excursion Tours to historically and culturally important places within and outside the state are conducted to enhance the life skills and knowledge base of the students and to improve and update their participative and experiential learning.

3. Home assignments and project works are assigned to the students to help them develop problem solving skills;

4. To facilitate participatory learning in the college, teaching aids like Google Classroom have been introduced;

5. Different interactive sessions are organized for the students with experts in various fields as part of participatory learning.

6. Co-curricular, extra-curricular, community activities and value-added activities have been organized for holistic development of the students. Programmes like blood donation, health check- up and health awareness camps, cleanliness drives and tree plantation in public places inculcate social responsibilities and values among the students.

7. Students are also encouraged to participate in different sports and cultural events like Inter College Competitions, Youth Festivals, Cultural Programmes in the North–East Book Fair, NCC and NSS events etc.to showcase their talents and foster the spirit of togetherness and leadership.

8. Students are appointed as members of different committees of the college and assigned responsibilities to develop their organizational skills and abilities.

Problem Solving Methodology:

1. Students are assigned different projects and assignments to develop problem solving skills in them;

2. Students are made to organize different extra-curricular activities and have learning experiences and problem-solving techniques;

3. Students are encouraged to go for field visits and conduct socio-economic surveys supervised by teachers to get primary information and to develop their analytical skills;

4. Students are provided life skill education in the form of Yoga, Meditation, Creative and Performing Art, Martial Art, and awareness lectures;

5. NCC cadets and NSS volunteers are encouraged to get involved in various current social issues and burning problems of the community to develop their problem-solving abilities;

7. Opportunities provided for the students to get involved in Students' Union and acquire problem solving abilities. Students are involved in other administrative bodies too.

File Description	Document
Upload any additional information	[View Document](#)

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

Response:

Teachers of Paschim Guwahati Mahavidyalaya use different ICT tools and methods for effective teaching-learning process in the college.

- Introduction 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.

- The college has a Digital Library with an Internet Zone for the benefit of the students, teachers and other library users. The teachers are using the facilities and guiding students to enhance their knowledge.

- A Language Laboratory has been set up with 31 nos. of computers along with other equipment such as Individual Head Phones and Micro-phone systems, Digital Display Board installed in the said laboratory. Students can use the laboratory for improvement of their language skills in both pronunciation and understanding.
- Three Digital Class Rooms have been created to facilitate teachers and students with modern day teaching-learning experiences. Creation of two more Smart Class Rooms have been under progress with the help of RUSA Infrastructure Grant.

- The college has created limited Wi-Fi facilities to students and staff of the college. All departments, IQAC Room, 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.
- Most of the Departments created class wise WhatsApp groups for better communication, guidance and sharing e-resources for effective teaching–learning environment which proved very successful during Covid–19 lockdown.
- Teachers are also using Google Meet/ Zoom Network for online classes according to Government and affiliating university guidelines during the pandemic.

All departments and different committees of the college conducted webinars on various teacher and student centric topics during the pandemic which enabled E-learning for both teachers and students in a wide scale.

File Description	Document
Upload any additional information	[View Document](#)

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

Response: 33:1

2.3.3.1 **Number of mentors**

Response: 31

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

2.4 Teacher Profile and Quality

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

Response: 128.85

File Description	Document
List of the faculty members authenticated by the Head of HEI	View Document
Institutional data in prescribed format	View Document
Any additional information	View Document

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

Response: 43.31

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

2019-20	2018-19	2017-18	2016-17	2015-16
15	16	16	12	11

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

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

Response: 22.65

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

Response: 702

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

2.5 Evaluation Process and Reforms

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

Response:

The Academic Council of the college prepares the College Academic Calendar taking into consideration the Academic Calendar prepared by the affiliating University. The Academic Calendar takes into consideration different academic matters in the college and plans accordingly for the entire academic session.

Generally, 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 academic department conducts the Sessional Examinations for their respective major papers and the Examination Committee organizes examinations for the general papers centrally. Sessional Examinations conducted by the Examination Committee are compulsory for the students and marks obtained are added to the Final Examinations marks. For unsuccessful students and those students who have not been able to appear in the Sessional Examination for some genuine reasons and inform the authority in writing with convincing documents, are given chances to reappear in their concerned re-examinations to improve their performance, or otherwise, they are allotted home assignments on the concerned subjects.

The college organizes Orientation Programmes for the newly admitted students in the beginning of a new academic session, to make them acquainted with the various rules and regulations of the college including the examination systems.Examination Committee conducts all the examinations as per the Academic Calendar of the college following the general timeline in the Academic Calendar of Gauhati University with prior notice and information to the students. These examination notices are displayed in the departmental and college notice boards, in the college website and Principal's official WhatsApp Group.

Questions are set generally from the portions that have already been covered and discussed in the class with options to attempt from.Faculty members discuss about the performances of the students in the papers pointing out the flaws and highlighting the positive aspects of their answers. Teachers take care that mistakes are not repeated again and the students can improve their answers. Practical Examination and Viva Voce are also conducted and marks are assigned on the basis of the performance of the students. Results of all the internal examinations conducted by the college are duly intimated to the students. Teachers can assess the students and guide them according to their interests and capabilities for continuous improvement in teaching -learning and evaluative process.

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. The college organizes PTMs and feedbacks from the guardians are also collected. 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	Document
Any additional information	[View Document](#)

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

Response:

The college puts in much effort to make the internal evaluation system transparent and robust.

The Examination Committee of the college conducts all the internal examinations according to the schedule given in the academic calendar of the college. The dates and schedule of various sessional and internal examinations are displayed well ahead of time in the departmental and official notice boards of the college. Generally, the college office deals with the grievances related to the Final Examinations. The students are to apply in a proper format for such type of grievances with the help and guidance of the concerned teacher and the college office. Subsequently, these grievances are forwarded to the affiliating University or concerned authority for proper solutions and rectifications.

An Examination Committee is constituted every semester with the Vice Principal as the Convenor assisted by the other members of the committee. The committee works for smooth and easy rectification of all the examination related problems of the students and also issues related to the sessional examination and it's marking in the college.

Students are free to approach and interact with the teachers of respective departments to resolve any grievances regarding internal examinations related issues.

Each academic department of the college resolves the grievances related to sessional examinations in their respective subjects. Unsuccessful students and students who fail to appear in the sessional examinations on genuine ground, 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.The departments share the marks of the sessional examinations with the students and guardians to maintain transparency in the teaching- learning and evaluative process of the college.

All the information regarding the internal examinations and internal assessment are communicated to the students through the departmental and official notice boards, which provides transparency to the internal examination system in the college. The respective departments, based on the need of weaker students, take subsequent remedial and corrective measures. Evaluated answer scripts and assignments are discussed with the students after grading and grievances are addressed suitably. Total attendances of the students in the class are also notified through the notice boards to the students and any case of grievances related to marks allotted for attendance can be resolved efficiently. Apart from these, students also have the freedom to approach the Principal directly with regard to any grievances.

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

2.6 Student Performance and Learning Outcomes

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

Response:

Paschim Guwahati Mahavidyalaya, as an affiliated college under Guwahati University has been following the broad framework of the curriculum of the Three-Year Degree Course Semester System since 2011and the Three-Year Degree Course CBCS starting from the Academic Session 2019-20 for undergraduate major/honours and general/regular programmes in both Arts and Commerce Streams as designed by the Affiliating University. Every academic department of the college has respective routine activities for delivery and implementation of the curriculum as designed by the parent university. The results of the final semesters are displayed in the website of affiliating university. The sessional examination performances of the students are discussed with the students.

The meetings of the Academic Council are regularly held in the beginning and middle of each academic session to discuss different academic matters and the progress of each academic departments of the college. The Principal of the college regularly holds meetings with the Heads of the Departments to discuss different academic matters of the college.

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.

- The learning outcomes are communicated to the students through each academic department of the college.
- The IQAC of the college also acts as a platform for communication of the Programme and Course Outcomes to the teachers and for review.
- Feedback formats prepared for students, parents and alumni reflect the course outcomes of the college.

Course Outcomes:

The affiliating University prepares the syllabi for all the programmes of the undergraduate level. But, the college designs the teaching learning modules with the following course outcomes:

To have fundamental knowledge and understanding of the course they pursue.

Various teaching-learning techniques and methods are used to help the students for comprehending the subjects.

To develop different skills to appreciate various social issues related to their subjects.

To become familiar with the various modern techniques of teaching- learning and evaluation process.

The courses also intend to enhance the employability skills of the students.

To broaden the scope for higher studies of the students.

File Description	Document
Paste link for Additional information	[View Document](#)

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

Response:

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:

- All the results of the external examinations conducted by the Affiliating University are considered as primary measures to access the Programme Outcome and Course Outcome. 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 conducted by the college as per procedure prescribed by the affiliating university help to observe the specific knowledge and skills of the students. Such type of 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 are important tools to measure the learning outcomes.
- Field Visit and Case Study Reports, different academic project reports prepared by the students, act as tools to measure the learning outcomes.
- The students are assigned home assignments on particular topics to measure their knowledge, understanding and skills.
- The departments organize departmental seminars, group discussions, talks, workshops, subject oriented quizzes and debates etc. to assess the programme outcome and course outcome.
- Feedbacks taken from the parents/guardians, alumni, students, on syllabus and the teachers is one of the significant methods of assessing the teaching – learning and evaluation system of the college. The feedback mechanism provides inputs on teaching-learning drawbacks, limitations and constraints and strength of the faculty members.
- 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.
- The college conducts mentoring classes to assess the performance of the students, which act as a method of indirect assessment strategy.
- Records of students' progression also serve to measure the attainment of programme outcome in

the college.

The whole teaching learning process in the college can also be assessed on the Annual Alumni Day of the college on 31st May every year. The gathering includes alumni who are being able to establish themselves in various walks of the society, as college or school teachers to the Defense sector; from the exclusive world of Modeling, Acting and Beauticians to National and International Sports personalities. Some of the alumni members are in active 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 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 citizens, justifying the proper outcome of teaching –learning.

File Description	Document
Upload any additional information	[View Document]
Paste link for Additional information	[View Document]

2.6.3 Average pass percentage of Students during last five years

Response: 53.16

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

2019-20	2018-19	2017-18	2016-17	2015-16
44	235	214	155	222

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

2019-20	2018-19	2017-18	2016-17	2015-16
229	421	292	347	305

File Description	Document
Upload any additional information	[View Document]
Institutional data in prescribed format	[View Document]

2.7 Student Satisfaction Survey

2.7.1 Online student satisfaction survey regarding teaching learning process

Response: 3.5

File Description	Document
Upload database of all currently enrolled students (Data Template)	[View Document](#)

Criterion 3 - Research, Innovations and Extension

3.1 Resource Mobilization for Research

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

Response: 3.6

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

2019-20	2018-19	2017-18	2016-17	2015-16
0	0	0	1.4	2.2

File Description	Document
Institutional data in prescribed format	[View Document]
e-copies of the grant award letters for sponsored research projects / endowments	[View Document]

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

Response: 3.33

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

2019-20	2018-19	2017-18	2016-17	2015-16
0	0	0	1	1

3.1.2.2 **Number of departments offering academic programes**

2019-20	2018-19	2017-18	2016-17	2015-16
12	12	12	12	12

File Description	Document
Supporting document from Funding Agency	[View Document](#)
Institutional data in prescribed format	[View Document](#)

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

Response: 75

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

2019-20	2018-19	2017-18	2016-17	2015-16
34	8	6	9	18

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

3.2 Research Publications and Awards

3.2.1 Number of papers published per teacher in the Journals notified on UGC website during the last five years

Response: 0.62

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

2019-20	2018-19	2017-18	2016-17	2015-16
4	5	2	8	1

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

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

Response: 0.59

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

2019-20	2018-19	2017-18	2016-17	2015-16
9	4	3	2	1

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

3.3 Extension Activities

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

Response:

The various types of activities taken up by the different committees and cells of the college have been expected to provide a learning platform to the students of the college with regard to their holistic development as aware and sensitized human beings in today's complex world. The connection with society teaches them to be accountable as social beings. The various training programmes on career counselling, personality development, participation in competitive events, talent search events, cleanliness drives, rallies on cultural and social issues have very deep productive outcome as expected on those who participate. Similarly, participation in College Elections, sports activities, attending events on gender issues and on child abuse (POCSO ACT) is expected to provide them with the needed perspective on those issues to be aware of them and to deal accordingly in life as conscientious citizens. NCC and NSS programmes train the students by making them aware of the nationalistic canvas and the duties and responsibilities they bear to live in and serve the country as worthy citizens. Our NSS and NCC members, by serving society in the neighbourhood as volunteers in various social events (Durga Puja, etc.), have gained the needed experience to be accommodative and contribute towards a healthy social interaction from their early years as youth.

Regarding social upliftment of the neighbourhood, teachers of the college have involved themselves by taking classes in the nearby schools and in the adopted school from time to time. The extension activities at the adopted school and in the nearby areas have been done as attempts at contributing to the wellness of the schools and the areas as a whole. The budding school students have been encouraged to take part in learning activities and profit from that exposure. As part of that service, the college has been organizing self-defense classes for the nearby students since a long time now. The school children are encouraged and

guided to take part in the significant events of the college like book fairs and attend informative lectures on environment issues held at the college as part of celebration of Environment Day.

The yearly speech and drawing competitions held among the college students on the occasion of the National Vigilance Awareness Week, have also added to the boosting of confidence in them, mostly on public speaking.

Also, in Sports, as part of activities in College Week and otherwise, students have shown much success. These activities are an indication of their spirit of teamwork and zest.

Programmes on cyber-crime and substance abuse have been organized with the specific concern for the students to be sensitized.

The goal is that of influencing and inspiring the students to participate in positive activities, which would prepare them with inner strength to face the diverse challenges as they face in life and to enhance their skills so as to become productive contributors in building a better tomorrow for society and the country as a whole.

File Description	Document
Upload any additional information	[View Document](#)

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

Response: 0

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

2019-20	2018-19	2017-18	2016-17	2015-16
0	0	0	0	0

File Description	Document
Institutional data in prescribed format	[View Document](#)

3.3.3 Number of extension and outreach programs conducted by the institution through NSS/NCC/Red cross/YRC etc., during the last five years (including Government initiated programs such as Swachh Bharat, Aids Awareness, Gender Issue, etc. and those organised in collaboration with industry, community and NGOs)

Response: 98

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

2019-20	2018-19	2017-18	2016-17	2015-16
37	16	11	15	19

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

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

Response: 49.6

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

2019-20	2018-19	2017-18	2016-17	2015-16
294	1212	391	536	508

File Description	Document
Institutional data in prescribed format	[View Document]()

3.4 Collaboration

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

Response: 1

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

2019-20	2018-19	2017-18	2016-17	2015-16
0	0	0	1	0

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

3.4.2 Number of functional MoUs with national and international institutions, universities, industries, corporate houses etc. during the last five years

Response: 4

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

2019-20	2018-19	2017-18	2016-17	2015-16
4	0	0	0	0

File Description	Document
Upload any additional information	[View Document](#)
Institutional data in prescribed format(Data template)	[View Document](#)
e-Copies of the MoUs with institution./ industry/ corporate houses	[View Document](#)

Criterion 4 - Infrastructure and Learning Resources

4.1 Physical Facilities

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

Response:

Details:

There are 26 nos. of well-lit and ventilated classrooms. These rooms consist of (i) 4 halls approximately (1300 sq.ft. to 1500sq.ft.) with capacity of 150 students each, (ii)12 numbers of rooms (500 sq.ft.to 730 sq.ft.) with capacity of 120 students each, (iii)6 class rooms (392 sq.ft. to 405 sq.ft.) with capacity of 30-35 students in each and (iv) 4 rooms (250 sq.ft to 255 sq.ft.) with capacity of 16-20 students each.

Out of the above mentioned 26 numbers of rooms 1 medium size room and 2 small size classrooms (totaling 3) are smart class rooms, all equipped with LCD projectors and smart boards, thereby making both teaching and learning experience innovative and interesting.

1 room out of the 4 smart class rooms, apart from being used as class room is also used to hold seminars, workshops for small groups and is also used for departmental activities.

Out of the 4 halls, 2 numbers apart from being class rooms are also used as make shift Multi-Purpose Hall and used for general meetings, official functions, seminars, workshops and cultural functions etc.

In addition to the 26 numbers of class rooms, there is one Digital Conference Room for conducting seminars and workshops. There are also two medium-size conference rooms, one inside the library, for meetings, discussions and library related activities too.

All the classrooms are equipped with good quality desks, benches and boards. In addition, there are two sets of portable projectors with screens which are used in different class rooms as and when necessary.

A Public Address system is available for making important announcements in the college.

There are 8 departments in the Arts Stream and 4 in Commerce Stream. All the 12 departments are provided with computers and printers.

Wi-Fi facility is available in the office and IQAC Room at present. Library has a separate Broad Band Internet connection.

There is one Psychological Laboratory in the department of Education with adequate apparatus. In addition, there is another Language Laboratory in the college with 31 nos. of computers.

There is a Computer Centre with 15 numbers of computers. Students can learn basic computer course at the college Computer Centre against nominal fees.

The college also has a well-stocked and well-equipped library with spacious well ventilated reading room.

There are 13 numbers of computers in the library and 9 numbers of them have Broad Band Internet connection; 9 out of these are exclusively for students. In addition, an E-Resource Room has been newly introduced with library.

In addition to the main library, each department has its own departmental library which mainly consists of text books and are used by the students as well as the faculty members.

File Description	Document
Upload any additional information	[View Document](#)

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

Response:

Details:

Facilities for Games and Sports

1. **Indoor Games**

The college has an Indoor Sports Complex which was constructed during 2015-16. The size of the Indoor Sports Complex is 589.00 Sq.m. The Sports Complex has adequate facilities for various Indoor Games which include Table Tennis, Badminton, Carom etc. The details of facilities and equipment are stated below:

1. Table Tennis Board   – 2 sets
2. Badminton Court   - 1 number

1. **Movable Badminton Stand- 2 numbers**
    1. Carrom Board- 2 numbers
    2. Badminton Racket- 4 number
2. **Outdoor Games:**

The College has facilities for various out door games and sports facilities which include Volleyball Court with 4 balls and nets, 1Basketball Court with 1 ball, Cricket Bats 3 sets and 6 Stumps and 2 Footballs with net and various athletic sports in the playground.

Available Equipment for Athletics

1. Javelin   - 1 number

2. Shot put   - 4 numbers

3. High Jump Frame   - 1 number

4. Discuss   - 1 number

5. Tug of War Rope   - 3 sets.

1. **Gymnasium Equipment:**
2. Treadmill   - 6 numbers
3. Dumbbell- 2.5kg   -4 numbers
4. Dumbbell - 1 kg   -6numbers
5. Dumbbell - 5kg   -2 numbers
6. Barbell   - 5 numbers
7. Thigh Machine   - 1 number
8. Chest and Back Machine   - 1 number
9. Bicep Machine   - 1 number
10. Weight Plate   - 1 number
11. Jack Bar   - 1 number
12. Arm Wrestling   - 1 number
13. Push up   - 2 numbers
14. Weight Lifting Plates   - 49 numbers

User Rate: 6.96

1. Indoor games- throughout the year (timing 2 PM to 4 PM).
2. Outdoor- seasonal

Facilities for Yoga Centre

There is adequate space for practicing Yoga in the Sports Complex and there are 20 numbers of Yoga Mats in the college.

Facilities for Cultural Activities:

For conducting various cultural activities, the college uses the make shift Multi-Purpose Hall for indoor programmes and the open field for outdoor programmes with large number of students. Various activities like Freshmen Social, Annual College Week, Supta Pratibha Bikash Mancha and Alumni Day functions are held annually. A group of selected students take part in the cultural programme and competition held alongside the North-East Book Fair in Guwahati every year. The students are encouraged to participate in various competitions and programmes both inside and outside the college for better exposure and growth. The College Cultural Development Committee encourages the students to take part in various cultural activities and arranges and conducts programmes with the help of the members of the Students' Union and monitor the activities too.

File Description	Document
Upload any additional information	[View Document](#)

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

Response: 7.14

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

Response: 2

File Description	Document
Institutional data in prescribed format(Data template)	[View Document](#)
Paste link for additional information	[View Document](#)

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

Response: 88.22

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

2019-20	2018-19	2017-18	2016-17	2015-16
057.4	99.8600	49.45299	73.36160	81.07372

File Description	Document
Upload audited utilization statements	[View Document](#)
Upload any additional information	[View Document](#)
Institutional data in prescribed format(Data template)	[View Document](#)

4.2 Library as a Learning Resource

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

Response:

Reply:

The library of Paschim Guwahati Mahavidyalaya was established in the year 1978. After establishment, initially the library was known as College Library. However, the library was renamed as Bipin Chandra Baruah Library in the year 2004, in memory of the late founder principal of the college. The Bipin Chandra Baruah Library is a well-equipped library with computerized network through SOUL software and internet with Wi-Fi facilities. The library is well stocked with a collection of over 39,261(37520) 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 17878(18330) numbers of text books and 21383(19190) 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.

The Bipin Chandra Baruah Library is an active member of the INFLIBNET, Ahmedabad. The Library also has internet connectivity for accessing e-resources through Broad Band connection.

The library has a research corner where the Ph. D. theses and M. Phil. Dissertations of the faculty members are kept for the prospective researchers of the college. Even outsiders can also avail of the library facility but they are not allowed to borrow books from the library. Few teachers have donated some books, documents and other things to the library. The library has a collection of special report summing up to 48 numbers. Besides there are various designated places to stock books on certain special subjects, viz.,

1. Dr. Bhupen Hazarika Corner (established on 6.11.2011)
2. North East Corner
3. Vaishnavite Literature
4. Children Corner

In addition, the library has a good collection of vintage coins including paper notes of different currencies of various countries. There is also a collection of specimen of local fishes, available at the nearby Deepar Beel which are getting fast extinct, preserved properly for the students.

Library card no. is linked with on-line admission forms through college website.

The details of the Library Software are as follows:

- Name of ILMS software- SOUL – 2.0
- Nature of automation (fully or partially)- Fully
- Version- College Version
- Year of Automation- 2008

File Description	Document
Upload any additional information	[View Document](#)

4.2.2 The institution has subscription for the following e-resources

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

Response: B. Any 3 of the above

File Description	Document
Upload any additional information	[View Document](#)
Institutional data in prescribed format(Data template)	[View Document](#)

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

Response: 7.05

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

2019-20	2018-19	2017-18	2016-17	2015-16
1.13	18.75	9.92	4.20	1.26

File Description	Document
Institutional data in prescribed format(Data template)	[View Document](#)
Audited statements of accounts	[View Document](#)
Any additional information	[View Document](#)

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

Response: 2.26

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

Response: 24

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

4.3 IT Infrastructure

4.3.1 Institution frequently updates its IT facilities including Wi-Fi

Response:

Reply:

Paschim Guwahati Mahavidyalaya continuously updates its IT facilities at regular intervals by 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 etc.

The college has increased the availability of computers from 41 numbers in the year 2015-16 to 94 in 2019-20. New computers were installed in departments, college library, and office etc. 14 numbers of computers with original Microsoft Licensed OS were installed in different existing computers in the year 2017. Anti-Virus software are installed and renewed time to time.

The college has built a Digital Library in the year 2017 with the financial assistance received from State Government. The library has updated its Library Software SOUL 1.0 to SOUL 2.0 in the year 2010. An Internet Zone has been created inside the Digital Library for the benefit of students, teachers and other library users. One dedicated internet Broad-Band line from BSNL has been connected to the library separately. Institutional Digital Repository N-LIST e-resources Software programme, maintained by INFLIBNET, Ahmedabad has been renewed on 18-09-2020.

A Language Laboratory has been set up in an existing room of the college with the financial assistance received from RUSA under Equity Initiative Scheme. A total of 31 numbers of computers along with other equipment such as Individual Head Phones and Micro-phone systems, Digital Display Board were installed in the said laboratory.

Three Digital Class Rooms have been created in the year 2017 to facilitate teachers and students with modern day teaching-learning experiences. Creation of two more Smart Class Rooms have been under progress with the help of RUSA Infrastructure Grant.

College website has been updated on 07-06-2019 to accommodate more dynamism to meet the requirements of NAAC, DHE and Government of Assam. Online forms and college prospectus, important notification of events, tenders are made available in the Website from time to time.

 IT systems were upgraded to facilitate Online Admission and the processes of Form Fill-up for the Final Examinations of Guwahati University and Assam Higher Secondary Education Council.

The college has created limited Wi-Fi facilities to students and staff of the college with a BSNL Broad Band Line in the year 2015. All departments, IQAC Room, Library, and Computer Centre were covered with the Wi-Fi facility. But due to technical problems in the BSNL line the facility could not be continued after a few months. Internet facilities are still available in Principal's office, Library, IQAC and RUSA room, Internet Zone with the help of two Broad Band lines. Teachers use personal Reliance Jio mobile internet facilities to search and share online resources with the students. A financial grant from RUSA has been sanctioned to install Campus Wi-Fi facility inside the college campus. The process of acquiring a Leased Line for the same will be initiated as soon as the Final Installment of the RUSA Grant is received by the college.

File Description	Document
Upload any additional information	[View Document](#)

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

Response: 16:1

File Description	Document
Upload any additional information	[View Document](#)
Student – computer ratio	[View Document](#)

4.3.3 Bandwidth of internet connection in the Institution

Response: E. < 05 MBPS

File Description	Document
Upload any additional Information	[View Document](#)
Details of available bandwidth of internet connection in the Institution	[View Document](#)

4.4 Maintenance of Campus Infrastructure

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

Response: 7.3

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

2019-20	2018-19	2017-18	2016-17	2015-16
5.14	3.71	7.69	8.60	4.96

File Description	Document
Institutional data in prescribed format(Data template)	[View Document](#)
Audited statements of accounts	[View Document](#)

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

Response:

Reply:

The College has policies and procedures in place for purchase of assets, maintenance of day to day physical, academic, support facilities for total infrastructure including laboratory and library. However, in case of emergency situations where there is no time to observe necessary formalities, the head of the institution may use his discretionary authority. Beyond this, 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 arranges for the requisition on a priority basis.

The Purchase 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 Purchase Committee looks after the procurement, maintenance and utilization of physical facilities. The Purchase Committee follows the Manual of Government of India on matters relating to purchase of goods and the process of tendering related to such purchase.

The college also has a College Development and Construction Committee with President, Governing Body as the Chairperson, the Principal as the Member Secretary, an engineer, G.B. Representatives, Teacher and Non-Teaching Staff Representatives in it.

For academic purposes, the Principal constitutes an Academic Council comprising of the Principal as the Chairperson, Vice Principal, Librarian and all the HoDs of the Departments, the Coordinator of IQAC and other committees and the General Secretary of the Students' Union as members. One of the senior teachers of the college is appointed as the Coordinator of the Academic Council. The Academic Council looks after the Class Routines, Prospectus, Academic Calendar, admission, attendance of the students in their class,

internal examinations, requirement of contractual teachers etc. and also assists the Principal in all the decision makings related to the academic matters in the college.

For maintaining library activities and facilities, the Principal constitutes a Library Development Committee headed by a senior faculty member as the Chairperson with the Librarian as the Coordinator of the committee. The committee looks after different activities like purchase of books, maintenance of infrastructure and physical facilities, maintaining the discipline, monitor the Book Bank facility along with other related issues in the library and also arranges regular book fares in collaboration with reputed publishers. For purchase of text books and procurement of reference books and journals, suggestions from the HoDs are sought for. Heads, in consultation with the other faculty members of the department submit the list of required books and journals which are then procured centrally by the authority in consultation with the Librarian.

At present the college has one Psychological Laboratory in Education Department. The laboratory is maintained by the Department and necessary formalities are followed for purchase of equipment and apparatus.

All the departments, administrative office and library of the college are equipped with computers, printers and a few photocopiers. Maintenance of these is done centrally by the college. The library has a designated place with computers for the students for accessing the e-resources. There is a Computer Centre and also a Language Laboratory in the college where practical classes on computer paper for the B.Com. class are also held. Maintenance and up gradation of the computers are done centrally following proper procedures.

For maintaining the sports activities, a Sports Development Board is constituted by the Principal with a senior faculty member as Chairperson and a few faculties as members. The committee arranges and looks after various sports activities held in the college and maintenance of the permanent indoor facilities in the college, the outdoor playground in the compound and the community playground which is used to hold outdoor games as and when required. The Committee also looks into other matters related to sports like appointment of sports instructor, cleanliness of the Sports Utility Centre, coordinating with the authority for financial assistance to the sportsperson against application.

The college is equipped with adequate number of well-lit and ventilated class rooms for all the departments. These rooms are also used for Art School on Sundays and for holding various selection and screening tests organized by different state and national level Government and public sector organizations on Sundays and holidays. The bigger halls are allowed to be used for holding public meetings organized by private as well as Government Departments. There are also Smart Class Rooms with LCD projectors.

Contact Classes of IDOL, Gauhati University, IGNOU and K.K. Handiqui are also held in the classrooms with suitable adjustments with the general class routine.

Attendance of students, faculty and staff is maintained through LMS (Leave Management System) which was earlier done both manually and through biometric system.

Repair of desk-benches are done from time to time and new sets are procured as required.

Generators are put to regular servicing by technicians from the company.

For maintenance of the electrical facilities properly electricians are called for from time to time. For the

running water supply systems working effectively, plumbers are engaged as and when necessary.

Regular cleaners are engaged to keep the toilets and the surroundings clean and hygienic.

The ponds in the college campus are cleaned at regular intervals with some external help.

Cooking for the boarders of the Women's Hostel is done by locally hired women from the nearby villages. A female faculty member supervises the overall management and discipline of the hostel. To look into various policy making regarding the hostel, a Hostel Supervision Committee is there with the Principal as the Chairperson and the Vice Principal as the Coordinator, Policy Matters.

To maintain safety and security in the campus, CCTVs are placed at various strategic places and security person is placed at the entrance gate and a night chowkidar keeps watch at night.

File Description	Document
Upload any additional information	View Document

Criterion 5 - Student Support and Progression

5.1 Student Support

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

Response: 23.33

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

2019-20	2018-19	2017-18	2016-17	2015-16
913	0	40	152	150

File Description	Document
upload self attested letter with the list of students sanctioned scholarship	[View Document](#)
Upload any additional information	[View Document](#)
Institutional data in prescribed format	[View Document](#)

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

Response: 0.36

5.1.2.1 **Total number of students benefited by scholarships, freeships, etc provided by the institution / non- government agencies year-wise during last five years**

2019-20	2018-19	2017-18	2016-17	2015-16
0	6	1	8	7

File Description	Document
Upload any additional information	[View Document](#)
Institutional data in prescribed format	[View Document](#)

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

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

Response: B. 3 of the above

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

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

Response: 0.34

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

2019-20	2018-19	2017-18	2016-17	2015-16
2	5	4	2	7

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

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

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

Response: A. All of the above

File Description	Document
Upload any additional information	View Document
Minutes of the meetings of student redressal committee, prevention of sexual harassment committee and Anti Ragging committee	View Document

5.2 Student Progression

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

Response: 3.02

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

2019-20	2018-19	2017-18	2016-17	2015-16
0	14	8	19	1

File Description	Document
Upload any additional information	View Document
Institutional data in prescribed format	View Document

5.2.2 Average percentage of students progressing to higher education during the last five years

Response: 9.92

5.2.2.1 **Number of outgoing student progressing to higher education.**

Response: 25

File Description	Document
Upload supporting data for student/alumni	View Document
Institutional data in prescribed format	View Document

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

Response: 40

5.2.3.1 **Number of students qualifying in state/ national/ international level examinations (eg:**

JAM/CLAT/NET/ SLET/ GATE/ GMAT/CAT/GRE/ TOEFL/ Civil Services/ State government examinations) year wise during last five years

2019-20	2018-19	2017-18	2016-17	2015-16
3	2	0	0	0

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

2019-20	2018-19	2017-18	2016-17	2015-16
3	2	0	0	0

File Description	Document
Upload supporting data for the same	[View Document](#)
Institutional data in prescribed format	[View Document](#)

5.3 Student Participation and Activities

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

Response: 18

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

2019-20	2018-19	2017-18	2016-17	2015-16
1	5	8	2	2

File Description	Document
Institutional data in prescribed format	[View Document](#)
e-copies of award letters and certificates	[View Document](#)
Any additional information	[View Document](#)

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

Response:

The college facilitates representation of students in various committees constituted for smooth running of the administration of the college. Following guidelines, student representatives have been included in the IQAC Committee and RUSA Project Monitoring Unit.

With a view to providing the students an opportunity to gather in-depth practical knowledge about democracy and the role and duties of a conscious citizen, the Students Union Elections are held following all the rules and guidelines with due care and attention to make it a fair election every year. Students from both the genders contest in the election. The elected members are given responsibilities of the respective portfolios they had contested for and put under a Teacher-in-Charge each for directions and guidance.

Under the leadership of the office bearers of the Students' Union, the students, with proper guidance from the teachers-in-charge, organize Freshers' Social, various competitions under different categories during the College Week, Saraswati Puja and other events and competitions in the college.

Students participate in various competitions in sports, music, debating, speech etc. organized in the college and also in inter-college competitions organized by other institutions. Students also take part in events organized by other institutions like Kaziranga University, USTM, Meghalaya etc. and get a chance to visit places and see talents outside their own institutions. Students have been taking part in the Youth Festivals organized by Gauhati University and cultural programmes held along the national level book fair every year and have got good exposures.

Students participate actively in organizing events like the Foundation Day, World Environment Day, International Women's Day, NSS activities, tree plantation to mark various occasions in the college and thereby develop the practical experience of organizing events as per requirements.

NCC Cadets help in local Durga Puja etc. for maintaining order and discipline in large gathering.

Vigilance Awareness Week has been observed in collaboration with IOC, Guwahati and Airport Authority of India every year and students take part enthusiastically in the competitions organized to mark the occasion.

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 the Dept. of

Economics, 'Arunodai' from Dept. of Assamese and also take active role as members of the Editorial Board. Students also actively participate in bringing out the departmental wall magazines as group activity.

Students have been taken to witness the 'Live Assembly Session' for gathering practical understanding. Moreover, Student groups have been taken on educational excursions to places of historical and cultural importance both inside and outside the state for exposure and firsthand experience.

File Description	Document
Upload any additional information	View Document

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

Response: 4.8

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

2019-20	2018-19	2017-18	2016-17	2015-16
1	2	8	11	2

File Description	Document
Upload any additional information	View Document
Report of the event	View Document
Institutional data in prescribed format	View Document

5.4 Alumni Engagement

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

Response:

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)

Most of the students in the college have been from the nearby villages and rural hinterland and quite a number of the alumni are now guardians of present day students in the college. As such, members of the Alumni Association are very much attached with the college and maintain belongingness for the institution

protecting jealously the overall prestige of the institution.

It is a matter of great satisfaction that the General Secretary of the Alumni Association Dr. Hemanta Kalita is a faculty of this college and the President Mr. Dhaneswar Kalita has been the Head Assistant of the college who has retired in July, 2020 after serving the college for over 30 years.

The college feels proud of its alumni who are being able to establish themselves in various Government, Non-Government organizations, in the Defense sector and as entrepreneurs. The college also boasts of the Sports personalities who have achieved laurels in various State, National and International events.

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. Art Competitions have also been organized to inspire and encourage the students. There are traditional rituals of 'Swahid Tarpan' and tree plantation in and around the campus to set examples for the younger students.

The Alumni Association also organises Awareness Programmes on issues like Road Safety, Cyber Crime etc. with resourceful professionals to talk on the topics.

The Alumni Association of the college has, over the years, made donations for getting the statue of the founder Principal Late Bipin Chandra Baruah made and erected in front of the college, donated water filters for the departments and Solar lights to illuminate the campus. Two programmes are run by alumni members for training Karate and Taekwondo to the young children from nearby villages in the college premises itself.

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.

In recognition of their active participation in the college, Alumni Association received fund from the local MLA in the year 2017, for construction of an Alumni Community Hall.

File Description	Document
Upload any additional information	[View Document](#)
Paste link for additional information	[View Document](#)

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

Response: E. <1 Lakhs

File Description	Document
Upload any additional information	View Document

Criterion 6 - Governance, Leadership and Management

6.1 Institutional Vision and Leadership

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

Response:

Response:

Paschim Guwahati Mahavidyalaya is a co-educational college under Gauhati University governed by the Assam College Provincialisation Act 2005 of Govt. of Assam.

The college is situated about 4 kms. West of Gauhati University, one of the premier institutions of the North East, in a suburban area flanked by Deepar Beel, one of the Ramsar Site of North East India, where most of the students live below poverty line.

The institution takes all possible measures for the all-round development of its students. The Governing Body (GB) of the college is the apex authority governing the institution. The Principal is the Head of the Institution and is also the Secretary of the Governing Body. There are also representatives from the teachers in the GB.The Governing Body monitors matters relating to formulation of policies and decision making and frames necessary modalities for implementation. The management provides substantial freedom to the Principal to fulfill the goals and missions of the college with support from the teaching & non-teaching staff.

The Principal keeps in constant touch with the HoDs, teaching and non-teaching staff and the other stakeholders of the institution to ensure smooth implementation of plans and policies, resolving problems and conflicts and redressing grievances of the stakeholders. The Academic Committee/Council and the other committees meet when required to discuss and execute important policy decisions. The Head of the institution takes necessary measures to implementation of policy decisions which are communicated to every staff of the institution through official notice clearly defining their roles and duties. Besides they are also informally counselled to make them aware of their duties. Committees are constituted with senior teachers as coordinators with a few junior teachers as members. This way the junior teachers get ample scopes to acquire knowledge and experience to take leadership in future. The GB, Principal, all the employees along with the other stakeholders always endeavour to implement quality policies and plans to achieve the vision and mission of the institution. Through celebration of different commemorative days and days of national importance the institution tries to maintain solidarity, peace & harmony in the society. The college has also tried to preserve local tradition, art and culture through various extension programmes involving other stakeholders and nearby communities. Moreover, Green Audit has been conducted to generate alertness to protect & preserve the national ambience and maintain cleanliness.

ICT has been implemented in academic and administrative purposes.

OUR VISSION:

To foster socially relevant credible higher education for development of human resources

OUR MISSION:

1. To proliferate the basic concepts embedded in the constitution of India

2. To work for resolving social, political, economic and environmental problems at local, regional and national level

3. To preserve and uphold the tradition, art and culture at local, regional and national level

4. Preparing, equipping and enlightening the upcoming generations to meet the demands of the present times including I.C.T.

5. To train up upcoming generations in co-curricular activities as a healthy mind resides in a healthy body.

File Description	Document
Upload any additional information	[View Document](#)
Paste link for additional information	[View Document](#)

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

Response:

Response:

The Governing Body (GB) of the institution maintains the policy of decentralization by giving opportunities to participate by different stakeholders of the institution. The management (GB) gives substantial freedom to the Principal (HOI) to fulfill the goal and mission of the college.

Action:

The college has an Academic Council. It is constituted by the Principal and all the Heads of Departments are ex-officio members. Before adopting any policy, all academic matters e.g. admission, routine and academic calendar are considered at the Academic Council. Decisions regarding policy matters are communicated to the faculty members through HODs by the authority. The college administration is headed by the Principal and assisted by the non-teaching staff. Participation of the students in the different decision-making matters is ensured through General Secretary and other concerned Secretaries along with the Teachers in-charge of the concerned committees of the college Student Union Body. Besides,

Teachers' Unit and Students Union also identify the issues of common interest of the students, and teachers and place them before the authority in a democratic way for the solution within an appropriate framework of time. 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. Representatives from alumni and former teaching and non-teaching staff, well-wishers are often invited to take part in different meetings, programmes, and functions to encourage them to support the institution in terms of both material and non-material ways & means. On Foundation Day, Republic Day, Annual Alumni Day, 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 (the senior most teacher) is given the overall charge to prepare the examination routine, collection of question papers from the departments and distribution of invigilation duties. Question papers are taken from the safe keep of the police station under the care of the Vice Principal and the Assistants In-charge of the Examination Committee. Question papers are distributed to the invigilating teachers with the help of the committee members. The assistants in-charge are appointed by the Principal from among the teachers of the college, office staff and Grade 4 employees. They distribute the answer scripts to the teachers for evaluation as per list submitted by HoDs. The HoDs are in charge of collecting the marks foils of Internal Assessments of his/her department and submitting them within the stipulated time to the Examination Committee. Examination on Honours/Major papers are conducted independently by each department and marks submitted to the Examination Committee.

Apart from Academic Council & IQAC the college has 31 different committees, cells, councils to handle different issues effectively.

File Description	Document
Upload any additional information	[View Document](#)
Paste link for additional information	[View Document](#)

6.2 Strategy Development and Deployment

6.2.1 The institutional Strategic / Perspective plan is effectively deployed

Response:

Response:

Strategy:

With reference to the initiation of the digitization by both central & state govt. the authority of the institution has been sincerely working towards the introduction of digitization of different academic and administration matters.

Action:

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. Besides, for smooth functioning of the digitization process in the college the authority of the institution has taken strategic plan for it. For instance, the authority had appointed two multitasking assistants (MTA) through unanimous resolution adopted in the governing body.

Moreover, the online admission has become fully operational in all programmes offered by the institution from the academic session 2019-20. The Admission Committee along with Academic Council successfully completes the entire admission process within the stipulated time period. To overcome the technical issues and problems at the time of online submission of application by the candidates, the institute provides assistance through the MTAs (Technical Assistants) and non-teaching staff etc. Merit List of selected candidates is automatically generated and the same is uploaded in the website for admission into various programmes well ahead of time for easy access.

The institution has introduced online leave management system (LMS) for the benefit of its employees in the year 2019. The employees of the institute can apply for any kind of leave through this system anywhere any time. Teachers' daily activities are also recorded through online attendance portal and weekly diary is generated which is communicated through online mode.

File Description	Document
Upload any additional information	[View Document](#)
Strategic Plan and deployment documents on the website	[View Document](#)
Paste link for additional information	[View Document](#)

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.

Response:

Response:

The apex decision making body is the Governing Body (GB), 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 (Gauhati 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.

In all important events and celebrations of the college office staff are included in the organizing committees and are assigned important roles and responsibilities. The management meets the staff

periodically to discuss upon various academic and administrative issues. Staff meetings are held as and when required and are used as an important forum to discuss academic and administrative issues. Suggestions from the office staff are always welcomed and the authority considers them with weightage.

The service rule procedures of the employees are governed as per Provincialisation of College Employees Act, 2005 and College Service Rule. 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 UGC and State Government from time to time.

Promotion of the in-service teachers is accorded as per the rules and guidelines of the Govt. under Career Advancement Scheme (CAS) and promotion to the non-teaching staff is implemented as per vacancy and seniority. In both the cases (Teaching & Non-Teaching Category) college recommends promotion of a concerned employee to the Govt. for necessary approval through the Director of Higher Education, Assam. A proper grievance redressal mechanism is in operation for all stakeholders under different cells and committees. The college authority has constituted different committees and cells to look after various activities. The administrative setup and the committees are shown in the organogram.

Besides these, all the necessary decisions regarding classes, examinations and other academic matters are taken in the meeting of HoDs & Academic Council.

File Description	Document
Upload any additional information	[View Document](#)
Link to Organogram of the Institution webpage	[View Document](#)
Paste link for additional information	[View Document](#)

6.2.3 Implementation of e-governance in areas of operation

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

Response: A. All of the above

File Description	Document
Screen shots of user interfaces	[View Document](#)
Institutional data in prescribed format(Data template)	[View Document](#)
ERP (Enterprise Resource Planning) Document	[View Document](#)
Any additional information	[View Document](#)

6.3 Faculty Empowerment Strategies

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

Response:

Response:

The management of the institution always comes forward to meet the needs of the employees (both teaching and non-teaching staff) as recognition of their commitment and dedication in service.

Incremental and other financial incentives:

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

Employees Provident Fund:

As per the Govt. rules deductions are made from the basic salary of the employees as contribution towards GPF or NPS. All eligible staff members have availed benefit of the schemes.

GSLI:

Employees Group Saving Linked Insurance is applicable in case of unfortunate death during service. All staff members are part of the scheme.

Gratuity:

Gratuity is payable to the employees after retirement from the permanent service.

Maternity Leave:

26 weeks of maternity leave is applicable with full pay for women employees.

CCL:

Child Care Leave as per Govt. rule is available for female married permanent employees of the college.

Special Leave:

Non sanctioned full-time employees of the college are granted special leave in case of death of their parent/spouse.

Academic Leave:

Faculty members are granted leave to participate in seminars, workshops to enhance their academic and professional skills. Senior teachers are also granted Duty Leave for visiting other colleges as Subject Experts and Externals in Practical Examinations, Viva etc.

Medical Allowance:

All permanent employees are allowed to draw medical allowances as per the state Govt. guidelines.

Lady's Thrift Society:

For enhancement of small-scale saving habits, a Thrift Society among the lady teachers has been introduced since 2017.

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

The Tuition Fee of two wards of non-teaching staff has 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 the teaching and non-teaching staffs of the institution. It is also available for hostel support staff.

Library and Internet Facility:

Internet facility is also available for teaching staff at the departments and non-teaching staff at the office. Non-teaching along with support staff can also use the library facility.

Others:

All the departments have separate common rooms with attached toilet and kitchenette facilities. In office room also there is attached toilet and kitchen facility.

Moreover, the institute has a culture to assist the staff as well as students in distress by collecting money in the form of donation and contribution.

File Description	Document
Upload any additional information	[View Document](#)

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

Response: 0

6.3.2.1 **Number of teachers provided with financial support to attend conferences/workshops and**

towards membership fee of professional bodies year wise during the last five years

2019-20	2018-19	2017-18	2016-17	2015-16
0	0	0	0	0

File Description	Document
Institutional data in prescribed format(Data template)	[View Document]

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

Response: 0.2

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

2019-20	2018-19	2017-18	2016-17	2015-16
1	0	0	0	0

File Description	Document
Upload any additional information	[View Document]
Institutional data in prescribed format(Data template)	[View Document]

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

Response: 21.29

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

2019-20	2018-19	2017-18	2016-17	2015-16
14	7	5	3	5

File Description	Document
Upload any additional information	View Document
Institutional data in prescribed format(Data template)	View Document

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

Response:

Response:

There are numbers of performance appraisal systems in the institution, basically for the departments and their faculty members.

Activity Logbook Diary:

Every Department keeps records of daily academic and co-curricular activities of the faculty members in a logbook which is regularly monitored by the HoDs for regularity of classes and to record the activities of the faculty members.

Best Department Award:

To acknowledge the commendable performance of the departments and also to encourage continuous efforts for enhancement of performance by 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 adjudged as the 'Best Department'. The Best Department is selected from among all the departments on the basis of certain administrative, academic, co-curricular and other relevant performances on the part of the teachers and students and the records maintained about them.

Activity Record Book: The departments, and different cells and committees are provided with an activity record book each where activities other than academic ones are recorded.

Student Feedback: The institution collects feedback from students on curriculum, teaching- learning, and performance of faculty members, infrastructure and facilities provided to initiate action for all round academic development.

Teachers' Annual Performances for Career Advancement Scheme (CAS):

For the promotion of the teachers through CAS, the Coordinator of the IQAC along with a 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. i.e., the Director of Higher Education.

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	Document
Upload any additional information	[View Document](#)

6.4 Financial Management and Resource Mobilization

6.4.1 Institution conducts internal and external financial audits regularly

Response:

Response:

　　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 2019-20 and external audit (Govt. Audit) up to 2015. Objections raised during audit are meted out satisfactorily. Further report of external audit after 2015 is being carried out and is about to complete.

　　The details of internal & external audit of the college are as follows.

Internal Audit:

Year	No. of Objection	Status	Name of the Auditor/Chartered Accountant	
2015-16	NIL	Completed	M/s Ramen Sarma & Company	
2016-17	NIL	Completed	M/s Ramen Sarma & Company	
2017-18	NIL	Completed	M/s Ramen Sarma & Company	
2018-19	NIL	Completed	M/s Ramen Sarma & Company	

External Audit:

01/04/2007 – 31/03/2014: completed

01/04/2014 – 31/03/2015: completed

01/04/2015 – 31/03/2020: being carried out.

File Description	Document
Upload any additional information	[View Document](#)

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

Response: 0

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

2019-20	2018-19	2017-18	2016-17	2015-16
0	0	0	0	0

File Description	Document
Institutional data in prescribed format(Data template)	[View Document](#)

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

Response:

Response:

The college authority submits various proposals to meet the requirements of funds for various purposes i.e., for construction of new building, upgradation, renovation and repairing of class room, office, library, hostel, digital class room, purchase of books, other basic infrastructure. The major sources of funds are from the Central Government. through UGC and RUSA. The college also regularly applies for funds to these sources as per schemes available. 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 funds required for the salary of permanent employees is provided by the state Government. 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 & for free admission for all students in 2020.

Besides, the college also earns some resources as rent by allowing its infrastructure to be used by Govt. & non-Govt. organizations like Railways, IOC, APDCL, SLET, UPSC, SSC etc. for conducting selection examinations on Sundays and holidays. However, 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 for conducting the courses and holding of examination. The college also generates fund by depositing the remaining

amount in the General Fund after all dues for conducting the Final Semester Examinations of the college. The college uses the major portion of internally generated fund for payment of salary to non-sanctioned employees, guest teacher and other non-teaching staff. The resource mobilization and utilization matters are first discussed in the GB meeting and after the GB approval, the Principal takes the necessary steps for its implementation. Again, the generation and utilization of college resources are reflected in the Annual College Budget, which is prepared before the commencement of every financial session of the institution since 2019.

Regarding optimal utilization of resources, the college provides its facilities to Art School on Sundays and Karate, Kang fu classes in the evenings.

There is also a Center for Non-formal Sanskrit Education under the Rastriya Sanskrit Sansthan, New Delhi in the college. Self-financing courses under Computer Literacy Centre deposit a fixed amount and the Beautician Course also deposit whatever amount they can spare after the expenditure.

File Description	Document
Upload any additional information	[View Document](#)

6.5 Internal Quality Assurance System

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

Response:

Response:

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 and culture have become institutionalized. One national and a number of departmental seminars, talks, workshops, webinars and one FDP Course have been initiated by the IQAC in the college during the last five years.

IQAC has taken initiative to introduce various Add-on Courses such as Skill Development Course, Beautician and Well-Being Course, Spoken English Course etc. Parent-Teacher Meet and Student Counselling sessions are held at regular intervals.

Moreover, following two practices have been institutionalized as a result of IQAC initiatives:

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. The best department is selected on the basis of certain criteria adopted and approved by IQAC. Besides this, IQAC has also been taking initiative to publish

departmental journals, magazines, wall magazines for each department for enhancing healthy academic environment amongst the departments. Each and every academic department of the college maintains activity record book to systematically record regular departmental curricular and co-curricular activities like departmental seminars, workshops, talks, socio-cultural activities, students field work etc.

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 such as Bhupen Hazarika's Birth Day, Rabha Divas, Birth Day of Lakshminath Bezbarua, Independence Day, Republic Day, World Sanitation Day, National Khadi Day etc.

Each department and Committee have been assigned by the IQAC to observe at least two days of national or international importance. Besides, International Yoga Day, World Environment Day, International Women's Day etc. are observed by all the departments.

All the committees, cells and bodies have also been provided with activity proceeding books to keep records of meetings and different activities, events and functions organized by them, with comments and signatures of the guest person.

File Description	Document
Upload any additional information	[View Document](#)
Paste link for additional information	[View Document](#)

6.5.2 The institution reviews its teaching learning process, structures & methodologies of operations and learning outcomes at periodic intervals through IQAC set up as per norms and recorded the incremental improvement in various activities (For first cycle - Incremental improvements made for the preceding five years with regard to quality For second and subsequent cycles - Incremental improvements made for the preceding five years with regard to quality and post accreditation quality initiatives   )

Response:

Response:

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-

Annual feedback from students:

The IQAC has structured out a questionnaire covering various academic aspects of the teaching learning process to evaluate the academic development of the institution by the learners.

i) All the teaching staff is covered under this process.

ii) The Feedback Committee conducts the system under the supervision of IQAC for collecting and analyzing the data and preparing the report.

iii) The secrecy of the student evaluating is maintained and students can take part in the process without any hesitation and doubt.

iv) The report of the feedback is communicated to the authority for further improvement.

Mentoring:

To create a student centric atmosphere in the institution and also to provide opportunity to the students to be close with their teachers, to get required guidance and encouragement and also to share their doubts and aspirations a Mentoring Committee was formed following UGC and NAAC guidelines, (**Resolution No. 5.1, IQAC meeting Dated, 15th March, 2019)** through notification dated 12-04-2019.

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 were held once every month on 31-08-2019, 30.09.2019 and on 26.10.2019.

However, the sessions could not be continued further due to examinations and then serious disturbances related to CAA and finally the Covid-19 Pandemic situation. The programme would be continued again once complete normalcy returns to the educational institutions. It is encouraging that teachers could be in touch with their mentees online even during Lockdown period and boost their morale during the trying time.

A Lecture was organised by the Students Discipline and Mentoring Committee on **'Fostering Learning in Present Education System'** on 14-05-2019 for developing awareness.

A One Week Faculty Development Programme on **'Mentoring Pedagogy & Application of ICT Tools for Online Classroom Delivery of Teachers'** was also held online, from 21st to 28th September, 2021.

Post Accreditation period:

i) In the post Accreditation period research activities have been augmented. Ten faculty members have been awarded Ph.D. degree taking the total number to sixteen.

ii) Four faculty members are pursuing Ph.D. from various universities. One Minor Research Project has been completed with UGC grant during the period. A good number of research papers were published in peer reviewed national and international journals.

iii) A number of extension activities were also carried out including Blood Donation Camp, tree plantation, awareness on sanitation, Covid-19 awareness, Safety of Girl Child, Self Defense for Girl Students, Burn Care, workshop on "Scientific Training on Management of Duck Farming" etc.

iv) The library operates on the SOUL software system and e-resources are provided through N-List.

v) Introduction of P.G. Programmes in Political Science and Assamese.

vi) The college has signed several MOUs with Anundoram Borooah Institute of Language, Art & Culture (ABILAC), Dharapur Higher Secondary School and Dharapur Taluk.

Domain	Year	Quality initiatives / Facilities provided by the institution
Administration	2019-20	i) Security in the college campus for twenty four hours
		ii) Installation of CCTV in Examination Committee Room, Principal Girls' Hostel
	2018-19	i) Online leave management system (LMS) for all
		ii) Whatsapp Group of College Administrator, Cells and Committee communication and information
		iii) e-collection of all students related and other payments
	2017-18	i) Installation of new biometric punching machine in place the recording attendance of all employees
		ii) Installation of CCTV in college campus
	2016-17	1. Introduction of Online Salary Bill
Academic	2020-21	1. Introduction of Post-Graduate Programme in Political Science Assamese
	2019-20	1. Online Admission System
	2018-19	1. Purchase of Books for Library with fund received from RUSA
	2017-18	1. Purchase of Books for Library with fund amounting Rs.2,00,0 two lakhs only) received from State Government
	2016-17	1. Introduction of Center for Non-Formal Sanskrit Course under Sanskrit Sansthan, New Delhi
		1. Initiative to conduct classes in the adopted school by the facu of the institution
	2020-21	1. Construction of E-Resource Center as extension of the centra

Infrastructure	2019-20	1. Construction of First Floor of Girls' Hostel	
	2018-19	1. Construction of Boundary Wall of the college	
		1. Construction of New Digital Classroom with RUSA fund	
	2017-18	1. Construction of more toilet facilities for the girl students. (As resolution adopted in the IQAC meeting dated 01/08/2017)	
		1. Construction of Digital Classroom	
		1. Installation of Solar Street Lights in the campus	
	2016-17	1. Construction of the approach road to the Girls' Hostel. (As per resolution adopted in the IQAC meeting dated 16/08/	
		1. Construction of the ground floor of the Girls' Hostel	
		1. Construction of New Library	
		1. Purchase of New Generator	
		1. Renovation of Departmental Rooms for the Departments of E Hindi and History	
		1. Purchase of Furniture for Classroom	
		1. Puchase of Desktop with Tables for Each Department	
	2015-16	1. Construction of Language Lab	

File Description	Document
Upload any additional information	[View Document](#)
Paste link for additional information	[View Document](#)

6.5.3 Quality assurance initiatives of the institution include:

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

Response: D. 1 of the above

File Description	Document
Upload e-copies of the accreditations and certifications	[View Document](#)
Upload any additional information	[View Document](#)
Institutional data in prescribed format(Data template)	[View Document](#)
Paste web link of Annual reports of Institution	[View Document](#)	

Criterion 7 - Institutional Values and Best Practices

7.1 Institutional Values and Social Responsibilities

7.1.1 Measures initiated by the Institution for the promotion of gender equity during the last five years.

Response:

Response:

The college is a co-educational institution which gives high thrash on gender equity programs. It is to be noted that more than 55% of the faculty members are Female and they share equal responsibilities with the male teachers in the institution. Even the IQAC Coordinator is a senior lady faculty member.

Gender issues and gender equity have been a sensitive point of awareness for students and it has been included in their curriculum as following:

A paper on Women's Writing is offered to the students of B.A. 5th Semester English Major. Two papers on Women and Politics are offered by the Department of Political Science in B.A. 5th and 6th Semester Major Courses. Another paper on Feminism is offered to the students of B.A. 2nd Semester Honours Course under CBCS System by the Department of Political Science. Department of Education has one paper in B.A. 3rd Semester Major Course with a unit on Education for Women's Equality and Empowerment. One paper on famous woman character Chitralekha is taught in B.A. 5th Semester Hindi Major Course.

The college has many committees such as Women's Cell, Extension Education Cell, Student's Discipline and Mentoring Committee, Students Welfare and Self-Empowerment Committee, Information Career Guidance Cell, Cultural Development Committee to organize and conduct programmes on gender issues. These committees keep close eyes on gender equity and sensitivity, empowerment of women, safety and security of girl students and the women employees of the institution. The Women Cell and Study Centre organizes awareness programs, exclusively for women, on women and child health care, legal awareness programmes for women in the nearby localities as well as within the campus. A committee has been formed as Sexual Harassment and Internal Complaint Committee on 28-10-15 to look into any gender related issues in the institution. However, it must be mentioned here that no serious complaint of this nature has ever been lodged so far.

In the Students Union Election both boys and girl students have equal rights to file nomination for contest in different portfolios. College has more girl cadets in NCC and also more girl members in NSS. It is noticed that college maintains equal preference for inclusion for both boys and girls in different festival celebration committees.

Self Defense Training Programmes have been conducted for the benefit of the students.

The college has separate common rooms, toilets for both boys and girls. A sanitary napkin incinerator recently installed in the girls' hostel and another with a napkin vending machine installed in the girls' toilet in the library complex.

A two storied well-furnished hostel is available for girl students with safety and security (24x7 CCTV surveillance, boundary wall with gate, security person, warden etc.). It gives opportunity to the girl students, residing in interior and far-off places to fulfill their dreams of achieving higher education.

Different counseling programmes have been organized for the girl students from time to time.

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

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

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

Response: C. 2 of the above

File Description	Document
Geotagged Photographs	View Document
Any other relevant information	View Document

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

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

Response:

Response:

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. Members of NSS and Cadets of NCC take up cleaning drives from time to time and prior to some celebration in the institution.

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. The girl students are encouraged and motivated to use the incinerators.

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 office reuses the one side printed waste papers for drafting letters or draft print outs. The college is gradually initiating all possible measures for transforming the paper works to paperless works. Some such measures are online admission, e-communication (payment of salary paid through RTGS, various notifications within the institution through WhatsApp, emails, website etc.). Some papers which do not have confidential data, other recyclable materials like card boards, non-repairable furniture, broken pieces of metal etc. are given to the vendors as scrap through auction made by Auction Committee. Instead of using paper tea cups office and departments of the college use ceramic cups.

File Description	Document
Geotagged photographs of the facilities	[View Document](#)

7.1.4 Water conservation facilities available in the Institution:

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

Response: C. 2 of the above

File Description	Document
Geotagged photographs / videos of the facilities	View Document
Any other relevant information	View Document

7.1.5 Green campus initiatives include:

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

Response: D. 1 of the above

File Description	Document
Geotagged photos / videos of the facilities	View Document
Any other relevant documents	View Document

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

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

Response: A. Any 4 or all of the above

File Description	Document
Reports on environment and energy audits submitted by the auditing agency	View Document
Any other relevant information	View Document

7.1.7 The Institution has disabled-friendly, barrier free environment

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

Response: C. 2 of the above

File Description	Document
Geotagged photographs / videos of the facilities	[View Document](#)

7.1.8 Describe the Institutional efforts/initiatives in providing an inclusive environment i.e., tolerance and harmony towards cultural, regional, linguistic, communal socioeconomic and other diversities (within 500 words).

Response:

Response:

The college provides an inclusive environment with tolerance and harmony towards cultural, regional, linguistic, communal, socioeconomic and other diversities.

The college celebrates different festivals like Bihu, Holi, Saraswati Puja etc. inside the campus to promote cultural harmony amongst the students towards each other. Every year the student union of the college observes week long "College Week" programme by arranging different sports and cultural competitions like Bride Competition (students present themselves as brides of different religion from different states), Multi-Cultural Procession, Speech Competition, Songs, Dances representing different forms of culture from various states. Large number of students from different states with diverse cultural and linguistic background participate in it and successful competitors are awarded with medals, trophies, and certificate etc. Many commemorative days like International Women's Day, International Yoga Day, National Hindi Day, Bhupen Hazarika Birth and Death Anniversary, Bipin Chandra Baruah Memorial Lecture, Foundation Day of College, Teachers' Day, Pradip Das Memorial Lecture, World AIDS Day, Silpi Divas, World Education Day, World Environment Day, Rabha Divas etc. are celebrated in the college. These programmes revamp the positive relationship among people belonging to different races and cultural background.

"Nagara Naam" is held on the occasion of Foundation Day every year by a group of ladies from the local Naamghar (a religio-cultural unit) or by a group of kids from nearby village.

Alumni Association of the college celebrates Alumni Day on 31st May every year with full enthusiasm. Large number of alumnus join this programme spontaneously. Alumni members take part and help in most of the important college activities organised under various Cells.

Students along with teachers take part in Cultural Programmes at the North-East Book Fair at the Chandmari Field held every year. Students were taken by the teachers to visit Brahmaputra Literary Festival at Srimanta Sankardeva Kalakshetra. Students also recorded a variety cultural programme to be aired in the programme "Yuba Bani" by the All-India Radio, Guwahati, under Prachar Bharati.

Yearly a good number of students participate in the Youth Festival organized by Gauhati University. To bring out the hidden talents of the students, the college arranges a cultural programme namely "Supta Pratibha Bikash Mancha" every year.

Extension Education Cell visits nearby schools to celebrate Children's Day with the students. Periodically different health camps were being organized to help the villagers of nearby locality. AIDS and Cancer Awareness programmes are organized for the students and villagers.

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.

Girl students from far off and interior places with uneven social background belonging to different race, creed, religion and practice, stay in the hostel together with friendship and harmony.

File Description	Document
Supporting documents on the information provided (as reflected in the administrative and academic activities of the Institution)	[View Document]()

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

Response:

RESPONSE:

College organises various activities in the campus for inculcating values for being responsible citizens as reflected in the Constitution of India. Students are future builders of the nation. So, to impart the knowledge of values and responsibilities to the students for being responsible citizens is the primary duty of an institution.

National Festivals like Republic Day and Independence Day are celebrated in the college every year with great enthusiasm. The Principal of the college hoists the National Flag in the presence of a number of students, NCC Cadets, faculty members and office staff. The NCC Cadets of the college unit offer Guard of Honour and salute to the tricolour. Programmes of National importance like Gandhi Jayanti, Rastriya Ekta Divas are also celebrated to spread the Gandhian Philosophy and sense of unity among the students. College organises a number of lectures on different topics such as "Life Skills", "Natural Resource Management and Indigenous People", "Team Work Leads to Success", "Assam History from the Pre-historic Times to the Coming of the British", "Student-Teacher Relationship", "Rights Enshrined in the Indian Constitution", 'Folk Literature', "The Role of NSS", Bohag Bihur Oitijyo Aru Parampara'- (Bohag Bihu: it's Tradition and Legacy)". from time to time to inculcate values to become socially aware responsible citizens.

The world Environment Day is celebrated on 5th June every year by planting sapling, cleaning the campus followed by awareness lectures related to environmental issues delivered by renowned persons in the college regularly. Students along with teachers and office staff take part spontaneously.

The College undertakes various activities from time to time to spread social awareness about HIV/AIDS,

tree plantation and campus cleaning to inculcate Green Awareness and Cleanliness. Programmes such as "Protection of Women and Girl Child", Elocution Contest and Essay Contest on the topic- "Corruption-free India" to celebrate 'Vigilance Awareness Week', "Cyber Crime and its Ill Effects" and "Road Safety", Start Up India Skill Awareness Rally", "Challenges to National Integration" etc.

College celebrates Rongali Bihu or Bohag Bihu, a tradition and legacy of Assam, Holi, Saraswati Puja, birth and death anniversaries of music legend Dr. Bhupen Hazarika to inculcate the cultural values in the young minds of the students. Students have been taking part in the variety cultural programmes presented by the students of different educational institutions, organized along with the Book Fair every year.

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. Valuable quotes on social behavior and human values are on display in plates attached at the entry of every room.

File Description	Document
Details of activities that inculcate values; necessary to render students in to responsible citizens	View Document

7.1.10 The Institution has a prescribed code of conduct for students, teachers, administrators and other staff and conducts periodic programmes in this regard.

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

Response: C. 2 of the above

File Description	Document
Details of the monitoring committee composition and minutes of the committee meeting, number of programmes organized, reports on the various programs etc., in support of the claims.	View Document
Code of ethics policy document	View Document
Any other relevant information	View Document

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

Response:

College organizes national and international commemorative days, events and festivals with great enthusiasm. These programmes, importance of National Unity and Integrity is sowed in the young minds of the students.

Following are the events and festivals celebrated in the college during the last five years:

1. Republic Day (26th January) and Independence Day (15th August) have been celebrated to imbibe a sense of pride, integrity and responsibility among the students. The National flag is hoisted by the Principal and the National Anthem is sung in unison; NCC Cadets offer Guard of Honor and salute to the tricolor followed by a speech on the significance of the day by the Principal. Some senior local people are also felicitated.

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 elaborately every year. After the ceremonial flag hoisting and *Smriti Tarpan* a general meeting is held. College felicitates senior local people and well wishers of the college. Students and Alumnus of the college offer respect to teachers.

3. Nagara Naam is performed by ayoti group from nearby village. The campus is lighted with earthen lamps in the evening.

4. Gandhi Jayanti (2nd October) was celebrated on 2nd October in 2015 and 2017 with commemorative speech on the Father of the Nation. As it is a national holiday, generally the college remains closed on this day.

5. International Women's Day (8th March) has been celebrated by organizing awareness programmes on women and child health care, legal awareness for women in the nearby localities as well as within the campus every year.

6. World Environment Day (5th June) is celebrated with awareness talks and plantation in the area.

7. International Yoga day (21st June) is celebrated every year organizing awareness programmes.

8. Vigilance Awareness Week has been celebrated with active participation of students in the events organized in collaboration with IOC and Airport Authority of India every year.

9. Birth and Death Anniversary of Dr. Bhupen Hazarika and Bishnu Rabha Divas: are celebrated to make the students aware of the rich local cultural heritage and to imbibe a sense of pride among them.

10. Saraswati Puja is celebrated with full festivity among the Students, teachers, office staff, alumni and local people.

11. National Youth Day is observed as a part of National Youth Month by the college unit of Red Ribbon Club. **World AIDS Day** is also observed to develop awareness on HIV/AIDS among the students.

12. Children's Day (14th November) is celebrated by holding Drawing and Extempore Speech Competitions and distributing books, pencils, chocolates etc. among the students of the adopted school and other nearby schools.

13. Sanskrit Divas and **Hindi Divas (14th September)** have been celebrated with active participation of the students.

14. Khadi Divas (30thSeptember) and World Sanitation Day (19th November) have been observed to create awareness among the local people.

15. National Education Day (11thNovember) has been organized to emphasise on the importance of mass education.

File Description	Document
Annual report of the celebrations and commemorative events for the last five years	[View Document](#)

7.2 Best Practices

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

Response:

BEST PRACTICE -1

1. **Title of the Practice: Green Awareness**
2. **Objectives of the Practice:**

- To make the students aware about the increasing threat of Global Warming and to inculcate in them the practice of tree plantation in an effort to slow down the impact of Global Warming.
- To generate awareness among the common people about the environment, the rising threat to the Globe due to depletion of green area and the contribution of each and every individual towards slowing down this degradation.
- Generating awareness about local flora and fauna which are fast disappearing due to expansion of infrastructure everywhere.
- To inculcate the idea of coexistence with nature.

3. The Context

As stated in the "Mission" of the college, one of the aims of the college is to work for resolving social, political, economic and environmental problems at local, regional and national level, the college takes up programmes of awareness talks and tree plantation several times on various occasions in the college every year.

Though Assam is quite green till now, yet to develop the awareness and alertness about the increasing global warming in the young minds of students, staff and immediate community this practice is adopted before it is too late. To create complete human resources, they should be aware and alert about their surroundings also and they have responsibility towards the environment as global citizens. To achieve this

goal and to imbibe this good practice in their minds the college makes it a regular practice.

4. The Practice

As per the mission of the college, an attempt had been made to impart the knowledge regarding how to live life in an environment-friendly way. The responsibility of every citizen towards protection of the environment is also stressed upon. Every year college celebrates "World Environment Day" by organizing lecture series by inviting prominent personalities to talk on some environment related issues.

Tree plantation programmes are held within the campus as well as outside the campus to mark each and every special occasion, be it Foundation Day, World Environment Day, Alumni Day or any other occasion celebrated specially by NCC or NSS. Students, faculty members, staff, Cadets of NCC, members of NSS, boarders of girls' hostel all actively take part in "Tree Plantation" drive. Regular Plantation within the college campus is also maintained to make the campus green and eco-friendly.

College observed "Green Awareness and Cleanliness Drive Week" from 10th-16th Nov., 2015. Tree plantation was done in the boundary of the adopted school Bhagya Das Adarsha Prathamik Vidyalaya, Rani (22-01-2016). Plantation was done also in the Gauhati University New Arts Block campus for reviving the image of "*Krishnacuda r Dex*" (Place of the Gulmohar) (02-06-2016), National Highway 37 around Dharapur and the bazaar area (17-04-2016), in the Girls' Hostel Compound (05-06-2016) and approach road towards the college (05-06-2017). Students took part in the Climate Strike (20-09-2019) with banners and placards in hand expressing concern for this grave issue.

No outsourcing availed of for maintaining the college garden. Some members of faculty and the office staff willingly look after the flower garden and the mini medicinal plant garden in the college. Trees of the campus are identified and scientific names written on plates are attached for easy identification for all.

Solar lights are installed in the campus and in the approach road for illumination in the evening. Ample garbage cans are placed at various places in the campus to collect the waste (bio-degradable material) to keep the surrounding clean. Ponds of the college are regularly cleaned and maintained. Various fruit trees are also available in the college campus.

As specified by the Government of Assam, it is compulsory for all to plant a useful tree to get free admission as BPL student in the college. The Admission Committee of the college takes great pain to ascertain that the students implement the guidelines in real earnest.

5. Evidence of Success

It is worth mentioning here that the Peer Team members of 2nd cycle NAAC assessment recorded some encouraging comments in their report that the "college has nicely maintained green campus", "has an eco-friendly campus", and "cleanliness maintained with active participation of students".

Students are realizing the graveness of the situation. They take part enthusiastically in the tree plantation programmes and prepare colourful banners, posters etc. to take part in various programmes for spreading green awareness. Some of the students took initiative to list the names of trees and plants. NCC Cadets and NSS volunteers keep the campus clean from time to time and give a touch of white wash to the trees before any special occasion in the college.

World Environment Day is celebrated every year by organizing a talk by a resource personality and plantation of trees. As a result, college campus has greenery all around. Full bloom of the orchid garden in the spring is a pleasurable sight for all. It is also a pleasure to watch the migratory birds roaming fearlessly around the campus.

Visitors who come to the college are very impressed with the green and clean environment of the college.

6. Problems Encountered and Resources Required

The college doesn't have a very big land area and so the initiative of making the area green became limited. Many of the valued trees planted earlier died due to water logging during the rainy season. Rainy season in this state means heavy continuous rain for long days and inundated rivers and fields everywhere.

It is also difficult to arrange programmes for the students to take part within their very tight schedule of class routine and the time required to commute to and from far off homes.

The main resources required were the saplings and the digging tools like hoe etc. and the students to do the plantation. To protect the students from the scorching sun they needed water and drinks to maintain their stamina.

To protect the saplings from stray animals they needed to be protected by barbed wire fencing or green net.

7. Notes (Optional)

While implementing the scheme it was necessary to keep constant vigil on the plants and to look after the newly planted saplings by providing shades against scorching sun and by watering the plants regularly. Plantation in Assam is comparatively easier as the land is fertile and there is ample rain to keep the plants afresh. However, it might be difficult in places where there is less rain and the soil is rough.

The newly planted saplings needed fencing and green nets to protect them from stray herbivorous animals.

BEST PRACTICE -2

1. **Title of the Practice: Bipin Chandra Barua Library: A Window for Knowledge and Information to All**
2. **Objectives of the Practice:**

As mentioned in the vision plan of the institution, to foster higher education in the area

- To help spreading of relevant updated information
- To open up the vast sea of knowledge and information to the uninitiated people
- To develop interest in books
- To provide an opportunity to the interested readers to be with books and magazines and choose from a wide variety.
- For overall enlightenment and development of the upcoming generations of the area.

3. The Context:

With the advent of the mobile phones the importance of traditional learning system is losing ground; whereas, requirement for gathering up to date information is getting more urgent. It is not enough to cram in the course books alone any more. So, it has become very important to keep abreast with updated information, provisions and facilities offered by various institutions and agencies to understand the requirements of the fast-developing world. Moreover, nothing can be better than reading a book of interest and feel inspired.

There are good collection of books separately on North-East, Dr. Bhupen Hazarika, Vaishnava Literature, Children's Literature, Women's Literature, biographies, translated works of different world classics, volumes of encyclopedia of different series, quite a number of dictionaries in different languages, and magazines, daily and weekly newspapers in Assamese, English and Hindi and books and references for competitive examinations too at the Bipin Channdra Barua Library.

4. The Practice:

In an effort to make the library a good source of learning, it has always been tried to acquire good books and journals with whatever limited means the college can afford. There are about 38,000 number of books and journals in various languages such as Assamese, English, Hindi, Bengali and Sanskrit, available in the library. It has a good number of newspapers and magazines of different interests too, available in Assamese, English, Hindi and Bengali.

Under the aegis of the Library Advisory Committee, book fairs have been organized in collaboration with different publishing houses to create awareness among the students. Students of the nearby Dharapur M.E. School and Dharapur Higher Secondary schools visit the book fairs with remarkable enthusiasm. On 25-01-2016, a special programme was organised for the students from the nearby Dharapur Higher Secondary school to visit the college library along with their supervising teachers.

A formal **MoU** has also been signed for five years from 21st January, 2020 between Dharapur Higher Secondary School and the college where it has been agreed to allow the students of the school to use the library resources.

There is **Book Bank** facility in the library to provide books to the poor and meritorious students with recommendations from the HoDs.

Faculty members and contractual teachers who are pursuing their Ph.D. course or are trying for the various competitive examinations take advantage of the collection of books available in the Competitive Examination Section and the books and journals available online through N-LIST and Shodhganga.

The Library has a collection of various currencies and coins from different countries of the world to create an impression on the minds of the young visitors. It also has a display of good collection of local varieties of fish, which are getting fast extinct, preserved properly for the future generation of students.

Library to the Community: With the idea of extending the services of the library to all classes of people of the locality, a scheme under Library to the Community has been adopted by the institution. Under this scheme, members from the local communities around the college would be allowed to use the resources available in the library. It would provide an option of reading the daily newspapers or books of their liking

to the people of the area which, it is hoped, in turn, would create a positive atmosphere in the library.

5. Evidence of Success:

1. A total number of 54 students from both the Arts and Commerce Streams have been benefitted till their graduation by the Book Bank facility during the last five years.

2. In this era of internet students are provided with computers with internet facility to browse various sites for latest information. 151 number of students have availed of this facility.

3. Libraries in the nearby villages have limited resources; whereas, Bipin Chandra Barua Library is getting richer in books and journals with grants received from various sources.

4. The library has been preserving a number of local and national daily newspapers in Assamese, English and Hindi since 2007 for research purposes.

5. Organisations involved in Book Fair were Saraswati Prakashan, M.R Publication, Books Valley, Anwesha and various new books could be made available through association with them.

6. Students from nearby schools visited the Book Fair with enthusiasm.

7. After the library has been shifted to the new building just at the main entrance of the college, it has become easier for everyone to visit the library and it is hoped that even elderly citizens of the nearby villages should also find it enticing to visit the library at leisure.

6. Problems Encountered and Resources Required:

1. Limitation of space to keep new books is one important problem.
2. The Reading Room is also not spacious enough to accommodate more readers.
3. Shortage of staff in the library makes it difficult to attend to the visitors and at the same time take proper care of the books and to keep the book stacks clean and organised.
4. In the damp and dusty atmosphere of Assam it is very difficult to maintain books in good condition.

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

7.3 Institutional Distinctiveness

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

Response:

The College and the Community: Mutual Support for a Balanced Eco-System

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. As such, most of the students in the college have been from the villages around the institution and rural hinterland. 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.

May be due to all these soft feelings 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 and maintain belongingness for the institution and protect jealously the overall prestige of the institution.

To institutionalize the practice of holding an annual get together of the alumni members of the institution, it was decided in the year 2016, to celebrate 31st May as the **'Alumni Day'** for Paschim Guwahati Mahavidyalaya every year. It has been observed with much pomp and gaiety every year.

It is a matter of great satisfaction that the General Secretary of the Alumni Association Dr. Hemanta Kalita is a faculty of this college in the Department of Commerce. The President of the Association Mr. Dhaneswar Kalita is the Head Assistant of the college who has retired this year after serving the college wholeheartedly for over 30 years.

The college feels proud of its alumni who are being able to establish themselves in the academic field as college or school teachers, in sales and accounts of various Government, Non-Government organizations and Banks, as lawyer, media personnel, in Indian Railways and Airlines Companies, in the hospitals and in the Catering industries and of course in the Defense sector. There are others who have made a niche in the exclusive world of Modeling, acting and even as beauticians.

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. The college takes pride also to have alumni members winning trophies in different events of Body Building in National and International levels.

There are two programmes for training Karate and Taekwondo to the young children from the nearby villages of the college run by alumni members in the college premises itself in the morning before the classes start and in the evening after the classes are over. Jugal Deka, an alumnus has been running a Karate Training class under World Traditional Karate Federation in the college premises itself. The atmosphere in the college campus remains lively even in the evenings beyond college routine because of these activities.

Some of the Alumni members, though engaged in some sort of service or business are also actively involved in social services. Some others are getting involved in active politics too.

And that is a human kaleidoscope, gathering in the college with different callings and with a wide range of experiences of struggle, disappointments and also success. Visiting college on the special day of Alumni Day is like a home coming for the students, reminiscing old days, the pranks and the scolding, all afresh in mind. It's a day for sharing, inspiring, guiding the uninitiated and learning from the experienced experts.

On this day veterans from various sphere of the society are invited as special guests to speak a word of wisdom and the youth icons are invited to guide and inspire the young minds. The young success stories, though not many and in certain spheres only, inspire the fresh young students to chase a dream, struggle and achieve their goals.

On this special day the best academic performers of the last completed session from both the streams in the college are Felicitated by the Alumni Association. Art Competitions are also organized on 29th May, 2016 and 18th May, 2017 to inspire and encourage the students. After the traditional ritual of showing due respect to the martyrs in the programme 'Swahid Tarpan', there is also a tradition of tree plantation in and around the campus on the Alumni Day to set examples for the younger students.

The Alumni Association also organizes Awareness Programmes on issues such as Road Safety, Cyber Crime etc. with resourceful professionals to talk on the topics. Alumni members assist the new students in online form fill up through a helpdesk specially created for the purpose for free.

The Alumni Association of the college has, over the years, made donations for getting the statue of the founder Principal Late Bipin Chandra Baruah made and erected at a pedestal at the front of the college, donated water filters for the departments, Solar lights to illuminate the campus.

With active initiative from some members of Alumni, a Blood Donation Group was formed with members from current students as well for the service of the people in need. It has been trying to help as and when someone known or unknown calls for help. Though at a very preliminary stage yet, it is expected to develop into a more active group with more members enrolling into the group created for a noble cause.

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 Foundation Day Celebration or Freshers' Social or Saraswati Puja. The members of the association also help the college authority in procuring new land when necessary and protecting the existing land and properties of the college.

In recognition of their active participation in the college, Alumni Association received fund from the local MLA Honourable Ramendra Narayan Kalita, in the year 2017, for construction of an all-purpose room for alumni.

File Description	Document
Appropriate web in the Institutional website	[View Document](#)

5. CONCLUSION

Additional Information :

As per guidelines from the affiliating university, CBCS system of course has been introduced starting from the session 2019-20 in the undergraduate level programmes in the college. The whole structure changed from the semester system which had been continuing since 2011.

The college had to go through some disturbing time during December 2019 till January 2020 due to wide scale protest against Citizenship Amendment Act(CAA) in the state, particularly in Guwahati being the capital of Assam. The whole schedule got disturbed and examinations had to be rescheduled, Add-on Programmes got discontinued and many co-curricular activities could not be held as scheduled.

Lockdown due to Covid-19 continued strictly from March till September 2020. The educational institutions opened gradually and function partially from November 2020 only. Colleges were directed to operate allowing only 50% students with permission from their guardians and following SOP from the Government of Assam. Final Examinations for the 6th Semester Students were rescheduled to be held both 'online' and 'offline'.

All these precious time lost has hampered the normal activities in the college and the most valuable time to prepare the SSR and subsequent Peer Team Visit for NAAC Assessment.

However, the college has tried hard to submit the SSR within the stipulated time and continue its accreditation status with NAAC amidst unprecedented hurdles of all sorts and disruptions.

Concluding Remarks :

Keeping in mind the highly competitive and challenging life ahead of the students, the college is bracing itself to meet the need of the hour by introducing new and useful facilities and training courses from time to time. The college aims to mould its student community into loyal and conscious citizens with self-confidence to face the fast-changing world making most of their capabilities. The institution seeks to transform itself into a knowledge hub for its rural population materializing the dreams of the founders of the institutions. It is through an effective translation of its curricular aspects into meaningful teaching and providing opportunities for all round development of the new generation, boosting the self confidence of the underexposed, uninitiated young minds of the students, the college endeavours to create valuable human resources to contribute towards nation building

The college has been trying to become a centre for spreading higher education by introducing new programmes with the change of time keeping pace with the professional demands of the ever changing way of life. Challenges have been many; but nothing could deter the small group of members of the college fraternity from moving ahead.

The college has received permission for PG Programmes in Political Science and Assamese to start from the session 2020-21 adding a new dimension to the existing academic activities of the college. To extend it even further, the college has also received permission to start BCA (Bachelor in Computer Application) Programme from the session 2021-22, which it is hoped, would initiate new energy and opportunity for the students of the locality. The new programmes would also bring in the necessary exposure for the young generation of the wider

area and the institution would progress in leaps and bounds taking along all the stakeholders with it accomplishing the dreams of the noble founders of the institution.

6.ANNEXURE

1.Metrics Level Deviations

Metric ID	Sub Questions and Answers before and after DVV Verification

1.1.3	**Teachers of the Institution participate in following activities related to curriculum development and assessment of the affiliating University and/are represented on the following academic bodies during the last five years**
	
	    1. **Academic council/BoS of Affiliating university**
	    2. **Setting of question papers for UG/PG programs**
	    3. **Design and Development of Curriculum for Add on/ certificate/ Diploma Courses**
	    4. **Assessment /evaluation process of the affiliating University**
	
	    Answer before DVV Verification : B. Any 3 of the above
	    Answer After DVV Verification: C. Any 2 of the above

1.2.2	**Number of Add on /Certificate programs offered during the last five years**
	
	    1.2.2.1. **How many Add on /Certificate programs are offered within the last 5 years.**
	Answer before DVV Verification:
	
	{{TABLE1}}
	
	Answer After DVV Verification :
	
	{{TABLE2}}
	
	   Remark : Input edited with the consideration of number of students admitted in Add on /Certificate programs, other programs will not be considered.

1.2.3	**Average percentage of students enrolled in Certificate/ Add-on programs as against the total number of students during the last five years** 1.2.3.1. **Number of students enrolled in subject related Certificate or Add-on programs year wise during last five years** Answer before DVV Verification: {{TABLE3}} Answer After DVV Verification : {{TABLE4}}

Table 1 (1.2.2.1 before):

2019-20	2018-19	2017-18	2016-17	2015-16
1	0	1	2	0

Table 2 (1.2.2.1 after):

2019-20	2018-19	2017-18	2016-17	2015-16
4	4	4	3	3

Table 3 (1.2.3.1 before):

2019-20	2018-19	2017-18	2016-17	2015-16
48	74	101	85	57

Table 4 (1.2.3.1 after):

2019-20	2018-19	2017-18	2016-17	2015-16
52	59	56	41	57

1.4.2	**Feedback process of the Institution may be classified as follows:**
	Options:
	1. **Feedback collected, analysed and action taken and feedback available on website**
	2. **Feedback collected, analysed and action has been taken**
	3. **Feedback collected and analysed**
	4. **Feedback collected**
	5. **Feedback not collected**
	Answer before DVV Verification : C. Feedback collected and analysed
	Answer After DVV Verification: C. Feedback collected and analysed
2.1.2	**Average percentage of seats filled against reserved categories (SC, ST, OBC, Divyangjan, etc. as per applicable reservation policy) during the last five years (exclusive of supernumerary seats)**
	2.1.2.1. **Number of actual students admitted from the reserved categories year wise during last five years**
	Answer before DVV Verification:

2019-20	2018-19	2017-18	2016-17	2015-16
183	245	165	214	72

Answer After DVV Verification :

2019-20	2018-19	2017-18	2016-17	2015-16
146	183	131	156	72

2.3.3	**Ratio of students to mentor for academic and other related issues (Data for the latest completed academic year)**
	2.3.3.1. **Number of mentors**
	Answer before DVV Verification : 32
	Answer after DVV Verification: 31
	Remark : Number of full time teachers are 31 as per extended profile 3.1.
2.4.3	**Average teaching experience of full time teachers in the same institution (Data for the latest completed academic year in number of years)**
	2.4.3.1. **Total experience of full-time teachers**
	Answer before DVV Verification : 763
	Answer after DVV Verification: 702
	Remark : Input edited, as number of full time teachers are 31.
3.1.2	**Percentage of departments having Research projects funded by government and non**

government agencies during the last five years

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

Answer before DVV Verification:

2019-20	2018-19	2017-18	2016-17	2015-16

3.1.2.2. **Number of departments offering academic programes**

Answer before DVV Verification:

2019-20	2018-19	2017-18	2016-17	2015-16
12	12	12	12	12

Answer After DVV Verification :

2019-20	2018-19	2017-18	2016-17	2015-16
12	12	12	12	12

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

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

Answer before DVV Verification:

2019-20	2018-19	2017-18	2016-17	2015-16
5	5	4	4	1

Answer After DVV Verification :

2019-20	2018-19	2017-18	2016-17	2015-16
9	4	3	2	1

3.3.3 | **Number of extension and outreach programs conducted by the institution through NSS/NCC/Red cross/YRC etc., during the last five years (including Government initiated programs such as Swachh Bharat, Aids Awareness, Gender Issue, etc. and those organised in collaboration with industry, community and NGOs)**

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

Answer before DVV Verification:

2019-20	2018-19	2017-18	2016-17	2015-16
58	42	41	38	37

Answer After DVV Verification :

2019-20	2018-19	2017-18	2016-17	2015-16
37	16	11	15	19

3.3.4	**Average percentage of students participating in extension activities at 3.3.3. above during last five years** 3.3.4.1. **Total number of Students participating in extension activities conducted in collaboration with industry, community and Non- Government Organizations through NSS/ NCC/ Red Cross/ YRC etc., year-wise during last five years** Answer before DVV Verification:

2019-20	2018-19	2017-18	2016-17	2015-16
4725	5101	3462	3295	3190

Answer After DVV Verification :

2019-20	2018-19	2017-18	2016-17	2015-16
294	1212	391	536	508

4.1.3	**Percentage of classrooms and seminar halls with ICT- enabled facilities such as smart class, LMS, etc.** *(Data for the latest completed academic year)* 4.1.3.1. **Number of classrooms and seminar halls with ICT facilities** Answer before DVV Verification : 9 Answer after DVV Verification: 2
4.1.4	**Average percentage of expenditure, excluding salary for infrastructure augmentation during last five years(INR in Lakhs)** 4.1.4.1. **Expenditure for infrastructure augmentation, excluding salary year-wise during last five years (INR in lakhs)** Answer before DVV Verification:

2019-20	2018-19	2017-18	2016-17	2015-16
123.25	26.73	106.23	115.55	131.59

Answer After DVV Verification :

2019-20	2018-19	2017-18	2016-17	2015-16
057.4	99.8600	49.45299	73.36160	81.07372

Remark : Given clarification link is not working.

4.3.3	**Bandwidth of internet connection in the Institution**
	Answer before DVV Verification : A. ?50 MBPS
	Answer After DVV Verification: E. < 05 MBPS
	Remark : HEI has provided June 2020 bill, which will not comes under the 5yrs session. HEI has to provide bill of yr 2019. Input edited accordingly.
5.1.3	**Capacity building and skills enhancement initiatives taken by the institution include the following**
	1. **Soft skills**
	2. **Language and communication skills**
	3. **Life skills (Yoga, physical fitness, health and hygiene)**
	4. **ICT/computing skills**
	Answer before DVV Verification : A. All of the above
	Answer After DVV Verification: B. 3 of the above
5.2.1	**Average percentage of placement of outgoing students during the last five years**

5.2.1.1. **Number of outgoing students placed year - wise during the last five years.**
Answer before DVV Verification:

2019-20	2018-19	2017-18	2016-17	2015-16
0	14	8	17	1

Answer After DVV Verification :

2019-20	2018-19	2017-18	2016-17	2015-16
0	14	8	19	1

5.2.2	**Average percentage of students progressing to higher education during the last five years**

5.2.2.1. **Number of outgoing student progressing to higher education.**
Answer before DVV Verification : 35
Answer after DVV Verification: 25

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

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

2019-20	2018-19	2017-18	2016-17	2015-16
1	11	14	10	12

Answer After DVV Verification :

2019-20	2018-19	2017-18	2016-17	2015-16
1	5	8	2	2

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

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

Answer before DVV Verification:

2019-20	2018-19	2017-18	2016-17	2015-16
1	19	59	34	15

Answer After DVV Verification :

2019-20	2018-19	2017-18	2016-17	2015-16
1	2	8	11	2

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

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

Answer before DVV Verification:

2019-20	2018-19	2017-18	2016-17	2015-16
12	8	5	3	5

Answer After DVV Verification :

2019-20	2018-19	2017-18	2016-17	2015-16
14	7	5	3	5

Remark : Input edited as HEI has given 14 certificates for year 2019-20.

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

1. **Regular meeting of Internal Quality Assurance Cell (IQAC); Feedback collected, analysed and used for improvements**
2. **Collaborative quality intitiatives with other institution(s)**
3. **Participation in NIRF**

	4. **any other quality audit recognized by state, national or international agencies (ISO Certification, NBA)** Answer before DVV Verification : B. 3 of the above Answer After DVV Verification: D. 1 of the above
7.1.4	**Water conservation facilities available in the Institution:** 1. **Rain water harvesting** 2. **Borewell /Open well recharge** 3. **Construction of tanks and bunds** 4. **Waste water recycling** 5. **Maintenance of water bodies and distribution system in the campus** Answer before DVV Verification : B. 3 of the above Answer After DVV Verification: C. 2 of the above
7.1.5	**Green campus initiatives include:** 1. **Restricted entry of automobiles** 2. **Use of Bicycles/ Battery powered vehicles** 3. **Pedestrian Friendly pathways** 4. **Ban on use of Plastic** 5. **landscaping with trees and plants** Answer before DVV Verification : B. 3 of the above Answer After DVV Verification: D. 1 of the above
7.1.6	**Quality audits on environment and energy regularly undertaken by the Institution and any awards received for such green campus initiatives:** 1. **Green audit** 2. **Energy audit** 3. **Environment audit** 4. **Clean and green campus recognitions / awards** 5. **Beyond the campus environmental promotion activities** Answer before DVV Verification : A. Any 4 or all of the above Answer After DVV Verification: A. Any 4 or all of the above
7.1.10	**The Institution has a prescribed code of conduct for students, teachers, administrators and other staff and conducts periodic programmes in this regard.** 1. **The Code of Conduct is displayed on the website** 2. **There is a committee to monitor adherence to the Code of Conduct** 3. **Institution organizes professional ethics programmes for students, teachers, administrators and other staff** 4. **Annual awareness programmes on Code of Conduct are organized** Answer before DVV Verification : B. 3 of the above Answer After DVV Verification: C. 2 of the above

2.Extended Profile Deviations

ID	Extended Questions
1.2	**Number of programs offered year-wise for last five years**
2.2	**Number of seats earmarked for reserved category as per GOI/State Govt rule year-wise during last five years**
3.1	**Number of full time teachers year-wise during the last five years**
4.1	**Total number of classrooms and seminar halls**
4.2	**Total Expenditure excluding salary year-wise during last five years (INR in Lakhs)**

1.2 — Number of programs offered year-wise for last five years

Answer before DVV Verification:

2019-20	2018-19	2017-18	2016-17	2015-16
13	13	13	13	13

Answer After DVV Verification:

2019-20	2018-19	2017-18	2016-17	2015-16
13	13	13	13	13

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

Answer before DVV Verification:

2019-20	2018-19	2017-18	2016-17	2015-16
282	282	235	235	235

Answer After DVV Verification:

2019-20	2018-19	2017-18	2016-17	2015-16
294	294	245	245	245

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

Answer before DVV Verification:

2019-20	2018-19	2017-18	2016-17	2015-16
31	32	33	33	33

Answer After DVV Verification:

2019-20	2018-19	2017-18	2016-17	2015-16
31	32	33	33	33

4.1 — Total number of classrooms and seminar halls
Answer before DVV Verification : 30
Answer after DVV Verification : 28

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

Answer before DVV Verification:

2019-20	2018-19	2017-18	2016-17	2015-16
161.13	94.39	159.95	165.51	200.86

Answer After DVV Verification:

2019-20	2018-19	2017-18	2016-17	2015-16
80.97	79.99	81.90	85.43	81.80