*Guidelines for the Creation of the*

# Internal Quality Assurance Cell (IQAC)
# and Submission of Annual Quality Assurance Report (AQAR) by
# Accredited Institutions

## *(For Affiliated/Constituent Colleges)*

**(Revised on *2024*)**

राष्ट्रीय मूल्यांकन एवं प्रत्यायन परिषद

विश्वविद्यालय अनुदान आयोग का स्वायत्त संस्थान

## NATIONAL ASSESSMENT AND ACCREDITATION COUNCIL

*An Autonomous Institution of the University Grants Commission*
P. O. Box. No. 1075, Opp: NLSIU, Nagarbhavi, **Bengaluru - 560 072** India

# NAAC

**VISION**

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

**MISSION**

- *To arrange for periodic assessment and accreditation of institutions of higher education or units thereof, or specific academic programmes or projects;*

- *To stimulate the academic environment for promotion of quality of teaching-learning and research in higher education institutions;*

- *To encourage self-evaluation, accountability, autonomy and innovations in higher education;*

- *To undertake quality-related research studies, consultancy and training programmes, and*

- *To collaborate with other stakeholders of higher education for quality evaluation, promotion and sustenance.*

**Value Framework**

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

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

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

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

## Introduction

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

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

### IQAC – Vision

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

## Objective

*The primary aim of IQAC is*

- To develop a system for conscious, consistent and catalytic action to improve the academic and administrative performance of the institution.

- To promote measures for institutional functioning towards quality enhancement through internalization of quality culture and institutionalization of best practices.

## Strategies

*IQAC shall evolve mechanisms and procedures for*

a) Ensuring timely, efficient and progressive performance of academic, administrative and financial tasks;

b) Relevant and quality academic/ research programmes;

c) Equitable access to and affordability of academic programmes for various sections of society;

d) Optimization and integration of modern methods of teaching and learning;

e) The credibility of assessment and evaluation process;

f) Ensuring the adequacy, maintenance and proper allocation of support structure and services;

g) Sharing of research findings and networking with other institutions in India and abroad.

## Functions

*Some of the functions expected of the IQAC are:*

a) Development and application of quality benchmarks

b) Parameters for various academic and administrative activities of the institution;

c) Facilitating the creation of a learner-centric environment conducive to quality education and faculty maturation to adopt the required knowledge and technology for participatory teaching and learning process;

d) Collection and analysis of feedback from all stakeholders on quality-related institutional processes;

d) Dissemination of information on various quality parameters to all stakeholders;

e) Organization of inter and intra institutional workshops, seminars on quality related themes and promotion of quality circles;

f) Documentation of the various programmes/activities leading to quality improvement;

g) Acting as a nodal agency of the Institution for coordinating quality-related activities, including adoption and dissemination of best practices;

h) Development and maintenance of institutional database through MIS for the purpose of maintaining /enhancing the institutional quality;

i) Periodical conduct of Academic and Administrative Audit and its follow-up

j) Preparation and submission of the Annual Quality Assurance Report (AQAR) as per guidelines and parameters of NAAC.

## Benefits

*IQAC will facilitate / contribute to*

a) Ensure clarity and focus in institutional functioning towards quality enhancement;

b) Ensure internalization of the quality culture;

b) Ensure enhancement and coordination among various activities of the institution and institutionalize all good practices;

c) Provide a sound basis for decision-making to improve institutional functioning;

d) Act as a dynamic system for quality changes in HEIs;

e) Build an organised methodology of documentation and internal communication.

## Composition of the IQAC

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

The composition of the IQAC may be as follows:

1. Chairperson: Head of the Institution

2. Teachers to represent all level (Three to eight)

3. One member from the Management

4. Few Senior administrative officers

5. One nominee each from local society, Students and Alumni

6. One nominee each from Employers /Industrialists/Stakeholders

7. One of the senior teachers as the coordinator/Director of the IQAC

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

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

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

- It is advisable to choose persons from various backgrounds who have earned respect for integrity and excellence in their teaching and research. Moreover, they should be aware of the ground realities of the institutional environment. They should be known for their commitment to improving the quality of teaching and learning.

- It is advisable to change the co-ordinator after two to three years to bring new thoughts and activities in the institution.

- It would be appropriate to choose as senior administrators, persons in charge of institutional services such as library, computer center, estate, student welfare, administration, academic tasks, examination and planning and development.

- The management representative should be a person who is aware of the institution's objectives, limitations and strengths and is committed to its improvement. The local society representatives should be of high social standing and should have made significant contributions to society and in particular to education.

## The role of the Coordinator

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

## Operational Features of the IQAC

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

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

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

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

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

### Revised Accreditation Framework

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

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

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

## Mandatory Submission of AQAR by IQAC

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

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

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

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

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

Institutions Accredited by NAAC need to submit an Annual self-reviewed progress report i.e. Annual Quality Assurance Report (AQAR) to NAAC, through its IQAC. The report is to detail the tangible results achieved in key areas, specifically identified by the IQAC at the beginning of the Academic year. *The AQAR period would be the Academic Year. (For example, August 1, 2023 to July 31, 2024)*

## Part – A

## Data of the Institution

*(data may be captured from IIQA)*

**1.** Name of the Institution           Rangachahi College, Majuli

- Name of the Head of the institution :     Dr. Nava Kumar Gam

- Designation:   Principal

- Does the institution function from own campus: Yes

- Phone no./Alternate phone no.:

- Mobile no.:  8638794040/9401112660

- Registered e-mail:   rangachahicollege1983@gmail.com

- Alternate e-mail :

- Address       : Rangachahi College, P.O. - Garamur Satra, Majuli.

- City/Town    : Majuli

- State/UT      : Assam

- Pin Code      : 785104

**2.** Institutional status:

- Affiliated / Constituent: Affiliated
- Type of Institution: Co-education/Men/Women---- Co-education
- Location : Rural/Semi-urban/Urban: -----------------Rural
- Financial Status: Grants-in aid/ UGC 2f and 12 (B)/ Self financing (please specify)

  2(F) &12(B)

- Name of the Affiliating University: Dibrugarh University
- Name of the IQAC Co-ordinator : Dr. Arbind Kumar Choudhary
- Phone no. : 7004151639

  Alternate phone no.9435514875

- Mobile: 7004151639/9435514875

- IQAC e-mail address: rangachahicollege1983@gmail.com

- Alternate Email address: rangachahicollege1983@gmail.com

**3.** Website address:

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

  For ex.

**4.** Whether Academic Calendar prepared during the year?      Yes

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

Weblink: www. rangachahicollege.com

**5.** Accreditation Details:

| Cycle | Grade | CGPA | Year of Accreditation | Validity Period |
|---|---|---|---|---|
| 1st | C+ | 62.00 | 2004 | from:        to:    2009 |
| 2nd | B | 2.30 | 2017 | From:  April  2017     to:  May1, 2022 |
| 3rd | **B** | 2.47 | 2023 | from:  7th September,2023    to: 6th September, 2028 |
| 4th | | | | from:        to: |
| 5th | | | | from:        to: |

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

7**.** Internal Quality Assurance System 2023-24

| SL.NO. | DATE OF HOLDING | TOPIC OF MEETING | NO. OF PARTICIPANTS | TIME IN HOURS |
|---|---|---|---|---|
| 1 | 30/09/2023 | Farewell Ceremony of Mrs. Biju Kalita | 160 | 11:30 AM to 03:30 PM |
| 2 | 31/10/2024 | Rastriya Ekta Divas | 155 | 11:30 AM to 1:30 PM |
| 3 | 04/11/2024 | Induction Program of K. K. Handique State Open University | 97 | 11 AM to 2 PM |
| 4 | 23/01/2024 | NCC Activities | 51 | 10:30 AM to 1:30 PM |
| 5 | 28/02/2024 | Observation of National Science Day | `87 | 12 AM to 3 PM |
| 6 | 13/03/2024 | Meeting with Students Union | 54 | 11 AM to 1 PM |
| 7 | 20/03/2024 | Knowledge Exchange Program | 96 | 9 AM to 1 PM |

| 8 | 21/03/2024 | Health Awareness Program | 91 | 11AM to 3 PM |
|---|---|---|---|---|
| 9 | 02/05/2024 | Opening of District Legal Services Unit | 61 | 3PM to 5PM |
| 10 | 12/05/2024 | Free Medical Camp & Health Awareness | 160 | 9AM to 4PM |
| 11 | 13/05/2024 | Health Check-up Camp | 43 | 10:30 AM to 2:30 PM |
| 12 | 28/05/2024 | Academic Discussion & Feedback | 21 | 1:30 PM to 3:30 PM |
| 13 | 07/06/2024 | Majuli Zila Kavi Sanmilani | 74 | 1PM to 4 PM |

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

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

| Institution/ Department/Faculty | Scheme | Funding agency | Year of award with duration | Amount |
|---|---|---|---|---|
| **College** | **Construction** | **RUSA** | **Nil** | **50,00000/** |
| **College** | Admission | DHE | 2024-25 | **14,00,000/** |

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

     *upload latest notification of formation of IQAC

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

The minutes of IQAC meeting and compliance to the decisions have been uploaded on the institutional website…….
Yes/No     Yes
  (Please upload, minutes of meetings and action taken report)

                □    □

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

     If yes, mention the amount:        Year:

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

     *Opening of Study Centre of Distance Education

     * Social Awareness

     * Health Check-up

     * Social Awakening Programs

     *Digital Learning Cell

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

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

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

Name of the Statutory body: Governing Body      Date of meeting(s): 16/08/2024

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

**Yes/No:** Yes                                    Date: August 24 & 25, 2023

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

Year: 2022-23              Date of Submission:  10th  February 2024 (Uploaded)

**17.** Does the Institution have Management Information System?

**Yes**    Yes  **No**

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

Management Information System

The Governing Body   of the college has been formed as per order of the DHE comprising   scholars   from all sections  of the society including  the president and the  secretary. The IQAC has been upgraded with the latest norms of the NAAC. The IQAC that has been chaired by the principal consists of a number  of the Sub-Committees. There  exists  a  number  of 28 Sub-Committees  that  have  been headed  and  run  by the  teachers of  the  college. The Digital Cell advises the students to keep themselves up to date with the passage of time. The Cultural Committee  looks  after the  progress of the  students' cultural activities while the  NSS  enlightens  the  society and students   through  various meetings and dialogues. The NCC cadres give their active presence on time. The Museum Cell looks after the essential and traditional crafts in the museum. All  these  Sub-Committees  operate  their  activities  and keep its records under the  guidance  of  the  Head  of  the  Institution  and  the  problems raised in the meeting have been placed in the G.B for discussion  and  final  solution. The final decision of the G.B is mandatory for all for the bright future of the institution and  the  students  as well. The  president of the  Governing Body who is himself  a  well-known English scholar    visits  the college  at  regular  intervals and    consults   with the    teachers and employees. The  IQAC under  his  guidance  seeks  feedback  from  various stake  holders  and  discusses  with teachers  in  the  open  meeting. It is said that change is the  eternal  law. As  a  result this cycle of  monitoring activity  runs  wild  with  the  passage of time.

# Part-B

| CRITERION I – CURRICULAR ASPECTS |
|---|

## 1.1 Curriculum Planning and Implementation

### 1.1.1 Institution has the mechanism for well planned curriculum delivery and documentation. Explain in 500 words

    The Board of Studies of Dibrugarh University prepares the materials of the syllabus and implements for the affiliated colleges. The college has nothing to do so far formation of the syllabus is concerned. However, the college prepares its own academic calendar to run the courses and all activities within the stipulated framework. It is mandatory to follow the instruction framed by university.

    It is the responsibility of The Board of Studies of the University of Dibrugarh to frame curriculum planning and issue order to the college to implement it effectively within the fixed framework . The NEP-20 course that has been found logical and scholarly gives the learners to abide by their choices so far various subjects are concerned. The monitoring of the classes , timely distribution of the syllabus, magazines and reference books and , above all, the guidance of Shri Ghana Kanta Nath, the president of the G.B are the part and parcel of this running education system. The Academic Calendar has been framed by the Board of Studies of the University but implemented by the affiliated colleges on its behest. The Academic Calendar has been framed for the colleges for the better educational scenario and result. The affiliated college has no authority to frame the Academic Calendar independently

### 1.1.2 Certificate/ Diploma Courses introduced during the Academic year

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

## 1.2 Academic Flexibility

### 1.2.1 New programmes/courses introduced during the Academic Year

| Programme with Code | Date of Introduction | Course with Code | Date of Introduction |
|---|---|---|---|
| Distance Study Centre of BA&MA | 2021-2022 | Nil | Nil |

### 1.2.2 Programmes in which Choice Based Credit System (CBCS)/Elective course system implemented at the affiliated Colleges (if applicable) during the Academic year.2023-24

| Name of Programmes adopting CBCS | UG | PG | Date of implementation of CBCS / Elective Course System | UG | PG |
|---|---|---|---|---|---|
| B.A. | UG | | 2018 | UG | |
| NEP-2020 | UG | | 2023-2024 | UG | |

| 1.2.3 Students enrolled in Certificate/ Diploma Courses introduced during the year | | |
|---|---|---|
| | Certificate | Diploma Courses |
| No of Students | Nil | Nil |

## 1.3 Curriculum Enrichment

1.3.1 Value-added courses imparting transferable and life skills offered during the year

| Value added courses | Date of introduction | Number of students enrolled |
|---|---|---|
| VAC | 2023 | 150 |

1.3.2 Field Projects / Internships under taken during the year

| Project/Programme Title | No. of students enrolled for Field Projects / Internships |
|---|---|
| **Nil** | |

## 1.4 Feedback System

1.4.1 Whether structured feedback received from all the stakeholders.

| 1) Students | 2) Teachers | 3) Employers | 4) Alumni | 5) Parents |
|---|---|---|---|---|
| Yes | Yes | Yes | Yes | No |

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

The IQAC collects feedbacks from various stake holders on the syllabus, other works and its completion that have been discussed academically from beginning to the end of the session. The students, the guardians and the Alumni have welcomed the teachers who try their best to mould the students within the stipulated framework. The extra classes have been taken from time to time to upgrade the weaker sections of the student community . Even their guardians have been made acquainted regarding overall activities within college premise.

The teachers and other employees are committed for the welfare of the students community at heart and soul. However the old and young generation are expected to deal the situation favourably. The teachers of old generation prefer traditional method of teaching to technological devices while the teachers of younger generation prefer technological devices to traditional forms of teaching. It is essential to have a balance between the two generations of teachers for the greater future of the learner community and college family as well.

The feedback has been collected first of all, then dissected and, lastly, action has been taken in the academic committee. The feedback report has been discussed in the IQAC meeting that has been reported to the Head of the Institution for action on behalf of the Governing Body. It has been suggested for appointment of additional teachers or guest faculty teachers to carry away the extra work loads of the Departments. It was also decided to help the needy students with books or syllabus related study materials at Departmental level. Each Department contains hundreds of

books to quench the needs of the students.

| **CRITERION II -TEACHING-LEARNING AND EVALUATION** |
| **2.1 Student Enrolment and Profile** |
| **2.1. 1 Demand Ratio during the year** |

| Name of the Programme | Number of seats available | Number of applications received | Students Enrolled |
|---|---|---|---|
| **TDC I (BA)** | **450** | **214** | **182** |

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

| Year | Number of students enrolled in the institution (UG) | Number of students enrolled in the institution (PG) | Number of full time teachers available in the institution teaching only UG courses | Number of full time teachers available in the institution teaching only PG courses | Number of teachers teaching both UG and PG courses |
|---|---|---|---|---|---|
| 2024 | 311 | Nil | 17 | Nil | 17 |

### 2.3 Teaching - Learning Process

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

| Number of teachers on roll | Number of teachers using ICT *(LMS, e-Resources)* | ICT tools and resources available | Number of ICT enabled classrooms | Number of smart classrooms | E-resources and techniques used |
|---|---|---|---|---|---|
| 5 | 5 | 20 | 01 | 01 | 5 |

2.3.2 Students mentoring system available in the institution? Give details. (maximum 500 words)

The existing President of the Governing .Body keeps his eyes on all activities of the teachers and the students in general and the girl students in particular. The Students Union has to report to the Head of the Institution and the authority pays special attention to solve their problems in a cordial manner. The Women Cell pays special attention for the girl students and tries to quench their grievances as early as possible. Shri Tarun Kumar Nath, the Academic Co-ordinator, looks after the academic side and conducts the unit test on time as per instruction of the University. The teachers are asked to keep their attention on the students and manage the things they are in need of it. Examination is conducted as per the guidelines of the University. It is mandatory to use the college dresses and identity cards in the college premise. The Principal looks after the entire scenario to make the students disciplined, confident and examination oriented. But the direct conversation with the parents helps the college authority in maintaining college rules without any conflict.

| Number of students enrolled in the institution | Number of fulltime teachers | Mentor: Mentee Ratio |
|---|---|---|
| **311** | **18** | **1:17** |

## 2.4 Teacher Profile and Quality

### 2.4.1 Number of full time teachers appointed during the year

| No. of sanctioned positions | No. of filled positions | Vacant positions |
|---|---|---|
| 20 | 18 | 02 |

### 2.4.2 Honours and recognitions received by teachers
*(received awards, recognition, fellowships at State, National, International level from Government, recognised bodies during the year )*

| Year of award | Name of full time teachers receiving awards from state level, national level, international level | Designation |
|---|---|---|
| *Nil* | | |

## 2.5 Evaluation Process and Reforms

2.5.1 Number of days from the date of semester-end/ year- end examination till the declaration of results during the year

| Programme Name | Programme Code | Semester/ year | Last date of the last semester-end/ year- end examination |
|---|---|---|---|
| **CBCS & NEP** | | **2023** | **November** |

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

Evaluation is the eternal process that detects merits and demerits with the passage of time. The Unit Tests have been conducted twice and Home Assignments /Seminar Papers are to be submitted to the concerned department for verification and evaluation. The result of the Unit Test has been updated on the blackboard for judging the examinees to assess themselves where they stand. All of them check their results and the answer scripts have been openly shown to the students to avoid confusion on one hand and awareness on the other. Apart from regular class routines the students have been encouraged to join various activities like debate competitions, quiz competitions, poem recitation, yoga practice, singing and dancing programs and cultural programs from time to time.

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

The University approved syllabus and academic calendar has been distributed among the faculties and the students prior to the academic session. It is the duty of the Academic Co-ordinator to provide syllabus to the concerned department on time. It is the duty of the head of the department to allot and distribute between the departmental fellows. The meeting of the concerned development is held to discuss various academic matters. The university uploads the syllabus on its website from where anyone can download it without hurdles. In the age of information and technology most of the teachers and the students have mobiles with internet facilities. As a result the problem regarding information of the syllabus is almost vanished.

**2.6 Student Performance and Learning Outcomes**

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

The faculties have to complete the course works within the academic framework. The teachers have to pay special attention for those who have remained absent due to some unavailable reasons from the classes. The absent students should not be the victims of the existing system of education. The teachers manage special classes for those students who fail to understand the topic in the class room. The test examination brings to light the quality of learning. Majority of the students belong to uneducated family and pay little attention to education. The scholarship facilities

provide them the golden opportunity to continue their further studies. The good result in the final examination is the ample proof of it in this college.

## 2.6.2 Pass percentage of students

| Programme Code | Programme name | Number of students appeared in the final year examination | Number of students passed in final semester/year examination |
|---|---|---|---|
| CBCS & NEP | B.A. | 80 | 70          (87.50%) |

## 2.7 Student Satisfaction Survey

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

**Students  Satisfaction Survey**

Students Satisfaction Survey is the vital part of the learning   process that keeps the students not only sensitive but also the teaching and non-teaching faculties. The meeting was held on the 28th May 2024 under the guidance of the Co-ordinator in general and the Chair Person in particular.

The IQAC dissects this process of the feedback and checks  the distributed questionnaires from the  learners . The students' opinion has later been discussed in the academic council among the faculties. The feedback is the only process through which the students express their opinions about  the faculties, the employees and, above all, administration. The students' consent and written comments are openly discussed that become the pillar of progress for the next session. Perfection is the ongoing eternal process. Sometimes teachers are required, sometimes extra classes are required and sometimes some facilities are required. The feedback is the continuous process for creation, innovation and new vision. The sports facilities have also been made available as per requirement of the Students Council. The Students Council is at liberty to open their mouths   for the sake of the essential documents related with books or sports.

The feedback reports  have been  discussed under the guidance of the Head of the  institution that is mandatory for all  stake holders  to join the meeting and give their precious  suggestions  for the overall academic prosperity. Shri Tarun Kumar Nath , Academic Co-ordinator, looks after this program in the absence of the principal.

## CRITERION III – RESEARCH, INNOVATIONS AND EXTENSION

### 3.1 Resource Mobilization for Research

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

| Nature of the Project | Duration | Name of the funding Agency | Total grant sanctioned | Amount received during the Academic year |
|---|---|---|---|---|
| Major projects | | | | |
| Minor Projects | | | | |
| Interdisciplinary Projects | | | | |
| Industry sponsored Projects | | | | |
| Projects sponsored by the University/ College | | | | |
| Students Research Projects *(other than compulsory by the College)* | | | | |
| International Projects | | | | |
| Any other(Specify) | | | | |
| Total | | | | |

**3.2 Innovation Ecosystem**

3.2.1 Workshops/Seminars Conducted on Intellectual Property Rights **(IPR)** and Industry-Academia Innovative practices during the year 2023-24

| Title of Workshop/Seminar | | Name of the Dept. | |
|---|---|---|---|
| Nil | | | |

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

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

3.2.3 No. of Incubation centre created, start-ups incubated on campus during the year

| Incubation Centre | Name | | |
|---|---|---|---|
| | | | |
| Name of the Start-up | Nature of Start-up | | |
| | | | |

**3.3 Research Publications and Awards**

3.3.1 Incentive to the teachers who receive recognition/awards

| State | National | International |
|---|---|---|
| Nil | Nil | Nil |

3.3.2 Ph. Ds awarded during the year *(applicable for PG College, Research Centre)*

| Name of the Department | No. of Ph. Ds Awarded |
|---|---|
| Nil | |

3.3.3 Research Publications in the Journals notified on UGC website during the year 2023-24

| | Department | No. of Publication | Average Impact Factor, if any |
|---|---|---|---|
| National | English | | **4.0** |

| | | History | 03 | (1on UGC Listed Journal) |
|---|---|---|---|---|
| | | Economics | 01 | |
| | | Sociology | 01 | |
| | | Political Sc | 00 | |
| | | Assamese | 00 | |
| | | | 01 | |
| International | Nil | | Nil | |
| | | | | |

### 3.3.4 Books and Chapters in edited Volumes / Books published, and papers in National/International Conference Proceedings per Teacher during the year 2023-2024

| Department | No. of Publication | | | |
|---|---|---|---|---|
| English | O1 Book | The Forgotten Champion  ISBN--978-93-5529-932-1 | 2024 | **Arbind Kumar Choudhary** |
| English | 01 Paper | Poetic Flavour of Susheel Kumar Sharma  ISBN----978-93-94964 25-9 | 2024 | |
| Economics | 01 Paper | India's Economic Growth, Education and Employment: An Economic Analysis  ISBN----978-93-92610-60-8. | 2024 | Mrs. Gayatri Gogoi |
| Political Science | 1 Paper | Unveiling The Dark Side of Globalization  ISBN----978-9360-8739-81 | 2024 | Prerana Boruah |
| Assamese | 1 Paper | Bhakti Movement: Love ,Devotion and | 2024 | Dr.Navarupa |

| | | Socio- Political Implication<br><br>ISBN----978-93-93092-62-5 | | Chutia |
|---|---|---|---|---|
| Sociology | 1 Paper | Understanding the Concept of Health and Health seeking Behaviour Among Tribal Communities in India<br>ISBN----978-93-89065-008 | 2024 | Dr. Durlab Pegu |
| | 1 Paper | Impact of Globalisation on Women in India.<br><br>. ISBN----978-93-84900-038 | | |
| Assamese | 1 Paper | Bhartiya Prekshapattot Stree Shiksha aru Asomot Streeshiksha Utthan<br><br>ISBN--- 9789393843-20-3 | 2024 | Mr. Rajib Hazarika |

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

| Title of the paper | Name of the author | Title of the journal | Year of Publication | Citation Index |
|---|---|---|---|---|
| Spirituality in the Poems of Henry David Thoreau | | Eternity/2023/Vol.10/No.1. ISSN----0976-321X | 2023 | |
| The Poetic Iridescence of K.V.Dominic | Dr. Arbind Kumar Choudhary | IJML ,Vol.14/No.1/Jan 2024 ISSN----2231-6248 | 2024 | |
| Poetic Iridescence of Jayanta Mahapatra | | Eternity/2024/Vol.12/No.2. ISSN----0976-321X | 2024 | |

| India's Minimum Wage Evolution: A Review | Mrs. Gayatri Gogoi | Inclusive, Vol .II.No.25,July-Aug 2024 ISSN----2278-9758 | 2024 | UGC Care listed |
|---|---|---|---|---|
| Unvinsha Satika Aru Assomor Boddha Samaz | Mr. Rajib Hazarika | ACTA Journal,ISSN – 2229-693X, V. XLIII. No. 1 | 2024 | |

### 3.3.6  Poetically Anthologised in several Anthologies.

| Title of the paper | Name of the author | Title of the journal | Year of publication | h-index | Number of citations excluding self citations |
|---|---|---|---|---|---|
| | | | | | |

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

| No. of Faculty | International level | National level | State level |
|---|---|---|---|
| Attended Seminars/ Workshops(I.P.FMarch21,2022) | 15 | 10 | 4 |
| Presented papers | 01 | 5 | 0 |
| Resource Persons | 0 | 3 | 01 |
| | | | |

## 3.4 Extension Activities

3.4.1 Number of extension and outreach programmes conducted in collaboration with industry, community and Non-Government Organisations  through NSS/NCC/Red cross/Youth Red Cross (YRC) etc., during the year

| Title of the Activities | Organising unit/ agency/ collaborating | Number of teachers **co-ordinated** such |
|---|---|---|

| | agency | activities |
|---|---|---|
| Awareness Program | NCC/NSS | **12** |
| Women Awareness Program | Women Cell | **09** |
| Covid Awareness | NSS | **15** |
| Masks Distribution | NSS | **14** |
| Awareness Program | NCC/Scout & Guide | **11** |

Note-Detailed Programs are   uploaded.

3.4.2 Awards and recognition received for extension activities from Government and other recognized bodies during the year

| Name of the Activity | Award/recognition | Awarding bodies |
|---|---|---|
| NCC | Flying Officer (Fg Offr) | DG NCC, Ministry of Defence, Govt. of India |
| | Certificate of Appreciation -4 | |

3.4.3 Students participating in extension activities with Government Organisations, Non-Government Organisations and programmes such as Swachh Bharat,  Aids Awareness, Gender Issue, etc. during the year

| Name of the scheme | Organising unit/ agency/ collaborating agency | Name of the activity | Number of teachers **coordinated** such activities |
|---|---|---|---|
| Swachh Bharat | NCC & Student Union | Swachh Bharat | 16 |
| | | | |

**3.5 Collaborations**

| 3.5.1 Number of Collaborative activities for research, faculty exchange, student exchange during the year | | |
|---|---|---|
| Nature of Activity | Participant | Source of financial support |
| Social Study | 69 | G.B. |

3.5.2 Linkages with institutions/industries for internship, on-the-job training, project work, sharing of research facilities, etc. during the year

| Nature of linkage | Title of the linkage | Name of the partnering institution/ industry /research lab with contact details | Duration (From-To) | Participant |
|---|---|---|---|---|
| Nil | Nil | | | |

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

| Organisation | Date of MoU signed | Purpose and Activities | Number of students/teachers participated under MoUs |
|---|---|---|---|
| B.S. Nath College , Pub Majuli College & Majuli College | 2019 | Social Service | **61** |
| Rangapara College, Sonitpur | 2024` | Cultural | **74** |

## CRITERION IV – INFRASTRUCTURE AND LEARNING RESOURCES

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

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

4.1.2 Details of augmentation in infrastructure facilities during the year2020-21

| Facilities | Existing | Newly added |  |
| --- | --- | --- | --- |
| Campus area | 30 Bigha | Nil |  |
| Class rooms | 21 | Nil |  |
| Laboratories | 01 | Nil |  |
| Seminar Halls | 02 | Nil |  |
| Classrooms with LCD facilities | 01 | Nil |  |
| Classrooms with Wi-Fi/ LAN | 01 | Nil |  |
| Seminar halls with ICT facilities | 01 | Nil |  |
| Video Centre | 01 | Nil |  |
| No. of important equipments purchased (≥ 1-0 lakh) during the current year. | 16 | 05 |  |
| Value of the equipment purchased during the year (Rs. in Lakhs) | 3,50,000 | 21000 |  |
| Others/ Gymnastic |  |  |  |
|  |  |  |  |

**4.2 Library as a Learning Resource**

4.2.1 Library is automated {Integrated Library Management System -ILMS}

| Name of the ILMS software | Nature of automation (fully or partially) | Version | Year of automation |
|---|---|---|---|
| | | | |

4.2.1 Library Services:

| | Existing | Newly added | Total | |
|---|---|---|---|---|
| | No. | Value | No. | Value |
| Text Books | 14052 | 3805286 | Nil | Nil |
| Reference Books | 2852 | 745968 | Nil | Nil |
| e-Books | | | | |
| Journals | 14 | 8200 | 2 | 3000 |
| e-Journals | | | | |
| Digital Database | | | | |
| CD & Video | 60 | 2550 | Nil | Nil |
| Library automation | | | | |
| Weeding (Hard & Soft) | | | | |
| Others (specify) | | | | |

**4.3 IT Infrastructure**

4.3.1 Technology Up gradation (overall)

| | Total Computers | Computer Labs | Internet | Brow sing | Computer Centres | Office | Departments | Available band width (MGBPS) | Others |
|---|---|---|---|---|---|---|---|---|---|

| | | | | Centres | | | | | |
|---|---|---|---|---|---|---|---|---|---|
| Existing | 26 | 01 | Yes | | 01 | 5 | Each-01 | 5 | |
| Added | 0 | | | | | | | | |
| Total | 26 | 01 | | | 01 | 5 | Each-01 | 5 | |

4.3.2 Bandwidth available of internet connection in the Institution (Leased line)

………………… MBPS /GBPS

4.3.3  Facility for e-content

| Name of the e-content development facility | Provide the link of the videos and media centre and  recording  facility |
|---|---|
| | |

4.3.4  E-content developed by teachers such as: e-PG-Pathshala, CEC (under e-PG-Pathshala CEC (Under Graduate) SWAYAM other MOOCs platform NPTEL/NMEICT/any other Government initiatives & institutional (Learning Management System  (LMS)  etc

| Name of the teacher | Name of the module | Platform on which module is developed | Date of launching e - content |
|---|---|---|---|
| Nil | | | |

## 4.4 Maintenance of Campus Infrastructure

4.4.1 Expenditure incurred on  maintenance of  physical facilities and academic support facilities, excluding salary component, during the year 2023-2024

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

| | | | |
|---|---|---|---|
| | maintenance of academic facilities | | |
| 7,50,000 | 7,00000 | | |

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

The supreme authority of this college manages adequate facilities for sports, games and cultural activities to its own. The football team of this college has participated in several games in and outside Majuli while volleyball, cricket, basket ball, boxing, jumping, and many others have been played by the students without fear or favour. Even creative programs have been held to fire the creative germs of the students. The college organizes various poetry recitation programs from time to time and encourages the students for the creative activity. One of our alumni Shri Phanindra Prasad, has got his maiden poetry collection published in English from Delhi. So far the cultural program is concerned, our cultural team is unparalleled. Our cultural team exhibits various cultural programs at various places and the Bihu dance wins the hearts of the spectators with might and main. Even our girl students have been warmly appreciated in various cultural programs at various places in and outside Majuli. The college has also adopted five adjoining villages as part of Unnat Bharat Abhiyan scheme as directed by Govt. of India.


## CRITERION V - STUDENT SUPPORT AND PROGRESSION

### 5.1 Student Support

5.1.1  Scholarships and Financial Support

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

Note: The scholarship amount has been credited against accounts of all the students through National Scholarships Portal that vary from one class to another. The Principal is only the nominating authority about the students to the scholarship authority. Hence the college has no record of the given scholarships. All are given free admissions as per the

order of the Govt of Assam.

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

| Name of the capability enhancement scheme | Date of implementation | Number of students enrolled | Agencies involved |
|---|---|---|---|
| Yoga | 21 June 2024 | 59 | GB |
| Counselling | 13 March 2024 | 54 | GB |

5.1.3 Students benefited by guidance for competitive examinations and career counselling offered by the institution during the year

| Year | Name of the scheme | Number of benefitted students by Guidance for Competitive examination | Number of benefited students by Career Counselling activities | Number of students who have passed in the competitive exam | Number of students placed |
|---|---|---|---|---|---|
| 2023 | Career | 20 | 12 | 10 | 9 |

| Counselling | | | | |
|---|---|---|---|---|

5.1.4 Institutional mechanism for transparency, timely redressal of student grievances, Prevention of sexual harassment and ragging cases during the year

| Total grievances received | No. of grievances redressed | Average number of days for grievance redressal |
|---|---|---|
| 0 | 0 | 0 |

**5.2 Student Progression**

5.2.1 Details of campus placement during the year

| On Campus | | | Off Campus | | |
|---|---|---|---|---|---|
| Name of Organizations Visited | Number of Students Participated | Number of Students Placed | Name of Organizations Visited | Number of Students Participated | Number of Students Placed |
| Nil | Nil | | | | |

5.2.2 Student progression to higher education in percentage during the year

| Year | Number of students enrolling into higher education | Programme graduated from | Department graduated from | Name of institution joined | Name of Programme admitted to |
|---|---|---|---|---|---|
| 2023 | 35 | | English, Sociology, Assamese, Pol. Science, Education | DU, PG Colleges & Distance Study Centres | M.A. |

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

| Items | No. of Students selected/ qualifying | Registration number/roll number for the exam |
|---|---|---|
| NET | | |
| SET | | |
| SLET | | |
| GATE | | |
| GMAT | | |
| CAT | | |
| GRE | | |
| TOFEL | | |
| Civil Services | | |
| State Government Services | | |
| Any Other | 10 | |
| | | |

5.2.4 Sports and cultural activities / competitions organised at the institution level during the year

| Activity | Level | Participants |
|---|---|---|
| 5 | District | 229 |

## 5.3 Student Participation and Activities

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

| Year | Name of the award/ medal | National/ International | Sports | Cultural | Student ID number | Name of the student |
|---|---|---|---|---|---|---|
| Nil | Nil | Nil | Nil | Nil | | |

5.3.2 Activity of Student Council & representation of students on academic & administrative bodies/committees of the institution (maximum 500 words)

The formation of the Students' Council is the vital part of the college administration. All students have to play the leading role for the overall development of the college. Our students who belong to rural places and uneducated family try to give their active participation in the

college activities. However, they take part in various activities of the college and promote the educational environment fearlessly. Our former students suggest the authority from time to time and keep in contact with related faculties of the college.

The Students' Council organizes conversation on various issues with the principal, raise various problems and expect from the authority to get it fulfilled within the stipulated time. They have to work under the guidance of the college authority for upgraded facilities with the passage of time. The principal tries his best as per the directives of the State Govt in creating decisions for the constructive foundation of the college.

## 5.3 Alumni Engagement

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

The Alumni Association of Rangachahi College has remained the part and parcel of the college administration. They organize their meetings and suggest the college authority for the better future of the students. Most of our students belong to rural areas but very few of them have been appointed at various posts. Majority of them have qualified TET and serving in various schools. Trinayan Narah is the secretary of the Alumni Association who give his presence to this college at regular intervals and guide the course of the students. The Alumni Association helps the college occasionally so far financial assistance is concerned. However, their whole heartedly supports and precious advice is the spiritual wealth of the college fraternity. Their regular conversation with the Governing Body in general and President in particular fills the heart of the students with intense joy and pleasure. Their active participation for the overall development of the college is a welcome step for the college.

**President** – Lakhyajit Nath  Mobile No. – 9101388946          **Secretary** – Trinayan Narah Mobile No. - 9957125911

### 5.3.2 No. of ~~registered~~ enrolled Alumni:     **751**

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

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

## CRITERION VI –GOVERNANCE, LEADERSHIP AND MANAGEMENT

## 6.1 Institutional Vision and Leadership

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

The college is also trying its best for opening other courses that is still awaited to get the final result. The authority has already applied for the B.Com, Certificate Course, Professional Course, Vocational Course, Computer Course and B.Ed. courses but the result is still awaited.

.         The institution   has been trying  to make some social awareness programs, lecture series, Language Experts, and various welfare and awakening programs  in this year.

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

 Yes/No/Partial:  Yes

The College Governing Body that represents all sections of society and faculties has made the system of administration transparent through meeting, conversation, dialogue and friendly relation. All issues have been amicably discussed in the open meeting of the G.B. and solutions have been suggested by the authority from time to time. All faculties and employees have been suggested to do their duties without delay. The president has not only to suggest but also to guide for the overall development of the institution. The Governing Body is the brain of the college that guides the course of the institution for the overall development. The Governing Body monitors and inspects the college and pays a vigil eyes on all ups and downs happening inside the college. The active support of the G.B encourages not only the faculties but also guides for opening new branches or faculties to face the challenge of time. The G.B discharges its duty on behalf of the government for the overall progress of the society. It is mandatory for all faculties, employees and students to abide by its order without any delay.

**6.2 Strategy Development and Deployment**

6.2.1 Quality improvement strategies adopted by the institution for each of the following (with in 100 words each**):**

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

❖     Curriculum Development

## Curriculum :-

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

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

❖     Teaching and Learning

The all faculties have been found dedicated to the duties for the students. They go through their attendance and pressurize them for their active participations in all social and academic activities. The teachers are personally acquainted   with their parents. As a result it is very easy to handle them favourably for the academic classes.

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

❖     Examination and Evaluation

The College conducts only the internal examinations and asses their progress. The Final Examination has been held as per guidelines of University. It is mandatory to bring the question packet  from the Police Station   and  open the question packet in the presence of al least two invigilators of other faculties.

❖     Research and Development:  The Research And Development Cell encourages  the faculties  to take initiative  in this perspective.

❖     Library, ICT and Physical Infrastructure / Instrumentation

The college  library that consists more   than fifteen  thousand books and journals remains  always open from 9 A.M  to  5 P.M for  the  sake of  the  students , the  teachers  and  the  other learning scholars. All  are  entitled  not  only  to  borrow  the  books  with  the

prior permission of the concerned authority but also to go through books and journals in the reading room. Computer facility is available for them to search or explore the intensity of wisdom within a moment. Reference and text books are available for their studies. Projector has been added to thrill the learners to its utmost degrees.

- ❖ Human Resource Management
- ❖ Industry Interaction / Collaboration
- ❖ Admission of Students

The IQAC has already formed the Admission Committee for the admission in the TDC I, III and V. It is mandatory to have an admission form for the seeking student. They will have to fill up the forms and submit into the office with all required documents within the fixed time allotted by committee. Since the college lies in a rural tribal area where the average students have been found less academic and more oriented for livelihood? Generally majority of them get their admission without any troubles. Hence, the marks criteria is not applicable here. They get their admission without paying fees that have been carried away by the Govt. of Assam.

- ❖

6.2.2 : Implementation of e-governance in areas of operations: Going on by the order of the DHE.

- ❖ Planning and Development :The GB plans for bright future and overall development.
- ❖ Administration: Principal looks after the administrative matters.
- ❖ Finance and Accounts: Both Internal and Govt audits have been carried out annually.
- ❖ Student Admission and Support : All students have been admission without paying even a single rupees. It has been carried out by the state govt.
- ❖ Examination : The college abides by all guidelines of the University and conducts all examinations.

**6.3 Faculty Empowerment Strategies**

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

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

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

| Year | Title of the professional development programme organised for teaching staff | Title of the administrative training programme organised for non-teaching staff | Dates (from-to) | No. of participants (Teaching staff) | No. of participants (Non-teaching staff) |
|---|---|---|---|---|---|
| | 0 | 0 | 0 | 0 | 0 |

**6.3.3** No. of teachers attending professional development programmes, viz., Orientation Programme, Refresher Course, Short Term Course, Faculty Development Programmes during the year

| Title of the professional development programme | Number of teachers who attended | Date and Duration (from – to) |
|---|---|---|
| NEP 2020 | Chandralekha Devi | 28th August to 3rd September, 2023 |
| NEP 2020 | Chitralekha Devi | 28th August to 3rd September, 2023 |
| NEP 2020 | Rinashree Khound | 22nd July to 27th July, 2024 |
| Assamese | Lakhyajit Mudoi | 8th December to 21st December, 2023 |
| Data Analysis | Prerana Boruah | 24th June to 28th June, 2024 |
| Data Analysis | Navarupa Chutia | 24th June to 28th June, 2024 |
| Latex | Rajib Hazarika | 20th July to 26th July, 2024 |
| **RUSA Sponsored Short Term Course** | **0** | |
| **Faculty Dev Program** | | **0** |
| | | |
| | | |

| | | Fulltime | Permanent | Fulltime/temporary |
|---|---|---|---|---|
| | | | | |

| 6.3.5 Welfare schemes for | |
|---|---|
| Teaching | **Welfare Fund** |
| Non teaching | **Welfare Fund** |
| Students | **Scholarships** |

**6.4 Financial Management and Resource Mobilization**

6.4.1 Institution conducts internal and external financial audits regularly

(with in 100 words each)

The Rangachahi College carries both internal and external audits in consultation with the experts. However, the President G.B appoints a team of the experts at the end of every financial year. After going through all documents they verify and prepare a report and submit the report to the G.B for discussion and analysis. The external audit that has been done by the Govt appointed auditors takes time for long. Sometimes it takes a year or more than that as per the order of The Govt of Assam. As a result the external audit is always delayed while internal audit is regular and timely implemented.

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

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

6.4.2 Total corpus fund generated

**6.5 Internal Quality Assurance System**

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

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

| Academic | | | | |
|---|---|---|---|---|
| Administrative | | | | |

6.5.2 Activities and support from the Parent – Teacher Association (at least three)1.Meeting  and conversation

6.5.3 Development programmes for support staff (at least three)

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

**6.5.5**

a. Submission of Data for AISHE portal    :  Yes , 10/02/ 2023

b. Participation in NIRF                             :  No

c. ISO Certification                                     :  No

d. NBA or any other quality audit             :  No

6.5.6 Number of Quality Initiatives undertaken during the year 2023-24

| Year | Date of conducting activity | Name of quality initiative by IQAC | (Number of Participants | Duration |
|---|---|---|---|---|
| | | | | |

**.** Internal Quality Assurance System 2023-2024

| SL NO. | DATE OF SUBMISSION | TOPIC OF MEETING | NO. OF PARTICIPANTS | TIME IN HOURS |
|---|---|---|---|---|
| | | | | |

| | | | | |
|---|---|---|---|---|
| 1 | 30/09/2023 | Farewell Ceremony of Mrs. Biju Kalita | 160 | 11:30 AM to 03:30 PM |
| 2 | 31/10/2023 | Rastriya Ekta Divas | 155 | 11:30 AM to 1:30 PM |
| 3 | 04/11/2023 | Induction Program of K.K.Handique State Open University | 97 | 11 AM to 2 PM |
| 4 | 23/01/2024 | NCC Activities | 51 | 10:30 AM to 1:30 PM |
| 5 | 28/02/2024 | Observation of National Science Day | `87 | 12 AM to 2 PM |
| 6 | 13/03/2024 | Meeting with Students Union | 54 | 11 AM to 1 PM |
| 7 | 20/03/2024 | Knowledge Exchange Program | 96 | 9 AM to 1 PM |
| 8 | 21/03/2024 | Health Awareness Program | 91 | 11AM to 3 PM |
| 9 | 02/05/2024 | Opening of District Legal Services | 61 | 3PM to 5PM |
| 10 | 12/05/2024 | Free Medical Camp & Health Awareness | 160 | 9AM to 4PM |
| 11 | 13/05/2024 | Health Checkup Camp | 43 | 10:30 AM to 2:30 PM |
| 12 | 28/05/2024 | Academic Discussion & Feedback | 21 | 1:30PM to 3:30 PM |
| 13 | 07/06/2024 | Majuli Zila Kavi Sanmilani | 74 | 1PM to 4 PM |
| 14 | | | | |
| 15 | | | | |
| 16 | | | | |
| 17 | | | | |

## CRITERION VII – INSTITUTIONAL VALUES AND BEST PRACTICES

**7.1 - Institutional Values and Social Responsibilities**

7.1.1 Gender Equity  (Number of gender equity promotion programmes organized by the institution during the year)

| Title of the programme | Period **(from-to)** | Participants | |
| --- | --- | --- | --- |
| | | Female | Male |
| Women Awareness | 8Hrs | 51 | 29 |
| Note-Uploaded Program | | | |

7.1.2 Environmental Consciousness and Sustainability/Alternate Energy initiatives such as:

Percentage of power requirement of the College met by the renewable energy sources

7.1.3 Differently abled (Divyangjan) friendliness

| Items Facilities | Yes/No | No. of Beneficiaries |
| --- | --- | --- |
| Physical facilities | | |
| Provision for lift | Nil | |
| Ramp/ Rails | Nil | |
| Braille Software/facilities | | |
| Rest Rooms | | |
| Scribes for examination | | |
| Special skill development for differently abled students | | |
| Any other similar facility | | |

7.1.4 Inclusion and Situatedness

Enlist most important initiatives taken to address locational advantages and disadvantages during the year

| Year | Number of initiatives to address locational advantages and disadvantages | Number of initiatives taken to engage with and contribute to local community | Date and duration of the initiative | Name of the initiative | Issues addressed | Number of participating students and staff |
| --- | --- | --- | --- | --- | --- | --- |
| 2024 | 1 | 1 | March,21,2024 | Health Check Up | Awareness | 91 |

| | | | | | Free Treatment | | |
|---|---|---|---|---|---|---|---|
| 2024 | 1 | | 1 | May12,2024 | | Awareness | 160 |

### 7.1.5 Human Values and Professional Ethics

Code of conduct (handbooks) for various stakeholders

| Title | Date of Publication | Follow up (maximum 100 words each) |
|---|---|---|
| | | |

### 7.1.6 Activities conducted for promotion of universal Values and Ethics

| Activity | Duration (from-------to-------) | Number of participants |
|---|---|---|
| **Meetings** | **13/03/2024,11:00 AM to 1 P.M** | **54** |

### 7.1.7 Initiatives taken by the institution to make the campus eco-friendly (at least five)

**Plantation     Cleanliness   Removal of Plastic/Polythene bags     Awareness Program**

Observation of Environment Day

### 7.2  Best Practices

Describe at least two institutional best practices
Upload details of two best practices successfully implemented by the
institution as per NAAC format in your institution website, provide the link

The centre of the Legal Cell that has been inaugurated by the District Judge of Majuli on the 2nd May 2024, has remained very fruitful for all sections of the society in which they get free legal advice by the experts.

The Free Medical Camp was held on the 12th May 2024 in which the doctors from Guwahati, Kolkata, Dibrugarh and Majuli have given treatment from morning till evening. The Doctors of various disciplines have given social service willingly.

### 7.3 Institutional Distinctiveness

Provide the details of the performance of the institution in one area distinctive to its vision, priority and thrust. Provide the weblink of the institution in not more than 500 words

Rangachahi College, Majuli that elicits a fruitful atmosphere for the college fraternity in general and the local guardians in particular has taken distinctive measures for the welfare of the common masses by enlarging the Botanical Garden, Museum, Legal Cell, and various other facilities to face the challenge of time. It is said that Nature is the mother of all living beings in general and the human beings in particular. It is the need of the hour to protect its sanctity with the passage of time. The college conducts not only a number of fruitful programs but also plantation to enrich the natural beauty and its iridescence within the college premise. The plantation of various flowers, green plants and medicinal plants keeps its area pollution free while prohibition of plastic made objects makes life easy in this conducive atmosphere. The proper plantation of the Botanical Garden, various plants and trees has been proved fruitful for one and all. The greenery of the leaves and fragrance of the flowers adds additional flavour that enhances the natural iridescence to its utmost degrees. The prime purpose is to keep natural sanctity and ecological order in proper order around the college premise. All must try to have friendly relations with nature for the better future of the human race and the race next to peep with the passage of time.

The college has organized not only a number of awareness programs but also Health Camps to give medical protection to the members of this college family and even to others in the society. The distribution of sanitary pads was warmly appreciated by the villagers that was given free of cost twice during its peak season.

Dr. Manik Mili, Superintendent of Sri Sri Pitambardeva Hospital, Garamur, Majuli has supported this innovative feature and guided the local people from time to time. The active support of the common people made it possible to have sound educational environment.The geographical isolation has been proved a challenging job for the college authority.

## 8. Future Plan of Action for the next Academic Year(500 words)

The college authority of Rangachahi College has planned to introduce new streams of relevant courses in general and the commerce stream in particular for the greater benefit of the local students. The concerned authority has been reminded time and again for various courses of Diploma and B.Ed to give proper training to the teacher job aspirants. The construction of the new building will be done as and when the RUSA grant will be sanctioned. The Girls Hostel will be constructed after the RUSA grant. The college has planned to give free coaching for various competitive examinations to all the aspirants. The career counseling has been done time and again. The college has been organizing various awareness programs at many villages from time to time. The publication Cell is actively engaged in publishing books while digitalization has been running wild to run with the passage of time. Some technical and professional courses are required to quench the thrust of the needy students for which the college is trying its best. The museum, botanical garden, library and computer facilities will be enriched as per requirement excluding the observation of various national and international events. Health Check up camp will be organized with the help of the Doctors working at local and district hospitals. The sports facility will be doubled. Language –Gaurav week will be organized with the help of all stake holders. The authority has planned to organize National Seminar as and when the grant will be allotted. The creation of The Scholarship Account for the BPL students is, no doubt, a revolutionary step that will be supportive for all those deprived of required facilities. It is the ultimate goal of the college to have tremendous success at all levels in the days to come.


(Dr.Arbind Kumar Choudhary)
Signature of the Coordinator

Coordinator
IQAC
Rangachahi College

(Dr. Nava Kumar Gam)
Signature of the Chairperson/Principal
Principal
Rangachahi College
Majuli

**Abbreviations:**

CAS   -   Career Advancement Scheme

CAT   -   Common Admission Test

CBCS   -   Choice Based Credit System

CE   -   Centre for Excellence

COP   -   Career Oriented Programme

CPE   -   College with Potential for Excellence

DPE   -   Department with Potential for Excellence

GATE   -   Graduate Aptitude Test in Engineering

NET   -   National Eligibility Test

PEI   -   Physical Education Institution

SAP   -   Special Assistance Programme

SF   -   Self Financing

SLET   -   State Level Eligibility Test

TEI   -   Teacher Education Institution

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For Communication with NAAC

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