



SELF STUDY REPORT

FOR

3rd CYCLE OF ACCREDITATION

TYAGBIR HEM BARUAH COLLEGE, JAMUGURIHAT

TYAGBIR HEM BARUAH COLLEGE, JAMUGURIHAT KARCHANTOLA-784189,

SONITPUR, ASSAM

784189

www.thbcollege.com

Submitted To

NATIONAL ASSESSMENT AND ACCREDITATION COUNCIL

BANGALORE

February 2020

1. EXECUTIVE SUMMARY

1.1 INTRODUCTION

Tyagbir Hem Baruah College was established on July 16, 1963 at Jamugurihat by a few torch bearers of the locality at Kusumtola (Karchantola) amidst peace, tranquillity and serene beauty of nature. The college was named 'Jamuguri College' at its foundation, but later it was renamed after the famous freedom fighter Tyagbir Hem Baruah as per decision of the Executive Committee of the college on February 8, 1965. The college has presently a sprawling campus of about 30 acres with wetland, fisheries and teagarden. The college received Deficit Grants-in-aid of the UGC in 1974. With major development like introduction of Science stream in 1989, the college completed its glorious journey of 50 years in 2013.

The college offers various courses in Science and Arts to nearly 2500 students hailing from the neighbouring areas and other states like Arunachal Pradesh, Manipur etc. The authority is undertaking all necessary initiatives for introduction of M.A. in Assamese and English. The authority also constantly monitors its growth and institutional infrastructure and takes necessary steps towards introduction of innovation in pedagogy and administration. The college fraternity is committed to upholding of firm values that foster a desirable work culture as per stated vision and mission. The college organizes diverse programmes of academic, cultural and social importance which, serving the desired goals specific to the programmes help in imbibing the spirit of democracy and furthering an environment of unity and brotherhood.

The college has a number of societies, like Economic Planning Forum, Women Cell, Geographical Society, Education Society, Political Science Forum etc. The Career Guidance & Counselling Cell extends all moral support to the aspiring students and regularly organizes various talks on emerging career options and job opportunities. The Extension Cell assists the college in sharing knowledge and skill with the community. Under NCC the college has been successfully training and grooming hundreds of students since its introduction in the college. Students opting for recruitment under ARMY, NAVY and AIR Force are greatly benefited by the NCC unit of the college. The college wing of Bharat Scout and Guide also renders service to the college and community.

Vision

The College aims at producing a number of committed and responsible graduates who can serve the area and the nation in the year to come.

Mission

To impart higher education for the development of human resources and responsible citizen with a clear aim to cope with the changing global environment taking “**Let the Divine Light Enlighten Us**” as the motto.

Objective:

1. To generate and transmit quality education and to provide specialized and demanding education to the students. So that they can be gainfully employed in their future life.

2. To impart education for democratic and secular value and to imbibe commitment toward society and the people.
3. To strengthen national integration and universal brotherhood forward outlook and ensure cultural heritage.
4. To inculcate the spirit of sportsmanship to attain perfection as a human being.
5. To bring the womenfolk and the under privileged to the field of higher education.

1.2 Strength, Weakness, Opportunity and Challenges(SWOC)

Institutional Strength

The teaching community of the college demonstrates remarkable zeal and proficiency in transaction of curriculum and updating of their knowledge, and engagement in research activities. The college has a sizeable number of faculty members possessing Ph.D. degrees.

- A considerable number of minor and major research projects have been allotted to the teachers of this institution.
- The college also runs parallel courses under open universities namely K.K. Handiqui State Open University, Institute of Distance and Open Learning, Gauhati University.
- The library of the college is well equipped with a rich and constantly growing collection of books and journals. The computerization of the library has been accomplished and it is an active member of INFLIBNET.
- There has been continuous effort at converting traditional lecture halls to smart class rooms. Seven out of sixty classes have already been converted to digital classes.
- Efforts are on to promote the laboratory facilities in different departments and develop scientific outlook.
- A stadium has been built in the college campus with the fund of Rs. 36 lac from UGC.
- The college has a girls' hostel to accommodate 30 girls hailing from fur flung areas.
- The NCC unit of the college has been offering training to large number of students for years and it has greatly benefitted those opting for recruitment
- The college frequently hosts different national level seminars and workshops of academic and cultural importance which helps in growth of an environment conducive to research and academic development.
- The college has introduced various schemes to provide financial or other support to poor but meritorious students.
- A number of students have displayed their aptitude and skill in games and sports winning medals at regional and international sports events. The college organizes football and volley ball workshops for the budding and aspiring students.
- The college has about 5 Hectare of land resource which has been used for tea, betel nut and lemon plantation besides construction of buildings. The college has three natural ponds converted to fish farms.

Institutional Weakness

The weakness of the institute that has been detected so far are as follows:

- Fund crunch, needless to say, is the major problem that hinders and delays the good things to happen on the ground.
- Remarkably poor teacher- student ratio, particularly in Arts stream is another problem to affect the college. A teacher has to teach more than 400 students at a time in some classes.
- The number of dropout students is increasing gradually. In 2015-16, it was 16.91% which increased to 25% in 2017-18. The reason behind it may be early marriage of the girl students and poor financial condition of a large number of students.
- Lack of job oriented courses is also a major problem of this institution, that dissuades the students with poor socioeconomic background from pursuing their degrees as they are always in urgent need of employment.
- Though the college has enough space for different activities, yet it has no proper parking facilities. Besides, there are some issues like unavailability of public bus services at cheaper rate for the students hailing from distant areas.
- There is no boys' hostel in the college and the existing girls' hostel is also not operational due to lack of girls intending to reside there.
- Lack of computers in most of the departments of the college is another problem.
- Lack of a well equipped auditorium and indoor stadium.

Such weaknesses or constraints make it naturally impossible for the authority to lead the college at desired pace and execute the plans.

Institutional Opportunity

Previous experiences, surrounding socio-economic and cultural ambience of the College, and changing cultural, ethical and academic perspectives help us in identifying the opportunities that the college may access to. For example :

- The college has a great pool of sports talent among the students from SC and ST communities like the Bodo, Mising and Tea tribes. Proper training, workshops and competitions can certainly boost their talents to grow.
- By means of proper planning and use of technology, land resources of the college can be exploited for income generation to make the college self-reliant.
- The college can go for collaborative activities with different social groups from the nearby villages with assistance from the Panchayat offices and NGOs like Kanyaka organic farm.
- Introduction of new courses like M.L.T., Mass Media, diploma in Entrepreneurship etc. if carried out properly, can open new opportunities for self-employment and private enterprise.
- • Other self-financing courses can be introduced to attract students of the locality, which can bring material changes into their post academic career.
- • Optimum use of human and material resources of the College and dynamic leadership of the teaching and administrative staff can make the institute a real ground for formation of human capital.
- The college can engage guest teachers for existing as well as newly selected courses to add variety to learning experiences of the students.
- The college has also great potential for generating revenue from utilization of medicinal plants available in the college.
- The authority can maximize the use of existing infrastructure for more student oriented activities with proper planning and stimulation.
- The college is bountifully endowed with natural resources which can be utilized for its further growth.

- Renovation of boys' and girls' hostel can be initiated for motivating students for residing in the college hostels.

Institutional Challenge

The threats are the concomitant elements of every system and institution. Some of such challenges meant to be effectively dealt with by the institution are :

- Making arrangements every year for accommodating rising number of students enrolled for different courses in the college is a real threat before the authority .Every year the authority has to appoint more teachers, increase infrastructural facilities and other support. The most challenging task is to maintain the quality of teaching-learning experiences.
- • The teacher-student ratio is a real menace that constantly keeps the authority under pressure.
- In view of the socio-economic changes the college has to be constantly in search of new income generating sources. Besides running the existing courses the institution has to stay alert to the changes and needs of the society. More and more self-financing and job oriented courses have to be introduced to cater to the changing needs of the students.
- Interrupted power supply creates difficulties in conducting classes in the digital classrooms. The institute has to think about other sources of power supply in the near future including non-conventional ones.
- More than 90 percent of the students belong to the BPL category which is a big challenge to this institution for launching new courses, running the existing ones , and reducing the dropout rate.

Such challenges jeopardize smooth functioning and development of the college, still the authority works with the conviction that challenge of any stature can be overcome with a visionary outlook and missionary zeal.

1.3 CRITERIA WISE SUMMARY

Curricular Aspects

An Annual Academic Calendar is prepared along with a time table by the college to ensure effective implementation and timely completion of syllabus .It is provided to the students and teachers before commencement of the academic year. The respective departments then prepare their work plan as per their syllabus and in tune with the Academic Calendar and distributes the classes among the teachers. The teachers are instructed to prepare lesson plans and make their classes effective by following proper methods and techniques keeping in view the contents of discussion, and level and ability of the students. To make the teaching-learning process more lively and interesting the teachers are instructed to make use of ICT resources. Group discussions, students' seminars , quizzes are also organized on regular basis to encourage participative learning and a healthy academic ambience. Selected teachers from the college participate in course design and development process of the Gauhati University and a number of teachers from the college have been writing text books for various courses run by the university. The college has been making attempts through various practices like holding of group discussions, accomplishment of project work and regular classroom

counselling, field trips etc. to sensitise the students towards gender and environmental issues and social values.

Teaching-learning and Evaluation

The institute upholds a learner-centric approach and exhorts quest for excellence. The institute inspires the teachers to create a learning environment where students are active participants as individuals and as members of collaborative groups. Such a healthy and supportive environment motivates the students, nurtures their desire and develops compassion and mutual respect. It encourages them to accept responsibility for their own learning. The teachers try to accommodate diverse learning needs of all students, ensure efficient classroom management for appropriate student behavior and equitable access to technology. Effective allocation of time is another issue that the college takes care of to engage the students in hands-on experiences and fruitful discussions. The institute gives the students an environment where their work is valued and appreciated. The institute is also committed to the cause of upliftment of the backward and marginalised classes and follows government directives in regard to admission in reservation categories . ICT teaching learning resources have been made available for use and the authority takes initiatives to encourage the teachers to make use of ICT and smart classrooms. Every department of the college imperatively follows the instruction of mentoring their students regarding their academic and personal problems.

As an affiliated institution of the Gauhati University the college follows the evaluation rules set by the university. The university adopted major reform in evaluation by introducing Credit Based Grading System under semester system from the academic year 2011-12 and the institute followed the same course of reform. The college has adopted a method of assessing the academic performance of the students on a continuous basis. Class test, group discussions, quizzes, seminars etc. are the mechanisms of continuous internal evaluation that the college follows. It collects continuous feed-back of student progress for taking remedial measures .This mechanism also makes teaching more learner-centric, participative and interesting. Field trips and projects, writing of reviews of books and cinemas, critical analysis of contemporary issues help the students to sharpen their observational skill and critical insight. Marks for internal evaluation are allotted based on class attendance and performance and participation of the students in the aforementioned activities.

Research, Innovations and Extension

Considering significance and role of research in an academic institution for its sustainability and development, the college always tries to promote an environment of research. A college offering Under Graduate courses has many constrains to undertake research initiatives, still the college tries to inculcate the spirit of research among the students and teachers, and encourage critical and rational thinking. Organizing departmental seminars, field trips, offering guidance for writing dissertations, critical reviews of books and films the teachers try to make the students aware of the methodologies, norms and ethics of research works. The college authority always encourages the teachers for their involvement in research works and already 16 teachers have obtained Ph.D. degrees and 4 teachers are working in pursuit of that. A number of teachers are involved in other intellectual pursuits like publication and editing of books , publication of articles in research journals ,magazines, news papers.etc. So far more than 50 chapters have been published in edited books ,76 papers in Research journals ,and more than 200 papers have been presented in state/national/international seminars. A number of teachers have published text books and reference books for the students of the Gauhati University and other universities. The college has a special cell, namely Extension Cell for extension of service to the community of the locality with the aim of sharing knowledge and experience for dealing with various issues and problems. The teachers go for teaching in some of the schools in the locality in collaboration with the authority of the respective

schools. Plantation in the neighbouring areas by the teachers and students of the college is a normal practice. The college also organises workshops, meetings etc. among the villagers of the locality to make them aware of various issues like health and sanitation, education, women empowerment, environment etc. The activities are organized with active support from the teachers and students which also encourage the students to participate in community services.

Infrastructure and Learning Resources

The teaching community of the institute demonstrates unprecedented zeal and enthusiasm in transaction of curriculum. A good infrastructure facility supports the educational enterprise and without it even dedicated service cannot be delivered. The college has been making constant effort towards elevation of crucial elements of learning environment like buildings, classrooms, laboratories and equipments. Traditional classrooms have been converted to smart or digital classrooms gradually and presently 3 smart classrooms and 9 digital classrooms are being used. Constant efforts are on to provide proper infrastructure to the students of the science stream. Every science department has its own well equipped laboratory. Still the process of promoting the infrastructure of the science stream is going on and as part of this process a separate building equipped with more advanced laboratory facilities has been constructed. The college also runs parallel courses under open universities namely K.K. Handiqui State Open University, Institute of Distance and Open Learning, Gauhati University. The library of the college is well equipped with a rich and constantly growing collection of books and journals. Computerization of the library has been accomplished and it is an active member of INFLIBNET. Besides the central library, each department is equipped with own departmental libraries.

Well concerted and holistic approach is crucial for all-round development of a student and an educational institute is incomplete without facilities for sports and other co-curricular activities. The institution provides sports facilities like gymnasium, badminton and volleyball court, spacious sports arena etc. It also provides equipments for football, cricket, volleyball and athletics. Volleyball and football workshops/matches are organised to train and give exposure to the budding players. The institution encourages various literary and cultural activities. A stadium has been built in the college campus with fund of Rs. 36 lacs received from the UGC. The college has a girls' hostel constructed for the girls hailing from far flung areas, although it is currently not operational. The college frequently hosts different national level seminars and workshops. Besides, the Governing Body and other committees look after implementation of various schemes and policies undertaken for promotion of the academic environment of the college.

Student Support and Progression

The college has been striving for offering best possible facilities and support to the students. The college has introduced various schemes to provide financial or other support to poor but meritorious students. The college has a Students Poor Aid Fund. The college also confers awards on students performing brilliantly in the final examinations. The college also offers Incentive Library Cards to the students who obtain CGPA of 8 or above in the semester end examinations to use more books from the college library. There are also awards and scholarships for deserving students to boost their confidence. Students' performance and development are continuously monitored and remedial measures are taken. Every department of the college conducts remedial classes. Students' mentoring is a regular practice in the college. Students are mentored at department level for bridging the gap between teachers and students and creating a congenial and friendly environment for addressing their academic and other issues. The college has also a Career Counselling Cell that conducts various programmes to make students abreast of various career opportunities in higher studies and emerging job

markets. The college also encourages the NGOs and different educational institutes to hold awareness programmes among the students in the college regarding soft skill development, various professional courses, career options and job opportunities and their student welfare schemes and placement opportunities.

The college follows a collaborative approach by involving students in different activities throughout the year. The problems, aspirations and strength of the student community are expressed and upheld by their representatives in the Students' Union. It assists the college authority in identifying their needs and problems and finding out amicable ways for their mitigation. The IQAC also holds formal discussions with the representatives of the Students' Union where they raise different issues concerning the students and help in preparing roadmaps for addressing those issues. The college has an active Alumni Association which is always in contact with the college. It extends support to the college in organization of seminars, workshops and different other activities besides helping the institute to maintain and promote academic environment of the college.

Governance, Leadership and Management

The college puts well concerted effort towards upholding of its stated mission and vision through good governance, effective leadership and skilful management. The college authority strictly follows the government rules and regulations in matters of appointment, admission and utilization of funds and grants. The college has a transparent and decentralised management system which helps the authority in creating a congenial atmosphere that enhances efficiency and quality of educational services. The College attempts to groom leadership at various levels. The Governing Body, Principal, IQAC Members, Steering committee, teaching staff, non-teaching staff, supporting staff, students' union, alumni and various other committees are jointly empowered to propose, design, formulate and execute their plans within the framework of governance mostly laid by the Directorate of Higher Education (DHE) and UGC. All issues relating to administration, development, academics etc. are discussed at length in the GB meetings, taking into account opinions of all stakeholders, especially students' interest at large. Other important units of the college like NCC, NSS, IQAC work together for smooth operation of the system and over all functioning of the college. Students are accorded top priority in the system as they are the most important stakeholders of the institution. The college tries to provide a platform to the students who have special interest and aptitude in different areas and those who genuinely want to materialize their dreams. The teachers try to understand the students and identify their background, special aptitude and interest and put endeavor to offer them a platform for sharing their views and ideas. To enhance learning at par with the latest innovations in pedagogy ICT facilities have been made available to students and teachers as per UGC regulations. The authority also pays attention to continuous professional growth of the teachers and encourages them to attend seminars, conferences, workshops, short term courses and other faculty development programmes. In consultation with the teachers and other stakeholders the college works out plans for arrangement of different programmes like seminars, discussions on diverse current issues, motivational lectures, workshops etc. for benefit of the students and teaching and non teaching staff of the college.

Institutional Values and Best Practices

SWOC analysis is regularly carried out by the institute to identify strategies that help it to align resources and capabilities to the requirements of constant growth. Achievements of the students in scholastic and non-scholastic areas, reports of various committees, constant feedback from the stakeholders and experience gathered from implementation of various schemes and plans assist the institute to determine its strength, weakness, opportunities and challenges for enhancing performance of the college and guiding the decision-

making process .

The college is committed to upholding of firm values that foster a desirable work culture. The teachers enthusiastically and with a spirit of devotion discharge their prime duty of teaching and executing the curriculum within stipulated time. They also stimulate the students to ignite their minds and to be ambitious in their academic pursuits. The college organizes diverse programmes throughout the year for students like music, drama, sports etc . during the general freshmen social, college week and other occasions as per the academic calendar. Such activities help the students to display and develop their capacity building skills, organizational capacity and leadership qualities. Such activities also help in imbibing the spirit of democracy and furthering an environment of unity and brotherhood.

The college has been striving for years to make the campus eco-friendly and preserve the resources it is naturally endowed with by adopting various measures .The college uses energy efficient devices and appliances like LED bulbs, flat screen monitors, ecostar products etc. Students are also advised on various occasions to conserve water and energy through practices like switching off lights, fans, and unplugging of other devices before leaving classrooms, common rooms and laboratories. All are encouraged to avoid plastic and make the college campus plastic free as far as possible. Administrative and academic system have been digitalized to a great extent.The college community relentlessly puts effort to make all aware about their duties towards protection of the rare species existing in the campus. The authority remains watchful of avoiding use of chemicals, object etc. that might pose threat to the environment. Plantation is a very normal practice in the college.

2. PROFILE

2.1 BASIC INFORMATION

Name and Address of the College	
Name	TYAGBIR HEM BARUAH COLLEGE, JAMUGURIHAT
Address	Tyagbir Hem Baruah College, Jamugurihat Karchantola-784189, Sonitpur, Assam
City	Jamugurihat
State	Assam
Pin	784189
Website	www.thbcollege.com

Contacts for Communication					
Designation	Name	Telephone with STD Code	Mobile	Fax	Email
Principal	Dr. Ajit Hazarika	03715-264432	7002186618	03715-26443 3	hajit68@yahoo.co m
IQAC / CIQA coordinator	Jitu Tamuli	03715-264434	9859658597	03715-26443 5	jitutamuli@gmail.c om

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 minority institution	No

Establishment Details	
Date of establishment of the college	13-07-1963

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	22-10-1969	View Document
12B of UGC	22-10-1969	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	Tyagbir Hem Baruah College, Jamugurihat Karchantola-784189, Sonitpur, Assam	Rural	40.5	144064.7

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	Minimum fifty percent marks in aggregate at Higher Secondary level with relaxation of five percent under reserved quota	Assamese	600	558
UG	BA,Economics	36	Minimum fifty percent in aggregate at Higher Secondary Level with relaxation of five percent under reserved quota	English	80	52
UG	BA,English	36	Mimumum fifty percent marks in aggregate at Higher Secondary	English	630	623

			level with relaxation of five percent under reserved quota			
UG	BA,History	36	Minimum fifty percent marks in aggregate at Higher Secondary Level with relaxation of five percent under reserved quota	English	80	69
UG	BA,Political Science	36	Minimum fifty percent marks in aggregate at Higher Secondary level with relaxation of five percent under reserved quota	Assamese	400	394
UG	BA,Geography	36	Minimum fifty percent marks in aggregate at Higher Secondary level with relaxation of five percent under reserved quota	English	150	117
UG	BA,Education	36	Minimum fifty percent marks in	Assamese	500	491

			aggregate at Higher Secondary level with relaxation of five percent under reserved quota			
UG	BA,Statistics	36	Minimum fifty percent marks in aggregate at Higher Secondary Level with relaxation of five percent under reserved quota	English	20	0
UG	BSc,Statistics	36	Minimum fifty percent marks in aggregate at Higher Secondary level with relaxation of five percent under reserved quota	English	20	0
UG	BSc,Mathematics	36	Minimum fifty percent marks in aggregate at Higher Secondary level with relaxation of five percent under reserved quota	English	45	24

UG	BA,Mathematics	36	Minimum fifty percent marks in aggregate at Higher Secondary Level under reserved quota	English	10	0
UG	BSc,Mathematics	36	Minimum fifty percent marks in aggregate at Higher Secondary level with relaxation of five percent under reserved quota	English	20	8
UG	BSc,Botany	36	Minimum fifty percent marks in aggregate at Higher Secondary Level with relaxation of five percent under reserved quota	English	20	18
UG	BSc,Botany	36	Minimum fifty percent marks in aggregate at Higher Secondary Level with relaxaton of five percent under reserved quota	English	45	28

UG	BSc,Chemistry	36	Minimum fifty percent marks in aggregate at Higher Secondary Level with relaxation of five percent under reserved quota	English	60	56
UG	BSc,Physics	36	Minimum fifty percent marks in aggregate at Higher Secondary Level with relaxation of five percent under reserved quota	English	45	29
UG	BSc,Zoology	36	Minimum fifty percent in aggregate at Higher Secondary Level under reserved quota	English	45	22
UG	BSc,Zoology	36	Minimum fifty percent marks in aggregate with relaxation of five percent under reserved quota	English	20	20

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				15				21			
Recruited	0	0	0	0	10	5	0	15	13	6	0	19
Yet to Recruit	0				0				2			
Sanctioned by the Management/Society or Other Authorized Bodies	0				0				12			
Recruited	0	0	0	0	0	0	0	0	6	6	0	12
Yet to Recruit	0				0				0			

Non-Teaching Staff				
	Male	Female	Others	Total
Sanctioned by the UGC /University State Government				21
Recruited	17	1	0	18
Yet to Recruit				3
Sanctioned by the Management/Society or Other Authorized Bodies				12
Recruited	10	2	0	12
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				12
Recruited	10	2	0	12
Yet to Recruit				0

Qualification Details of the Teaching Staff

Permanent Teachers										
Highest Qualification	Professor			Associate Professor			Assistant Professor			Total
	Male	Female	Others	Male	Female	Others	Male	Female	Others	
D.sc/D.Litt.	0	0	0	0	0	0	0	0	0	0
Ph.D.	0	0	0	5	1	0	8	1	0	15
M.Phil.	0	0	0	4	1	0	3	2	0	10
PG	0	0	0	10	5	0	18	6	0	39

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

Part Time Teachers										
Highest Qualification	Professor			Associate Professor			Assistant Professor			Total
	Male	Female	Others	Male	Female	Others	Male	Female	Others	
D.sc/D.Litt.	0	0	0	0	0	0	0	0	0	0
Ph.D.	0	0	0	0	0	0	1	0	0	1
M.Phil.	0	0	0	0	0	0	2	0	0	2
PG	0	0	0	0	0	0	10	2	0	12

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

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
Diploma	Male	14	0	0	0	14
	Female	17	0	0	0	17
	Others	0	0	0	0	0
UG	Male	819	0	0	0	819
	Female	881	1	0	0	882
	Others	0	0	0	0	0
Certificate / Awareness	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	62	76	32	47
	Female	45	59	35	55
	Others	0	0	0	0
ST	Male	15	45	20	33
	Female	32	40	34	28
	Others	0	0	0	0
OBC	Male	227	439	469	350
	Female	279	417	396	311
	Others	0	0	0	0
General	Male	397	210	365	475
	Female	269	266	308	416
	Others	0	0	0	0
Others	Male	0	0	0	0
	Female	1	0	2	1
	Others	0	0	0	0
Total		1327	1552	1661	1716

3. Extended Profile

3.1 Program

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

Response: 28

File Description	Document
Institutional Data in Prescribed Format	View Document

Number of programs offered year-wise for last five years

2018-19	2017-18	2016-17	2015-16	2014-15
02	02	02	02	02

3.2 Students

Number of students year-wise during the last five years

2018-19	2017-18	2016-17	2015-16	2014-15
1701	1716	1613	1432	1327

File Description	Document
Institutional Data in Prescribed Format	View Document

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

2018-19	2017-18	2016-17	2015-16	2014-15
1599	1186	1293	1364	1250

File Description	Document
Institutional Data in Prescribed Format	View Document

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

2018-19	2017-18	2016-17	2015-16	2014-15
336	356	304	278	320

File Description	Document
Institutional Data in Prescribed Format	View Document

3.3 Teachers

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

2018-19	2017-18	2016-17	2015-16	2014-15
32	36	36	38	39

File Description	Document
Institutional Data in Prescribed Format	View Document

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

2018-19	2017-18	2016-17	2015-16	2014-15
32	36	36	38	39

File Description	Document
Institutional Data in Prescribed Format	View Document

3.4 Institution

Total number of classrooms and seminar halls

Response: 45

Number of computers

Response: 22

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

2018-19	2017-18	2016-17	2015-16	2014-15
211.41	271.07	135.73	238.22	193.24

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:

Tyagbir Hem Baruah College is affiliated to the Gauhati University and it executes the curriculum designed by the university. The College ensures timely and effective curriculum delivery in a very well planned manner with involvement of all the faculty members and committees constituted to serve the purpose. The activities are organized as per the academic calendar. The academic calendar is the key instrument for smooth and effective transaction of the curriculum and organization and accomplishment of the non-scholastic activities. The academic calendar contains the list of activities to be accomplished including commencement of classes, transaction of curriculum and its completion within stipulated time and conduct of examinations, besides the non scholastic activities. Students are provided with the calendar along with the prospectus at the time of admission. It is also circulated among the departments for planning of different activities at department level and for preparation of teaching materials including lesson plans. Before commencement of classes the college circulates a general class routine to enable smooth functioning of the classes which is prepared by the Routine Committee based on the input provided by the department heads. Both theory and practical classes are arranged for each and every course as per requirement and guideline of the university. The department heads take responsibility of allotting the classes to the teachers considering their interest and area of specialization. Every teacher keeps record of their activities on a diary provided by the principal of the college which helps them to monitor their own activities and introduce remedial measures if required. Completion of the syllabus is purely maintained by the respective departments, but at the end of every semester the principal makes a revision of curriculum transaction in a meeting of the Academic Council comprising the department heads. Student feedback also helps the authority to assess the progress of curriculum delivery. Performance of the students in Internal Examinations helps the teachers to assess effectiveness of the process of curriculum transaction and achievement of the students. The IQAC Coordinator also frequently interacts with the departments and keeps record of curriculum delivery and functioning of the departments. Traditional classrooms have been converted to digital and smart classrooms to make teaching- learning process more effective and learner friendly with application of technology. The college also conducts seminars, workshops, inter departmental talks, group discussions, remedial classes, quiz, dissertation writing, educational tours, field trips etc. for introducing variety to the process of curriculum delivery. Necessary learning resources for effective academic development are essentially supplied by the central library. The library is well equipped with a rich and constantly growing collection of books and journals. The departments have also their own libraries with collection of subject specific books. The institution encourages the teachers to attend programmes like Orientation Programme, Refresher Course, Short term Course etc. for their constant professional growth. They are also encouraged to pursue intellectual and research oriented activities like obtaining of M. Phil., Ph. D., publication of books, organization of seminars and accomplishment of various projects.

File Description	Document
Any additional information	View Document
Link for Additional Information	View Document

1.1.2 Number of certificate/diploma program introduced during the last five years

Response: 2

1.1.2.1 Number of certificate/diploma programs introduced year-wise during the last five years

2018-19	2017-18	2016-17	2015-16	2014-15
0	2	0	0	0

File Description	Document
Minutes of relevant Academic Council/BOS meetings	View Document
Details of the certificate/Diploma programs	View Document
Any additional information	View Document

1.1.3 Percentage of participation of full time teachers in various bodies of the Universities/ Autonomous Colleges/ Other Colleges, such as BoS and Academic Council during the last five years

Response: 0

1.1.3.1 Number of teachers participating in various bodies of the Institution, such as BoS and Academic Council year-wise during the last five years

2018-19	2017-18	2016-17	2015-16	2014-15
0	0	0	0	0

File Description	Document
Details of participation of teachers in various bodies	View Document

1.2 Academic Flexibility

1.2.1 Percentage of new Courses introduced out of the total number of courses across all Programs

offered during last five years**Response:** 10.71

1.2.1.1 How many new courses are introduced within the last five years

Response: 3

File Description	Document
Minutes of relevant Academic Council/BOS meetings.	View Document
Details of the new courses introduced	View Document
Any additional information	View Document

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

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

Response: 2

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

1.2.3 Average percentage of students enrolled in subject related Certificate/ Diploma programs/Add-on programs as against the total number of students during the last five years**Response:** 0

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

2018-19	2017-18	2016-17	2015-16	2014-15
0	0	0	0	0

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

1.3 Curriculum Enrichment

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

Response:

Being an affiliated college, Tyagbir Hem Baruah College follows the curriculum offered by the Gauhati University. Working within a framework set by the university the college incorporates into the curriculum elements of Gender, Environment and Sustainability, Human Values and Professional Ethics.

A compulsory paper on Environmental Studies ,which aims at sensitizing the students towards diverse environmental issues is taught at the Under Graduate level. It consists of the following topics to impart comprehensive knowledge of environment:

1.Natural Resource: This topic offers knowledge of renewable and non-renewable sources of energy and our role in conservation and equitable use of resources.

2. Ecosystem: It deals with the concept, structure, and function of the eco-system; the producers, consumers and decomposers of the ecosystem; energy flow in the ecosystem; the ecological pyramid and the different ecosystems.

3. Bio-Diversity and its conservation: It consists of topics like hot-spots of bio-diversity, threats to and conservation of bio-diversity.

4. Environmental Pollution: It offers knowledge of the causes, effects, prevention of pollution and also disaster management.

5. Social Issues and the Environment: It covers issues like conservation of natural resources and sustainable development.

6. Field Project: Students are taken on field trips to various places and thereafter they are required to submit reports on the place on the basis of their observation of the environment.

Economics major has a paper on environmental issues that imparts knowledge of working of the environment and economy, issues related to the use, management and valuation of natural resources and various pollution/climate control measures.

Education major also a paper offers knowledge on issues like man environment relationship, economical and psychological perspective on environment, environmental degradation and education for sustainable development, environmental awareness and attitude change through formal education.

English Major incorporates a paper that revisits texts from different ages from an ecocritical perspective with a view to re-appraise the relationship between the human and the natural world as reflected in literature.

The paper Environment and Development in Geography major incorporates environmental issues like climate change, desertification, environmental pollution, concept of sustainable development encompassing a range of topics like ethics, ecology and socio-economics, role of geography in the management of environment and development.

Education major incorporates within its syllabus issues of women empowerment for sensitizing the students towards prejudices against women ,need of offering them equal opportunities and social justice, maintaining their quality of life, and importance of education in women empowerment.

English Major has a paper on women's writing which invites students to examine how women's texts represent the historical and political condition of women and the ways the texts embody a politics of resistance.

The paper on Human Rights for Political Science students deals with issues like human rights violation, different perspectives on human rights, different national and state commissions working for the protection of human right.

File Description	Document
Link for Additional Information	View Document

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

Response: 8

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

Response: 08

File Description	Document
Details of the value-added courses imparting transferable and life skills	View Document
Brochure or any other document relating to value added courses.	View Document
Any additional information	View Document

1.3.3 Percentage of students undertaking field projects / internships

Response: 0

1.3.3.1 Number of students undertaking field projects or internships

Response: 00

File Description	Document
List of students enrolled	View Document
Institutional data in prescribed format	View Document
Any additional information	View Document

1.4 Feedback System

1.4.1 Structured feedback received from 1) Students, 2) Teachers, 3) Employers, 4) Alumni and 5) Parents for design and review of syllabus-Semester wise/ year-wise

A. Any 4 of the above

B. Any 3 of the above

C. Any 2 of the above

D. Any 1 of the above

Response: D. Any 1 of the above

File Description	Document
Any additional information	View Document
Action taken report of the Institution on feedback report as stated in the minutes of the Governing Council, Syndicate, Board of Management	View Document
URL for stakeholder feedback report	View Document

1.4.2 Feedback processes of the institution may be classified as follows:

A. Feedback collected, analysed and action taken and feedback available on website

B. Feedback collected, analysed and action has been taken

C. Feedback collected and analysed

D. Feedback collected

Response: E. Feedback not collected

File Description	Document
Any additional information	View Document
URL for feedback report	View Document

NAAC

Criterion 2 - Teaching-learning and Evaluation

2.1 Student Enrollment and Profile

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

Response: 0.1

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

2018-19	2017-18	2016-17	2015-16	2014-15
1	4	2	1	0

File Description

Document

List of students (other states and countries)

[View Document](#)

Institutional data in prescribed format

[View Document](#)

2.1.2 Average Enrollment percentage (Average of last five years)

Response: 107.76

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

2018-19	2017-18	2016-17	2015-16	2014-15
672	664	797	640	546

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

2018-19	2017-18	2016-17	2015-16	2014-15
660	660	660	550	550

File Description

Document

Institutional data in prescribed format

[View Document](#)

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

Response: 100

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

2018-19	2017-18	2016-17	2015-16	2014-15
1599	1186	1293	1364	1250

File Description**Document**

Institutional data in prescribed format

[View Document](#)

2.2 Catering to Student Diversity

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

The academic performance of the students are reviewed by the teachers through classroom lectures and discussions, previous Board results, unit tests, class participation, special class test and class seminars.

Slow learners: The students who appear to be behind other students in terms of their academic achievements and comprehension of classroom discussion are provided counseling by the teachers and special attention is given to them. They are also provided with special study materials like notes, question-answers by the teachers. Private counseling offered to them helps the students to overcome difficulties in comprehension of classroom lectures and keep pace with other students. Mentoring system also helps the teachers to clarify their doubts and address their personal problems. The teachers also discuss the questions and answers in the classroom in detail keeping in mind their special needs.

Advanced learners: Classroom discussion, performance of the students in class tests and final examinations help the teachers to identify the advanced learners. The teachers always try to ignite their minds and inspire them to be more ambitious in their academic pursuits. They are motivated to strive for higher goals and work towards achievement of those goals. The teachers make attempt to motivate the students to research oriented activities by entrusting more responsibilities to such students in group discussions, seminars etc. Some of the departments also motivate and inspire them with awards for good results.

2.2.2 Student - Full time teacher ratio**Response:** 54.87**2.2.3 Percentage of differently abled students (Divyangjan) on rolls****Response:** 0

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

The institute upholds a learner-centric approach and exhorts quest for excellence. The institute inspires the teachers to create a learning environment where students are active participants as individuals and as members of collaborative groups. Such a healthy and supportive environment motivates the students, nurtures their desire and develops their intellectual acumen. It encourages them to accept responsibility for their own learning. The teachers try to accommodate diverse learning needs of all students, ensure efficient classroom management for equitable access to technology and other apparatus in the classroom. The institute gives the students an environment where their work is valued and appreciated.

The teachers always encourage group or collective activities in their respective departments like departmental seminars, group discussions, debates and quizzes on subject related topics. Such activities help in removing boredom and monotony of normal routine works, and exercise and demonstrate their creative ability, leadership qualities and organizational capacity. Such activities also boost the confidence of the students and enhance their conceptual understanding. A friendly ambience always prevalent in the departments inspires the students to approach their teachers to clarify their doubts and queries. Such informal interactions are conducive to leading course of discussion beyond the limits of syllabus. This gives them an opportunity to develop their creativity, leadership quality and organisational skills. The students of various departments are also taken on field trips and they are required to prepare project reports based on their observations and findings. Field projects and micro teaching are an integral part of teaching in the department of Education. Skill based activity like Microteaching helps the students build professional knowledge and skill. The Geography department takes the students to different areas in the state and beyond for giving the students opportunity of gathering firsthand knowledge and experience of the specific areas. Such studies deal with various issues like species identification, socio-economic study of people of different communities ,their social status and economic condition and flood hazard assessment etc. The department has already conducted socio-economic surveys with students under guidance of teachers in different parts of the state and beyond like Sootea, Nagasankar, Nameri, Kaziranga National Park, Shillong, Darjeling, Cherapunji etc. The Assamese major students also write dissertations on diverse topics of language, literature and culture. The students have to visit various places and interact with people of diverse walks to gather experience and knowledge for writing the dissertations. The students from the department of Education are also required to conduct surveys on the condition and problems of primary education, women literacy rates, the socioeconomic condition of the people etc. The students of the department of English are also required to write dissertation and reviews on books, movies and important socio-cultural events. Such activities of heterogeneous nature facilitate their observation skill and critical insight .ICT teaching learning resources have been made available for use and the authority takes

initiatives to encourage the teachers to make use of ICT and smart classrooms by all teachers.

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

Response: 48.39

2.3.2.1 Number of teachers using ICT

Response: 15

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

2.3.3 Ratio of students to mentor for academic and stress related issues

Response: 36.98

2.3.3.1 Number of mentors

Response: 46

2.3.4 Innovation and creativity in teaching-learning

Response:

The college undertakes various measures to make teaching-learning process interesting, enjoyable and effective. An Annual Academic Calendar is prepared along with a time table by the college to ensure effective implementation and timely completion of the syllabus. As a part of creative approach, the teachers are advised to prepare lesson plans and make their classes effective by following proper methods and techniques keeping in view the contents of discussion and level of learning ability of the students. Teachers are instructed to keep broad perspective of the subject/courses taught to widen the knowledge base of the students. In order to make the teaching-learning process more lively and interesting the teachers are encouraged to make use of ICT tools in teaching. Nine classrooms are enabled with ICT facilities out of which three class rooms have smart boards too. Group discussions, students' seminar, quizzes are also organized on regular basis to encourage participative learning. As a part of innovative practice, various practices like holding of group discussions, accomplishment of project work and regular classroom counselling, field trips writing of reviews of books and cinemas, critical analysis of contemporary issues, soft skills, personality development programme etc. have been incorporated to conventional teaching practices. It has also helped the students to sharpen their observational skill and critical insight and to sensitise the students towards gender and environmental issues and social values.

The institute upholds a learner-centric approach and exhorts quest for excellence. The institute inspires the teachers to create a learning environment where students are active participants as individuals and as members of collaborative groups. Such a healthy and supportive environment motivates the students, nurtures their desire and develops compassion and mutual respect. It encourages them to accept responsibility for their own learning. The teachers try to accommodate diverse learning needs of all students, ensure efficient classroom management for appropriate student behaviour and equitable access to technology.

Research being an integral part of learning of a student, attention is paid to inculcate the spirit of research among students by undertaking various research projects normally in their last semester. Research projects are a part of syllabus of many departments namely, History, Assamese, Education, Geography, Botany, Zoology etc. The teachers try to make the students aware of the methodologies, norms and ethics of research works, research writing etc. through these research projects. Further, research skills of students are strengthened by organizing departmental seminars, workshops, field trips, offering guidance for writing dissertations, critical reviews of books and films.

The department of Education takes students (with honours in education) to nearby schools for “practice teaching” as a part of practical which helps them to gather firsthand experience in teaching and motivates them to choose teaching as a carrier.

File Description	Document
Any additional information	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: 97.22

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

2.4.2 Average percentage of full time teachers with Ph.D. during the last five years

Response: 40.95

2.4.2.1 Number of full time teachers with Ph.D. year-wise during the last five years

2018-19	2017-18	2016-17	2015-16	2014-15
16	14	15	15	11

File Description	Document
List of number of full time teachers with PhD and number of full time teachers for 5 years	View Document

2.4.3 Teaching experience per full time teacher in number of years

Response: 23.74

2.4.3.1 Total experience of full-time teachers

Response: 736

File Description	Document
Any additional information	View Document

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

Response: 0

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

2018-19	2017-18	2016-17	2015-16	2014-15
0	0	0	0	0

File Description	Document
Institutional data in prescribed format	View Document

2.4.5 Average percentage of full time teachers from other States against sanctioned posts during the last five years

Response: 0

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

2018-19	2017-18	2016-17	2015-16	2014-15
0	0	0	0	0

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

2.5 Evaluation Process and Reforms

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

Response:

As an affiliated institution of the Gauhati University, the college follows the evaluation rules set by the university. The university adopted major reform in evaluation by introducing Credit Based Grading System under semester system from the academic year 2011-12 and the institute followed the same course of reform. The college has adopted a method of assessing the academic performance of the students on a continuous basis. Pre-final examinations are conducted centrally which serve as a prelude to the university end semester examinations. Besides that, departments hold class tests to assess the progress of the students. It offers the teachers to collect feedback regarding individual progress of the students and undertake remedial measures if required. The students are shown their answer scripts and informed about their mistakes and guided to improve their performance in the next examinations. Seminars, group-discussions, quizzes and debates also facilitate the evaluation process. Students are also asked to write critical reviews on books, movies etc. to assess their critical insight and language skills, and the concerned teachers after assessment provide their feedback and offer instructions for further progress. Individual teachers also ask questions in regular classes to test the knowledge of the students on the specific topics. Some departments organize fieldtrips for their students also and after that they are required to submit a report on the place of visit from some specific perspectives. It is mandatory for each student to participate in the seminars /group discussions in the class on topics selected by the concerned teachers. Departments reserve the discretionary power of allotting internal marks to individual students considering their class attendance, performance in class tests, participation in other academic and non-academic activities of the department.

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

Response:

At the very beginning of each semester the teachers present an outline of the tasks that to be mandatorily accomplished by all students as part of the continuous evaluation system. Sessional examinations are major tools used for assessing academic progress of the students . Examinations for major subjects are held by the respective departments and for the general one are organised centrally. Sessional examinations are compulsory for all the students as marks of internal evaluation are essentially accorded as per their performance in the sessional examinations. Students failing to appear in the examination for genuine reasons are given another chance after due notification. Students are duly informed about their performance in the examinations. Evaluated answer scripts are shown to the students of general subjects if they desire to see. The teachers show the answer scripts to the major students and thoroughly discuss their

strength and weakness. Part of the marks for internal assessment are also obtained from participation and performance of the students in group discussions, seminars, and other scholastic and non-scholastic activities, besides class attendance. The teachers are always ready to clarify the doubts and enquiries raised by the students regarding the process of assessment and tasks provided.

File Description	Document
Any additional information	View Document

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

Response:

The end semester or final examinations are conducted by the affiliating university i.e. Gauhati University. All examination related grievances of the students are received in the form of written application (as per the university guidelines) from the students which are then forwarded to the University for rectification after thorough verification at the institution level. The college sorts out the grievances raised by the students depending on the nature of problems through office assistants. The Principal deputed office assistants dealing with examination, to register the grievances of the students at the University examination branch for the earliest solution.

There is also online mechanism for registering examination related grievances especially after the introduction of Integrated University Management System by the affiliating university. In order to make the process hassle-free for the students the college appointed GU-IUMS coordinator in 2017 to streamline the process for online submission of students' examination related grievance that includes examination form fill up and discrepancy in results. All issues raised by the coordinator are addressed by the technical staff of the affiliating university.

Regarding students' grievances related to internal assessment or sessional examination the responsibility lies with the respective departments. Doubts and enquiries of the students regarding marks obtained in the sessional examinations are clarified by teachers concerned. In cases, where students express their dissatisfaction about the marks obtained, they are asked to rewrite the examination based on scheduled notified by the Head of the departments. Students are periodically shown their percentage in class attendance as the internal assessment involves students' attendance in class as one of the major components. Students are allowed to abstain from classes under medical grounds only. In circumstances where a student fails to appear for any examination he/she is allowed to re-appear or is allotted an assignment in the respective subject on production of documents stating genuine reason of absence. The reasons for absence are basically found either medical or inability due to appearing examination or interview for other jobs.

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

Response:

As an affiliated institution of the Gauhati University, the college follows the evaluation rules and dates set by the university. The university adopted Credit based grading system under semester system from the academic year 2011-12 and since then the college has been conducting CIE as per the academic calendar of the university. The college conducts the sessional tests, the major tool used for internal evaluation, by the first part of October and sessional tests for even semesters are held by the second part of March, as the end semester examinations are held in December and May respectively. Marks obtained from the sessional examinations are displayed on the notice board for the students. The college as per university guidelines calculates the internal marks of the students from their attendance of classroom lectures and performance in sessional examinations, group discussions, dissertation etc. For a student to pass in a course/paper, she/he has to pass in both Internal Evaluation and End Semester Examination separately. While organizing all such activities in connection with internal evaluation the institution adheres to the academic calendar of the university, but the college also considers a schedule that is convenient for the students. The CBCS course was introduced under the Gauhati University in the session 2019-20. Under CBCS also a student's performance is monitored throughout the semesters by continuous assessment in the theory and practical courses. Continuous Internal Assessment ideally accounts for 20% of the total marks allotted to a course or paper. It is based on attendance, sessional examination, 75 percent or above class attendance, home assignment, seminars and library work in each semester. The first ever sessional examinations under CBCS were conducted in the month of October and for the Even Semesters it is to be held in the month of March. For odd semesters, End Semester Examinations are held in the month of November and for the even semesters, the examinations are held in the month of May.

2.6 Student Performance and Learning Outcomes

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

Response:

As an affiliated college under Gauhati University, Tyagbir Hem Baruah College follows the rules set by the university in implementation of the three year Under Graduate curriculum designed for the Major and General courses in Arts and Science. The college prepares its own Academic Calendar within the framework of the one recommended by the university for smooth and timely conduct of scholastic and non-scholastic activities and it is circulated among the newly admitted students. A routine is also prepared and displayed well in advance on the notice board before commencement of the classes for every semester. The final semester results are centrally announced and displayed on website of the affiliating university. The marks obtained by the students in the sessional examinations are displayed on the notice boards of each department. The students who want to see their answer scripts of general subjects may approach the respective departments. Approaching students are shown their answer scripts and offered necessary counseling by the teachers. The college has an Academic Council consisting of the department heads and Nodal Officers and headed by the Principal. Academic issues like progress of transaction of curriculum, holding of examinations are discussed there and accordingly decisions are taken. Important decisions concerning the students are communicated to the students in the form of notice on the college notice board.

File Description	Document
Any additional information	View Document
Link for Additional Information	View Document

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

Response:

The college has a sound mechanism in place for evaluating attainment of program outcomes, program specific outcomes and course outcomes on a regular basis so that any challenge to incessant growth of the institution can be effectively dealt with and further progress can be achieved. Feedback collected from all the stakeholders, including students and parents also assists the authority to a great extent in evaluating such attainments and introducing necessary initiatives and preparing roadmaps of the institute. Feedback received on varied aspects of the college including location, office, canteen, laboratory, library, administration and academics offers the college ample opportunity for self introspection and remedial measures. Feedback is also collected from the parents that are organised by each and every department of the college. Suggestions and opinions given by the guardians during Parent Teacher Meetings (PTMs) are also taken into account for redressing the grievances of the students.

The Career Counselling Cell of the college offers counselling to students on various career opportunities and problems encountered by the students in attainment of various program outcomes and course outcomes. Experts and officials from various NGOs and educational institutes also help the cell to deal with problems faced by students in academic attainments.

The college has a Grievance Redressal Cell and grievance of any sort can be brought to the notice of the Cell for its redressal. There is a complaint box placed in front of the office to collect complaints from the students. The complaints are discussed in the meetings of the Cell and opinion the cell in this regard is forwarded to the authority for action.

The departments of the college regularly monitor the educational attainments and effectiveness of the classroom transactions from participation/performance of the students in different activities like normal day to day classroom interactions, class tests and subject-oriented quizzes, seminars, writing of assignments etc.

2.6.3 Average pass percentage of Students

Response: 60.5

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

Response: 337

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

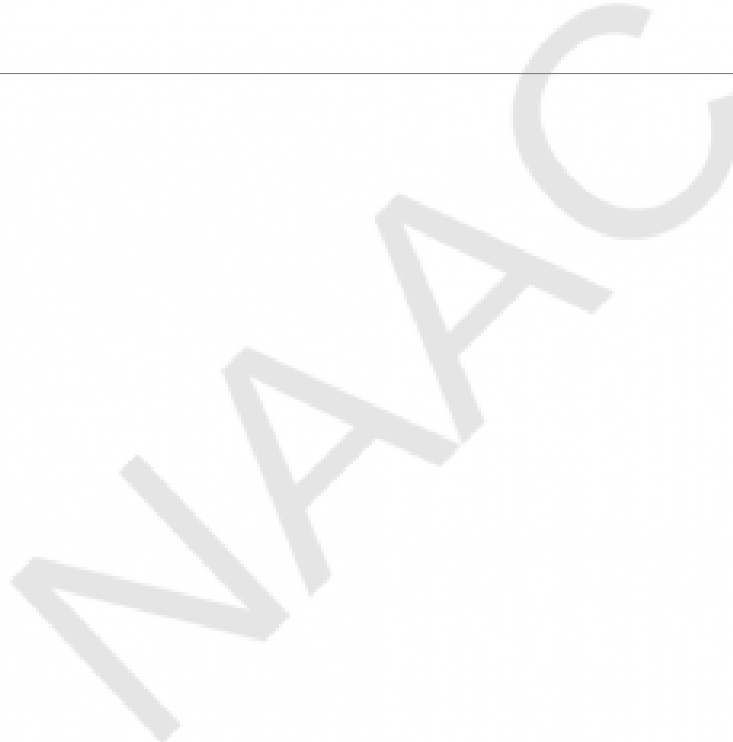
Response: 557

File Description	Document
Institutional data in prescribed format	View Document

2.7 Student Satisfaction Survey

2.7.1 Online student satisfaction survey regarding teaching learning process

Response: 3.44



Criterion 3 - Research, Innovations and Extension

3.1 Resource Mobilization for Research

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

Response: 0

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

2018-19	2017-18	2016-17	2015-16	2014-15
0	0	0	0	0

File Description	Document
List of project and grant details	View Document
Any additional information	View Document

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

Response: 0.21

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

Response: 8

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

Response: 38

File Description	Document
Supporting document from Funding Agency	View Document
Any additional information	View Document
Funding agency website URL	View Document

3.2 Innovation Ecosystem

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

Response:

The college has adopted all initiatives to germinate knowledge and disseminate the same in numerous fields. Though there is no existing incubation centre in the college but the college has made ample endeavor to sprout knowledge in different fields. Nur Muhammad, a student of B.A 4th semester, T.H.B. College, an international Yoga Awardee in Yoga practice is a pride as well as an asset of the college. Chayanika Narzari, a talented young bud of the T.H.B College has won the Bronze medal in the prestigious South Asian Karate-Do- Competition, 2018. In connection with their respective field, these two students with their expertise periodically or occasionally organize skill development classes or training among the students. It helps to strengthen physical as well as mental health of the students particularly among the girls and also empowers girls to accumulate the techniques of self defense. Thus, college authority makes fruitful initiative to involve maximum number of students in the process.

File Description	Document
Any additional information	View Document

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

Response: 0

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

2018-19	2017-18	2016-17	2015-16	2014-15
0	0	0	0	0

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

3.3 Research Publications and Awards

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

Response: No

File Description	Document
Institutional data in prescribed format	View Document

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

Response: No

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

Response: 0.39

3.3.3.1 Number of research papers in the Journals notified on UGC website during the last five years

2018-19	2017-18	2016-17	2015-16	2014-15
8	17	3	26	17

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

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

Response: 1.02

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

2018-19	2017-18	2016-17	2015-16	2014-15
8	10	7	6	6

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

3.4 Extension Activities

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

Response:

The College has adopted several extension activities during the last five years. Some of the extension programmes have been undertaken in collaboration with other external agencies whereas a few are organized independently by the college. In the light of various social issues that are supposed to be enlightened in the extension programmes are classified as follows-

1. To improve the quality of environment, plantation programmes have been adopted.
2. To aware the people about the preciousness of life a blood donation camp is observed.
3. Anti-Tobacco campaign has been adopted to raise consciousness among the students as well as general masses.
4. In connection with the Fit India Programme a Walkathon has been organized by the NSS unit of the college on 18th January 2020.
5. Health Check-up programme has been arranged.
6. The International Yoga Day has been celebrated in the college on 21st June every year.
7. A cleanliness programme is arranged in the historic Nagsankar pond by the teachers and students of the college.
8. Distribution of relief materials for the flood affected people by the NCC unit of the college.
9. To aware people about some transmitted diseases like HIV, AIDS etc.
10. For a clean and sustainable environment *Swacha Bharat Abhiyan* has been adopted in nearby villages.
11. A national level seminar funded by UGC & ICSSR on Solid Waste Management has been organized by the Department of Economics.
12. The college held a social awareness programme on Man-elephant conflict and distributed various aids to combat the same.
13. The NSS unit of the college has made a base line survey for village adoption programme.
14. A summer camp on Drama is held.

The broad objective of such extension programmes are improving the moral, physical and intellectual prosperity of the local communities and also realizing the college students about the vital issues that affect the society directly or indirectly, to aware the local people about their health, sanitation, cleanliness, education and their importance etc. In order to germinate awareness about environment among the stakeholders, students, researchers, village people, a National Level Seminar on 'Solid Wastes: Their mitigation and Management in Urban Centers in India' has been organized by the Department of Economics. Similarly, various health-related programmes such as Health Check-up are organized by the college in nearby villages.

Swatch Bharat Abhiyan has been carried out in nearby villages of the College for maintaining a hygienic environment through promoting various sanitation programmes like cleaning streets. Such programmes have helped to enhance the attachment of the people towards environment along with their sincere dedication.

The college has organized a prolific work regarding the man-elephant conflict through spreading awareness by the forest department of Biswanath forest division in collaboration with the Eco Club of the college. Since local areas are highly affected by the fequent elephant attack, a proper awareness was

necessary in these areas and the college has made a solid effort in this regard to do away with these problems.

File Description	Document
Any additional information	View Document
Link for Additional Information	View Document

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

Response: 0

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

2018-19	2017-18	2016-17	2015-16	2014-15
0	0	0	0	0

File Description	Document
Number of awards for extension activities in last 5 years	View Document
e-copy of the award letters	View Document
Any additional information	View Document

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

Response: 17

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

2018-19	2017-18	2016-17	2015-16	2014-15
3	4	3	3	4

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

3.4.4 Average percentage of students participating in extension activities with Government Organisations, Non-Government Organisations and programs such as Swachh Bharat, Aids Awareness, Gender Issue, etc. during the last five years

Response: 0

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

2018-19	2017-18	2016-17	2015-16	2014-15
0	0	0	0	0

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

3.5 Collaboration

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

Response: 0

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

2018-19	2017-18	2016-17	2015-16	2014-15
0	0	0	0	0

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

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

Response: 2

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

2018-19	2017-18	2016-17	2015-16	2014-15
2	0	0	0	0

File Description	Document
e-copies of the MoUs with institution/ industry/ corporate house	View Document
Details of functional MoUs with institutions of national, international importance, other universities etc during the last five years	View Document

Criterion 4 - Infrastructure and Learning Resources

4.1 Physical Facilities

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

Response:

The college has been making constant effort towards elevation of crucial elements of learning environment like buildings, classrooms, laboratories and equipments. The college has 45 no of classrooms ,and as part of the attempt to make the physical environment more conducive to learning proper arrangement has been put in place for proper light and air in the classrooms. Most of the classes are equipped with white board for better visibility and ease of use. The authority is taking initiatives for introducing innovations for offering new, and more lively and effective learning experience with use of technology. As part of this process traditional classrooms have been converted to smart or digital classrooms gradually and presently 3 smart classrooms and 9 digital classrooms are being used for teaching. CCTV surveillance has been installed in most of the classrooms of the college with a view to monitoring the activities of the students during classes and to prevent and discourage any sort of unfair and unhealthy practice during examinations.

Constant efforts are on to provide proper infrastructure to the students of the science stream. Every science department has its own well equipped laboratory. Still the process of promoting the infrastructure of the science stream is going on and as part of this process a separate building equipped with more advanced laboratory facilities has been constructed with fund of Rs. 1 crore received from RUSA. The department of Education and Geography have also their well equipped laboratories. Some of the departments are provided with computers for different works.

The college has a well equipped library with spacious reading rooms for the teachers and students. The library has a rich and constantly growing collection of books and journals. Computerization of the library has been accomplished and it is an active member of INFLIBNET. Besides the central library, each department is equipped with own departmental libraries established and enriched with contributions from teachers and alumni of the departments. Departmental libraries are with collection of subject specific books which are available for the use of both students and teachers.

File Description	Document
Any additional information	View Document

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

Response:

Games and sports strengthen us, entertain us and fulfill our competitive nature besides aiding our physical and mental health. T.H.B college has adequate facilities for indoor games and various indoor games are conducted which includes Badminton, Carrom, Panja, Ludo, Chess, Tug of War etc. An updated outdoor

stadium was constructed in the college campus for grooming young buds with financial assistance from UGC. Outdoor games like Cricket, Football, Javelin throw, Discus throw, Athletics, Cricket, Jump (long and high) etc. are being played occasionally in the stadium. A separate dressing room is also erected besides the outdoor stadium for players. Two well equipped Badminton courts have been developed permanently within the college campus. Equipments like badminton rackets, carom boards etc. are provided by the college authority to the students for daily practice. The college has all possible facilities for conducting volleyball competition in the playground available in the campus. A well developed volleyball court is set up under the initiative of college authority. An inter-college volleyball competition was held in 2016 in the college with lot of enthusiasm. A number of colleges across Assam took part in the volleyball extravaganza. The College has left no stone unturned to provide all necessary equipments of cricket, football and volleyball for pursuing young raw talents of the college. A number of young athletes of the college have made their great exposure in the national and international level. Chayanika Narzari, a student of the college, bagged Gold Medal in Taekwondo in the First National Games, 2018, while Nur Mohammad won Bronze Medal in the Third South Asian Championship in 2019. Apart from these four Javelins, two short puts and discuss and jumping stands are available in the college. Though outdoors games are seasonal the involvement of students is quite satisfactory. A newly renovated gymnasium hall is started in the college campus for physical and mental development of the students as well as for the greater interest of the college. For conducting various cultural activities college utilizes the auditorium for freshmen social and annual college week.

File Description	Document
Any additional information	View Document

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

Response: 20

4.1.3.1 Number of classrooms and seminar halls with ICT facilities

Response: 9

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

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

Response: 85.06

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

2018-19	2017-18	2016-17	2015-16	2014-15
210.40	270.00	86.79	160.91	131.83

File Description	Document
Details of budget allocation, excluding salary during the last five years	View Document
Audited utilization statements	View Document
Any additional information	View Document

4.2 Library as a Learning Resource

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

Response:

The T.H.B. College Library was established in the year 1963, the year of establishment of the college. The library has a collection of 27881 (Text- 25647 and Reference- 2234) and reading material which includes texts, references, rare books. The library also has a collection of books on Human Rights, Medicinal Plants, Books on the lives of Philosophers, autobiographies etc. books on taxation, insurances etc. Local Area Network (LAN) using ILMS Software for University Libraries (SOUL) is installed 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 using a KIOSK. The library is endowed with sufficient facility for reading arrangement for the students and teachers. The library subscribes print journal or periodicals that cover current economic, political and social issues. The library access 8 local daily news papers and 2 national daily news papers. The College Library is an active member of the INFLIBNET, Ahmadabad. The Library also has internet connectivity for accessing e-resources. It can be summed up as follows:

- **Library Management Software (LMS):** The Library has a SOUL 2.0 Library Management Software(LMS) which is user friendly and designed to take care of all the administrative and management functions of the Library. It organizes and manages the information of books, articles, journals and circulation in most effective manner. All books available in the library have been catalogued in the SOUL 2.0 software.
- **OPAC (Online Public Access Catalogue):** The library provides On Online Public Access Catalogue (OPAC) facilities through SOUL 2.0 LMS. The students or faculties or any user can avail OPAC facility through KIOSK machine. The response of students is very much encouraging in using this.
- **Bar-coding:** Computerized circulation with bar-coding technology is in under process. Most of the books in the library have been bar-coded. The computerised circulation with bar coding technology is right now available for faculty members and efforts have been made to extend this facility to

students in the coming years.

- NLIST(National Library& Information Service for scholarly content) - The library procured the membership of NLIST and is getting access to e-resources through a programme entitled “National Library and Information Services infrastructure for Scholarly Content(N-List)”.
- A separate reading room has been constructed 50 sitting capacity for students.

File Description	Document
Link for Additional Information	View Document

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

Response:

The library of Tyagbir Hem Baruah College (THB College) was established in the same year of the establishment of the Tyagbir Hem Baruah College in the year 1963. It is the one and only educational institution with a well equipped and developed library in the greater Naduar area of Sonitpur district, Assam. The college library has a total collection of 27881 books (including reference and textbooks) and is computerised with SOUL2.0 software. The college library is the member of NLIST consortium from the year of 2012 and provides the facility of accessing e-resources among the member of the college. The library has a separate arrangement with a numbers of 44 rare books and donated books. An outsider can also avail the facilities of library with the permission of the authority but they cannot barrow books from the library. The library has received more than 150 donated books from different persons. It has a collection of seven valuable manuscript. 44 valuable rare books are available in the library on different subjects including literature, history, geography, economics etc. The collection of these rare books has enhanced the strength of the college library to a great extent. In Short, it can be wrapped up that the library of Tyagbir Hem Baruah College has ushered an unending journey in quest of knowledge with these assets.

File Description	Document
Any additional information	View Document
Link for Additional Information	View Document

4.2.3 Does the institution have the following:

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

A. Any 4 of the above

B. Any 3 of the above

C. Any 2 of the above

D. Any 1 of the above

Response: C. Any 2 of the above

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

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

Response: 2.75

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

2018-19	2017-18	2016-17	2015-16	2014-15
2.15	3.30	1.93	4.20	2.19

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

4.2.5 Availability of remote access to e-resources of the library

Response: Yes

4.2.6 Percentage per day usage of library by teachers and students

Response: 5.89

4.2.6.1 Average number of teachers and students using library per day over last one year

Response: 102

4.3 IT Infrastructure

4.3.1 Institution frequently updates its IT facilities including Wi-Fi

Response:

The existing IT facilities including internet facilities in the college are updated at regular intervals. New IT equipments like Computers, LCD Projector, Softwares etc. have been procured regularly as per the budget mostly from development funds of the college. The college has internet facilities in office as well as in the Library and IQAC room from state run BSNL. However, BSNL connection was discontinued and replaced by Vodafone Lease Band connection in 2018. But due to extension of National Highways to four lane road by the Govt. of India, the connection was disrupted as a result of which presently internet facilities are updated and strengthened with the help of Reliance Jio Fi dongle. Anti-Virus softwares are used to protect the security of computers having internet connections. The Library software updation was made from SOUL 1 to SOUL 2.0 (in 2014). The college has subscription to Institutional Digital Repository N-LIST- e-resource software programme, maintained by INFLIBNET, Ahmedabad. The admission form fill up and renewal of admission of the college has been made fully online from the academic year 2018-19. The office is fully automated in 2018-19 using Academic DCL which is provided by Adroid IT firm Guwahati.

File Description	Document
Link for Additional Information	View Document

4.3.2 Student - Computer ratio

Response: 77.32

4.3.3 Available bandwidth of internet connection in the Institution (Lease line)

>=50 MBPS

35-50 MBPS

20-35 MBPS

5-20 MBPS

Response: <5 MBPS

4.3.4 Facilities for e-content development such as Media Centre, Recording facility, Lecture Capturing System (LCS)

Response: No

File Description	Document
Facilities for e-content development such as Media Centre, Recording facility,LCS	View Document
Link to photographs	View Document

4.4 Maintenance of Campus Infrastructure

4.4.1 Average Expenditure incurred on maintenance of physical facilities and academic support facilities excluding salary component, as a percentage during the last five years

Response: 0

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

2018-19	2017-18	2016-17	2015-16	2014-15
0	0	0	0	0

File Description	Document
Details about assigned budget and expenditure on physical facilities and academic facilities	View Document

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

Response:

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.

Maintenance of Library: T.H.B. College has a well-equipped Library established in 1963, the year of establishment of the college. The Library has reading arrangement for teachers and students separately. The complete database of the library is computerized and uses the “SOUL Software” with its latest version SOUL 2.0. As a part of administration of the library, there is a Library Committee in vogue which is responsible for purchasing books as per recommendations received from the various departments of the college. The committee periodically meets and discusses issues relating to overall development of the library and also takes stock of the functioning of the Library.

Maintenance of Laboratory infrastructure and facilities- The College is endowed with seven laboratories. Each department under science stream viz. Botany, Chemistry, Physics and Zoology has their

own laboratory separately. The department of Geography and Education also have their laboratory facilities. The Laboratory of Geography department is enriched with Geographical Information System (GIS). Further, both the C-DAC Computer Centre and the department of Mathematics have computer laboratory under their custody. The college authority procures laboratory equipments /apparatus and other necessary material in consultation with the respective departments. The Major or Minor constructions are supervised by the construction committee of the college.

Maintenance of Sports Facilities: The college has well established sport facilities in terms of outdoor games. The facilities are well maintained by the authority in association with the Games Secretary of the Students' Union and the professor-in charge designated for the purpose. The Game Secretary reports to the Principal regarding the maintenance and requirement of the same. The facilities for outdoor games include a playground for football with a gallery and dressing room. The Gallery has the intake capacity of 500 seats. The outdoor sport facilities include a permanent volleyball court in the college campus. There is provision for sports basketball, athletics, weightlifting, power lifting etc. The college also has a well-equipped Gymnasium with a full time gym instructor.

Maintenance of IT Facilities: The IT facilities of the college are maintained by making necessary purchases and repairing by the college authority as per requisition received from the teaching departments and administrative office of the college. The IT facilities are updated as and when necessary.

Students support and Welfare: For student support and welfare, the college has various committees chaired by the Principal of the college. These committees are.

Grievance Redressal Committee

Anti- ragging Committee

Disciplinary Committee

Library Committee

In addition to these there are various cells which look after the different aspects of the student support system-

Career- Counseling and Guidance Cell

Women's Cell

IQAC

Academic Support: The College has an Academic Council comprising of the head of departments to discuss and take necessary steps for all matters related to academics like Syllabus, Routine, Examination, Admission etc. However, there are separate committees constituted for preparing class routine, conducting Examination and completing admission. Further, at departmental level, the staff meets regularly and discusses various issues relating to students' performance, learning progress, internal assessment etc. which are transmitted to the Academic Council through the head of the department. Academic support is also provided to students by conducting tutorial sessions and remedial classes if any student reports his/her inability to comprehend lessons. To encourage the students to excel in examinations and imbibe competitive spirit, the college has provision for Best Graduate Award. The Library, to inculcate regular reading habits in a student, also awards a student with the Best Library User award every year during the Annual College Week. The best graduate award comprises of a certificate of excellence and a cash prize worth Rs. 3000/-. The best library user award comprises of a cheque worth Rs. 2000/-. Majority of the students hail from remote areas and belong to economically backward family. In order to support these students, there is poor aid fund through which assistance have been provided as per their requests. Similarly, there is a book bank facility for these students through which they can borrow book for the entire semester.

File Description	Document
Any additional information	View Document
Link for 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 the last five years

Response: 5.78

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

2018-19	2017-18	2016-17	2015-16	2014-15
00	00	466	00	00

File Description

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

Document

[View Document](#)

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

Response: 3.52

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

2018-19	2017-18	2016-17	2015-16	2014-15
106	0	0	0	151

File Description

Number of students benefited by scholarships and freeships besides government schemes in last 5 years

Document

[View Document](#)

5.1.3 Number of capability enhancement and development schemes –

1. For competitive examinations
2. Career counselling

3. Soft skill development
4. Remedial coaching
5. Language lab
6. Bridge courses
7. Yoga and meditation
8. Personal Counselling

A. 7 or more of the above

B. Any 6 of the above

C. Any 5 of the above

D. Any 4 of the above

Response: E. 3 or less of the above

File Description	Document
Details of capability enhancement and development schemes	View Document
Link to Institutional website	View Document

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

Response: 2.08

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

2018-19	2017-18	2016-17	2015-16	2014-15
18	32	00	22	79

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

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

Response: 0**5.1.5.1 Number of students attending VET year-wise during the last five years**

2018-19	2017-18	2016-17	2015-16	2014-15
0	0	0	0	0

File Description**Document**

Details of the students benefitted by VET

[View Document](#)**5.1.6 The institution has a transparent mechanism for timely redressal of student grievances including sexual harassment and ragging cases****Response: Yes****File Description****Document**

Minutes of the meetings of student redressal committee, prevention of sexual harassment committee and Anti Ragging committee

[View Document](#)

Details of student grievances including sexual harassment and ragging cases

[View Document](#)

Any additional information

[View Document](#)**5.2 Student Progression****5.2.1 Average percentage of placement of outgoing students during the last five years****Response: 0****5.2.1.1 Number of outgoing students placed year-wise during the last five years**

2018-19	2017-18	2016-17	2015-16	2014-15
0	0	0	0	0

File Description**Document**

Details of student placement during the last five years

[View Document](#)

5.2.2 Percentage of student progression to higher education (previous graduating batch)**Response:** 7.12**5.2.2.1 Number of outgoing students progressing to higher education**

Response: 24

File Description**Document**

Details of student progression to higher education

[View Document](#)**5.2.3 Average percentage of students qualifying in State/ National/ International level examinations during the last five years (eg: NET/ SLET/ GATE/ GMAT/ CAT/ GRE/ TOEFL/ Civil Services/State government examinations)****Response:** 38.17**5.2.3.1 Number of students qualifying in state/ national/ international level examinations (eg: NET/ SLET/ GATE/ GMAT/ CAT/ GRE/ TOEFL/ Civil services/ State government examinations) year-wise during the last five years**

2018-19	2017-18	2016-17	2015-16	2014-15
0	4	10	10	5

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

2018-19	2017-18	2016-17	2015-16	2014-15
29	26	17	15	10

File Description**Document**

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

[View Document](#)**5.3 Student Participation and Activities****5.3.1 Number of awards/medals for outstanding performance in sports/cultural activities at national / international level (award for a team event should be counted as one) during the last five years.**

Response: 2

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

2018-19	2017-18	2016-17	2015-16	2014-15
2	0	0	0	0

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

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

Response:

The **Students' Union** of the college is an integral part of administrative, academic and non-academic set up of the college. All matters related to students' involvement in administrative works is executed through the students' union. The Students' Union is comprised of 12 portfolios namely President, Vice-president, General Secretary, Assistant General Secretary, College Magazine and Literary Secretary, Out-door games Secretary, Cultural Secretary, Festival Secretary, Debating Secretary, Social Service Secretary, Boys' Common Room Secretary and Girls' Common Room Secretary. The members of the Students Union are elected annually under democratic procedures as per the constitution designed for the purpose. Utmost care is taken to maintain true democratic spirit and the whole election process is conducted under the supervision of an Election Commission constituted by the Principal for the purpose. This union represents and addresses students' views and grievances which are collected mostly from the annual general meeting of the students. The students union acts as the spokesperson of the student community and convey their grievances to the concerned authorities for discussion and amicable solution.

The Students' Union organizes and conducts various co-curricular and extra-curricular activities of the college under the guidance of teachers-in-charge. The Students' Union plays a major role in literary, sports and cultural events of the college. The students' union organises College Week towards end of an academic session which gives platform to all students to showcase their capabilities in extra-curricular activities. The Students' Union also organises inter-college/inter-district sport competition from time to time. For instance, in February, 2016, the Students' Union organised inter-college volleyball competition among the colleges of Sonitpur districts in a befitting manner.

The Students' Union, NCC (both Girls' and Boys') and NSS unit help a lot in overseeing the maintenance of the disciplinary process during various meetings, festivals and various events held in the college. They also work towards maintaining a clean campus and creating environmental awareness among the students. The student members also assist the institution in implementing anti-ragging and anti-tobacco measures to make the institution a ragging free and tobacco free campus.

File Description	Document
Any additional information	View Document
Link for Additional Information	View Document

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

Response: 20

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

2018-19	2017-18	2016-17	2015-16	2014-15
20	20	20	20	20

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

5.4 Alumni Engagement

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

Response:

The Alumni Association of the college has been actively engaged in different activities of the college for years. The college community puts sincere effort to establish contact with the alumni serving in diverse fields, and invite and engage them in the developmental process of the college. It maintains a close relation with the management and extends support to the authority on a regular basis. The college authority also solicits participation of the association aiming at harnessing their pool of talent for dealing with various issues and attainment of infrastructural progress. Various departments of the college also take initiatives at their own level to get in touch with the alumni and share their knowledge and wealth of experience with

the current students. **Different departments have their own Whatsapp groups to maintain an alumni network. Discussions on such platforms are beneficial** to many students and other fellow-alumni in their respective areas. They also raise fund to donate books/apparatus to the departments for benefit of the students. The office bearers of the Alumni Association fortunately happen to be retired employees of the college and they have been maintaining a very vibrant relation with the college for years and playing a pivotal role in most of the activities of the college. Mr. Chandra Mohan Nath, the existing President of the association regularly visits the college and he has been appointed as the Internal Auditor of the college. Mr. Suren Kalita, the former President of the association was also the Librarian of the college. They actively share their experience and expertise with the authority to deal with various issues and problems. Mr. Padma Hazarika, the existing MLA of Sootea LAC is also an alumni of the college and he visits the college on various occasions and keeps in touch with the authority in regard to accomplishment of various developmental activities in the college. The renovation scheme of the auditorium is already underway with fund offered by him .Two other MLAs, namely Ms. Monika Bora, and Ms. Jon Jonali Baruah are also alumni of the institute. They also extend support to the authority whenever required to deal with official matters.

The Association zealously cooperated with the college community in celebration of the Golden Jubilee of the college in September, 2014. The association raised funds to construct a gate and offered felicitation to the distinguished invitees on that occasion. It has also set up a permanent pure drinking water facility with Rs. 150000/ donated by the local MLA, who also happens to be alumni of the college. The association looks after maintenance of the system. Additionally the association also looks after the fisheries of the college and cleans up those when required. The association has also constructed a small fancy bridge for beautification of the main building and to connect the administrative block with the old building.

File Description	Document
Any additional information	View Document

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

? 5 Lakhs

4 Lakhs - 5 Lakhs

3 Lakhs - 4 Lakhs

1 Lakh - 3 Lakhs

Response: 3 Lakhs - 4 Lakhs

File Description	Document
Alumni association audited statements	View Document

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

Response: 4

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

2018-19	2017-18	2016-17	2015-16	2014-15
1	1	1	0	1

File Description	Document
Number of Alumni Association / Chapters meetings conducted during the last five years.	View Document
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 an effective leadership in tune with the vision and mission of the institution

Response:

Considering the vision and mission of the college it tries to provide a platform to the students who have special interest and aptitude in different areas and those who genuinely want to materialize their dreams. Teachers try to understand the students and identify their background, special aptitude and interest. Teachers always endeavor to offer them a platform for sharing their views and ideas with others. Besides the activities organized as part of the Annual Sports Week the college conducts different activities that help in brushing up and enhancing the creativities and talent of the students. Such activities also help in drawing out the leadership qualities of the students and cultivating the values that are important for them in a corporate life. For example, the departmental seminars, where their participation is mandatory help the students to work on their presentation skills, update their knowledge and increase the level of confidence. The institute while arranging different scholastic and non-scholastic activities keeps in view the objective of inculcating democratic and secular values, imbibing a spirit of commitment towards the society, enhancing leadership qualities, cultural competence and interpersonal growth .As awareness, motivation, devotion, knowledge, skills are essential components for the students to enhance their employability the college, in discussion with the teachers and other stake holders works out the plans for arrangement of different programmes like seminars, workshops, brainstorming discussions on diverse current issues, motivational lectures, soft skill development workshops etc. All such activities help in imbibing the spirit of democracy and values which are instrumental in empowerment of the society, and necessary for furthering an environment of unity and brotherhood.

Various activities and festivals of national importance are organized in the college to inculcate the spirit of patriotism and nationalism in the students. Such activities help the college to enhance the spirit of solidarity and brotherhood among the students of diverse caste, religion and language which, in the long run is reflected in our social life. The authority of the college follows the spirit of a decentralized, participative and contributory system of management. It is remarkably reflected in involvement of the representatives of all the stakeholders in different committees like Governing Body, Construction Committee, Purchase Committee etc., formed to ensure smooth management of the college. Different seminars, workshops, observation of days of social and cultural importance help in sensitizing the students towards environmental and gender issues. Necessary arrangement has been made by the college to offer possible facilities to the students for promoting interest and aptitude of the students in sports. Besides organization of competitions of the indoor and outdoor games on the occasion of Annual College Week, the college offers an environment conducive to development of sportsmanship throughout the year and as part of this initiative the college has been constantly trying to enhance facilities of outdoor and indoor games. A stadium with fund received from the UGC has been set up and construction of a well equipped sports arena is going on with updated facilities for badminton, volleyball etc.

File Description	Document
Any additional information	View Document
Link for Additional Information	View Document

6.1.2 The institution practices decentralization and participative management

Response:

Considering the interests of all stakeholders, especially the students the management of the college has tried to put in place a decentralized system.

The teaching and administrative staff, NCC, NSS, IQAC, Students' Union all work together for smooth operation of the system. The Principal is the sole authority of the institution. Management and governance of the college is led by a Governing Body (GB). Constitution of the Governing Body itself upholds the very spirit of decentralization which comprises representatives of teaching and non-teaching staff, socially responsible persons and parents' representatives. All issues relating to administration, development, academics etc. are discussed at length in the GB meetings, taking into account opinions of all stakeholders, especially students' interest at large. But the GB or the Principal do not decide anything on their own without involving the teachers and the members of the non-teaching staff in the process. The important decisions regarding various issues concerning the college are taken by various committees like the Construction Committee, Purchase Committee, UGC Committee, Discipline Committee etc. As per suggestion from the GB the principal constitutes these committees with representatives of the teaching and non-teaching staff. The decisions taken by such committees are implemented by the Principal and under normal circumstances such decisions are never reviewed or invalidated by the GB. In case of the decisions that concern the students directly the authority invites suggestions from the students' representatives. For example, the authority sincerely considers suggestions offered by the students in construction of the Boys' Common room and Girls' Common room, holding of Annual College Week, cultural festivals, sports events etc. The IQAC of the college also comprises members of the Students' Union and on regular basis seeks their suggestion for redressing their issues.

Conduct of Students' Union Election is another example of decentralized and participative management. A Commission is formed by the Principal to conduct the election as per guidelines set by the Election Commission of India, which acts under the leadership of the Chief Election Commissioner who is a senior teacher of the college. He is assisted by the members nominated from the teaching and non-teaching staff of the college by the principal. Throughout the process all the members of the teaching and non-teaching staff are engaged with specific responsibility from scrutinizing the nomination papers to final announcement of the results by the Commission.

The process of holding the sessional examinations is another example of decentralization and participative management. The dates of examination are decided at a meeting of the Academic Council comprising the Principal, the Nodal Officer and the Department Heads. The Nodal Officer is given the overall charge of preparation of the routine, collection of question papers and distribution of printed question papers to the Assistants-in-charge of the examination. Selected teachers of the college act as assistant officer in-charge who make all necessary arrangements to hold the examinations. Question papers are set at department level as per instruction from the university.

6.2 Strategy Development and Deployment

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

Response:

The College authority has been sincerely working towards introduction of innovation and modification at different level for making the teaching learning process more flexible, lively, interesting and effective. So attempts have been on for years to establish well equipped classrooms and laboratories, enhance use of technology in classroom transaction and introduce new courses. As part of this process classrooms have been gradually converted to digital and smart classrooms. Presently the college has nine digital and three smart classrooms. The authority intends to offer the best facilities to the science departments so that the scientific experiments and research work can be properly carried out for benefit of the students and growth of scientific temperament. All the science departments have their own well furnished laboratories, but with a view to offering better laboratory facilities the authority proposed to establish another separate building for the science stream equipped with more advanced equipments and facilities with the Fund of RS.3 crore received from the RUSA and the meeting of GB held on 16/02/2017 approved the decision and asked the Principal for its implementation. Construction of a part of the building was completed within two year six months and was inaugurated for use on 13/09/2019. There is long standing demand for establishment of a language lab in the college as both the department of Assamese and English have students of linguistics and phonetics ,and existence of a language lab is quite desirable for them. Therefore a proposal was forwarded by the Principal of the college for consideration of the UGC on 20/09/2012(Memo No. 2012-13/UGC-12/246). There is growing demand for post graduate courses in the college from the local students as the existing universities cannot accommodate all the aspiring students. Considering immediacy of the issue the college authority decided to introduce M.A. course in Geography, English and Assamese and the matter was raised before the GB and a resolution was adopted in a meeting of the GB on 27/08/2018 for introducing M.A. in Geography, and later on 30/09/2019 another resolution was adopted for undertaking required steps for introducing M.A. in Assamese and English. The authority has been feeling the need of Major course in Chemistry and Physics also as there is considerable number of students approach the authority every year for that course. On 24/01/2018 the GB resolved asking the Principal to initiate the process of obtaining necessary permission in this regard.

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

Response:

Management and governance of the college is supremely led by a Governing Body (GB) duly constituted by the Director of Education (Higher) and headed by the Chairman who is expected to be a distinguished personality of the locality with expertise in education and other social issues. GB comprises of representatives of teaching staff, non-teaching staff and socially responsible persons and parents' representatives. GB of the college holds meetings at a regular interval, at least four times in an academic session. All issues relating to administration, development, academics etc. are discussed at length in the GB meetings, taking into account opinions of all stakeholders, especially students' interest at large. As per GB approval, the Principal executes all recommendations within stipulated time and accounts of

accomplishment of work is mandatorily placed in the form of a report in the next meeting of the GB. The principal is also the DDO (Drawing Disbursing Officer, duly authorized by the Directorate of Higher Education, Govt. of Assam) of the College. There is an Academic Council comprising the Heads of departments. The Heads of departments take decisions regarding academic innovations and other related activities in consultation with other members of the department. Other issues like service rule procedures, recruitment and promotional policies are resolved as per the directive and regulations of the Department of Education (Higher), Govt. of Assam, UGC and the affiliating university. The college has a grievance redressal mechanism in the form of a Grievance Redressal Cell for resolving various issues concerning the students and the staff members. The meeting of the cell is convened when it receives any letter raising any issue of grievance. It promptly formulates the course of action in the meeting to redress the reported grievance. The college has some other bodies like Women's Cell, Career Counseling Cell, Extension Cell etc. to deal with various issues and organize activities of academic, social and cultural importance. The women's cell organizes, observes international women's day, and other programmes to sensitize the society towards women, and their problems. The Career Counselling Cell organizes programmes to motivate students towards diverse career opportunities and grow requisite confidence for exploring various avenues of employment. It also organizes some awareness programmes in collaboration with some other institutes to make the students aware of different student welfare schemes. The extension Cell organizes various programmes to share the knowledge, expertise and experience of the college community with the society and lead the college towards the community. There is a Students' Union, consisting of eleven portfolios occupied by elected representatives of the students and assisted and guided by their respective professors in-charge. They take the important decisions regarding conduct of various activities.

6.2.3 Implementation of e-governance in areas of operation

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

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

Response: A. All 5 of the above

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

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

Response:

The College authority , considering the growing number of students using cycles as a means of conveyance and delapidated condition of the existing cycle stand decided to construct a new spacious cycle stand for about 400 cycles. In this regard the students representatives also approached the authority. The authority raised the issue in the meeting of the GB held on 13/09/2019 and decision was taken to construct the stand .The authority promptly acted on the decision and completed the construction within few months. The college community has been realizing for years the need of a concrete boundary wall to enclose the college to avert security threat of any form and nature to the college. But the authority could not address this issue due to lack of fund and different persons and agencies had been approached in this regard by the authority without any positive response. Finally the authority decided to construct a wall along with two entrance gates with the Development Fund implementing the decision in this regard adopted in a meeting of the GB on 13/09/2019.The Teachers Unit of the college also decided to raise funds with contributions from the teachers . Two faculty members of the college, namely Dr. Khanjan Kumar Das and Mr. Kumud Talukdar came forward to bear the entire cost of the two newly constructed gates.

6.3 Faculty Empowerment Strategies

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

Response:

Financial Association for the staff:

The College has several welfare schemes for the teaching and nonteaching staff. For example the Teachers' Benefit Fund has been run successfully for years. Any member of the teaching staff can apply for membership of the Fund. The members of the Fund deposit a fixed amount monthly and the benefit obtained from the total deposit is proportionately distributed among the members once in a year. The members can also take out loans from the Fund instantly as and when required for minimum interest. The Teachers' Benefit Fund also offers an award of Rs. 3000.00 to the best graduate of the college along with a Certificate of Excellence. The fund of the Teachers' Unit also extends financial support to those who approach the Unit seeking financial aid for medical treatment or serving other serious purposes.

As per UGC guideline the teachers are granted leave to attend Orientation Programme / Refresher Courses/ seminars/ conferences/ training programmes/ workshops etc. They are also offered leave to participate in academic programmes as experts or resource persons. Further, as per the UGC guideline faculty members are given academic leave especially to undergo course work while pursuing PhD. on part time basis. A number of faculty members have availed leave for a period of two years or more under UGC Faculty Improvement Programme (FIP). Maternity leave of six months is provided to the female staff. In the event of death of an employee during service period the Government considers appeal from the spouse/children on compassionate ground as per recommendation from the Governing Body of the College. Medical leaves are given to all the staff members as per government rules.

Employees' Provident fund: Contributions towards GPF and NPS are collected from the basic salary of the employees as per the government rules and the eligible staff members are entitled to receive the benefit of the scheme.

Maternity leave: Maternity leave of 26 weeks is offered with full pay to the permanent employees of the college.

CCL: Female married permanent employees of the college can avail the benefit of the Child Care Leave scheme as per Govt. rules.

Special Leave: In case of death of parents/spouse special leave is offered to the employees of the college.

Academic leave: Faculty members are given leave to participate in different academic activities like seminar, workshop for enhancement of their professional growth.

Duty Leave : Duty leave is granted to those deputed by the principal to duty other than their regular course of work.

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: 1.11

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

2018-19	2017-18	2016-17	2015-16	2014-15
0	1	1	0	0

File Description	Document
Details of teachers provided with financial support to attend conferences, workshops etc. during the last five years	View Document
Any additional information	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

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

2018-19	2017-18	2016-17	2015-16	2014-15
0	0	0	0	0

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

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

Response: 13.83

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

2018-19	2017-18	2016-17	2015-16	2014-15
6	3	4	3	9

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

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

The authority of the college keeps record of the teaching and non-teaching staff on a regular basis as per the directives of Govt. of Assam and UGC. The authority of the college prepares an annual report for every faculty member under sanctioned post and submits it to the Director of Higher Education, Govt. of Assam. The faculty members are also required to submit to the IQAC of the college the academic performance index mandatorily for promotion to higher grade under CAS of UGC. In addition to that the college authority submits Annual Confidential Report (ACR) for each year of the entire counting period along with the proposal in connection with promotion of teaching and non-teaching staff of the college.

6.4 Financial Management and Resource Mobilization**6.4.1 Institution conducts internal and external financial audits regularly****Response:**

In order to ensure transparency in financial transaction the college follows a rigorous audit system. There are two types of audit viz. internal audit and external audit. Internal Audit is done annually by the Auditors appointed by the Principal in consultation with the Governing Body. The heads of accounts under internal audit includes funds allocation for Semester-wise Examinations, Study Centre of Institute of Distance and Open Learning (IDOL) of Gauhati University, Study Centre of Krishna Kanta Handique State Open University (KKHSOU) and Seuj Udyog (Tea plantation by the college in its campus). The college appoints Chartered Accountant for audit of the expenditure of the funds where submission of utilization certificate is mandatory, viz. funds from ICSSR, RUSA, UGC etc. Audit of the transaction of such funds have been accomplished by Chartered Accountant Mr. Rajkumar Nahata and Mr. Rajkumar Ranwiar. The external audit is done by the Govt. Auditor appointed by the Govt. of Assam in every two years. It includes all local accounts viz. UGC Fund, RUSA Fund, Development Fund, Examination Fund, General Fund, University Fees Fund, Library Fund, Infrastructure Fund, Games Fund, Magazine Fund, Students' Union Fund, Scout Guide Fund, Student Aid Fund, IQAC Fund and COP Fund. The external audit of the college is complete up to November, 2016. Audit by the external auditor from November, 2016 onwards, specifically for the years 2017-18 and 2018-19 is going on and expected to be completed by the end of March, 2020. The audit reports for these years will be available after submission of the same by the govt. appointed auditors. The college has a strong mechanism to meet the objections (if any) raised by the auditors. In case of minor objections like lack of receipts and vouchers, the authority immediately provides the same and meets the objection. In case of a major objection, the issue is forwarded to the Governing Body, which is discussed at length in its meeting. The Governing Body suggests appropriate measures and the issue is resolved in that way.

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

Response: 5.72

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

2018-19	2017-18	2016-17	2015-16	2014-15
3.30	0	1.10	1.02	0.30

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

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

Response:

The college regularly makes attempt to reap the benefits of the govt. schemes and mobilize resource for carrying out the process of development of the college. The college mainly depends on the funds offered by the UGC, State Govt. and funds from central Govt. (RUSA). For serving academic and non-academic purposes like construction of new building, renovation of old ones, purchase of materials, books, journals and instruments are mainly served with funds received from UGC, RUSA and Govt. of Assam. The state govt. provides the entire fund required for the salary of the permanent employees .The college authority makes internal arrangement for the fund required for the salary of the non sanctioned employees of the college. As part of this arrangement the college mobilizes fund from the fees of the students ,income generated from the college tea garden (Seuj Udyog) etc. In fact, the major source of internal resource mobilization is the fee received from the students , viz. admission fee, examination fee, etc. Tyagbir Hem Baruah College Study centre of Krishna Kanta Handiqui State Open University and Institute of Distance and Open Learning (IDOL),Gauhati University also extend support to the college authority for taking initiatives towards infrastructural growth of the college. The final decisions, regarding mobilisation and proper utilization of the funds are taken by the Governing Body of the college and the Principal takes the necessary steps for implementation of the same.

Smooth development of the college and fulfillment of its responsibility towards the students and community is possible only through proper and effective utilisation of the fund received. Hence the college authority puts emphasis on judicious and optimum utilization of the fund it garners from various internal and external sources .The College also receives funds from people in the form of donations .For example two entrance gates of the college have been constructed with donations fro two faculty members Dr. Khanjan Kumar Das and Mr. Kumud Talukdar.

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:

1. Organisation of Educational Field Trip :

Educational Field Trips are important to serve a wide range of benefits like offering the students ample opportunity to watch new things from very close, learn about new environments at their own pace without tediousness of homework and examinations. Most importantly, field trips foster a spirit of collective responsibility and enhance organizational skills. Considering it the college has been encouraging the departments to organize field trips to different places in and beyond the state. After the tours the students are required to prepare and submit a report on the importance of the places observed from various perspectives. It helps to assess and develop the observational skill and rational thinking of the students, besides renewing their interest in normal classroom transactions.

2. Exposure to Games and Sports:

Sports is desired to be an important part of education, which plays a vital role to build self confidence, enrich social life of an individual, bring discipline in life and inculcate values of dedication, punctuality and patience. Considering paramount importance of sports the college has been providing the students opportunities of sports. Besides offering the required facilities, the college gives them exposure to sports tournaments organized by the college or other institutes. Besides holding annual sports competitions, the college also arranges inter college tournaments for the students. Such a volley ball competition was held in February, 2016 among the students of the district. Such a practice helps the college to motivate the students towards sports and promote a sense of solidarity among the students. The college conducts friendly matches between the teachers and students of the college, which strengthens the relation between the students and teachers and builds a healthy environment conducive to achievement of stated educational objectives.

3. Inter Departmental and Inter disciplinary seminars and classes

The College has the long practice of holding Inter-departmental and Inter-disciplinary classes and seminars for the students to give them exposure to knowledge and expertise accumulated by different departments. The authority of the college and the IQAC encourage the departments to organize such programmes with a view to integrating knowledge and developing a holistic approach towards life and different subjects. The topics of the seminars and discussions are selected by the departments in consideration of the needs of the students. Accordingly faculty members from other departments of the college with adequate knowledge and expertise to deliberate on the topic are invited.

4. Use of ICT in teaching learning process.

The college has been striving to introduce innovation in classroom teaching for reducing boredom and

making classroom teaching more effective and lively. As part of the process the traditional classrooms have been gradually converted to digital and smart classrooms and presently there are 3 classrooms with smart boards and 6 digital classrooms used for teaching. The teachers also use their personal laptop computers for displaying movies and video clips relevant to the contents of their syllabus. The teachers also collect materials from various e-sources to be supplied to the students.

6.5.2 The institution reviews its teaching learning process, structures & methodologies of operations and learning outcomes at periodic intervals through IQAC set up as per norms

Response:

1. Analysis of feedback from various stake holders:

It is imperative to collect feedback from all the stakeholders, including students and parents for ensuring continuous development of an educational institute. The feedback form distributed among the stakeholders is designed by the college itself on the basis of the model previously issued by the NAAC for drawing their impressions and opinions on the current academic practices and available facilities for learning, and their all round development. Students' feedback is supplied by the Under Graduate Students on stipulated dates fixed by different departments as per guidelines issued by the IQAC. Feedback is received on varied aspects of the college including location, office, canteen, laboratory, library, administration and academics. An analytical report is then prepared by the External Academic Audit Committee (EAAC) constituted for the purpose. The committee also enlists the strength and weakness of the college, teachers and curriculum as per opinions of the students. Feedback is also collected from the parents during Parent Teacher Meetings (PTMs) that are organised by each and every department of the college. Suggestions and comments given by the guardians are also taken into account for redressing the grievances of the students. Such a thred bare analysis is quite fruitful to evaluate and develop teaching learning process, structures & methodologies.

2. Class tests and Sessional Examinations:

The class tests and sessional examinations are major tools for identifying the strength and weakness of the teaching learning practices of the college. The performance of the students in the class tests and sessional examinations throws light on the effectiveness of classroom teaching .It offers the teachers opportunity of self evaluation and self introspection to further their teaching skills and introduce modifications if required. The respective departments hold class tests regularly to assess progress of the students and adopt remedial measures. In addition to tests group discussions, seminars, quizzes are held at department level to evaluate educational attainment of the students and development of other skills .The IQAC of the college is always in touch with the departments, and discusses various issues time to time concerning curricular transactions along with the principal of the college. The involvement of the IQAC in the academic practices of the college thus ensures timely and effective transaction of the curriculum and achievement of the academic goals of the college.

6.5.3 Average number of quality initiatives by IQAC for promoting quality culture per year**Response:** 0.2**6.5.3.1 Number of quality initiatives by IQAC for promoting quality year-wise for the last five years**

2018-19	2017-18	2016-17	2015-16	2014-15
1	0	0	0	0

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

6.5.4 Quality assurance initiatives of the institution include:

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

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

File Description	Document
e-copies of the accreditations and certifications	View Document
Details of Quality assurance initiatives of the institution	View Document
Any additional information	View Document
Annual reports of institution	View Document

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

Response:

The College authority has been sincerely working towards making the teaching learning process more flexible, lively and effective with application of technology and innovation. So attempts have been on for years to establish well equipped classrooms and laboratories. Presently the college has 6 digital classrooms and 3 classrooms with smart boards.

The College authority and the IQAC also encourage holding of Inter-departmental and Inter-disciplinary classes and seminars for the students to give them exposure to knowledge and expertise accumulated by other departments.

With a view to offering better laboratory facilities the authority proposed to establish another separate building for the science stream with more advanced equipments and facilities with the Fund of 1.5 crore from RUSA as per decision of the meeting of GB held on 16/02/2017. The building was inaugurated for use on 13/09/2019.

Considering paramount importance of sports the college offers good facilities and equipment for outdoor games like football, cricket, athletics etc. The college has set up a stadium with fund received from the UGC and is putting effort to develop a well furnished sports arena for volleyball, basketball and badminton; part of this initiative has been accomplished and work is still going on.

Considering importance of M.A. course in Geography, English and Assamese in the college the GB on 27/08/2018 resolved to introduce M.A. in Geography as per recommendation of the NAAC in its second cycle of assessment. On 30/09/2019 another resolution was adopted by the GB for undertaking required steps for introducing M.A. in Assamese and English. As per the proposal from the college the Gauhati University authority has conceded to initiate inspection of the concerned departments in March, 2020 in this regard. Considering the need of Major course in Chemistry on 24/01/2018 the GB adopted a resolution calling upon the Principal to initiate the process of obtaining necessary permission from the Gauhati University in this regard and the aforesaid courses were introduced in the 2018-19 session. The Govt. of Assam has also recently decided to create two posts in the Nepali department of the college along with a few other colleges of Assam.

The college authority has taken all initiatives/necessary action as per the govt. recommendation in regard to establishment of *Atal Community Innovation Centre* (ACIC) under the aegis of Atal Innovation Mission of the Govt. of India. The govt. of Assam has also recently approved introduction of integrated B.Ed. Course in this college.

In the recent years the IQAC and the college authority have encouraged the different bodies of the college to step up their activities. The college is also extending knowledge, expertise and experience to the community. Recently the college has started deputing teachers from the college in selected schools of the locality for special classes on various subjects of their curriculum in collaboration with the school authority to extend academic support. Other extension activities like Workshop on Man-Elephant Conflict, Cleaning of Public Places, Blood Donation Camps, Plantation Programme in the nearby areas, Health Check-up Camps were also held in the post accreditation period.

The College authority, considering the growing number of students using cycles as a means of conveyance and dilapidated condition of the existing cycle stand decided to construct a new spacious cycle stand for about 200 cycles. Accordingly the GB on 13/09/2019 resolved to construct a new cycle stand and part of it has been completed.

The college has started construction of a boundary wall with two more entrance gates with the Development Fund as per GB resolution adopted on 13/09/2019. Two faculty members of the college, namely Dr. Khanjan Kumar Das and Mr. Kumud Talukdar came forward to bear the entire cost of the two newly constructed gates.

The college library was shifted to the first floor of the new administrative building of the college and it was inaugurated by the Education Minister of the state on 02/09/2016. The present library has spacious rooms and adequate facilities for students and teachers. The library is operated with SOUL 2.0 Library Management Software (LMS). All books available in the library have been catalogued in the SOUL 2.0 software. The library provides Online Public Access Catalogue (OPAC) facilities through SOUL 2.0 LMS. The students or faculties or any user can avail OPAC facility through KIOSK machine. Computerized circulation with bar-coding technology is under process and most the books in the library have been bar-coded. The computerized circulation with bar coding technology is right now available for faculty members and efforts have been made to extend this facility to students shortly. The library procured the membership of NLIST and is getting access to e-resources through a programme entitled "National Library and Information Services infrastructure for Scholarly Content (N-List)".

Research activities by the teaching faculty of the college have been stepped up in the post reaccreditation period. Altogether 16 faculty members from different departments have obtained Ph.D. degrees so far, out of which 11 have obtained it in the post accreditation period. Presently 4 teachers are engaged in research work under different universities in pursuit of that. A number of teachers are involved in other intellectual pursuits like publication and editing of books, publication of articles in research journals, magazines, news papers etc. So far more than 50 chapters have been published in edited books, 76 papers have been published in Research journals and more than 200 papers have been presented in state/national/international seminars. A number of teachers have published text books and reference books for the students of the Gauhati University and other universities. A single Major Research Project and four (05) numbers of Minor Research Projects under UGC were carried out during the post accreditation period.

The college is considering mutual sharing of resources, skill and expertise with other institutes and a number of Memorandum of Understanding (MOU) have been signed by the authority in this regard. The

college has signed on agreements with Kusumtola Unnayan Samiti for proper waste management and with Chaiduar College and Biswanath College for mutual sharing of expertise and intellectual endowments.

NAAC

Criterion 7 - Institutional Values and Best Practices

7.1 Institutional Values and Social Responsibilities

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

Response: 1

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

2018-19	2017-18	2016-17	2015-16	2014-15
0	1	0	0	0

File Description	Document
Report of the event	View Document
List of gender equity promotion programs organized by the institution	View Document
Any additional information	View Document

7.1.2

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

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

Response:

The institution has always given priority to issues relating to gender equity. Keeping in view gender sensitivity, quiet a number of facilities in terms of safety and security, counselling and common room are initiated to provide awareness among the students.

1. Safety and security:

1. The main gate of the college campus has engaged security guard to check the entrance of the outsiders.
2. Identity card is mandatory to enter the campus.
3. CCTV cameras have been installed covering the whole campus to ensure safety and security of all.
4. The college has constituted committee for sexual harassment against women to ascertain security of women and girl students.
5. To resolve all kinds of grievances of the students, the college authority has constituted Grievance

Redressal Cell.

6. A Complain Compliance Committee is constituted to extend safety and security to the students.
7. The administrative building of the college has provision of complain box.
8. Cycle rallies are held by college NCC and NSS units to spread awareness on safety and security related subjects.

1. Counselling:

1. The newly enrolled students are addressed by the Principal and IQAC coordinator at the beginning of every academic year to make them abreast of existing rules and guidelines and guide them on various facilities provided by the college for academic excellence.
2. Counselling programmes on Health & Hygiene are organised from time to time to impart awareness among the girl students.
3. World Women's day is celebrated every year with counselling programme like the importance of self-defence, training for girls keeping in mind the trends in violence against women. Distinguished personalities are invited to deliver talk on various issues related to women empowerment, protection of women etc. to sensitize the girls students.
4. Mental health counselling programmes are organised to familiarize the students on this sensitive issues.
5. Women cell has organised Counselling programmes on domestic violence as well as sexual harassment and the legal provisions related with it in order to curb the sensitive issue.
6. Curriculum of certain subjects like Education, English, History, Political Science etc. covers courses on gender issues which help the students to broaden their knowledge and understanding on gender equity, sensitivity and women empowerment.
7. Over and above, there is a Career Guidance and Counselling Cell (CG&CC) which holds counselling programmes for students on various aspects.

1. Common Room:

1. Teachers' common Room of the college has a separate wash-room and lavatory for women staff to guarantee security and safeguard their privacy.
2. Girls' Common Room has a separate wash-room and lavatory to ensure their safety.
3. The administrative building has provided separate queue for boys and girls for the convenience of the students. Girl students are always given first preference at the time admission and examination form fill up to ensure gender equity.
4. Separate parking place is provided to girls and boys students of the college.

File Description	Document
Any additional information	View Document

7.1.3 Alternate Energy initiatives such as:

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

Response: 0.14

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

Response: 24

7.1.3.2 Total annual power requirement (in KWH)

Response: 16629

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

7.1.4 Percentage of annual lighting power requirements met through LED bulbs

Response: 7.7

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

Response: 129.4

7.1.4.2 Annual lighting power requirement (in KWH)

Response: 1680

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

7.1.5 Waste Management steps including:

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

Response:

The college has taken it a big challenge to tackle the problem of collecting and treating solid wastes with its own effort. The college has permanently appointed one person on master roll to collect solid waste generated from the campus on daily basis. After collecting those waste materials, the person entrusted for the job, segregates the same into biodegradable and non-biodegradable waster. Since the college is encircled with different trees and plans, the fallen leaves are to be collected on daily basis. Besides, the non-biodegradable wastes like glass, metals, plastics, various construction residuals are to be collected twice a

week.

Since the college has a big plot of land area, it has ample scope to dispose bio-degradable waste in a systematic manner. The fallen leaves of the trees are used as a good source of organic fertiliser in its own flower garden and tea garden by the college.

The non-biodegradable wastes generated from the campus are carried off at regular interval by the Kusumtola Unnayan Samiti, Karchantola, Jamugurihat for recycling process.

Taking in view the seriousness of this problem the Department of Economics, T.H.B. College organised a National Seminar on “Management and Mitigation of Solid Wastes in urban Centres of India” held on 2nd and 3rd September, 2016 sponsored by University Grants Commission (UGC) and Indian Council for Social Science Research (ICSSR). The seminar was attended by faculty from Samhouston University, USA and the tem of this seminar was highly appreciated by then Education Minister of Assam.

In addition to that, there is a provision of special dustbins for girl students in Girls’ Common Room and at Teachers’ Common Room for female teachers to dispose used sanitary pads. Besides, the college invites local scrap dealers to sell metal scrap, paper and other unused materials at frequent intervals.

Regarding liquid waste management the college maintains a proper drainage system through which the suspension of water and liquid water is transported and processed.

File Description	Document
Any additional information	View Document

7.1.6 Rain water harvesting structures and utilization in the campus

Response:

In the face of impending water crisis it is the need of the hour to ration water use and increase water use efficiency. Rain water harvesting is considered to be one of the important means of water conservation for future use. The basic purpose of the rainwater harvesting is to use the locally available rainwater to meet water requirements throughout the year without the need of huge capital investment. This would facilitate the availability of uncontaminated water for domestic, industrial, and irrigation needs.

Considering climatic condition of the region the need of rainwater harvesting is not felt as the region falls under upper Brahmaputra Valley Agricultural Zone characterised by heavy rainfall especially in the monsoon season. For instance, Jamugurihat, the location of the college, receives the greatest amount of rainfall in the month of July with an average of 378 mm or 14.9 inch whereas the annual rainfall is 2091 mm or 82.3 inch.

The college campus is endowed with four ponds covering an area not less than 3 acres and natural wetlands locally known as *hollas*. These ponds and wetland act as reservoir of maximum run away and rain water. Through water pump facilities sufficient water has been supplied to the tea garden (which covers an area

about 6 acres) and lemon garden (which covers an area about 1.6 acres) especially in winter season. However, for good rain water harvesting a proper design is essential which are under planning in view of sustainable use of water and pursuing green campus motto of the college.

7.1.7 Green Practices

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

Response:

The college encourages the teacher as well as the student community to make sustainable use of resources of the college so that ecological balance is maintained. Students are advised to conserve water and energy through practices like switching off lights, fans and unplugging of other devices before leaving classroom and laboratories. All newly admitted students, especially those who avail free admission, are required to plant a tree in the campus on the date of admission as per Assam govt. guidelines. This has immensely helped widening the green coverage of the college campus.

A few members of the teaching and non-teaching staff who reside close to the college campus find bicycle more convenient to reach the college. Further, about 40 percent of the students mainly those who belong to economically backward families and come from remote areas, use bicycle as the only means of transportation. Public transport facility dominates the widely used means transportation by the students. The number of students using motor bike is abysmally low and they are not encouraged to use.

The college campus has pedestrian friendly roads. There are three internal roads within the college campus. While the road connecting the college entrance gate to the principal quarter is a *pucca* road, the other two roads are proposed to be developed from semi-gravel to *pucca* with financial assistance from the govt. of Assam. Internal roads are maintained through the development fund of the college.

The college is constantly trying to make the campus plastic free as far as possible. Notices regarding this issue are displayed at various places within the college campus. The college has made an effort to gradually reduce the use of paper. The important notices regarding admission, examination, tenders, construction, supply etc. and recruitment advertisement are circulated through the college website. Automation of office, computerized library has been made with a view to reduce the use of paper and thereby reduce the burden on nature.

The college campus is enriched with wide green cover and has quite a large number of valuable trees and medicinal plants. It exhibits a rich diversity of 105 species of 48 families. These are as Acacia Bael, Brown albizia, Dita bark, Custard apple, Common button bush, Betel nut palm, Chaplash, Monkey jack fruit, Jack fruit, Star fruit, Margosa tree, Orchid tree, Butterfly tree, Lipstick tree, Silk cotton tree, Spinous Kino tree, Bridelia, Flame tree, Bottle brush tree, Sodom apple, Tea plant, Karalli, Golden shower tree, Burmese pink cassia, Common emetic nut, Iron red wood, Palm, Cinnamomum, Lemon, African spider flower, Coconut

tree, Indian rose wood, Datura, Gulmohur, Elephant apple, Persimmon, Olive, Indian gooseberry, Giant's Rattle, Indian coral tree, Eucalyptus, etc. The college community relentlessly puts efforts to make everyone aware about their duties towards protection of these plants. The existing natural ponds in the campus also attract different migratory birds.

In connection with the World Environment Day, the NCC and NSS units of the college organizes awareness programme on protection and conservation of natural resources.

File Description	Document
Any additional information	View Document
Link for Additional Information	View Document

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

Response: 0.87

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

2018-19	2017-18	2016-17	2015-16	2014-15
0.79	1.52	1.93	2.15	1.54

File Description	Document
Green audit report	View Document
Details of expenditure on green initiatives and waste management during the last five years	View Document
Any additional information	View Document

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

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

A. 7 and more of the above

B. At least 6 of the above

C. At least 4 of the above

D. At least 2 of the above

Response: D. At least 2 of the above

File Description	Document
Resources available in the institution for Divyangjan	View Document
Any additional information	View Document
link to photos and videos of facilities for Divyangjan	View Document

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

Response: 2

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

2018-19	2017-18	2016-17	2015-16	2014-15
1	0	1	0	0

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

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

Response: 0

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

2018-19	2017-18	2016-17	2015-16	2014-15
0	0	0	0	0

File Description	Document
Any additional information	View Document

7.1.12

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

Response: Yes

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

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

Response: Yes

File Description	Document
Provide URL of website that displays core values	View Document

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

Response: Yes

File Description	Document
Details of activities organized to increase consciousness about national identities and symbols	View Document
Any additional information	View Document

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

Response: Yes

File Description	Document
Any additional information	View Document

7.1.16 The institution functioning is as per professional code of prescribed / suggested by statutory bodies / regulatory authorities for different professions**Response:** Yes

File Description	Document
Any additional information	View Document
Provide URL of supporting documents to prove institution functions as per professional code	View Document

7.1.17 Number of activities conducted for promotion of universal values (Truth, Righteous conduct, Love, Non-Violence and peace); national values, human values, national integration, communal harmony and social cohesion as well as for observance of fundamental duties during the last five years**Response:** 14

7.1.17.1 Number of activities conducted for promotion of universal values (Truth, Righteous conduct, Love, Non-Violence and peace); national values, human values, national integration, communal harmony and social cohesion as well as for observance of fundamental duties year-wise during the last five years

2018-19	2017-18	2016-17	2015-16	2014-15
2	2	2	4	4

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

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

The College organizes and celebrates national festivals like Independence Day, Gandhi Jayanti and Republic Day every year. The day is successfully marked by the participation of teachers and students and

also the NCC cadets in various events like holding of Parades, singing of Patriotic songs and dance and drama performances etc. The march-past organised in connection with the celebration of Independence Day is one of the most attractive events of NCC cadets of the college. This imbibes the sense of national unity and integrity among the students at large. It is worth mentioning that the NCC cadets of the college also participate in the “March Past” organised by the 12th Assam Police Battalion, situated in front of the college, in their Independence Day celebration. Eminent national leaders like Mahatma Gandhi, Subhas Chandra Bose, B.R. Amdekar, Sarbapalli Radhakrishnan their lives and contributions are also remembered on their birth/death anniversaries. Small talks are also arranged on the birth and death anniversaries of library and cultural stalwarts like Rasaraj Laxminath Bezbaruah, Bishnu Prasad Rabha, Bharat Ratna Dr. Bhupen Hazarika and Mamoni Raisom Goswami. The death anniversary of Sri Sri Sankardeva and Madhavdeva, the socio-religious reformers of Assam are also observed in the traditional way with the teachers and students participation. The College students’ Union body is given particular responsibilities under Festival Secretary to organize these occasions. The creations of these saints like the *Borgeet* and *Kirtan* are chanted and competitions are also held among the students. The students and teachers come in traditional attire creating a very festive mood and atmosphere in the college campus. Talks and discussion on their works are organised creating awareness on their contributions.

The College also observes important days like World Environmental Day with cleaning campus as well as the locality and planting of saplings at the imitative of NCC and NSS units of the college. While Yoga Day is celebrated annually by practicing various forms of yoga, this year a Walkathon programme was also organized by the NSS units on 8th January, 2020 as per the instruction of the Central Government as a part of FIT India movement. The college also observes important days like Women’s day and Voters’ Day by organizing talks and seminar. Silpi Divas is also observed with cultural programs and competitions among the students. On this day the famous literate Jyoti Prasad Agarwala is commemorated and the competitions and cultural Programs are organized on his works.

The name of the college Tyagbir Hem Baruah College itself named after the great freedom fighter Tyagbir Hem Baruah. Every year 11th August, his birth anniversary is observed as the college foundation day. The day is celebrated with a lots of pomp and favour among the students and teaching and non-teaching staff of the college as it also co-insides with the beginning of the new session in the college. Along with talks and lectures from eminent personalities invited from the locality competitions like essay writing and art are also held.

File Description	Document
Any additional information	View Document

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

Response:

Financial Transparency

- In order to ensure transparency in financial transaction the college follows a rigorous audit system. There are two types of audit viz. internal audit and external audit. Internal Audit is done annually

by the Auditors appointed by the Principal in consultation with the Governing Body. The heads of accounts under internal audit includes funds allocation for Semester-wise Examination, Study Center of Institute of Distance and Open Learning (IDOL) of Gauhati University, Study Center of Krishna Kanta Handique State Open University (KKHSOU) and Seuj Udyog(Tea plantation by the college in its campus). The external audit is done by the Govt. Auditor appointed by the Govt. of Assam in every two years. It includes all local accounts viz. UGC Fund, RUSA Fund, Development Fund, Examination Fund, General Fund, University Fees Fund, Library Fund, Infrastructure Fund, Games Fund, Magazine Fund, Students' Union Fund, Scout Guide Fund, Student Aid Fund, IQAC Fund and COP Fund.

- The college maintains a clear financial transaction and for this the authority engages different stakeholders including student representatives in various committees constituted for the purchase of different items.
- To ensure transparency in financial transactions the purchase of equipments, purchase of books, construction of building , supply of materials etc. are done through tendering. The advertisement regarding tender is published in local newspaper and also uploaded in college website for wider circulation.
- The audited reports are circulated among the staff and a thorough discussion is made on different clauses of the report.

Transparency in Academics:

- Since 2018-19, the college made a sincere attempt to make admission procedure online. In 2019-2020, it was made fully online. Lists of shortlisted students are displayed in college website and notice board prior to the date of admission so that applicant can ensure strict adheres to admission rules published in the college prospectus.
- Each and every faculty member of our college maintains academic dairy in each session.
- The college authority prepares an annual academic calendar along with time table to ensure effective completion of syllabus. Each teacher needs to prepare a lesson plan for the course allotted to them. Towards the end of every semester, the Head of the Department needs to submit progress report relating to completion of syllabus.
- To maintain transparency in examination, CCTV cameras are installed in all examination halls and even in the examination control room.
- Students are provided with fees payment receipt which contains the details of admission fees and examination fees.

Transparency in Administrative and Auxiliary Function:

- In the college, regular staff meeting, academic council comprising of all HoDs and institutional IQAC meeting are conducted.
- Periodic review meeting is also conducted to seek corrective measures (if any) required so that transparency and accountability can be maintained.
- The college also constitutes Disciplinary Committee to look after disciplinary issues and impartial investigation is administered.

File Description	Document
Any additional information	View Document

7.2 Best Practices

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

Response:

Best Practice-1:

1. Title of the practice:

Green Practice in T.H.B. College Campus

1. Objectives of the Practice:

The college has been striving for years to make the campus eco-friendly and preserve the natural resources that it owns by adopting various measures. The basic objectives underlying such practises are energy saving, climate change, environmental protection, environmental awareness among the students, Economic benefit along with environmental beauty, to adapt a eco-friendly travelling among the students /teachers which reduces the use of non renewable resources etc. All the issues are very critical under the era of technological advancement. Since we the human beings are solely responsible for environmental degradation this is our responsibility to protect the environment through various green practises. Keeping this all issues altogether some green practices are practised in the college.

1. The Context

Environmental friendly practices are very important to promote sustainable and eco-friendly environment in the campus. It will create an environmental awareness among the students and it enhances the positive externality in the society on environment. Today in the stage of high technological enhancement environment is always a second best option .Therefore, these practices make the students aware to value environment positively and further make a concern to figure out the economic value of environment.

1. The Practice:

- The college uses energy efficient devices and appliances like LED bulbs, flat screen monitors, eco-star products etc. Students are also advised on various occasions to conserve water and energy through practices like switching off lights, fans, and unplugging of other devices before leaving classrooms, common rooms and laboratories.
- All are encouraged to avoid plastic and make the college campus plastic free as far as possible. Administrative and academic system has been digitalized to a great extent. The college community relentlessly puts effort to make all aware about their duties towards protection of the rare species existing in the campus. The authority remains watchful of avoiding use of chemicals, object etc. that might pose threat to the environment
- *Bike/Car rental* programme has been practising among the students as well teachers and non-

teaching stuffs for a long period of time in the college.

- The college occupies a sprawling campus with nearly 70 percent of it under green coverage. Sometimes, creating a green campus means getting your hand dirty. The Green Tea Gardens are the evidence of this slogan of our college. These gardens are providing us two way benefits. In one hand it generate some amount of revenue to the college (INR 1.2 lakhs for the year 2018-19) and on the other hand it enhances natural beauty of the college.
- The college also take initiatives to provide environmental awareness among the stakeholders, research scholars, students etc. by conducting national seminar. In this context mentioned may be made to the National Seminar organised by the Department of Economics on Solid Waste Management and Mitigation in urban Centres in India sponsored by UGC and ICSSR.
- The college encourages the students to use the bicycle facilities. Since the college is located in a remote area majority of students along with some teachers bring bicycle to the college.

1. Problems Encountered and Resources required:

Uninterrupted power supply, sufficient browsing facilities are some prerequisites for proper implementation of some of the practises like-paperless information to the students through official whatsapp, official Facebook page etc. Moreover, students are also not well equipped with sufficient technical facilities due to poor financial conditions. Similarly, in order to have a well defined green accounting it needs a systematic green audit by a specialist group of experts.

Best Practice -2:

1. Title of the practice:

Digitalization of Traditional Classroom and library through ICT

1. Objectives of the Practice:

The basic objective of digitalization of conventional classroom is to make teaching and learning convenient, interesting, lively and enjoyable for both student and teacher. Since the traditional teaching process by *chock and talk* are sometimes seems to be more time consuming and unable to deduce cooperation from students, using such practice can address the problem. More precisely, consideration of ICT in the class room lectures may have the following objectives-

From students' perspectives:

- To aid the integration of ICT into both in teaching and learning processes in the college.
- To extend the boundary and reach of students' learning beyond the wall of the classroom.
- To ensure that the students of the college can use ICT as a tool for inclusive learning process.
- To make students aware and oriented towards technology supported assessment.
- To generate interest among students who are basically more technologically advanced in the modern age.

From Teachers' perspectives:

- To update a teacher to use the digital technology to support their own professional advancement and teaching process.
- To connect each and every student especially student with special needs through the digitalized technique tools etc.
- To make teaching comfortable, objective and enjoyable with the aid of audio-visual aids/tools.

1. The Context:

Digitalisation of classroom and library marks a positive change in any higher education institution. Use of technology in the classroom teaching can not only make learning interesting but it also helps in development of a friendly student-teacher relationship. They also prepare the students with enough technical skill and knowledge which are very important for their further courses and carriers in life. This is not important only for students but also for teachers since introduction of smart classes also makes the teacher professionally smarter than before and also enhance the teaching skill. Keeping this entire context in mind, the college has made an attempt to convert existing classrooms to digital classrooms. To keep students updated, equally emphasis has also been laid on digitalisation of the library.

1. The Practice:

- In order to make the classes more interactive and student friendly the college has converted nine existing classrooms to ICT-enabled classrooms out of which three classrooms are made smart with digital smart board and rest of the classrooms are well equipped with LCD projector.
- The C-DAC computer centre established under the Ministry of Information Technology, Govt. of India offers various career oriented Long-term, short-term and Modular Computer Software Courses such as-PGDCA, Advanced Diploma in computer programming, Advanced Diploma in computer Application, Diploma in Office Automation & Financial Accounting etc.
- Library Management Software (LMS): The Library has a SOUL 2.0 Library Management Software (LMS) which is user friendly and designed to take care of all the administrative and management functions of the Library. It organizes and manages the information of books, articles, journals and circulation in most effective manner. All books available in the library have been catalogued in the SOUL 2.0 software.
- OPAC (Online Public Access Catalogue): The library provides On Online Public Access Catalogue (OPAC) facilities through SOUL 2.0 LMS. The students or faculties or any user can avail OPAC facility through KIOSK machine. The response of students is very much encouraging in using this.
- Bar-coding: Computerized circulation with bar-coding technology is in under process. Most of the books in the library have been bar-coded. The computerised circulation with bar coding technology is right now available for faculty members and efforts have been made to extend this facility to students in the coming years.
- NLIST(National Library& Information Service for scholarly content) - The library procured the membership of NLIST and is getting access to e-resources through a programme entitled “National Library and Information Services infrastructure for Scholarly Content(N-List)”.

5. Problems Encountered and Resources required:

Uninterrupted power supply, sufficient computer facilities are some prerequisites for proper implementation of digital classroom lectures. Because of the expenditure concern since such tools are at

high level therefore it is yet to not possible for the college to digitalize the entire classroom. Since the concept of digital classroom is very new there is adaptability issue.

File Description	Document
Any additional information	View Document
Link for Additional Information	View Document

7.3 Institutional Distinctiveness

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

Response:

The college puts well concerted effort towards upholding of its stated mission and vision. The plans and activities of the college are essentially based on its mission and vision. Acting on the spirit revealed through its vision and mission the college aims at shaping the ideas and attitudes of the students right from the beginning of their enrollment with identification of their special abilities and passions. It puts effort in a very planned manner to carve out spirited, trustworthy and responsible human beings with the resources available in the form of students with versatile skills and aptitudes. Every student has his/her own interest, creative ability although they are often deprived of opportunities and scope for their development. The institute motivates the teachers to provide the students with necessary guidance, opportunities and scope for expression of their special aptitude, talent and skill and cause their further development.

Considering the vision and mission of the college it tries to provide a platform to the students who have special interest and aptitude in different arrears and those who genuinely want to materialize their dreams. From classroom interactions, their participation in various scholastic and non-scholastic activities the teachers try to understand the students and identify their background, special aptitude and interest. Teachers always endeavor to offer them a platform for sharing their views and ideas with others. The enthusiastic and zealous students who want to pursue their dreams and aspirations are offered guidance and counseling to overcome the challenges and maintain the spirit and achieve their goals. Besides the activities organized as part of the Annual Sports Week the college conducts different activities that help in brushing up and enhancing the creativities and talent of the students. Such activities also help in drawing out the leadership qualities of the students and cultivating the values that are important for them in a corporate life. For example, the departmental seminars, where their participation is mandatory help the students to work on their presentation skills, update their knowledge and increase the level of confidence. The institute while arranging different scholastic and non-scholastic activities keeps in view the objective of enhancing the leadership qualities, cultural competence, interpersonal growth, and civic engagement. As awareness, motivation, devotion, knowledge, skills are essential components for the students to prosper in life the college, in discussion with the teachers and other stake holders works out the plans for arrangement of different programmes like seminars, workshops, brainstorming discussions on diverse current issues, motivational lectures, soft skill development workshops etc. All such activities help in imbibing the spirit

of democracy and values which are necessary for furthering an environment of unity and brotherhood, and instrumental in empowerment of the society.

File Description	Document
Link for Additional Information	View Document

NAAC

5. CONCLUSION

Additional Information :

.

Concluding Remarks :

..

NAAC

6.ANNEXURE

1.Metrics Level Deviations

Metric ID	Sub Questions and Answers before and after DVV Verification
1.2.1	<p>Percentage of new Courses introduced out of the total number of courses across all Programs offered during last five years</p> <p>1.2.1.1. How many new courses are introduced within the last five years Answer before DVV Verification : 167 Answer after DVV Verification: 3</p> <p>Remark : DVV has made the changes as per provided syllabus copy by HEI.</p>
1.3.2	<p>Number of value added courses imparting transferable and life skills offered during the last five years</p> <p>1.3.2.1. Number of value-added courses imparting transferable and life skills offered during the last five years Answer before DVV Verification : 20 Answer after DVV Verification: 08</p>
1.3.3	<p>Percentage of students undertaking field projects / internships</p> <p>1.3.3.1. Number of students undertaking field projects or internships Answer before DVV Verification : 593 Answer after DVV Verification: 00</p> <p>Remark : Supporting document not provided by HEI.</p>
1.4.1	<p>Structured feedback received from</p> <p>1) Students, 2)Teachers, 3)Employers, 4)Alumni and 5)Parents for design and review of syllabus- Semester wise/ year-wise Answer before DVV Verification : B.Any 3 of the above Answer After DVV Verification: D. Any 1 of the above Remark : DVV has made the changes as per provided feedback of students by HEI.</p>
1.4.2	<p>Feedback processes of the institution may be classified as follows:</p> <p>Answer before DVV Verification : B. Feedback collected, analysed and action has been taken Answer After DVV Verification: E. Feedback not collected Remark : Provided Students feedback on teachers performance not considered.</p>
2.1.2	<p>Average Enrollment percentage</p> <p>(Average of last five years)</p> <p>2.1.2.1. Number of students admitted year-wise during the last five years Answer before DVV Verification:</p>

2018-19	2017-18	2016-17	2015-16	2014-15
672	664	797	703	546

Answer After DVV Verification :

2018-19	2017-18	2016-17	2015-16	2014-15
672	664	797	640	546

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

Answer before DVV Verification:

2018-19	2017-18	2016-17	2015-16	2014-15
660	660	660	550	550

Answer After DVV Verification :

2018-19	2017-18	2016-17	2015-16	2014-15
660	660	660	550	550

Remark : DVV has made the changes as per report of first year admitted students by HEI.

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

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

Answer before DVV Verification:

2018-19	2017-18	2016-17	2015-16	2014-15
450	354	450	295	223

Answer After DVV Verification :

2018-19	2017-18	2016-17	2015-16	2014-15
1599	1186	1293	1364	1250

Remark : DVV has made the changes as per report of number of actual students admitted from the reserved categories (ST, SC, OBC) provided by HEI.

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

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

Answer before DVV Verification:

2018-19	2017-18	2016-17	2015-16	2014-15

4	4	2	1	4
---	---	---	---	---

Answer After DVV Verification :

2018-19	2017-18	2016-17	2015-16	2014-15
0	0	0	0	0

Remark : DVV has not consider certificate of Ph.D, certificate of M.Phil , award of teacher fellowship and provisional certificate.

3.1.2	<p>Number of research projects per teacher funded, by government and non-government agencies, during the last five year</p> <p>3.1.2.1. Number of research projects funded by government and non-government agencies during the last five years Answer before DVV Verification : 3 Answer after DVV Verification: 8</p> <p>3.1.2.2. Number of full time teachers worked in the institution during the last 5 years Answer before DVV Verification : 38</p>																				
3.3.3	<p>Number of research papers per teacher in the Journals notified on UGC website during the last five years</p> <p>3.3.3.1. Number of research papers in the Journals notified on UGC website during the last five years Answer before DVV Verification:</p> <table border="1" data-bbox="304 1182 1046 1319"> <thead> <tr> <th>2018-19</th> <th>2017-18</th> <th>2016-17</th> <th>2015-16</th> <th>2014-15</th> </tr> </thead> <tbody> <tr> <td>9</td> <td>19</td> <td>3</td> <td>27</td> <td>18</td> </tr> </tbody> </table> <p>Answer After DVV Verification :</p> <table border="1" data-bbox="304 1397 1046 1534"> <thead> <tr> <th>2018-19</th> <th>2017-18</th> <th>2016-17</th> <th>2015-16</th> <th>2014-15</th> </tr> </thead> <tbody> <tr> <td>8</td> <td>17</td> <td>3</td> <td>26</td> <td>17</td> </tr> </tbody> </table>	2018-19	2017-18	2016-17	2015-16	2014-15	9	19	3	27	18	2018-19	2017-18	2016-17	2015-16	2014-15	8	17	3	26	17
2018-19	2017-18	2016-17	2015-16	2014-15																	
9	19	3	27	18																	
2018-19	2017-18	2016-17	2015-16	2014-15																	
8	17	3	26	17																	
3.3.4	<p>Number of books and chapters in edited volumes/books published and papers in national/international conference proceedings per teacher during the last five years</p> <p>3.3.4.1. Total number of books and chapters in edited volumes / books published, and papers in national/international conference-proceedings year-wise during the last five years Answer before DVV Verification:</p> <table border="1" data-bbox="304 1809 1046 1946"> <thead> <tr> <th>2018-19</th> <th>2017-18</th> <th>2016-17</th> <th>2015-16</th> <th>2014-15</th> </tr> </thead> <tbody> <tr> <td>9</td> <td>15</td> <td>9</td> <td>8</td> <td>9</td> </tr> </tbody> </table> <p>Answer After DVV Verification :</p> <table border="1" data-bbox="304 2024 1046 2085"> <thead> <tr> <th>2018-19</th> <th>2017-18</th> <th>2016-17</th> <th>2015-16</th> <th>2014-15</th> </tr> </thead> <tbody> <tr> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table>	2018-19	2017-18	2016-17	2015-16	2014-15	9	15	9	8	9	2018-19	2017-18	2016-17	2015-16	2014-15					
2018-19	2017-18	2016-17	2015-16	2014-15																	
9	15	9	8	9																	
2018-19	2017-18	2016-17	2015-16	2014-15																	

8	10	7	6	6
---	----	---	---	---

Remark : DVV has not consider first page of book without ISBN/ISSN number. DVV has counted one books and chapters once for a year. Provided some documents are in regional language.

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

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

Answer before DVV Verification:

2018-19	2017-18	2016-17	2015-16	2014-15
1	0	0	0	0

Answer After DVV Verification :

2018-19	2017-18	2016-17	2015-16	2014-15
0	0	0	0	0

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

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

Answer before DVV Verification:

2018-19	2017-18	2016-17	2015-16	2014-15
9	10	8	7	9

Answer After DVV Verification :

2018-19	2017-18	2016-17	2015-16	2014-15
3	4	3	3	4

Remark : Report of Swachata Abhiyan for 2018-19 not provide by HEI.

3.4.4 Average percentage of students participating in extension activities with Government Organisations, Non-Government Organisations and programs such as Swachh Bharat, Aids Awareness, Gender Issue, etc. during the last five years

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

Answer before DVV Verification:

2018-19	2017-18	2016-17	2015-16	2014-15
15	0	0	0	0

Answer After DVV Verification :

2018-19	2017-18	2016-17	2015-16	2014-15
0	0	0	0	0

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

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

Answer before DVV Verification:

2018-19	2017-18	2016-17	2015-16	2014-15
1	0	0	0	0

Answer After DVV Verification :

2018-19	2017-18	2016-17	2015-16	2014-15
0	0	0	0	0

4.2.6 Percentage per day usage of library by teachers and students

4.2.6.1. Average number of teachers and students using library per day over last one year

Answer before DVV Verification : 120

Answer after DVV Verification: 102

Remark : DVV has made the changes as per average of teacher and students using library per day on 4/02/2019, 05/02/2019, 06/02/2019 and 07/02/2019.

4.3.3 Available bandwidth of internet connection in the Institution (Lease line)

Answer before DVV Verification : ≥ 50 MBPS

Answer After DVV Verification: < 5 MBPS

Remark : DVV has made the changes as per bills for leased line connection indicating plan and internet speed provided by HEI.

4.4.1 Average Expenditure incurred on maintenance of physical facilities and academic support facilities excluding salary component, as a percentage during the last five years

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

Answer before DVV Verification:

2018-19	2017-18	2016-17	2015-16	2014-15
62.86	129.44	12.12	71.31	42.41

Answer After DVV Verification :

2018-19	2017-18	2016-17	2015-16	2014-15
0	0	0	0	0

Remark : Audited statement of maintenance of physical facilities and academic support facilities not provide by HEI.

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

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

Answer before DVV Verification:

2018-19	2017-18	2016-17	2015-16	2014-15
78	190	466	464	218

Answer After DVV Verification :

2018-19	2017-18	2016-17	2015-16	2014-15
00	00	466	00	00

Remark : Sanction letter of f students benefited by scholarships and freeships for 2014-15, 2015-16, 2017-18 and 2018-19 not provide by HEI.

5.1.3 Number of capability enhancement and development schemes –

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

Answer before DVV Verification : D. Any 4 of the above

Answer After DVV Verification: E. 3 or less of the above

Remark : DVV has made the changes as per report of Career Counselling and For competitive examinations Career provided by HEI.

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

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

Answer before DVV Verification:

2018-19	2017-18	2016-17	2015-16	2014-15
191	10	22	22	46

Answer After DVV Verification :

2018-19	2017-18	2016-17	2015-16	2014-15
18	32	00	22	79

Remark : DVV has made the changes as per list of number of students benefited by guidance for competitive examinations and career counselling provided by HEI. DVV has not consider list of number of students benefited by guidance for competitive examinations and career counselling for 2019-20.

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

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

Answer before DVV Verification:

2018-19	2017-18	2016-17	2015-16	2014-15
0	5	11	11	5

Answer After DVV Verification :

2018-19	2017-18	2016-17	2015-16	2014-15
0	4	10	10	5

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

Answer before DVV Verification:

2018-19	2017-18	2016-17	2015-16	2014-15
29	26	17	15	10

Answer After DVV Verification :

2018-19	2017-18	2016-17	2015-16	2014-15
29	26	17	15	10

Remark : DVV has not consider appointment order.

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

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

Answer before DVV Verification:

2018-19	2017-18	2016-17	2015-16	2014-15
22	22	21	21	21

Answer After DVV Verification :

2018-19	2017-18	2016-17	2015-16	2014-15
20	20	20	20	20

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

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

Answer before DVV Verification:

2018-19	2017-18	2016-17	2015-16	2014-15
1	1	1	1	1

Answer After DVV Verification :

2018-19	2017-18	2016-17	2015-16	2014-15
1	1	1	0	1

Remark : DVV has made the changes as per report of alumni Association /Chapters meetings provide by HEI. DVV has not consider alumni Association /Chapters meetings for 2019-20. Provided some documents are in regional language.

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

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

Answer before DVV Verification:

2018-19	2017-18	2016-17	2015-16	2014-15
2	2	2	1	0

Answer After DVV Verification :

2018-19	2017-18	2016-17	2015-16	2014-15
0	1	1	0	0

Remark : DVV has made the changes as per letter of number of teachers with financial support for 2016-17 and 2017-18 provide by HEI. Provided some document has not reflect number of teachers with financial support.

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

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

Answer before DVV Verification:

2018-19	2017-18	2016-17	2015-16	2014-15
03	0	01	0	0

Answer After DVV Verification :

2018-19	2017-18	2016-17	2015-16	2014-15
0	0	0	0	0

Remark : DVV has not consider workshop programs.

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

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

Answer before DVV Verification:

2018-19	2017-18	2016-17	2015-16	2014-15
5	5	5	5	8

Answer After DVV Verification :

2018-19	2017-18	2016-17	2015-16	2014-15

6	3	4	3	9
---	---	---	---	---

Remark : DVV has made the changes as per certificate of teachers attending professional development programs for 2014-15 and 2018-19 provided by HEI. E-copy of certificate of Faculty Development Programme, Orientation Programme for 2015-16, Orientation Programme for 2016-17, STC in North-Eastern Regional Language for 2017-18 not provide by HEI.

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

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

Answer before DVV Verification:

2018-19	2017-18	2016-17	2015-16	2014-15
31	3	4	3	0

Answer After DVV Verification :

2018-19	2017-18	2016-17	2015-16	2014-15
1	0	0	0	0

6.5.4 Quality assurance initiatives of the institution include:

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

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

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

Remark : Report of Participation in NIRF for 2018-19 not provide by HEI. DVV has not consider report of AQAR for 2017-18 provided by HEI in first level.

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

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

Answer before DVV Verification:

2018-19	2017-18	2016-17	2015-16	2014-15
1	1	0	0	0

Answer After DVV Verification :

2018-19	2017-18	2016-17	2015-16	2014-15
0	1	0	0	0

Remark : DVV has made the changes as per report of International Women's Day Celebration for 2017-18 provided by HEI. Provided some documents are in regional language.

7.1.9	<p>Differently abled (Divyangjan) Friendliness Resources available in the institution:</p> <ol style="list-style-type: none"> 1. Physical facilities 2. Provision for lift 3. Ramp / Rails 4. Braille Software/facilities 5. Rest Rooms 6. Scribes for examination 7. Special skill development for differently abled students 8. Any other similar facility (Specify) <p>Answer before DVV Verification : C. At least 4 of the above Answer After DVV Verification: D. At least 2 of the above Remark : DVV has made the changes as per photos of ramp provided by HEI.</p>																				
7.1.10	<p>Number of Specific initiatives to address locational advantages and disadvantages during the last five years 7.1.10.1. Number of specific initiatives to address locational advantages and disadvantages year-wise during the last five years</p> <p>Answer before DVV Verification:</p> <table border="1" data-bbox="304 1413 1046 1547"> <thead> <tr> <th>2018-19</th> <th>2017-18</th> <th>2016-17</th> <th>2015-16</th> <th>2014-15</th> </tr> </thead> <tbody> <tr> <td>7</td> <td>0</td> <td>1</td> <td>0</td> <td>1</td> </tr> </tbody> </table> <p>Answer After DVV Verification :</p> <table border="1" data-bbox="304 1626 1046 1760"> <thead> <tr> <th>2018-19</th> <th>2017-18</th> <th>2016-17</th> <th>2015-16</th> <th>2014-15</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>0</td> <td>1</td> <td>0</td> <td>0</td> </tr> </tbody> </table>	2018-19	2017-18	2016-17	2015-16	2014-15	7	0	1	0	1	2018-19	2017-18	2016-17	2015-16	2014-15	1	0	1	0	0
2018-19	2017-18	2016-17	2015-16	2014-15																	
7	0	1	0	1																	
2018-19	2017-18	2016-17	2015-16	2014-15																	
1	0	1	0	0																	
7.1.11	<p>Number of initiatives taken to engage with and contribute to local community during the last five years (Not addressed elsewhere)</p> <p>7.1.11.1. Number of initiatives taken to engage with and contribute to local community year-wise during the last five years</p> <p>Answer before DVV Verification:</p> <table border="1" data-bbox="304 2036 1046 2089"> <tbody> <tr> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table>																				

2018-19	2017-18	2016-17	2015-16	2014-15
7	0	1	0	1

Answer After DVV Verification :

2018-19	2017-18	2016-17	2015-16	2014-15
0	0	0	0	0

7.1.17 Number of activities conducted for promotion of universal values (Truth, Righteous conduct, Love, Non-Violence and peace); national values, human values, national integration, communal harmony and social cohesion as well as for observance of fundamental duties during the last five years

7.1.17.1. Number of activities conducted for promotion of universal values (Truth, Righteous conduct, Love, Non-Violence and peace); national values, human values, national integration, communal harmony and social cohesion as well as for observance of fundamental duties year-wise during the last five years

Answer before DVV Verification:

2018-19	2017-18	2016-17	2015-16	2014-15
2	3	2	3	2

Answer After DVV Verification :

2018-19	2017-18	2016-17	2015-16	2014-15
2	2	2	4	4

Remark : DVV has made the changes as per report of activities conducted for promotion of universal values provided by HEI.

2.Extended Profile Deviations

ID	Extended Questions																				
1.1	Number of courses offered by the institution across all programs during the last five years Answer before DVV Verification : 945 Answer after DVV Verification : 28																				
2.1	Number of students year-wise during the last five years Answer before DVV Verification: <table border="1"> <thead> <tr> <th>2018-19</th> <th>2017-18</th> <th>2016-17</th> <th>2015-16</th> <th>2014-15</th> </tr> </thead> <tbody> <tr> <td>1701</td> <td>1716</td> <td>1661</td> <td>1552</td> <td>1327</td> </tr> </tbody> </table> Answer After DVV Verification: <table border="1"> <thead> <tr> <th>2018-19</th> <th>2017-18</th> <th>2016-17</th> <th>2015-16</th> <th>2014-15</th> </tr> </thead> <tbody> <tr> <td>1701</td> <td>1716</td> <td>1613</td> <td>1432</td> <td>1327</td> </tr> </tbody> </table>	2018-19	2017-18	2016-17	2015-16	2014-15	1701	1716	1661	1552	1327	2018-19	2017-18	2016-17	2015-16	2014-15	1701	1716	1613	1432	1327
2018-19	2017-18	2016-17	2015-16	2014-15																	
1701	1716	1661	1552	1327																	
2018-19	2017-18	2016-17	2015-16	2014-15																	
1701	1716	1613	1432	1327																	

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

Answer before DVV Verification:

2018-19	2017-18	2016-17	2015-16	2014-15
450	450	450	295	295

Answer After DVV Verification:

2018-19	2017-18	2016-17	2015-16	2014-15
1599	1186	1293	1364	1250

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

Answer before DVV Verification:

2018-19	2017-18	2016-17	2015-16	2014-15
337	357	305	279	321

Answer After DVV Verification:

2018-19	2017-18	2016-17	2015-16	2014-15
336	356	304	278	320

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

Answer before DVV Verification:

2018-19	2017-18	2016-17	2015-16	2014-15
31	35	35	37	37

Answer After DVV Verification:

2018-19	2017-18	2016-17	2015-16	2014-15
32	36	36	38	39

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

Answer before DVV Verification:

2018-19	2017-18	2016-17	2015-16	2014-15
36	36	36	36	36

Answer After DVV Verification:

2018-19	2017-18	2016-17	2015-16	2014-15
32	36	36	38	39

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

Answer before DVV Verification:

2018-19	2017-18	2016-17	2015-16	2014-15
211.41	271.07	135.73	238.22	139.24

Answer After DVV Verification:

2018-19	2017-18	2016-17	2015-16	2014-15
211.41	271.07	135.73	238.22	193.24

NAAC