



YEARLY STATUS REPORT - 2020-2021

Part A

Data of the Institution

1.Name of the Institution		GUWAHATI COLLEGE
• Name of the Head of the institution	Dr. Pranab Sandilya	
• Designation	Principal	
• Does the institution function from its own campus?	Yes	
• Phone no./Alternate phone no.	03612550512	
• Mobile No:	9435730902	
• Registered e-mail	ppalguwahaticollege@gmail.com	
• Alternate e-mail	abairagee9@gmail.com	
• Address	Bamunimaidam, Guwahati - 781021, Assam	
• City/Town	Guwahati	
• State/UT	Assam	
• Pin Code	781021	
2.Institutional status		
• Type of Institution	Co-education	
• Location	Urban	
• Financial Status	UGC 2f and 12(B)	

• Name of the Affiliating University	Gauhati University				
• Name of the IQAC Coordinator	Dr. Arati Bairagee				
• Phone No.	9864067428				
• Alternate phone No.	9435730902				
• Mobile	9864067428				
• IQAC e-mail address	ppalguwahaticollege@gmail.com				
• Alternate e-mail address	abairagee9@gmail.com				
3.Website address (Web link of the AQAR (Previous Academic Year)	https://www.guwahaticollege.org.in/pdf/AQAR%20Report%20(2019-20).pdf				
4.Whether Academic Calendar prepared during the year?	Yes				
• if yes, whether it is uploaded in the Institutional website Web link:					
5.Accreditation Details					
Cycle	Grade	CGPA	Year of Accreditation	Validity from	Validity to
Cycle 1	B+	79	2004	04/11/2004	03/11/2009
Cycle 2	B	2.62	2015	11/05/2015	10/05/2020
6.Date of Establishment of IQAC			16/10/2003		
7.Provide the list of funds by Central / State Government UGC/CSIR/DBT/ICMR/TEQIP/World Bank/CPE of UGC etc.,					
Institutional/Department /Faculty	Scheme	Funding Agency	Year of award with duration	Amount	
Zoology & Botany	Eco Club Development	ASTEC	2020	40000	
Guwahati College	Standard Fee Exemption Scheme	State Government	2021	7548062	
Guwahati College	Purchase of COVID materials	Department of Higher Education	2021	20000	

8. Whether composition of IQAC as per latest NAAC guidelines	Yes	
<ul style="list-style-type: none"> • Upload latest notification of formation of IQAC 	No File Uploaded	
9. No. of IQAC meetings held during the year	03	
<ul style="list-style-type: none"> • Were the minutes of IQAC meeting(s) and compliance to the decisions have been uploaded on the institutional website? 	Yes	
<ul style="list-style-type: none"> • If No, please upload the minutes of the meeting(s) and Action Taken Report 	View File	
10. Whether IQAC received funding from any of the funding agency to support its activities during the year?	No	
<ul style="list-style-type: none"> • If yes, mention the amount 		
11. Significant contributions made by IQAC during the current year (maximum five bullets)		
National Webinar on COVID-19 Pandemic and its Impact on the Environment held on 11-06-2020		
National Webinar on Trajectory of English Studies in India held on 18-06-2020		
National Webinar on Basic Theory and Number Theory held on 30-06-2020		
National Webinar Manifestation of Confinement in Literature; A Deliberation held on 04-07-2020		
Workshop on Intellectual Propriety Right held on 30-01-2021		
12. Plan of action chalked out by the IQAC in the beginning of the Academic year towards Quality Enhancement and the outcome achieved by the end of the Academic year		
Plan of Action	Achievements/Outcomes	
Nil	Nil	
13. Whether the AQAR was placed before	Yes	

statutory body?	
<ul style="list-style-type: none"> Name of the statutory body 	
Name	Date of meeting(s)
Guwahati College Governing Body	27/11/2021
14. Whether institutional data submitted to AISHE	
Year	Date of Submission
2019-20	17/11/2020
Extended Profile	
1. Programme	
1.1 Number of courses offered by the institution across all programs during the year	3
File Description	Documents
Data Template	View File
2. Student	
2.1 Number of students during the year	1896
File Description	Documents
Data Template	View File
2.2 Number of seats earmarked for reserved category as per GOI/ State Govt. rule during the year	570
File Description	Documents
Data Template	View File
2.3	520

Number of outgoing/ final year students during the year		
File Description	Documents	
Data Template	View File	
3.Academic		
3.1		53
Number of full time teachers during the year		
File Description	Documents	
Data Template	View File	
3.2		58
Number of Sanctioned posts during the year		
File Description	Documents	
Data Template	View File	
4.Institution		
4.1		48
Total number of Classrooms and Seminar halls		
4.2		92.54
Total expenditure excluding salary during the year (INR in lakhs)		
4.3		95
Total number of computers on campus for academic purposes		

Part B

CURRICULAR ASPECTS

1.1 - Curricular Planning and Implementation

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

As a college affiliated to Gauhati University, we are bound to implement CBCS system from the academic session 2020-21. Academic Monitoring Committee comprising of all Head of Departments was entrusted with the responsibility of implementation of CBCS, as per

GU regulation for undergraduate courses. CBCS committee was formed to execute the guidelines and apprise the Academic Monitoring Committee. Interactive session was conducted for Prof. Nisar Ahmed Barua for the faculty members. The process was duly followed, monitored and implemented successfully.

File Description	Documents
Upload relevant supporting document	View File
Link for Additional information	https://guwahaticollege.org.in/pdf/CLASS%20ROUTINE%20FINAL%202020-21.pdf

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

The institution adheres to the Academic calendar, as mentioned in the College website in lines of the academic calendar of Gauhati University. The Continuous Internal Evaluation is done with prior intimation to students through the Academic calendar which serves as a road map for timely syllabus completion and co-curricular activities.

File Description	Documents
Upload relevant supporting documents	View File
Link for Additional information	https://www.guwahaticollege.org.in/pdf/Ad_Calendar_20-21.pdf

1.1.3 - Teachers of the Institution participate in C. Any 2 of the above following activities related to curriculum development and assessment of the affiliating University and/are represented on the following academic bodies during the year.
Academic council/BoS of Affiliating University
Setting of question papers for UG/PG programs
Design and Development of Curriculum for Add on/ certificate/ Diploma Courses
Assessment /evaluation process of the affiliating University

File Description	Documents
Details of participation of teachers in various bodies/activities provided as a response to the metric	View File
Any additional information	View File

1.2 - Academic Flexibility

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

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

3

File Description	Documents
Any additional information	View File
Minutes of relevant Academic Council/ BOS meetings	View File
Institutional data in prescribed format (Data Template)	View File

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

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

1

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

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

13

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

13

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

1.3 - Curriculum Enrichment

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

The paper titled Contemporary India: Women and Empowerment is opted as Generic Elective paper by the Department of English for students from other departments, as per CBCS syllabus. The course deals with modules related to Gender issues and legal framework therein. The paper itself is an apt example of cross cutting as the Department of English teaches issues related to Gender and Empowerment from the contemporary perspectives to students from different disciplines. The college also teaches Environmental Studies, as mandated by UGC following Supreme Court guidelines. Since, sensitivity related to Gender and Environment issues are becoming a necessity for being a future professional with high ethical and human values to positively contribute to the society and nation-building, the course has been also serving as a bridge course for overall sensitisation.

File Description	Documents
Any additional information	View File
Upload the list and description of courses which address the Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum	View File

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

1

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

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

229

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

1.4 - Feedback System

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

C. Any 2 of the above

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

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

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

File Description	Documents
Upload any additional information	No File Uploaded
URL for feedback report	https://www.guwahaticollege.org.in/pdf/STUDENT-FEEDBACK-REPORT-for-AQR-20-21-(2).pdf

TEACHING-LEARNING AND EVALUATION

2.1 - Student Enrollment and Profile

2.1.1 - Enrolment Number Number of students admitted during the year

2.1.1.1 - Number of sanctioned seats during the year

2200

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

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

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

708

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

2.2 - Catering to Student Diversity

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

Class tests are conducted to evaluate the students. Question papers are prepared in a way so that the students can be distinguished

between advanced and slow learners. Informal discussions are initiated with the students on a topic that is to be taught with reference to their previous knowledge. After some sporadic discussions, their problems become clear. Accordingly, importance is given to work on those issues troubling the students. After from that we also hold counselling sessions with parents in order to learn more about the students. Thus, the parameters we utilise to distinguish between slow and advanced learners are:

- 1) Class tests
- 2) Informal discussions
- 3) individual academic counselling

Extra remedial classes are conducted for the slow learners. The slow learners are given extra time to speak about their concerns. They are asked to come and sit in the front rows. Each problem is unique and we treat it accordingly. The teachers repeat the same topic in each class before proceeding further. They are also made aware of the importance of attending classes regularly. Apart from that, we provide extra study materials through Open Education Resources (video links, papers etc). Group discussions are done very frequently. Power point presentations are also done. They are encouraged to participate in various activities (debating, dancing, drama etc.) to increase their confidence. They are motivated to participate in sports. Student helpdesks are formed by senior students of the department with a mentor teacher. Student study groups are also formed. The slow learners are also motivated to join the NCC and NSS.

The advanced learners are encouraged to participate in both intra and inter college seminars, quizzes etc. Prizes are given to the best students every year. Before the pandemic, talks were organised where expert faculties from other institutions were invited. During the pandemic, some webinars were organised to enhance the knowledge of the students.

Experts are invited to give students proper guidance about their careers. Students are also given guidance for various competitive Examinations.

File Description	Documents
Link for additional Information	https://guwahaticollege.org.in/pdf/slow%20learners.pdf
Upload any additional information	View File

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

Number of Students	Number of Teachers
1896	53

File Description	Documents
Any additional information	View File

2.3 - Teaching- Learning Process

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

Group discussions, seminars, field trips, projects are some of the methods used by the departments for better results. Projects are mandatory and for this purpose they are sent to different organisations, industries etc. to collect information. Field trips are organised to give students practical exposure. Moreover, teachers distribute materials to the students a few days before they take up the topic for discussion and encourage the students to come up with queries. The question answer technique is used to ensure active participation of the students. Apart from that, senior students are asked to prepare certain topics for the benefit of the junior students. The seniors are asked to interact with the juniors more frequently and offer them valuable advice on how to deal with academic stress, anxiety, time management during exams. The departments also hold interactive sessions between current and alumni of the department. Before the pandemic, retired professors were invited to enlighten the students. This enhanced the teaching learning experience.

File Description	Documents
Upload any additional information	View File
Link for additional information	https://guwahaticollege.org.in/pdf/Advanced%20learner.pdf

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

To make the students updated with the recent technology, smart boards have been installed in certain departments.

Desktops and laptops have been provided in each department. This has made the teaching learning process more effective as it has helped teachers move beyond the traditional lecture method.

Projectors are available in different classrooms.

Printers are installed at all prominent places within the campus.

There are four photostat machines in the campus

During the pandemic, the teachers monitored the students through Google Classroom, google Meet, Zoom WhatsApp etc.

Webcams, speakers etc have been provided to each department for smooth functioning of online classes from the institute.

Partial automated library. E resources are accessed by the NLIST program.

Use of ICT by teachers:

Power Point presentation: Teachers make power point presentations through projectors. They also use online search engines and websites

Seminar rooms are digitally equipped which is quite helpful when competitions, guest lectures, expert talks are organised.

Online exams, quizzes were conducted using Google forms

Online platforms like Zoom and Google Meet are used to provide counselling to the students when needed.

Students are made aware of online resources like SWYAMPBABHA (archived video lectures), SCERT, National Digital Library (initiative of IIT Kharagpur and MHRD, Government of India)

For future referencing, video lectures are made available to the students.

During the pandemic, various competitions were conducted using ICT TOOLS.

File Description	Documents
Upload any additional information	View File
Provide link for webpage describing the ICT enabled tools for effective teaching-learning process	https://www.guwahaticollege.org.in/images/student_satisfactory_survey/Room%20No%2013.%20(Physics).jpeg

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

2.3.3.1 - Number of mentors

53

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

2.4 - Teacher Profile and Quality

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

53

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

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

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

1

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

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

2.4.3.1 - Total experience of full-time teachers

742

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

2.5 - Evaluation Process and Reforms

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

All possible efforts are made to assure that the internal exam management system is efficient and transparent. All the rules laid down by the university are meticulously followed.

- At the commencement of the semesters, the students are informed by the teachers about the different aspects of the evaluation process.
- The schedules for the internal assessment are prepared keeping in mind the university guidelines and the students are made aware of the schedules well in advance.
- For proper and smooth conduct of the tests two invigilators are assigned to each room
- Each faculty member checks the answer scripts of the papers they are in charge of handling.
- Efforts are made to ensure that the evaluation process is completed as early as possible.
- To ensure transparency, the evaluated scripts are verified at

random by the HOD.

- The students are shown the checked answer scripts so that they can understand their strengths and flaws. And grievances, if any, are addressed immediately.
- All the departments display the marks on the notice boards.
- If any issue needs to be forwarded to the university, then the Exam Committee appointed by the college does the needful.

File Description	Documents
Any additional information	View File
Link for additional information	Nil

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

Mechanism to deal with internal examination related grievances is transparent, time- bound and efficient. All possible efforts are made to assure that the internal exam management system is efficient and transparent

- To ensure transparency, the evaluated scripts are verified at random by the HOD.
- The students are shown the checked answer scripts so that they can understand their strengths and flaws. And grievances, if any, are addressed immediately.
- All the departments display the marks on the notice boards.
- Marks are also uploaded on the college web portal.
- If any issue needs to be forwarded to the university, then the Exam Committee appointed by the college does the needful.

File Description	Documents
Any additional information	View File
Link for additional information	https://www.guwahaticollege.org.in/pdf/Mechanism%20to%20deal%20with%20internal%20examination.pdf

2.6 - Student Performance and Learning Outcomes

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

- The college follows an outcome based teaching learning process and the college is very clear about the learning outcomes that

is aimed at through the Courses offered.

- At the commencement of the semesters, students are made aware of the skills, qualities and knowledge that they will gain through the courses offered.
- Teachers spend a substantial amount of time in introducing and also familiarizing the students with the syllabus,
- The Soft Copy of the syllabi and learning outcome of the courses are uploaded on the college web portal and the departments have the hard copy.
- The students are also told about the course outcomes through tutorials.

File Description	Documents
Upload any additional information	View File
Paste link for Additional information	Nil
Upload COs for all courses (exemplars from Glossary)	View File

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

- Learning outcomes are assessed and discussed in staff meetings as learning outcomes help the faculty members to plan lessons accordingly. Faculty members are made aware of the importance of the Learning outcomes in staff meetings.
- The college has an Academic Monitoring Committee to keep track of the programme outcome and learning outcome.
- On the completion of the programme, students can utilize the professional and personal skills they have learned in their day to day life.

File Description	Documents
Upload any additional information	View File
Paste link for Additional information	Nil

2.6.3 - Pass percentage of Students during the year

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

387

File Description	Documents
Upload list of Programmes and number of students passed and appeared in the final year examination (Data Template)	View File
Upload any additional information	View File
Paste link for the annual report	https://www.guwahaticollege.org.in/pdf/AQAR%20Report%20(2019-20).pdf

2.7 - Student Satisfaction Survey

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

<https://docs.google.com/forms/d/16gbILgKgMmJpgBH6HoKM8AhzJm-4meUD7wRn9kN3Tis/edit#responses>

RESEARCH, INNOVATIONS AND EXTENSION

3.1 - Resource Mobilization for Research

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

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

0.5

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

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

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

1

File Description	Documents
List of research projects and funding details (Data Template)	View File
Any additional information	View File
Supporting document from Funding Agency	View File
Paste link to funding agency website	http://www.astec.gov.in

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

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

14

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

3.2 - Research Publications and Awards

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

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

14

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

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

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

24

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

3.3 - Extension Activities

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

An awareness programme on Covid-19 was organised by Women's Forum in 2020 during the start of the Pandemic in the neighbouring community of Guwahati College by displaying banners and posters in order to create general awareness about following proper measures to tackle the situation.

File Description	Documents
Paste link for additional information	https://www.guwahaticollege.org.in
Upload any additional information	View File

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

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

1

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

3.3.3 - Number of extension and outreach programs conducted by the institution through

NSS/NCC/Red cross/YRC etc., (including the programmes such as Swachh Bharat, AIDS awareness, Gender issues etc. and/or those organized in collaboration with industry, community and NGOs) during the year

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

1

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

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

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

70

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

3.4 - Collaboration

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

4

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

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

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

0

File Description	Documents
e-Copies of the MoUs with institution./ industry/corporate houses	No File Uploaded
Any additional information	No File Uploaded
Details of functional MoUs with institutions of national, international importance, other universities etc during the year	View File

INFRASTRUCTURE AND LEARNING RESOURCES

4.1 - Physical Facilities

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

The institution ensures adequate availability and optimal utilization of physical infrastructure as it is critically linked to the vision of the college. The College follows a definite system in planning and ensuring the availability of physical infrastructure and its optimal utilization.

1. For convenience of management of classes and progression of the Teaching-learning process, the college building has been divided into three blocks- Block A , Block B and Block C, besides the administrative block and the library.
2. Block A comprises of all the Arts departments and few Science departments. Each department is allotted atleast two physical

classrooms; one of which is ICT enabled. Besides these, every department has also been given their individual departmental room which includes space for teachers staff room, practical room and a departmental library from which books and journals are issued to students and teachers alike

3. Block B, the newly constructed building, comprises of the science departments - Botany and Zoology. Each of the departments is allotted 3 classrooms with attached laboratory. These classrooms and laboratory are built with state-of -the art modern facilities and have been a tremendous inclusion to the college
 4. Block C is a three-storeyed building where Floor 1 and 2 are allotted for Commerce classes. The ground floor consists of a Girls' Common Room for students, a Bio-tech Hub, a conference hall and a room for students' scholarship related issues monitored by the Scholarship Nodal Officer.
 5. All block and classrooms are numerically marked for greater convenience
 6. All the blocks have attached bathrooms and toilets for both teachers and students in each floor.
-
1. Whenever a major infrastructural change or addition is required the College administration does the planning in consultation with the teachers' council and Governing Body of College.
 2. In case of departments the requirements are placed before the College administration which examines the feasibility of the proposal and takes a decision in consultation with the accounts and maintenance department.
 3. In case of equipment and furniture the Department concerned places the requirements before the College administration which takes the decision after examining the feasibility of the proposal, particularly its financial aspects. The Department is primarily responsible for ensuring the optimal utilization of the physical infrastructure. The College administration sees to it that proper utilization is being made of the facilities which have been provided.
 4. The college classrooms are also used as an examination centre for Government examinations/University Examinations as well as Job Related Competitive exams by various State/central Agencies.
 5. Fire fighting equipment in terms of fire extinguishers at strategic places are installed.
 6. Adequate parking space for vehicles is provided within the

campus for vehicles of teachers and students.

7. A canteen facility to serve food and refreshments in a healthy and hygienic way is ensured within the campus and accessible from all the three blocks at a short distance during class hours from all.
8. Power generator for providing backup electricity

File Description	Documents
Upload any additional information	View File
Paste link for additional information	Nil

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

We have the broad vision for students all round personality. The philosophy of the college is to support the best elements of competition, instruction and recreation by providing the opportunity for all students to participate and excel in a team setting. And it encourages the students to participate in inter and intra college sports and games. All necessary equipments are provided to student time to time. Numbers of tournaments & competitions are arranged by the college. Sport and cultural events is an integral part of the curriculum. Various sports facility is provided to the students within the campus. The college is committed to create a balanced atmosphere of academic, cultural and sports activities for the overall personality development of its students. Various sports competitions such as inter departmental, inter collegiate, Inter University, etc help in developing team spirit in students. Sports and games help the students to improve their interpersonal relationship in healthy manner. Talented students are honored with medals, trophies and certificates.

1. The college has an open stage with enabled sound system at a central location within the college campus to organize various cultural shows, college week competitions etc which perform a crucial role in arranging the students a platform to showcase their talents
2. The college also has a Students' day home that functions as a recreational centre for students as well as an indoor stadium where students plays sports like badminton, Table Tennis regularly for the upliftment of their mind and body and proper utilization of leisure time
3. The college week held annually becomes a vibrant convergence

for all students of the college to display their talents and skills.

4. A cultural procession starting from the College gate is organized on the opening day of the College Week where all the departments encourage students to perform various cultural activities.
5. The college authority supports every musical initiative of the students by providing them with musical instruments. Teachers too take a special care in overseeing all festivities and programs
6. The students take part in prestigious events like GU Youth Festival, Cultural Competition held in Assam Book Fair and have won laurels and praise for the College.
7. The College has a Yoga committee which organizes events throughout the year for the physical and mental health of the students and to imbibe in them the ancient spirit of Yoga. An instructor has been appointed specially for the purpose
8. The college has a functioning gymnasium and a physical trainer which is under the monitor of the Gymnasium committee formed by the teachers of the college
9. The college has a big playground where students take part in different sports like Cricket, Football, Volleyball both on a regular basis and during competitions
10. College provides all sports equipments in games where students shows interest and participation
11. State level Inter-college Volleyball, Boxing, Taewondo and Chess competitions were held

File Description	Documents
Upload any additional information	View File
Paste link for additional information	Nil

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

15

4.1.3.1 - Number of classrooms and seminar halls with ICT facilities

15

File Description	Documents
Upload any additional information	View File
Paste link for additional information	Nil
Upload Number of classrooms and seminar halls with ICT enabled facilities (Data Template)	View File

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

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

14.98

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

4.2 - Library as a Learning Resource

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

The central library of Guwahati College is a three storied building having different sections organised in three different floors. Various sections include Textbook section, Reference Section, Rare book Section, Back volume Section of printed Journals, Special Collection, UNESCO Corner, Internet Section, Archival Section, Damaged Book Section etc. The library has collection of more than 37000 books (including reference books), printed journals and periodicals, newspapers etc. The College has the membership of N-LIST (INFLIBNET) since 2011. The members have the access to e-books and e-journals through NLIST.

The central library of Guwahati College Installed Integrated Library Management Software SOUL 2.0 Software in the year 2012, designed and developed by Information and Library Network (INFLIBNET). The

Library is partially automated. The users have the access to library collections through Online Public Access Catalogue (OPAC). Automated circulation to the faculty members was started in 2019 and it was planned to extend the service to the students also. But due to Covid 19 Pandemic situation the plan could not be executed in time. It is planned to start the service in the next academic session.

File Description	Documents
Upload any additional information	View File
Paste link for Additional Information	Nil

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

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

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

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

. 32

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

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

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

29

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

4.3 - IT Infrastructure**4.3.1 - Institution frequently updates its IT facilities including Wi-Fi**

Institution frequently updates its IT facilities including Wi-Fi

With the increasing demand for internet access in educational campuses due to evolving standard of education and flexibility offered by the Internet - universities, colleges, educational institutes etc., are keenly stepping forward to setup secured and stable wired or Wi-Fi network campus. The institute has always given priority for up-gradation of IT facilities for the benefit of its faculties, non-teaching staffs and students. Regular updating of IT facilities is done at institute level as well as department level.

Internet Connection: The institute regularly updates the internet connection every year and as of now, the available internet bandwidth is 100 MBPS provided by RailWire, Assam that is renewed and updated regularly.

No. of Systems and their Configuration: Till date 95 computers are being functional of which 50 computers are for the use of students. The computers have the following configuration: Processor Intel i3 dual core, 4GB RAM, 1TB Hard Disk, CPU Speed 2 GHz and above.

Firewall/Security: The College uses firewall service from external agency and the support license is latest renewed in the year 2020.

Licensed software: Institute has various software needed for academic purposes which includes soul 2.0 (for use of College library), ArcGIS software 10.1 (Department of Geography), MIS (for office use)

I/O Devices: The institute purchases printers as per the requirements given by the departments. The institute has in all 8 laser printers

Licensed version of OS: The institute has license copies of Windows Operating System (Windows 10) and Microsoft office (Office 365).

LCD Projectors: Upgrading of IT is seen in teaching learning process as OHPs in the institute have been intermittently replaced by LCD.

Upgrading Policy: Computers of the institute are upgraded every year and if necessary, certain old machines are replaced with the new ones.

Certain measures have been taken during the year 2020-21 due to pandemic for ensuring best teaching practices for students. Below is the list of those features,

Online Lectures: The institute has licensed versions of G Suite and Microsoft Office Suite via which the online lectures and practical from March till date are being conducted. Every student and faculty are given an id for the same.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	Nil

4.3.2 - Number of Computers

95

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

4.3.3 - Bandwidth of internet connection in the Institution A. ? 50MBPS

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

4.4 - Maintenance of Campus Infrastructure

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

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

79.8

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

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

- The college has Maintenance Committee that oversees the maintenance of buildings, classrooms and laboratories. The Maintenance committee is headed by the Office Superintendent who in turn monitors the work of the Supervisor at the next level. The maintenance officer conducts periodic checks to ensure the efficiency / working condition of the infrastructure.
- Adequate in - house staff is employed to meticulously maintain hygiene, cleanliness and infrastructure on the campus so as to provide a congenial learning environment. Classrooms, Staffrooms, Seminar halls and Laboratories, etc are cleaned and maintained regularly by Non - teaching staff.
- List of equipment and facilities, which require regular maintenance is prepared by the concerned Lab i/c or Faculty considering supplier recommendations for maintenance
- Dustbins are placed at all required locations
- Lab assistants under the supervision of the HoDs maintain the efficiency of the laboratory equipments and accessories.
- Periodic reporting on requirements of repairs and maintenance are submitted by the HODs to the Administrative office. The requirements are collectively processed in every semester break so as to keep things ready for the new semester.
- Painting of college boundary wall, building and classrooms are done at the start of every new session

- **Library:** A Library Committee comprising of the Principal as Chairperson, Librarian as secretary and faculty members from various Departments meets twice a year to discuss improvement/update of facilities provided by the Librarian with supporting staff has been appointed to maintain central library. They focus on the availability and utilization of instructional material in teaching and learning process. Procurement of books as per the requirement is initiated through library committee by inviting the requirement of books from various departments. This is then processed following the procurement procedure.
- **Garden maintenance-** In the college, we are maintaining the garden through regular activities such as watering, thinning, weeding, fertilizing, mulching, composting, and monitoring for pests. A gardener is engaged around the year for the purpose. Students are also taught and trained in the art of gardening to inculcate in them a healthy practice
- **Water Tank-** The main overhead water tanks are to be cleaned at least once in six months. Testing of water sample is to be carried out before and after cleaning. The test report is submitted to the Principal or concerned in charge for review. Water coolers provided for drinking purpose are also to be periodically maintained (once in Six Months).
- **CCTV, Security etc:** To maintain Wifi-internet connectivity and CCTV security system, network and system administration team is appointed. LCD projectors, ICT equipments, air conditioners are maintained with the help of external agencies. Security staff under a security supervisor is employed to safe guard the whole premises.
- **Canteen-** The canteen was restructured to meet the demands of the teachers and students with more space and sweating ca[acity. The food is prepared and served hygienically by 5-6 workers who wear aprons, head covers, service hand gloves etc.. It is properly cleaned every day with pest control done every three months. Adequate steps like substitution of plastic plates with stainless steel plates, selling items packed in non-plastic material, discouraging single-use plastic, etc are being taken with the aim of making the Canteen plastic free.
- **The Ground in College** is maintained regularly by a team of gardeners and workers employed contractually. Both the Sports room and Sports Store room are maintained by a non-teaching staff. He also ensures regular upkeep of Yoga room, Badminton Court and Table Tennis Court and the Gymnasium.
- Keeping in view the spread of the pandemic and the continuation of the teaching-learning process, the college is

sanitized at regular intervals frequently where the work is outsourced to local private firms.

- Electrician / Office i/c maintain a list of electrical devices, including the generator, that require regular maintenance. Any complaint on electrical repairs is recorded and the electrical repairs are rectified based on the complaints recorded
- Servicing of projectors, Wifi routers, computers and software are done at regular intervals.
- The College has appointed an IT Consultant firm to provide regular support services relating to computer hardware and software.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	https://www.guwahaticollege.org.in/pdf/committee_2021.pdf

STUDENT SUPPORT AND PROGRESSION

5.1 - Student Support

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

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

1508

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

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

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

1473

File Description	Documents
Upload any additional information	View File
Number of students benefitted by scholarships and free ships institution / non- government agencies in last 5 years (Date Template)	View File

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

D. 1 of the above

File Description	Documents
Link to institutional website	Nil
Any additional information	View File
Details of capability building and skills enhancement initiatives (Data Template)	View File

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

0

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

0

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

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

A. All of the above

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

5.2 - Student Progression

5.2.1 - Number of placement of outgoing students during the year

5.2.1.1 - Number of outgoing students placed during the year

12

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

5.2.2 - Number of students progressing to higher education during the year**5.2.2.1 - Number of outgoing student progression to higher education**

67

File Description	Documents
Upload supporting data for student/alumni	View File
Any additional information	No File Uploaded
Details of student progression to higher education	View File

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

01

File Description	Documents
Upload supporting data for the same	View File
Any additional information	No File Uploaded

5.3 - Student Participation and Activities**5.3.1 - Number of awards/medals for outstanding performance in sports/cultural activities at university/state/national / international level (award for a team event should be counted as one) during the year****5.3.1.1 - Number of awards/medals for outstanding performance in sports/cultural activities at university/state/ national / international level (award for a team event should be counted as one) during the year.**

02

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

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

5.3.2 Institution facilitates students' representation and engagement

Institution facilitates students' representation and engagement in various administrative, co-curricular and extra-curricular activities through IQAC, RUSA and Guwahati College Students Union Society. Although students were unable to take part physically in some of the activities due to lockdowns in 2020-21, yet the students were engaged by the Teachers in some of the activities in online mode. Students took part in online Essay Writing Competition, Photography Competition, Yoga awareness programme, Covid awareness programmes etc.

File Description	Documents
Paste link for additional information	https://www.guwahaticollege.org.in/pdf/committee_2021.pdf
Upload any additional information	View File

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

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

02

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

5.4 - Alumni Engagement

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

The college has Alumni associations under different departments. The Registration of Guwahati College Alumni Association is under process.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

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

File Description	Documents
Upload any additional information	No File Uploaded

GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.1 - Institutional Vision and Leadership

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

The strong abiding feelings of the whole fraternity of the institution towards the achievement of the desired goal and consequently the fruitful results achieved is given priority in every step of its functioning. Accordingly complying with all the

required norms, as has been expected throughout is being assertive of the assessment leading an asset with admirable and praiseworthy institution.

In the process of fulfilling the prime objectives as many as required for the process, different committees are formed with faculties and given the responsibility for maintaining smooth academic atmosphere in the college also manage to develop mental health of the students.

Purpose of upgrading the students character building norms through dedicated and sincere efforts together with hard work in themselves and maintained by organizing some relevant awareness programmes, arranging talks and seminars presented by some experts and resourceful persons time to time.

The active parts taken by the NCC and NSS units in most of the programmes and occasions imbibe a strong feeling of integrity and unity among the students as has been observed since long.

Teachers-in-charge in different portfolios of the Student Union Body play a major role in their activities and programmes such as college week and other functions related to the students influence and guide to carry out all in proper track. A sense of responsibility grows through the team work and spirit of unity amongst the students- helps in providing the platform to stand as sensible and honest citizens in future.

Arrangements and support in overall development in different fronts like literary, cultural, sports, etc. have been of much effective devices implemented through story writing, preparing wall magazine, debates, quizzes, etc. among the students, lead to a healthy atmosphere for acquisition of skills, growing as human resources. Improvement in the standard of behaviour, when students grow with the ability to think with wisdom makes the purpose fulfilled in the long run.

The concerted efforts by different committees, where faculties take part as members and guided and backed up by the authority for infrastructure as well as other policies and affairs being discussed and conducted leads to a fruiting result for development of the institution as a whole.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	View File

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

Distribution of responsibilities to various disciplined committees constituted by faculties together with staff from administration have been of much effective implementation devices in the institution making ways for participation of all concerned.

As decided by the authority in consultation with the Governing body the policy of making admission process in new academic session wholly an online process, an Admission committee had been formed for the purpose for smooth conduct of the whole process.

Accordingly supports from the software designing experts were arranged by the authority providing feasible ways of handling the whole process without any external or internal interference. The wholehearted efforts from all the responsible members made it a huge success and unprecedented as may be thought of and with reference to the processes that were going on in the recent past.

Continuation of the process in a finer and reliable manner in the days to come without any loopholes has been of utmost importance for the institution for all the stake holders concerned with it. This has been possible only because of the farsightedness of the committee considering all pros and cons and the experiences applied in the whole process.

Successful implementation of the plans by the admission committee has been of much relevant in the present-day situation all over the region and the world as a whole.

Finally, the specific identity in performing such activities as mentioned above as such is a step forwarded toward development. The online process of admission was successful in the sense that the stakeholders concerned had no objectionable opinion in the systematic manner of acquiring the target till its completion, e.g. the students and guardians, the government controlled department, the office of the authority in the institution had no such problems for correlating the process smoothly rather a transparent picture

was observed as desired at the outset of the plan.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	View File

6.2 - Strategy Development and Deployment

6.2.1 - The institutional Strategic/ perspective plan is effectively deployed

The three major fronts in running the institution smoothly, such as Academic, Administration and Finances. The much needed task that had to be taken was keeping the records in systematic manner for any future references.

Maintenances of such records regularly required a huge time consuming backlog upgradation of all the relevant documents. To get rid of this difficulty a onetime solution had been adopted by the authority and a database system was incorporated named MIS-having huge amount of spaces to keep records from the inception of institutional activities safely. This system of software is going to be useful for future methodical adoption of updated data as will be required time to time.

Activation and fully operational state is yet to achieve for fulfilling this plan as the present and recent past situation has obstructed the process of feeding the input and uploading to make it up to date.

To gain the access of all the facts and figures documented in synchronized manner has to be of immense helpful for all concerned in different categories as mentioned above.

For the smoot operation of the system a committee with faculties having knowledge on such designs is constituted by the authority and discussions regarding the smooth conduct of the process are going on through meetings initiated by the authority of the institution. Engagement and co-operation from the faculties having expertise on such operating system is going to be a helpful and effective measure towards this encouraging step.

Effective measures are taken by the Principal, who is the executive head of all the committees such as Purchase Committee, Construction committee, committee for forming Union bodies of the students and

other ones for uploading the departmental activities.

File Description	Documents
Strategic Plan and deployment documents on the website	View File
Paste link for additional information	Nil
Upload any additional information	View File

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

As mentioned earlier the perspective plans of the institution are materialized in an organized manner through the functioning of different bodies where the supreme one is the governing body constituting of Govt. nominated President, the Secretary, being the authority i.e. the Principal of the college and other members like teacher representatives, office staff, guardian members and eminent persons experienced in the relevant fields. The Governing body takes all the important decisions in all matters related to the development of institution and liaises with the higher education department of the government for formal approval and execution of the decisions.

The coordination between the Principal and all the H.O.Ds together with the office staff has been the mainstream factor in execution of all Academic activities such as, admission, class routine, examinations, results etc.

The IQAC has been proactive in monitoring and designing the rules and helps in fulfillment of smooth functioning of in terms of administration as well as academic plans. For example, the process of appointments, promotions of the incumbents in teaching as well as non-teaching categories are carried out in accordance with the norms and guidelines specified by the higher education department of the Govt.

The central library in the college caters the need of study materials and books to the students and facilities- the facility is being headed by the librarian and other staffs to assists in smooth functioning independently. The library being one of the most important pillar of the institution for achievements of quality performance. The Librarian has been given adequate regards by arrangement of putting up as permanent member of the Governing Body.

The office of the Principal, being the administrative centre of activities- the functions are carried out by the staff headed by a Sectional Assistant and other office assistants and office bearers. The financial matters are dealt with the help of assistant by an Accountant and other sections manage the activities connected with Examination, Admissions, Scholarship and Certificates.

File Description	Documents
Paste link for additional information	Nil
Link to Organogram of the Institution webpage	https://www.guwahaticollege.org.in/pdf/Organogram-of-the-Institution.pdf
Upload any additional information	View File

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

A. All of the above

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

6.3 - Faculty Empowerment Strategies

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

Providing various facilities to all the incumbents of the institution by some support systems for welfare of the teaching faculties as well as non-teaching staff leading to a healthy atmosphere in and around the campus.

Teachers are encouraged to participate in various national seminars, workshops, conferences etc. together with the usual required orientation/refresher courses for the upliftment of their academic

as well as carriers. For this purpose, teachers are granted duty leave as per norms as and when asked for from the authority.

The authority takes the responsibility of employees finance related matters with external financial institutions (like Banks), which provide financial help within the stipulated norms as and when required. This is done to get rid of the financial hardship that may be faced by the employees for their future plans of stable family life.

Moreover, with active participation of all the employees in the society formed within by the name of "Guwahati College Teachers' and Employees' Thrift Society" with regular contribution growing into a remarkable financial organization has been a great relief in finances as self-help group.

The Women's Forum in the college has been actively working for the upliftment of the women employees as well as others outside the campus spreading the message of Women Empowerment in the society. His forum assures the much-needed welfare measures to be taken for the needy

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	View File

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

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

0

File Description	Documents
Upload any additional information	No File Uploaded
Details of teachers provided with financial support to attend conference, workshops etc during the year (Data Template)	View File

6.3.3 - Number of professional development /administrative training programs organized by the

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

00

File Description	Documents
Reports of the Human Resource Development Centres (UGCASC or other relevant centres).	No File Uploaded
Reports of Academic Staff College or similar centers	No File Uploaded
Upload any additional information	No File Uploaded
Details of professional development / administrative training Programmes organized by the University for teaching and non teaching staff (Data Template)	View File

6.3.4 - Number of teachers undergoing online/face-to-face Faculty development Programmes (FDP) during the year (Professional Development Programmes, Orientation / Induction Programmes, Refresher Course, Short Term Course etc.)**6.3.4.1 - Total number of teachers attending professional development Programmes viz., Orientation / Induction Programme, Refresher Course, Short Term Course during the year**

22

File Description	Documents
IQAC report summary	View File
Reports of the Human Resource Development Centres (UGCASC or other relevant centers)	No File Uploaded
Upload any additional information	View File
Details of teachers attending professional development programmes during the year (Data Template)	View File

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

The usual systematic procedure initiated by the administrative head, the Principal of the college for upgradation and promotion of teaching as well as non-teaching staff are carried out regularly as and when needed.

The upgradation process is executed according to the norms of UGC and subsequent guidelines from the DHE, Govt. of Assam in case of teaching faculties, whereas the approval of the concerned Govt. department is required later on after the Governing Body clears the report from authority in case of non-teaching staff.

In regards to the time-scale promotion of the teaching faculties, their achievement norms are followed with the API score of each individual incumbent teacher provided and certified by the IQAC of the institution. Based on the formed interview in presence of external experts from the relevant subjects, the process of verification and scrutiny are done accepting officially and forward their opinion for final approval of the Governing body of the institution. Finally, the DHE, Govt. of Assam, sanctions orders to be followed by the authority of the institution.

IQAC's role in promoting the status of the institution towards enhancement of standards and quality through the best practices performed within their domains whether it is teaching faculties or the non-teaching staff has been of utmost importance.

The proceedings from IQAC's feedback system involving students care of by the authority for analyzing issues related to the progress of the institution through discussion and suggestions time to time. Proper documentation of the facts and figures related to the status of the incumbents are put on in a systematic manner for ready reference in matters to be dealt with as and when required. The responsibility of updating the data having relevance with sch matter from the end of IQAC, headed by a coordinator and plays the role accordingly.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	View File

6.4 - Financial Management and Resource Mobilization

6.4.1 - Institution conducts internal and external financial audits regularly Enumerate the various

internal and external financial audits carried out during the year with the mechanism for settling audit objections within a maximum of 200 words

The fundamental and the best practice for financial management is to conduct regular audits by any public organization/institution leading to all desired transparency. The institution is no exception in following the rules conducting internal and external financial audits as and when necessary.

The Govt. audit department carries that the external audit related to all financial transactions of the institution annually, auditors being appointed by the Govt. All the required documents and information sought for verification and approval are provided by the Accountant in the office of the Principal in assistance with the other staff with different responsibilities. For the purpose, the office maintains Cashbooks, ledgers, files for utilization certificates, salary statement of all the incumbents and statements. The office is responsible for settlement of audit objections and meet with the matters clarifying with proper documents.

Transparency financial management is carried out by the institution with Internal audit of finances adhering to the rules and norms as has been imposed by the financial institution of the Govt. For that purpose, an internal auditor was engaged for annual assessment of the Accounts of Guwahati College by a group of Chartered Accountants. The report of internal audit has been found to be satisfactory in all the related matters that had been audited and their observations of proper maintenance of records were upto the mark. In respect of all the checked and verified related items such as subsidiary Fund, Receipt and Payment Accounts. Cash Book, utilization of Govt. grants, payment vouchers etc. the report of the internal auditor clearly translate the transparent way of Financial management and Resource Mobilisation in the institution.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	View File

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

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

00

File Description	Documents
Annual statements of accounts	View File
Any additional information	No File Uploaded
Details of Funds / Grants received from of the non-government bodies, individuals, Philanthropers during the year (Data Template)	View File

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

The Govt. audit department carries that the external audit related to all financial transactions of the institution annually, auditors being appointed by the Govt. All the required documents and information sought for verification and approval are provided by the Accountant in the office of the Principal in assistance with the other staff with different responsibilities. For the purpose, the office maintains Cashbooks, ledgers, files for utilization certificates, salary statement of all the incumbents and statements. The office is responsible for settlement of audit objections and meet with the matters clarifying with proper documents.

Transparency financial management is carried out by the institution with Internal audit of finances adhering to the rules and norms as has been imposed by the financial institution of the Govt. For that purpose, an internal auditor was engaged for annual assessment of the Accounts of Guwahati College by a group of Chartered Accountants. The report of internal audit has been found to be satisfactory in all the related matters that had been audited and their observations of proper maintenance of records were upto the mark. In respect of all the checked and verified related items such as subsidiary Fund, Receipt and Payment Accounts. Cash Book, utilization of Govt. grants, payment vouchers etc. the report of the internal auditor clearly translate the transparent way of Financial management and Resource Mobilisation in the institution.

File Description	Documents
Paste link for additional information	https://www.guwahaticollege.org.in/pdf/Policies-2020-2021.pdf
Upload any additional information	View File

6.5 - Internal Quality Assurance System

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

- 13 Nos. of Webinars organized by the college.
- One Workshop on IPR organized.
- Sanitization of the entire campus.
- Library up gradation
- Infrastructure developed for Online Classes
- All teachers are motivated to take online classes

File Description	Documents
Paste link for additional information	https://www.guwahaticollege.org.in/pdf/Webinar-Report-2020-2021.pdf
Upload any additional information	View File

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

The strong abiding feelings of the whole fraternity of the institution towards the achievement of the desired goal and consequently the fruitful results achieved is given priority in every step of its functioning. Accordingly complying with all the required norms, as has been expected throughout is being assertive of the assessment leading an asset with admirable and praiseworthy institution.

In the process of fulfilling the prime objectives as many as required for the process, different committees are formed with faculties and given the responsibility for maintaining smooth academic atmosphere in the college also manage to develop mental health of the students.

Purpose of upgrading the students character building norms through dedicated and sincere efforts together with hard work in themselves and maintained by organizing some relevant awareness programmes, arranging talks and seminars presented by some experts and resourceful persons time to time.

The active parts taken by the NCC and NSS units in most of the programmes and occasions imbibe a strong feeling of integrity and unity among the students as has been observed since long.

Teachers-in-charge in different portfolios of the Student Union Body play a major role in their activities and programmes such as college week and other functions related to the students influence and guide to carry out all in proper track. A sense of responsibility grows through the team work and spirit of unity amongst the students- helps in providing the platform to stand as sensible and honest citizens in future.

Arrangements and support in overall development in different fronts like literary, cultural, sports, etc. have been of much effective devices implemented through story writing, preparing wall magazine, debates, quizzes, etc. among the students, lead to a healthy atmosphere for acquisition of skills, growing as human resources. Improvement in the standard of behaviour, when students grow with the ability to think with wisdom makes the purpose fulfilled in the long run.

The concerted efforts by different committees, where faculties take part as members and guided and backed up by the authority for infrastructure as well as other policies and affairs being discussed and conducted leads to a fruiting result for development of the institution as a whole.

Distribution of responsibilities to various disciplined committees constituted by faculties together with staff from administration have been of much effective implementation devices in the institution making ways for participation of all concerned.

As decided by the authority in consultation with the Governing body the policy of making admission process in new academic session wholly an online process, an Admission committee had been formed for the purpose for smooth conduct of the whole process.

Accordingly supports from the software designing experts were arranged by the authority providing feasible ways of handling the whole process without any external or internal interference. The wholehearted efforts from all the responsible members made it a huge success and unprecedented as may be thought of and with reference to the processes that were going on in the recent past.

Continuation of the process in a finer and reliable manner in the days to come without any loopholes has been of utmost importance for the institution for all the stake holders concerned with it. This has been possible only because of the farsightedness of the committee considering all pros and cons and the experiences applied in the whole process.

Successful implementation of the plans by the admission committee has been of much relevant in the present-day situation all over the region and the world as a whole.

Finally, the specific identity in performing such activities as mentioned above as such is a step forwarded toward development. The online process of admission was successful in the sense that the stakeholders concerned had no objectionable opinion in the systematic manner of acquiring the target till its completion, e.g. the students and guardians, the government controlled department, the office of the authority in the institution had no such problems for correlating the process smoothly rather a transparent picture was observed as desired at the outset of the plan.

The three major fronts in running the institution smoothly, such as Academic, Administration and Finances. The much needed task that had to be taken was keeping the records in systematic manner for any future references.

Maintenances of such records regularly required a huge time consuming backlog upgradation of all the relevant documents. To get rid of this difficulty a onetime solution had been adopted by the authority and a database system was incorporated named MIS-having huge amount of spaces to keep records from the inception of institutional activities safely. This system of software is going to be useful for future methodical adoption of updated data as will be required time to time.

Activation and fully operational state is yet to achieve for fulfilling this plan as the present and recent past situation has obstructed the process of feeding the input and uploading to make it up to date.

To gain the access of all the facts and figures documented in synchronized manner has to be of immense helpful for all concerned in different categories as mentioned above.

For the smooth operation of the system a committee with faculties having knowledge on such designs is constituted by the authority and discussions regarding the smooth conduct of the process are going on through meetings initiated by the authority of the institution. Engagement and co-operation from the faculties having expertise on such operating system is going to be a helpful and effective measure towards this encouraging step.

Effective measures are taken by the Principal, who is the executive

head of all the committees such as Purchase Committee, Construction committee, committee for forming Union bodies of the students and other ones for uploading the departmental activities.

As mentioned earlier the perspective plans of the institution are materialized in an organized manner through the functioning of different bodies where the supreme one is the governing body constituting of Govt. nominated President, the Secretary, being the authority i.e. the Principal of the college and other members like teacher representatives, office staff, guardian members and eminent persons experienced in the relevant fields. The Governing body takes all the important decisions in all matters related to the development of institution and liaises with the higher education department of the government for formal approval and execution of the decisions.

The coordination between the Principal and all the H.O.Ds together with the office staff has been the mainstream factor in execution of all Academic activities such as, admission, class routine, examinations, results etc.

The IQAC has been proactive in monitoring and designing the rules and helps in fulfillment of smooth functioning of in terms of administration as well as academic plans. For example, the process of appointments, promotions of the incumbents in teaching as well as non-teaching categories are carried out in accordance with the norms and guidelines specified by the higher education department of the Govt.

The central library in the college caters the need of study materials and books to the students and facilities- the facility is being headed by the librarian and other staffs to assists in smooth functioning independently. The library being one of the most important pillar of the institution for achievements of quality performance. The Librarian has been given adequate regards by arrangement of putting up as permanent member of the Governing Body.

The office of the Principal, being the administrative centre of activities- the functions are carried out by the staff headed by a Sectional Assistant and other office assistants and office bearers. The financial matters are dealt with the help of assistant by an Accountant and other sections manage the activities connected with Examination, Admissions, Scholarship and Certificates.

Highlights of the Function of IQAC

- To make the students updated with the recent technology, smart boards have been installed in certain departments.
- Desktops and laptops have been provided in each department. This has made the teaching learning process more effective as it has helped teachers move beyond the traditional lecture method.
- Projectors are available in different classrooms.
- Printers are installed at all prominent places within the campus.
- There are four photostat machines in the campus
- During the pandemic. the teachers monitored the students through Google Classroom, google Meet, Zoom WhatsApp etc.
- Webcams, speakers etc have been provided to each department for smooth functioning of online classes from the institute.
- Partial automated library. E resources are accessed by the NLIST program.
- Use of ICT by teachers:
- Power Point presentation: Teachers make power point presentations through projectors. They also use online search engines and websites
- Seminar rooms are digitally equipped which is quite helpful when competitions, guest lectures, expert talks are organised.
- Online exams, quizzes were conducted using Google forms
- Online platforms like Zoom and Google Meet are used to provide counselling to the students when needed.
- Students are made aware of online resources like SWYAMPBABHA (archived video lectures), SCERT, National Digital Library (initiative of IIT Kharagpur and MHRD, Government of India)
- For future referencing, video lectures are made available to the students.
- During the pandemic, various competitions were conducted using ICT TOOLS.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

6.5.3 - Quality assurance initiatives of the institution include: Regular meeting of Internal Quality Assurance Cell (IQAC); Feedback collected, analyzed and used for

C. Any 2 of the above

improvements Collaborative quality initiatives with other institution(s) Participation in NIRF any other quality audit recognized by state, national or international agencies (ISO Certification, NBA)

File Description	Documents
Paste web link of Annual reports of Institution	https://www.guwahaticollege.org.in/pdf/AQAR%20Report%20(2019-20).pdf
Upload e-copies of the accreditations and certifications	View File
Upload any additional information	View File
Upload details of Quality assurance initiatives of the institution (Data Template)	View File

INSTITUTIONAL VALUES AND BEST PRACTICES

7.1 - Institutional Values and Social Responsibilities

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

The COVID 19 pandemic has affected the educational system worldwide leading to the closure of educational institutions and replacement of the physical classroom by the virtual classrooms. In response to the closure, the virtual classrooms became the only platform for all the academic exercises. In spite of this fact, the College fraternity organized a series of events as soon as the formal physical classes were resumed in educational institutions. Though the crisis related to the pandemic had an adverse impact on the physical and mental health of the students, our college fraternity, like the previous year, organized various programs in order to ensure gender equity and sensitisation. An awareness program on PCOS (Polycystic Ovarian Syndrome) for the girl students of our college was conducted by the Women's Forum in order to make them understand the symptoms and provide remedies for the same. It was an interactive program where many of our students and faculty members took part. The International Women's Day was organized in the Yasashi Educational Centre, a school for underprivileged children run by the Yasashi Foundation. The Guwahati College Woman Forum donated a stand fan to the school and students were also given packets containing snacks. A poster making competition among the students of Guwahati College was also held on the theme Woman Empowerment.

The safety and security of the girl students inside the college campus is the prime concern of the institution. In order to ensure the safety of the girl students, the college fraternity conducted a 'safety-defence' training program for the girl student. As we know that sexual harassment violates women's fundamental right of gender equality and life with dignity-- a common problem affecting women in this world, irrespective of the profession that they are in. In order to ensure the safety of women faculty members at work place an 'Internal Complaints Committee' was formed. It is a body envisaged to receive complaints on sexual harassment at work place from an aggrieved woman, as well as to inquire into the complaints and make recommendations on the action required to protect women from sexual harassment at workplace. The institution provides a separate common room, both for boys and girl students. The Girls' Common Room is well equipped with washroom, wash basins and all other essential facilities.

The college fraternity ensures equal concern for both boy and girl students in all curricular and extracurricular activities. The institution offers a certificate course on human rights wherein a chapter on the rights of woman has been included in the syllabus of the course offered in order to make the students aware of their rights. Physical activities like sports and relaxation techniques can be valuable tools to help the students remain calm and protect their mental health during the time of pandemics. A yoga and stress management cell formed in our college. The Inter-college volleyball competition (girls and boys) is conducted by the college fraternity every year so that sports can be made accessible and welcoming to girl students. However, due to the pandemic situation, it was not possible to conduct the volleyball competition for the last two years. In order to reduce mental stress and depression caused by this pandemic due to home quarantine and lockdown the college fraternity after resuming classes was constantly engaged in counselling the students for their better mental health.

File Description	Documents
Annual gender sensitization action plan	https://www.guwahaticollege.org.in/pdf/Measures initiated by the Institution.pdf
Specific facilities provided for women in terms of: a. Safety and security b. Counseling c. Common Rooms d. Day care center for young children e. Any other relevant information	https://www.guwahaticollege.org.in/pdf/Measures initiated by the Institution.pdf

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

D. Any 1 of the above

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

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

- **Solid waste management**
 - The general solid waste from the college are segregated into non-biodegradable and biodegradable segments using differently colored dustbins, which are then given to Guwahati Municipality Corporation for proper disposal and reuse.
 - The plant (biodegradable) waste are transferred to a pit to form manures which are used in the college gardening.
 - Broken glass wares separated and kept for recycling.
- **Liquid waste management**
 - The liquid waste generated from different laboratories goes to a treatment pit inside the campus. The laboratories are following proper SOP for the experiments to minimize the generation of liquid waste.
 - Other liquid wastes, biodegradable, generated from sources such as canteens, washroom etc are properly channelized to the municipality drainage system.
- **Biomedical waste management**
 - We generate very little biomedical waste from laboratory experiments. They are decontaminated by using autoclave and then disposed in proper dustbins in the campus. The sterilized wastes are then collected by the municipality.
- **E-waste management:**
 - The e-waste generated in the campus is collected and kept centrally in designated dustbins. They are then

- given to local vendors who take it for recycling.
- Waste recycling system
 - The campus has a botanical garden, hence all the biodegradable waste generated from various places in the campus is transferred to a pit to form manures which are used in the garden.
 - The e-waste/non-biodegradable waste generated in the campus is collected and kept centrally in designated dustbins. They are then given to local vendors who take it for recycling.
 - Hazardous chemicals and radioactive waste management
 - The experiments are designed to minimize the use of chemicals.
 - The labs are properly ventilated and have Fume-hoods.
 - The Chemical stock is maintained properly to minimize unnecessary buying and stock piling.
 - Solid waste is put in appropriately labeled closed dustbins.
 - All the above waste generated are accumulated and disposed in an isolated pit inside the campus after a period of six months.

File Description	Documents
Relevant documents like agreements/MoUs with Government and other approved agencies	View File
Geo tagged photographs of the facilities	https://www.guwahaticollege.org.in/guwahati-collage-solid-waste-photos.php
Any other relevant information	View File

7.1.4 - Water conservation facilities available in the Institution: Rain water harvesting Bore well /Open well recharge Construction of tanks and bunds Waste water recycling Maintenance of water bodies and distribution system in the campus C. Any 2 of the above

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

7.1.5 - Green campus initiatives include

7.1.5.1 - The institutional initiatives for greening the campus are as follows:

B. Any 3 of the above

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

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

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

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

D. Any 1 of the above

File Description	Documents
Reports on environment and energy audits submitted by the auditing agency	View File
Certification by the auditing agency	View File
Certificates of the awards received	No File Uploaded
Any other relevant information	View File

7.1.7 - The Institution has disabled-friendly, barrier free environment Built environment

D. Any 1 of the above

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

File Description	Documents
Geo tagged photographs / videos of the facilities	View File
Policy documents and information brochures on the support to be provided	No File Uploaded
Details of the Software procured for providing the assistance	No File Uploaded
Any other relevant information	View File

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

North Eastern states of India are basically a hub of diverse cultures, languages and religions. Guwahati College as an institution plays an important role in building a tolerant and amicable environment among the students and teachers from the entire seven sister states with different cultural, linguistic and religions backgrounds which symbolize the distinctive characteristics of North Eastern States.

Guwahati College provides opportunity to students from all over the country irrespective of their language, religion etc. Many students from the neighboring states like Meghalaya, Mizoram, Arunachal Pradesh, Manipur, and Tripura have taken admission in the institution, making it a mutual learning space for the students belonging to different geographical and linguistic backgrounds. Moreover Assam itself is diverse in the ethnic culture language and dialect like Bodo, Mising, Karbi, Dimasa and Assamese etc.

On 13-04-2021 the College organized a cultural event to celebrate Rongali Bihu (Assamese New Year), participated by all the students

and teachers with the specific theme of showcasing their own attire. All the students and teachers beautifully represented their own respective ethnic attires and took part in the famous Bihu dance, where all the traditional instruments like dhol, pepa etc. were played by the students. The major objective of organizing the event was to bring mutual respect and acceptance among the students of different languages and ethnic backgrounds. The program also included an ethnic sport event known as "koni-Juj" or egg fight among the teachers and the students, where the winner was awarded with a special prize (separately for both teachers and students) and most of the students participated in it, which was an attempt to revive the age old sport and impart it to the students of the new generation. The program was concluded with evening snacks for the teachers as well as the students. Since the year 2020-21 was a covid-19 struck academic year there was very meager opportunities for the institution to organize a whole series of such programs to enrich the students.

File Description	Documents
Supporting documents on the information provided (as reflected in the administrative and academic activities of the Institution)	View File
Any other relevant information	No File Uploaded

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

Guwahati College takes pride in the fact that apart from providing academic knowledge to the student community the college also constantly works upon ways to develop the students as better citizens of the country. The college provides opportunities to the student community to work together, it organises many programmes and competitions and lectures to make them aware of the values, rights and duties and responsibilities of a good citizen. Such programmes motivate the students and inculcate the feeling of oneness among them.

The college always welcomes the active participation of the students in such activities that promote the awareness among them of their relation to the society. Some of the practices and activities that the college organized this year to promote a sense of national identity were the celebration of Independence Day, Republic Day with the hoisting of tri-colour Indian national flag, lectures given on the day by the principal and other faculty members of the college

about the martyrs and freedom fighters of the nation. The college also celebrates Constitution Day annually to promote the constitutional values among the students.

The college also organized International Yoga Day this year. The celebration of this day promotes the value of good health and right living that inculcates awareness among the students and teachers.

Guwahati College also organized 'Azadi Ka Amrut Mahotsav', an initiative by the Govt. of India to celebrate and commemorate the 75th year of independence. This was celebrated on 12 March 2021 with a talk on 'The Relevance of Mahatma Gandhi in the Country's Social Reality'. The lecture was delivered by Dr. Rahul Mazumdar, Associate Professor of Arya Vidyapith College.

As part of 'Azadi ka Amrut Mahotsav' and to commemorate the historic 'Dandi March' by the father of the nation Mahatma Gandhi, an essay writing competition was organized among the students in the college premises on 19 March 2021. The theme of the essay writing competition was 'The Legacy of the freedom movement and the Indian Constitution'. Students from Arts and Science departments of the college took part in the event.

The above programmes except 'Azadi Ka Amrut Mahotsav', are organized annually with great pomp but due to lockdown, this year (2020-21) both the Independence Day and Republic day were a low key affair. The college could not celebrate Constitution Day due to the pandemic as mass gathering was not allowed.

A list of various activities conducted in the college during the year for inculcating values for being responsible citizens as reflected in the Constitution of India are given below:

Sl.No

Title of the programme/Activity

Duration

1

Independence Day -2020

15.08.2020

2.

Yoga Day (online)

21.06.2020

3.

Republic Day-2020

26.01.2021

4.

Talk on 'The Relevance of Mahatma Gandhi in the Country's Social Reality'

12.03.2021

5.

Essay writing competition on 'The Legacy of the freedom movement and the Indian Constitution'

19.03.2021

File Description	Documents
Details of activities that inculcate values; necessary to render students in to responsible citizens	View File
Any other relevant information	No File Uploaded

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

C. Any 2 of the above

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

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

Over the years Guwahati College has made a concerted effort at celebrating national and international commemorative days, event and festivals. Such celebration was a low key affair this year as covid 19 related restrictions were in place throughout the year .The college fraternity still managed to organize a few programmes or days like Independence Day, Republic Day, Gandhi Jayanti, International Women's Day, World Environment Day etc.

Celebrating the country's Independence Day and republic day is a regular practice in any institution of higher learning in the country. In our college this year the students who were present on Independence Day and Republic Day were addressed by the principal and a couple of teachers present on the occasion. A large gathering of students was avoided in view of the covid 19 pandemic.

International Women's Day is celebrated every year in this college. The celebration is meant to highlight the social, economic, cultural and political achievement of women. The day also makes a call to action for accelerating the process of establishing gender parity in all spheres of our life. With this purpose in view, Guwahati College Women's Forum celebrated International Women's Day at the Yasashi Education Centre, Narengi, and Guwahati this year. It is a school for underprivileged children run by the Yasashi Foundation. There are more than a hundred students in this school who are given free education till the 5th grade. Guwahati College Women's Forum donated a stand fan to the school. The little girls and boys attending the school were given packets containing snacks.

The celebration of World Environment Day on 5th June is always considered to be an important occasion by the Guwahati College

fraternity .We got an opportunity on this day to celebrate and revel in the magnificence of Earth, our planet, our tiny home in space .This is the day we remind ourselves that our very existence depends on the well-being of this tiny planet in space. Every year some programme is organized on this special day to drive home to the students their duty and responsibility vis-a-vis our environment .This year a plantation drive was undertaken in the college campus in collaboration with State Bank of India, New Guwahati Branch. Various kinds of saplings were planted in the campus to add to the already impressive collection of trees and shrubs in the college area. A number of officers from the State Bank of India took part in the programme.

We could not organize any programme on some other equally important commemorative days as we witnessed a worsening of the Covid situation in the state.

File Description	Documents
Annual report of the celebrations and commemorative events for the last (During the year)	View File
Geo tagged photographs of some of the events	View File
Any other relevant information	No File Uploaded

7.2 - Best Practices

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

Best Practice-I

1. Title of the practice:

Fight against the Pandemic

1. Objective of the Practice

With the spread of the dreaded covid 19 virus the safety of our students and colleagues became our priority. After the suspension of other best practices in the college we directed all over efforts towards preventing the spread of the disease in the campus and beyond. As the majority of our students come from a relatively poor

background, they usually look up to their institution for help and guidance in a moment of crisis; the covid situation in the city was no exception to this general scenario; all this encouraged us to wage a battle against covid 19, ensuring the safety of their lives.

1. The Context

The context for this practice was provided by this new virus called covid-19. Classes were suspended and on-line classes became the new normal in the country. We, at Guwahati College, also followed suit. But news of students getting infected, of the loss of some of their family members (even a few of our students lost their lives) kept coming in. The teachers of the college continued to be in touch with their students through virtual modes, try to provide them mental support and solace. It was an extraordinary situation calling for extraordinary measures. The college had to look after the academic requirements of the students; it had to take care of their mental and physical state at the same time. It was in this context that the Guwahati College fraternity decided to sensitize the students as well as the members of general public through the students to ways of preventing the spread of the virus.

1. The practice

The year presented a unique situation in the context of India's higher education. It was a challenging situation that demanded a fresh approach on the part of the entire college fraternity. The pandemic brought in its trail its own constraints and limitations. For example, we couldn't allow a normal gathering of our students maintaining the recommended social distance. If such gatherings had been allowed, reaching out to thousands of students would not have been an issue at all. We had to have recourse to other "less public" methods. The Chemistry department of the college came forward with a unique plan of preparing bottled sanitizers in accordance with WHO guidelines. The college distributed these bottles of sanitizer among members of the teaching staff, non-teaching staff and the students. A large number of local residents of the area also received such bottles. The college authority brought out a number of leaflets containing information about the covid 19 virus and ways of fighting against it. The leaflets mentioned the symptoms of the disease, the means of its spread, the safety measures recommended by UNICEF etc. Wearing of mask, constant washing of hands and maintenance of social distance were suggested as the best means of keeping the virus at bay. The college authority decided to insist on the use of mask on the part of anyone coming to the campus. Sanitizers and soaps were made available in virtually every nook and corner of the college

campus. The physical class room was replaced by the virtual class room. These class rooms not only became the theatre of the academic exercises, but they were also used by the teachers to impart information and knowledge about the new virus. The college fraternity felt that keeping the students mentally and psychologically strong was a matter of utmost importance, particularly at a time when social media, electronic media and newspapers were pouring into their ears information about the dreaded nature of the disease all the time. We thought that whereas it was necessary to be aware of the risk of life involved in the spread of the disease, it was also incumbent on the college teachers and the college authority to keep the young minds away from an obsession with the disease. With that objective in view the college organized a series of webinars in which some of the finest scholars took part as the resource person. The students as well as the teachers of the college participated in those webinars and were greatly benefitted from the interaction with the experts.

1. Evidence of success

This practice emerged out of the unique situation induced by the covid-19 virus. Our only target in waging this battle against the virus was to keep our students hale and hearty at the time of this pandemic. In spite of the fact that we lost a few of our students to the dreaded disease, the majority of the college staff and students remained health-wise unaffected. Only a couple of the teachers contracted the disease that too in a very mild form. We can now claim ourselves to be working in a more or less completely vaccinated and completely covid-free campus. We have reasons to believe that our efforts throughout the year in this direction had yielded positive results. This was no mean achievement considering the overall rate of infection in the Kamrup (Metropolitan) district. The drive against the pandemic also had its share of spin-offs. The students now got an opportunity to realize that a good health is equally important to survive in these times saturated with strange diseases, climate changes and psycho-physical traumas.

1. Problems encountered and resources required

The covid 19 situation brought its own problems. As already pointed out, no gathering of students could be allowed as social distance had to be strictly maintained. Hand to hand distribution of sanitizers, leaflets etc., became a real problem. We were not willing to use our students in such works considering the risk involved. We distributed sanitizer bottles in Hajongbori, the adopted village of the college. We would have loved to cater to the

needs of a much larger public, but we had limited financial resources in order to carry out such an exercise on a broad scale. The printing of leaflets was also done in a limited way for similar reasons. Our students were yet to get used to the online mode of teaching and imparting information and knowledge. Moreover, as our students came from far flung areas of the city, internet connectivity was a real stumbling block in this regard.

Best Practice-II

1. Title of the Practice

Developing a lush green environment in the campus

1. Objective of the practice

We live in a geological time that has often been characterized by experts as the Anthropocene. We all need to take corrective measures for the very survival of the human race. The college believes that educational institutions are among the best forums to spread such a message in society. A green campus will sensitize the young mind to the difference that a green environment makes to the quality of human life. We are driven by a deep conviction that we need to create an institution where the students would learn as much from the books as the natural environment surrounding them.

1. The context

Our college is situated in the middle of a rather crowded city. The student of a city-based college is bound to feel a bit cramped for space. Moreover, the level of temperature continues to rise with the passage of time, making classroom activities an almost unbearable exercise for both students and teachers during the summer season. It is in this context that the college attempts to address the challenge of building an alternative atmosphere in which the students feel themselves to be in contact with nature. The academy community needs to have some space of their own, away from the heat and dust of an average Indian city. This is a challenging task considering the fact that the college doesn't have enough land. We are trying to make the best of whatever land resources are at our disposal.

1. The practice

Guwahati College has continued to develop an sustain and environment friendly campus during the year. We have added quite a

large number of new trees and shrubs to the already impressive array of evergreen and seasonal plants in the college campus. It has almost become a tradition in the college to celebrate any important day in the calendar (for example Independence Day, Republic Day, World Environment Day, College Foundation Day etc.) by planting saplings in the campus. The cumulative effect of all these attempts is there for all to see. The lush green environment of its campus continues to be the distinguishing characteristic of Guwahati College. Our determination to keep the college campus green has been well reflected in our careful maintenance of the botanical garden in the college in spite of the covid-19 induced restrictions and limitations. The Botany department is in the process of conducting a fresh green audit in the campus, once the pandemic situation gets better. The green audit will help us in knowing and recording the scientific names, local names and the respective roles of the different trees and shrubs.

The threat to our environment has become an important component of Indian Higher Education syllabi across campuses. In establishing Shantiniketan Rabindranath Tagore showed long ago the need to nurture the delicate relationship between human and natural realms of existence. Man's neglect of the environment has had a disastrous impact on a global scale; the young mind needs to be taught ways of sustaining a Green Earth. This knowledge cannot come from the textbook in the classroom alone; we need to create a natural ambience for that. The college believes in the general drift of the following statement by Tagore made long ago, though he spoke of school children here: "The human mind is in the embryo stage in childhood and school boys should live in surroundings which protect them from all disturbing forces. To acquire strength by absorbing knowledge both consciously and unconsciously should be their soul aim, and their environment should be adapted to this purpose." Unfortunately, the wisdom that these words contain is often lost on those who build institutions of higher learning in crowded Indian cities. Guwahati College aspires to be an exception to this.

The biggest roadblock faced by Guwahati College in this regard is the limited land resources at its disposal. Financial constraints stand in the way of acquiring a second campus for the college in an ideal location in the outskirts of the city.

1. Evidence of success

Any visitor to Guwahati College is likely to be impressed by its lush green environment. When we started off, we set ourselves a target of raising the green coverage of the campus to 40% of the

total area. We have fallen short of that target, but we continue to work in that direction. There is enough evidence to prove the considerable success of our concerted efforts in this regard. Few other colleges in the city can boast of such a green campus, making the student free from all kinds of claustrophobic feelings associated with other city-based colleges. Further development of the medium-size playground within the college campus has always been an important part of our green campus related agenda. The field has been considerably improved this year, students can now play outdoor games like cricket, football and volleyball in this college playground.

The positive change that our efforts in this regard have brought shows that a green campus creates a student friendly ambience in which they can imbibe lessons in maintaining the balance between man and nature. Such lessons picked up naturally are bound to spill over the boundaries of the college campus and get assimilated in a larger audience.

1. Problems encountered and resources required

Construction at the present site of the college began way back in 1964. It is only natural that they did not think about the proper utilisation of space back then. The sprawling, not so well planned, buildings of the college have created quite a few problems for the present authority in its drive for a green campus. A college situated in a crowded city cannot have the luxury of possessing the large size land property associated with a rural college. Moreover, our access to many RET plants is limited. We need to develop our knowledge of local plants and their properties further and this knowledge needs to spill over the confines of the Botany department and reach the general student community.

An amount may be earmarked for giving a fresh boost to this green initiative, financial constraints often stand in our way. Outside agencies need to be roped in here in this regard. Resource persons and experts from outside the college may also be roped in for adding to our limited knowledge of the flora of our state; we need to know which plants are suitable for the campus of an institution of higher learning.

1. Notes

This particular best practice needs to be implemented in all our city based colleges. Two important points are to be noted in this context:

1. While constructing new buildings in the campus maximum care should be taken to leave enough free space inside the total college area. Experience has taught us that the presence of open space is conducive to concentrated study and learning.
2. Growing medicinal plants in the campus may be a source of both knowledge and resource generation for our institutions of higher learning.

File Description	Documents
Best practices in the Institutional web site	View File
Any other relevant information	No File Uploaded

7.3 - Institutional Distinctiveness

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

The lush green environment in the campus continues to be the distinguishing characteristic of the college. The Botany department and the Eco Club have taken the initiative in adding a number of new trees and shrubs to the campus. It has become a well established practice in the college to plant saplings on special occasions such as Independence Day, Republic Day, College Foundation Day, Environment Day, etc. The Botany department is planning to conduct a fresh Green Audit in the campus once the Covid situation gets better, recording the scientific names, local names and the respective roles of the different trees and shrubs in nature. Few other colleges in the city can boast of such a green campus. The medium sized playground within the college campus not only provides the students the opportunity to play outdoor games like cricket and football, it also makes one free from all kinds of claustrophobic feelings associated with other city based colleges. The college has the scope to develop outdoor classrooms or sit-ins in the future- something that cannot be said about the majority of the public institutions in our state.

Part B

CURRICULAR ASPECTS

1.1 - Curricular Planning and Implementation

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

As a college affiliated to Gauhati University, we are bound to implement CBCS system from the academic session 2020-21. Academic Monitoring Committee comprising of all Head of Departments was entrusted with the responsibility of implementation of CBCS, as per GU regulation for undergraduate courses. CBCS committee was formed to execute the guidelines and apprise the Academic Monitoring Committee. Interactive session was conducted for Prof. Nisar Ahmed Barua for the faculty members. The process was duly followed, monitored and implemented successfully.

File Description	Documents
Upload relevant supporting document	View File
Link for Additional information	https://guwahaticollege.org.in/pdf/CLASS%20ROUTINE%20FINAL%202020-21.pdf

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

The institution adheres to the Academic calendar, as mentioned in the College website in lines of the academic calendar of Gauhati University. The Continuous Internal Evaluation is done with prior intimation to students through the Academic calendar which serves as a road map for timely syllabus completion and co-curricular activities.

File Description	Documents
Upload relevant supporting documents	View File
Link for Additional information	https://www.guwahaticollege.org.in/pdf/Ad_Calendar_20-21.pdf

1.1.3 - Teachers of the Institution participate

C. Any 2 of the above

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

File Description	Documents
Details of participation of teachers in various bodies/activities provided as a response to the metric	View File
Any additional information	View File

1.2 - Academic Flexibility

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

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

3

File Description	Documents
Any additional information	View File
Minutes of relevant Academic Council/ BOS meetings	View File
Institutional data in prescribed format (Data Template)	View File

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

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

1

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

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

13

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

13

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

1.3 - Curriculum Enrichment

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

The paper titled Contemporary India: Women and Empowerment is opted as Generic Elective paper by the Department of English for students from other departments, as per CBCS syllabus. The course deals with modules related to Gender issues and legal framework therein. The paper itself is an apt example of cross cutting as the Department of English teaches issues related to Gender and Empowerment from the contemporary perspectives to students from different disciplines. The college also teaches Environmental Studies, as mandated by UGC following Supreme Court guidelines. Since, sensitivity related to Gender and Environment issues are becoming a necessity for being a future professional with high ethical and human values to positively contribute to the society and nation-building, the course has been also serving as a bridge course for overall sensitisation.

File Description	Documents
Any additional information	View File
Upload the list and description of courses which address the Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum	View File

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

1

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

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

229

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

1.4 - Feedback System

1.4.1 - Institution obtains feedback on the syllabus and its transaction at the institution from the following stakeholders Students Teachers Employers Alumni	C. Any 2 of the above
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File Description	Documents
URL for stakeholder feedback report	View File
Action taken report of the Institution on feedback report as stated in the minutes of the Governing Council, Syndicate, Board of Management (Upload)	View File
Any additional information(Upload)	No File Uploaded

1.4.2 - Feedback process of the Institution may be classified as follows	A. Feedback collected, analyzed and action taken and feedback available on website
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File Description	Documents
Upload any additional information	No File Uploaded
URL for feedback report	https://www.guwahaticollege.org.in/pdf/STUDENT-FEEDBACK-REPORT-for-AQR-20-21-(2).pdf

TEACHING-LEARNING AND EVALUATION

2.1 - Student Enrollment and Profile

2.1.1 - Enrolment Number Number of students admitted during the year

2.1.1.1 - Number of sanctioned seats during the year

2200

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

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

supernumerary seats)

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

708

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

2.2 - Catering to Student Diversity

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

Class tests are conducted to evaluate the students. Question papers are prepared in a way so that the students can be distinguished between advanced and slow learners. Informal discussions are initiated with the students on a topic that is to be taught with reference to their previous knowledge. After some sporadic discussions, their problems become clear. Accordingly, importance is given to work on those issues troubling the students. After from that we also hold counselling sessions with parents in order to learn more about the students. Thus, the parameters we utilise to distinguish between slow and advanced learners are:

- 1) Class tests
- 2) Informal discussions
- 3) individual academic counselling

Extra remedial classes are conducted for the slow learners. The slow learners are given extra time to speak about their concerns. They are asked to come and sit in the front rows. Each problem is unique and we treat it accordingly. The teachers repeat the same topic in each class before proceeding further. They are also made aware of the importance of attending classes regularly. Apart from that, we provide extra study materials through Open Education Resources (video links, papers etc). Group discussions are done very frequently. Power point presentations are also done. They are encouraged to participate in various activities (debating, dancing, drama etc.) to increase their confidence. They are motivated to participate in sports. Student helpdesks are formed by senior students of the department with a mentor teacher. Student study groups are also formed. The slow learners are also motivated to join the NCC and NSS.

The advanced learners are encouraged to participate in both intra and inter college seminars, quizzes etc. Prizes are given to the best students every year. Before the pandemic, talks were organised where expert faculties from other institutions were invited. During the pandemic, some webinars were organised to enhance the knowledge of the students.

Experts are invited to give students proper guidance about their careers. Students are also given guidance for various competitive Examinations.

File Description	Documents
Link for additional Information	https://guwahaticollege.org.in/pdf/slow%20learners.pdf
Upload any additional information	View File

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

Number of Students	Number of Teachers
1896	53

File Description	Documents
Any additional information	View File

2.3 - Teaching- Learning Process

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

Group discussions, seminars, field trips, projects are some of the methods used by the departments for better results. Projects are mandatory and for this purpose they are sent to different organisations, industries etc. to collect information. Field trips are organised to give students practical exposure. Moreover, teachers distribute materials to the students a few days before they take up the topic for discussion and encourage the students to come up with queries. The question answer technique is used to ensure active participation of the students. Apart from that, senior students are asked to prepare certain topics for the benefit of the junior students. The seniors are asked to interact with the juniors more frequently and offer them valuable advice on how to deal with academic stress, anxiety, time

management during exams. The departments also hold interactive sessions between current and alumni of the department. Before the pandemic, retired professors were invited to enlighten the students. This enhanced the teaching learning experience.

File Description	Documents
Upload any additional information	View File
Link for additional information	https://guwahaticollege.org.in/pdf/Advanced%20learner.pdf

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

To make the students updated with the recent technology, smart boards have been installed in certain departments.

Desktops and laptops have been provided in each department. This has made the teaching learning process more effective as it has helped teachers move beyond the traditional lecture method.

Projectors are available in different classrooms.

Printers are installed at all prominent places within the campus.

There are four photostat machines in the campus

During the pandemic. the teachers monitored the students through Google Classroom, google Meet, Zoom WhatsApp etc.

Webcams, speakers etc have been provided to each department for smooth functioning of online classes from the institute.

Partial automated library. E resources are accessed by the NLIST program.

Use of ICT by teachers:

Power Point presentation: Teachers make power point presentations through projectors. They also use online search engines and websites

Seminar rooms are digitally equipped which is quite helpful when competitions, guest lectures, expert talks are organised.

Online exams, quizzes were conducted using Google forms

Online platforms like Zoom and Google Meet are used to provide counselling to the students when needed.

Students are made aware of online resources like SWYAMPBABHA (archived video lectures), SCERT, National Digital Library (initiative of IIT Kharagpur and MHRD, Government of India)

For future referencing, video lectures are made available to the students.

During the pandemic, various competitions were conducted using ICT TOOLS.

File Description	Documents
Upload any additional information	View File
Provide link for webpage describing the ICT enabled tools for effective teaching-learning process	https://www.guwahaticollege.org.in/images/student_satisfactory_survey/Room%20No%2013.%20(Physics).jpeg

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

2.3.3.1 - Number of mentors

53

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

2.4 - Teacher Profile and Quality

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

53

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

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

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

1

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

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

2.4.3.1 - Total experience of full-time teachers

742

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

2.5 - Evaluation Process and Reforms

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

All possible efforts are made to assure that the internal exam management system is efficient and transparent. All the rules laid down by the university are meticulously followed.

- At the commencement of the semesters, the students are informed by the teachers about the different aspects of the evaluation process.
- The schedules for the internal assessment are prepared keeping in mind the university guidelines and the students are made aware of the schedules well in advance.
- For proper and smooth conduct of the tests two invigilators are assigned to each room
- Each faculty member checks the answer scripts of the papers they are in charge of handling.
- Efforts are made to ensure that the evaluation process is completed as early as possible.
- To ensure transparency, the evaluated scripts are verified at random by the HOD.
- The students are shown the checked answer scripts so that they can understand their strengths and flaws. And grievances, if any, are addressed immediately.
- All the departments display the marks on the notice boards.
- If any issue needs to be forwarded to the university, then the Exam Committee appointed by the college does the needful.

File Description	Documents
Any additional information	View File
Link for additional information	Nil

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

Mechanism to deal with internal examination related grievances is transparent, time- bound and efficient. All possible efforts are made to assure that the internal exam management system is efficient and transparent

- To ensure transparency, the evaluated scripts are verified at random by the HOD.
- The students are shown the checked answer scripts so that they can understand their strengths and flaws. And grievances, if any, are addressed immediately.
- All the departments display the marks on the notice boards.

- Marks are also uploaded on the college web portal.
- If any issue needs to be forwarded to the university, then the Exam Committee appointed by the college does the needful.

File Description	Documents
Any additional information	View File
Link for additional information	https://www.guwahaticollege.org.in/pdf/Mechanism%20to%20deal%20with%20internal%20examination.pdf

2.6 - Student Performance and Learning Outcomes

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

- The college follows an outcome based teaching learning process and the college is very clear about the learning outcomes that is aimed at through the Courses offered.
- At the commencement of the semesters, students are made aware of the skills, qualities and knowledge that they will gain through the courses offered.
- Teachers spend a substantial amount of time in introducing and also familiarizing the students with the syllabus,
- The Soft Copy of the syllabi and learning outcome of the courses are uploaded on the college web portal and the departments have the hard copy.
- The students are also told about the course outcomes through tutorials.

File Description	Documents
Upload any additional information	View File
Paste link for Additional information	Nil
Upload COs for all courses (exemplars from Glossary)	View File

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

- Learning outcomes are assessed and discussed in staff meetings as learning outcomes help the faculty members to plan lessons accordingly. Faculty members are made aware of the importance of the Learning outcomes in staff meetings.

- The college has an Academic Monitoring Committee to keep track of the programme outcome and learning outcome.
- On the completion of the programme, students can utilize the professional and personal skills they have learned in their day to day life.

File Description	Documents
Upload any additional information	View File
Paste link for Additional information	Nil

2.6.3 - Pass percentage of Students during the year

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

387

File Description	Documents
Upload list of Programmes and number of students passed and appeared in the final year examination (Data Template)	View File
Upload any additional information	View File
Paste link for the annual report	https://www.guwahaticollege.org.in/pdf/AQA%20Report%20(2019-20).pdf

2.7 - Student Satisfaction Survey

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

<https://docs.google.com/forms/d/16gbILgKqMmJpgBH6HoKM8AhzJm-4meUD7wRn9kN3Tis/edit#responses>

RESEARCH, INNOVATIONS AND EXTENSION

3.1 - Resource Mobilization for Research

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

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

0.5	
File Description	Documents
Any additional information	View File
e-copies of the grant award letters for sponsored research projects /endowments	View File
List of endowments / projects with details of grants(Data Template)	View File
3.1.2 - Number of departments having Research projects funded by government and non government agencies during the year	
3.1.2.1 - Number of departments having Research projects funded by government and non-government agencies during the year	
1	
File Description	Documents
List of research projects and funding details (Data Template)	View File
Any additional information	View File
Supporting document from Funding Agency	View File
Paste link to funding agency website	http://www.astec.gov.in
3.1.3 - Number of Seminars/conferences/workshops conducted by the institution during the year	
3.1.3.1 - Total number of Seminars/conferences/workshops conducted by the institution during the year	
14	
File Description	Documents
Report of the event	View File
Any additional information	View File
List of workshops/seminars during last 5 years (Data Template)	View File

3.2 - Research Publications and Awards	
3.2.1 - Number of papers published per teacher in the Journals notified on UGC website during the year	
3.2.1.1 - Number of research papers in the Journals notified on UGC website during the year	
14	
File Description	Documents
Any additional information	View File
List of research papers by title, author, department, name and year of publication (Data Template)	View File
3.2.2 - Number of books and chapters in edited volumes/books published and papers published in national/ international conference proceedings per teacher during the year	
3.2.2.1 - Total number of books and chapters in edited volumes/books published and papers in national/ international conference proceedings during the year	
24	
File Description	Documents
Any additional information	View File
List books and chapters edited volumes/ books published (Data Template)	View File
3.3 - Extension Activities	
3.3.1 - Extension activities are carried out in the neighborhood community, sensitizing students to social issues, for their holistic development, and impact thereof during the year	
An awareness programme on Covid-19 was organised by Women's Forum in 2020 during the start of the Pandemic in the neighbouring community of Guwahati College by displaying banners and posters in order to create general awareness about following proper measures to tackle the situation.	

File Description	Documents
Paste link for additional information	https://www.guwahaticollege.org.in
Upload any additional information	View File

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

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

1

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

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

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

1

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

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

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

70

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

3.4 - Collaboration

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

4

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

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

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

0

File Description	Documents
e-Copies of the MoUs with institution./ industry/corporate houses	No File Uploaded
Any additional information	No File Uploaded
Details of functional MoUs with institutions of national, international importance, other universities etc during the year	View File

INFRASTRUCTURE AND LEARNING RESOURCES

4.1 - Physical Facilities

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

The institution ensures adequate availability and optimal utilization of physical infrastructure as it is critically linked to the vision of the college. The College follows a definite system in planning and ensuring the availability of physical infrastructure and its optimal utilization.

1. For convenience of management of classes and progression of the Teaching-learning process, the college building has been divided into three blocks- Block A , Block B and Block C, besides the administrative block and the library.
2. Block A comprises of all the Arts departments and few Science departments. Each department is allotted atleast two physical classrooms; one of which is ICT enabled. Besides these, every department has also been given their individual departmental room which includes space for teachers staff room, practical room and a departmental library from which books and journals are issued to students and teachers alike
3. Block B, the newly constructed building, comprises of the science departments - Botany and Zoology. Each of the departments is allotted 3 classrooms with attached laboratory. These classrooms and laboratory are built with state-of -the art modern facilities and have been a tremendous inclusion to the college
4. Block C is a three-storeyed building where Floor 1 and 2 are allotted for Commerce classes. The ground floor consists of a Girls' Common Room for students, a Bio-tech Hub, a conference hall and a room for students' scholarship related issues monitored by the Scholarship

Nodal Officer.

5. All block and classrooms are numerically marked for greater convenience
6. All the blocks have attached bathrooms and toilets for both teachers and students in each floor.

1. Whenever a major infrastructural change or addition is required the College administration does the planning in consultation with the teachers' council and Governing Body of College.
2. In case of departments the requirements are placed before the College administration which examines the feasibility of the proposal and takes a decision in consultation with the accounts and maintenance department.
3. In case of equipment and furniture the Department concerned places the requirements before the College administration which takes the decision after examining the feasibility of the proposal, particularly its financial aspects. The Department is primarily responsible for ensuring the optimal utilization of the physical infrastructure. The College administration sees to it that proper utilization is being made of the facilities which have been provided.
4. The college classrooms are also used as an examination centre for Government examinations/University Examinations as well as Job Related Competitive exams by various State/central Agencies.
5. Fire fighting equipment in terms of fire extinguishers at strategic places are installed.
6. Adequate parking space for vehicles is provided within the campus for vehicles of teachers and students.
7. A canteen facility to serve food and refreshments in a healthy and hygienic way is ensured within the campus and accessible from all the three blocks at a short distance during class hours from all.
8. Power generator for providing backup electricity

File Description	Documents
Upload any additional information	View File
Paste link for additional information	Nil

4.1.2 - The Institution has adequate facilities for cultural activities, sports, games (indoor,

outdoor), gymnasium, yoga centre etc.

We have the broad vision for students all round personality. The philosophy of the college is to support the best elements of competition, instruction and recreation by providing the opportunity for all students to participate and excel in a team setting. And it encourages the students to participate in inter and intra college sports and games. All necessary equipments are provided to student time to time. Numbers of tournaments & competitions are arranged by the college. Sport and cultural events is an integral part of the curriculum. Various sports facility is provided to the students within the campus. The college is committed to create a balanced atmosphere of academic, cultural and sports activities for the overall personality development of its students. Various sports competitions such as inter departmental, inter collegiate, Inter University, etc help in developing team spirit in students. Sports and games help the students to improve their interpersonal relationship in healthy manner. Talented students are honored with medals, trophies and certificates.

1. The college has an open stage with enabled sound system at a central location within the college campus to organize various cultural shows, college week competitions etc which perform a crucial role in arranging the students a platform to showcase their talents
2. The college also has a Students' day home that functions as a recreational centre for students as well as an indoor stadium where students plays sports like badminton, Table Tennis regularly for the upliftment of their mind and body and proper utilization of leisure time
3. The college week held annually becomes a vibrant convergence for all students of the college to display their talents and skills.
4. A cultural procession starting from the College gate is organized on the opening day of the College Week where all the departments encourage students to perform various cultural activities.
5. The college authority supports every musical initiative of the students by providing them with musical instruments. Teachers too take a special care in overseeing all festivities and programs
6. The students take part in prestigious events like GU Youth Festival, Cultural Competition held in Assam Book Fair and have won laurels and praise for the College.
7. The College has a Yoga committee which organizes events

throughout the year for the physical and mental health of the students and to imbibe in them the ancient spirit of Yoga. An instructor has been appointed specially for the purpose

8. The college has a functioning gymnasium and a physical trainer which is under the monitor of the Gymnasium committee formed by the teachers of the college
9. The college has a big playground where students take part in different sports like Cricket, Football, Volleyball both on a regular basis and during competitions
10. College provides all sports equipments in games where students shows interest and participation
11. State level Inter-college Volleyball, Boxing, Taewondo and Chess competitions were held

File Description	Documents
Upload any additional information	View File
Paste link for additional information	Nil

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

15

4.1.3.1 - Number of classrooms and seminar halls with ICT facilities

15

File Description	Documents
Upload any additional information	View File
Paste link for additional information	Nil
Upload Number of classrooms and seminar halls with ICT enabled facilities (Data Template)	View File

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

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

14.98	
File Description	Documents
Upload any additional information	View File
Upload audited utilization statements	View File
Upload Details of budget allocation, excluding salary during the year (Data Template)	View File
4.2 - Library as a Learning Resource	
4.2.1 - Library is automated using Integrated Library Management System (ILMS)	
<p>The central library of Guwahati College is a three storied building having different sections organised in three different floors. Various sections include Textbook section, Reference Section, Rare book Section, Back volume Section of printed Journals, Special Collection, UNESCO Corner, Internet Section, Archival Section, Damaged Book Section etc. The library has collection of more than 37000 books (including reference books), printed journals and periodicals, newspapers etc. The College has the membership of N-LIST (INFLIBNET) since 2011. The members have the access to e-books and e-journals through NLIST.</p> <p>The central library of Guwahati College Installed Integrated Library Management Software SOUL 2.0 Software in the year 2012, designed and developed by Information and Library Network (INFLIBNET). The Library is partially automated. The users have the access to library collections through Online Public Access Catalogue (OPAC). Automated circulation to the faculty members was started in 2019 and it was planned to extend the service to the students also. But due to Covid 19 Pandemic situation the plan could not be executed in time. It is planned to start the service in the next academic session.</p>	
File Description	Documents
Upload any additional information	View File
Paste link for Additional Information	Nil
4.2.2 - The institution has subscription for	A. Any 4 or more of the above

the following e-resources e-journals e-ShodhSindhu Shodhganga Membership e-books Databases Remote access toe-resources

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

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

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

. 32

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

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

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

29

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

4.3 - IT Infrastructure

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

Institution frequently updates its IT facilities including Wi-Fi

With the increasing demand for internet access in educational campuses due to evolving standard of education and flexibility offered by the Internet - universities, colleges, educational institutes etc., are keenly stepping forward to setup secured and stable wired or Wi-Fi network campus. The institute has always given priority for up-gradation of IT facilities for the benefit of its faculties, non-teaching staffs and students. Regular updating of IT facilities is done at institute level as well as department level.

Internet Connection: The institute regularly updates the internet connection every year and as of now, the available internet bandwidth is 100 MBPS provided by RailWire, Assam that is renewed and updated regularly.

No. of Systems and their Configuration: Till date 95 computers are being functional of which 50 computers are for the use of students. The computers have the following configuration: Processor Intel i3 dual core, 4GB RAM, 1TB Hard Disk, CPU Speed 2 GHz and above.

Firewall/Security: The College uses firewall service from external agency and the support license is latest renewed in the year 2020.

Licensed software: Institute has various software needed for academic purposes which includes soul 2.0 (for use of College library), ArcGIS software 10.1 (Department of Geography), MIS (for office use)

I/O Devices: The institute purchases printers as per the requirements given by the departments. The institute has in all 8 laser printers

Licensed version of OS: The institute has license copies of Windows Operating System (Windows 10) and Microsoft office (Office 365).

LCD Projectors: Upgrading of IT is seen in teaching learning process as OHPs in the institute have been intermittently replaced by LCD.

Upgrading Policy: Computers of the institute are upgraded every year and if necessary, certain old machines are replaced with the new ones.

Certain measures have been taken during the year 2020-21 due to pandemic for ensuring best teaching practices for students. Below is the list of those features,

Online Lectures: The institute has licensed versions of G Suite and Microsoft Office Suite via which the online lectures and practical from March till date are being conducted. Every student and faculty are given an id for the same.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	Nil

4.3.2 - Number of Computers

95

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

4.3.3 - Bandwidth of internet connection in the Institution

A. ? 50MBPS

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

4.4 - Maintenance of Campus Infrastructure

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

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

79.8

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

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

- The college has Maintenance Committee that oversees the maintenance of buildings, classrooms and laboratories. The Maintenance committee is headed by the Office Superintendent who in turn monitors the work of the Supervisor at the next level. The maintenance officer conducts periodic checks to ensure the efficiency / working condition of the infrastructure.
- Adequate in - house staff is employed to meticulously maintain hygiene, cleanliness and infrastructure on the campus so as to provide a congenial learning environment. Classrooms, Staffrooms, Seminar halls and Laboratories, etc are cleaned and maintained regularly by Non - teaching staff.
- List of equipment and facilities, which require regular maintenance is prepared by the concerned Lab i/c or Faculty considering supplier recommendations for maintenance
- Dustbins are placed at all required locations
- Lab assistants under the supervision of the HoDs maintain the efficiency of the laboratory equipments and accessories.
- Periodic reporting on requirements of repairs and maintenance are submitted by the HODs to the Administrative office. The requirements are collectively processed in every semester break so as to keep things ready for the new semester.
- Painting of college boundary wall, building and classrooms are done at the start of every new session
- Library: A Library Committee comprising of the Principal as Chairperson, Librarian as secretary and faculty members from various Departments meets twice a year to discuss improvement/update of facilities provided by the Librarian

with supporting staff has been appointed to maintain central library. They focus on the availability and utilization of instructional material in teaching and learning process. Procurement of books as per the requirement is initiated through library committee by inviting the requirement of books from various departments. This is then processed following the procurement procedure.

- Garden maintenance- In the college, we are maintaining the garden through regular activities such as watering, thinning, weeding, fertilizing, mulching, composting, and monitoring for pests. A gardener is engaged around the year for the purpose. Students are also taught and trained in the art of gardening to inculcate in them a healthy practice
- Water Tank- The main overhead water tanks are to be cleaned at least once in six months. Testing of water sample is to be carried out before and after cleaning. The test report is submitted to the Principal or concerned in charge for review. Water coolers provided for drinking purpose are also to be periodically maintained (once in Six Months).
- CCTV, Security etc: To maintain Wifi-internet connectivity and CCTV security system, network and system administration team is appointed. LCD projectors, ICT equipments, air conditioners are maintained with the help of external agencies. Security staff under a security supervisor is employed to safe guard the whole premises.
- Canteen- The canteen was restructured to meet the demands of the teachers and students with more space and seating capacity. The food is prepared and served hygienically by 5-6 workers who wear aprons, head covers, service hand gloves etc.. It is properly cleaned every day with pest control done every three months. Adequate steps like substitution of plastic plates with stainless steel plates, selling items packed in non-plastic material, discouraging single-use plastic, etc are being taken with the aim of making the Canteen plastic free.
- The Ground in College is maintained regularly by a team of gardeners and workers employed contractually. Both the Sports room and Sports Store room are maintained by a non-teaching staff. He also ensures regular upkeep of Yoga room, Badminton Court and Table Tennis Court and the Gymnasium.
- Keeping in view the spread of the pandemic and the continuation of the teaching-learning process, the college is sanitized at regular intervals frequently where the work is outsourced to local private firms.

- Electrician / Office i/c maintain a list of electrical devices, including the generator, that require regular maintenance. Any complaint on electrical repairs is recorded and the electrical repairs are rectified based on the complaints recorded
- Servicing of projectors, Wifi routers, computers and software are done at regular intervals.
- The College has appointed an IT Consultant firm to provide regular support services relating to computer hardware and software.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	https://www.guwahaticollege.org.in/pdf/committee_2021.pdf

STUDENT SUPPORT AND PROGRESSION

5.1 - Student Support

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

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

1508

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

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

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

1473

File Description	Documents
Upload any additional information	View File
Number of students benefited by scholarships and free ships institution / non- government agencies in last 5 years (Date Template)	View File

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

D. 1 of the above

File Description	Documents
Link to institutional website	Nil
Any additional information	View File
Details of capability building and skills enhancement initiatives (Data Template)	View File

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

0

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

0

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

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

A. All of the above

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

5.2 - Student Progression

5.2.1 - Number of placement of outgoing students during the year

5.2.1.1 - Number of outgoing students placed during the year

12

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

5.2.2 - Number of students progressing to higher education during the year	
5.2.2.1 - Number of outgoing student progression to higher education	
67	
File Description	Documents
Upload supporting data for student/alumni	View File
Any additional information	No File Uploaded
Details of student progression to higher education	View File
5.2.3 - Number of students qualifying in state/national/ international level examinations during the year (eg: JAM/CLAT/GATE/ GMAT/CAT/GRE/ TOEFL/ Civil Services/State government examinations)	
5.2.3.1 - Number of students qualifying in state/ national/ international level examinations (eg: JAM/CLAT/NET/ SLET/ GATE/ GMAT/CAT/GRE/ TOEFL/ Civil Services/ State government examinations) during the year	
01	
File Description	Documents
Upload supporting data for the same	View File
Any additional information	No File Uploaded
5.3 - Student Participation and Activities	
5.3.1 - Number of awards/medals for outstanding performance in sports/cultural activities at university/state/national / international level (award for a team event should be counted as one) during the year	
5.3.1.1 - Number of awards/medals for outstanding performance in sports/cultural activities at university/state/ national / international level (award for a team event should be counted as one) during the year.	
02	

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

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

5.3.2 Institution facilitates students' representation and engagement

Institution facilitates students' representation and engagement in various administrative, co-curricular and extra-curricular activities through IQAC, RUSA and Guwahati College Students Union Society. Although students were unable to take part physically in some of the activities due to lockdowns in 2020-21, yet the students were engaged by the Teachers in some of the activities in online mode. Students took part in online Essay Writing Competition, Photography Competition, Yoga awareness programme, Covid awareness programmes etc.

File Description	Documents
Paste link for additional information	https://www.guwahaticollege.org.in/pdf/committee_2021.pdf
Upload any additional information	View File

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

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

02

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

5.4 - Alumni Engagement

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

The college has Alumni associations under different departments. The Registration of Guwahati College Alumni Association is under process.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

5.4.2 - Alumni contribution during the year (INR in Lakhs)

E. <1Lakhs

File Description	Documents
Upload any additional information	No File Uploaded

GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.1 - Institutional Vision and Leadership

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

The strong abiding feelings of the whole fraternity of the institution towards the achievement of the desired goal and consequently the fruitful results achieved is given priority in every step of its functioning. Accordingly complying with all the

required norms, as has been expected throughout is being assertive of the assessment leading an asset with admirable and praiseworthy institution.

In the process of fulfilling the prime objectives as many as required for the process, different committees are formed with faculties and given the responsibility for maintaining smooth academic atmosphere in the college also manage to develop mental health of the students.

Purpose of upgrading the students character building norms through dedicated and sincere efforts together with hard work in themselves and maintained by organizing some relevant awareness programmes, arranging talks and seminars presented by some experts and resourceful persons time to time.

The active parts taken by the NCC and NSS units in most of the programmes and occasions imbibe a strong feeling of integrity and unity among the students as has been observed since long.

Teachers-in-charge in different portfolios of the Student Union Body play a major role in their activities and programmes such as college week and other functions related to the students influence and guide to carry out all in proper track. A sense of responsibility grows through the team work and spirit of unity amongst the students- helps in providing the platform to stand as sensible and honest citizens in future.

Arrangements and support in overall development in different fronts like literary, cultural, sports, etc. have been of much effective devices implemented through story writing, preparing wall magazine, debates, quizzes, etc. among the students, lead to a healthy atmosphere for acquisition of skills, growing as human resources. Improvement in the standard of behaviour, when students grow with the ability to think with wisdom makes the purpose fulfilled in the long run.

The concerted efforts by different committees, where faculties take part as members and guided and backed up by the authority for infrastructure as well as other policies and affairs being discussed and conducted leads to a fruiting result for development of the institution as a whole.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	View File

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

Distribution of responsibilities to various disciplined committees constituted by faculties together with staff from administration have been of much effective implementation devices in the institution making ways for participation of all concerned.

As decided by the authority in consultation with the Governing body the policy of making admission process in new academic session wholly an online process, an Admission committee had been formed for the purpose for smooth conduct of the whole process.

Accordingly supports from the software designing experts were arranged by the authority providing feasible ways of handling the whole process without any external or internal interference. The wholehearted efforts from all the responsible members made it a huge success and unprecedented as may be thought of and with reference to the processes that were going on in the recent past.

Continuation of the process in a finer and reliable manner in the days to come without any loopholes has been of utmost importance for the institution for all the stake holders concerned with it. This has been possible only because of the farsightedness of the committee considering all pros and cons and the experiences applied in the whole process.

Successful implementation of the plans by the admission committee has been of much relevant in the present-day situation all over the region and the world as a whole.

Finally, the specific identity in performing such activities as mentioned above as such is a step forwarded toward development. The online process of admission was successful in the sense that the stakeholders concerned had no objectionable opinion in the systematic manner of acquiring the target till its completion, e.g. the students and guardians, the government controlled department, the office of the authority in the institution had no

such problems for correlating the process smoothly rather a transparent picture was observed as desired at the outset of the plan.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	View File

6.2 - Strategy Development and Deployment

6.2.1 - The institutional Strategic/ perspective plan is effectively deployed

The three major fronts in running the institution smoothly, such as Academic, Administration and Finances. The much needed task that had to be taken was keeping the records in systematic manner for any future references.

Maintenances of such records regularly required a huge time consuming backlog upgradation of all the relevant documents. To get rid of this difficulty a onetime solution had been adopted by the authority and a database system was incorporated named MIS- having huge amount of spaces to keep records from the inception of institutional activities safely. This system of software is going to be useful for future methodical adoption of updated data as will be required time to time.

Activation and fully operational state is yet to achieve for fulfilling this plan as the present and recent past situation has obstructed the process of feeding the input and uploading to make it up to date.

To gain the access of all the facts and figures documented in synchronized manner has to be of immense helpful for all concerned in different categories as mentioned above.

For the smoot operation of the system a committee with faculties having knowledge on such designs is constituted by the authority and discussions regarding the smooth conduct of the process are going on through meetings initiated by the authority of the institution. Engagement and co-operation from the faculties having expertise on such operating system is going to be a helpful and effective measure towards this encouraging step.

Effective measures are taken by the Principal, who is the

executive head of all the committees such as Purchase Committee, Construction committee, committee for forming Union bodies of the students and other ones for uploading the departmental activities.

File Description	Documents
Strategic Plan and deployment documents on the website	View File
Paste link for additional information	Nil
Upload any additional information	View File

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

As mentioned earlier the perspective plans of the institution are materialized in an organized manner through the functioning of different bodies where the supreme one is the governing body constituting of Govt. nominated President, the Secretary, being the authority i.e. the Principal of the college and other members like teacher representatives, office staff, guardian members and eminent persons experienced in the relevant fields. The Governing body takes all the important decisions in all matters related to the development of institution and liaises with the higher education department of the government for formal approval and execution of the decisions.

The coordination between the Principal and all the H.O.Ds together with the office staff has been the mainstream factor in execution of all Academic activities such as, admission, class routine, examinations, results etc.

The IQAC has been proactive in monitoring and designing the rules and helps in fulfillment of smooth functioning of in terms of administration as well as academic plans. For example, the process of appointments, promotions of the incumbents in teaching as well as non-teaching categories are carried out in accordance with the norms and guidelines specified by the higher education department of the Govt.

The central library in the college caters the need of study materials and books to the students and facilities- the facility is being headed by the librarian and other staffs to assists in smooth functioning independently. The library being one of the

most important pillar of the institution for achievements of quality performance. The Librarian has been given adequate regards by arrangement of putting up as permanent member of the Governing Body.

The office of the Principal, being the administrative centre of activities- the functions are carried out by the staff headed by a Sectional Assistant and other office assistants and office bearers. The financial matters are dealt with the help of assistant by an Accountant and other sections manage the activities connected with Examination, Admissions, Scholarship and Certificates.

File Description	Documents
Paste link for additional information	Nil
Link to Organogram of the Institution webpage	https://www.guwahaticollege.org.in/pdf/Organogram-of-the-Institution.pdf
Upload any additional information	View File

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

A. All of the above

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

6.3 - Faculty Empowerment Strategies

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

Providing various facilities to all the incumbents of the institution by some support systems for welfare of the teaching

faculties as well as non-teaching staff leading to a healthy atmosphere in and around the campus.

Teachers are encouraged to participate in various national seminars, workshops, conferences etc. together with the usual required orientation/refresher courses for the upliftment of their academic as well as carriers. For this purpose, teachers are granted duty leave as per norms as and when asked for from the authority.

The authority takes the responsibility of employees finance related matters with external financial institutions (like Banks), which provide financial help within the stipulated norms as and when required. This is done to get rid of the financial hardship that may be faced by the employees for their future plans of stable family life.

Moreover, with active participation of all the employees in the society formed within by the name of "Guwahati College Teachers' and Employees' Thrift Society" with regular contribution growing into a remarkable financial organization has been a great relief in finances as self-help group.

The Women's Forum in the college has been actively working for the upliftment of the women employees as well as others outside the campus spreading the message of Women Empowerment in the society. His forum assures the much-needed welfare measures to be taken for the needy

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	View File

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

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

0

File Description	Documents
Upload any additional information	No File Uploaded
Details of teachers provided with financial support to attend conference, workshops etc during the year (Data Template)	View File

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

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

00

File Description	Documents
Reports of the Human Resource Development Centres (UGCASC or other relevant centres).	No File Uploaded
Reports of Academic Staff College or similar centers	No File Uploaded
Upload any additional information	No File Uploaded
Details of professional development / administrative training Programmes organized by the University for teaching and non teaching staff (Data Template)	View File

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

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

22

File Description	Documents
IQAC report summary	View File
Reports of the Human Resource Development Centres (UGCASC or other relevant centers)	No File Uploaded
Upload any additional information	View File
Details of teachers attending professional development programmes during the year (Data Template)	View File

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

The usual systematic procedure initiated by the administrative head, the Principal of the college for upgradation and promotion of teaching as well as non-teaching staff are carried out regularly as and when needed.

The upgradation process is executed according to the norms of UGC and subsequent guidelines from the DHE, Govt. of Assam in case of teaching faculties, whereas the approval of the concerned Govt. department is required later on after the Governing Body clears the report from authority in case of non-teaching staff.

In regards to the time-scale promotion of the teaching faculties, their achievement norms are followed with the API score of each individual incumbent teacher provided and certified by the IQAC of the institution. Based on the formed interview in presence of external experts from the relevant subjects, the process of verification and scrutiny are done accepting officially and forward their opinion for final approval of the Governing body of the institution. Finally, the DHE, Govt. of Assam, sanctions orders to be followed by the authority of the institution.

IQAC's role in promoting the status of the institution towards enhancement of standards and quality through the best practices performed within their domains whether it is teaching faculties or the non-teaching staff has been of utmost importance.

The proceedings from IQAC's feedback system involving students care of by the authority for analyzing issues related to the progress of the institution through discussion and suggestions

time to time. Proper documentation of the facts and figures related to the status of the incumbents are put on in a systematic manner for ready reference in matters to be dealt with as and when required. The responsibility of updating the data having relevance with sch matter from the end of IQAC, headed by a coordinator and plays the role accordingly.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	View File

6.4 - Financial Management and Resource Mobilization

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

The fundamental and the best practice for financial management is to conduct regular audits by any public organization/institution leading to all desired transparency. The institution is no exception in following the rules conducting internal and external financial audits as and when necessary.

The Govt. audit department carries that the external audit related to all financial transactions of the institution annually, auditors being appointed by the Govt. All the required documents and information sought for verification and approval are provided by the Accountant in the office of the Principal in assistance with the other staff with different responsibilities. For the purpose, the office maintains Cashbooks, ledgers, files for utilization certificates, salary statement of all the incumbents and statements. The office is responsible for settlement of audit objections and meet with the matters clarifying with proper documents.

Transparency financial management is carried out by the institution with Internal audit of finances adhering to the rules and norms as has been imposed by the financial institution of the Govt. For that purpose, an internal auditor was engaged for annual assessment of the Accounts of Guwahati College by a group of Chartered Accountants. The report of internal audit has been found to be satisfactory in all the related matters that had been audited and their observations of proper maintenance of records were upto the mark. In respect of all the checked and verified

related items such as subsidiary Fund, Receipt and Payment Accounts. Cash Book, utilization of Govt. grants, payment vouchers etc. the report of the internal auditor clearly translate the transparent way of Financial management and Resource Mobilisation in the institution.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	View File

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

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

00

File Description	Documents
Annual statements of accounts	View File
Any additional information	No File Uploaded
Details of Funds / Grants received from of the non-government bodies, individuals, Philanthropers during the year (Data Template)	View File

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

The Govt. audit department carries that the external audit related to all financial transactions of the institution annually, auditors being appointed by the Govt. All the required documents and information sought for verification and approval are provided by the Accountant in the office of the Principal in assistance with the other staff with different responsibilities. For the purpose, the office maintains Cashbooks, ledgers, files for utilization certificates, salary statement of all the incumbents and statements. The office is responsible for settlement of audit objections and meet with the matters clarifying with proper documents.

Transparency financial management is carried out by the institution with Internal audit of finances adhering to the rules

and norms as has been imposed by the financial institution of the Govt. For that purpose, an internal auditor was engaged for annual assessment of the Accounts of Guwahati College by a group of Chartered Accountants. The report of internal audit has been found to be satisfactory in all the related matters that had been audited and their observations of proper maintenance of records were upto the mark. In respect of all the checked and verified related items such as subsidiary Fund, Receipt and Payment Accounts. Cash Book, utilization of Govt. grants, payment vouchers etc. the report of the internal auditor clearly translate the transparent way of Financial management and Resource Mobilisation in the institution.

File Description	Documents
Paste link for additional information	https://www.guwahaticollege.org.in/pdf/Policies-2020-2021.pdf
Upload any additional information	View File

6.5 - Internal Quality Assurance System

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

- 13 Nos. of Webinars organized by the college.
- One Workshop on IPR organized.
- Sanitization of the entire campus.
- Library up gradation
- Infrastructure developed for Online Classes
- All teachers are motivated to take online classes

File Description	Documents
Paste link for additional information	https://www.guwahaticollege.org.in/pdf/Webinar-Report-2020-2021.pdf
Upload any additional information	View File

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

The strong abiding feelings of the whole fraternity of the institution towards the achievement of the desired goal and

consequently the fruitful results achieved is given priority in every step of its functioning. Accordingly complying with all the required norms, as has been expected throughout is being assertive of the assessment leading an asset with admirable and praiseworthy institution.

In the process of fulfilling the prime objectives as many as required for the process, different committees are formed with faculties and given the responsibility for maintaining smooth academic atmosphere in the college also manage to develop mental health of the students.

Purpose of upgrading the students character building norms through dedicated and sincere efforts together with hard work in themselves and maintained by organizing some relevant awareness programmes, arranging talks and seminars presented by some experts and resourceful persons time to time.

The active parts taken by the NCC and NSS units in most of the programmes and occasions imbibe a strong feeling of integrity and unity among the students as has been observed since long.

Teachers-in-charge in different portfolios of the Student Union Body play a major role in their activities and programmes such as college week and other functions related to the students influence and guide to carry out all in proper track. A sense of responsibility grows through the team work and spirit of unity amongst the students- helps in providing the platform to stand as sensible and honest citizens in future.

Arrangements and support in overall development in different fronts like literary, cultural, sports, etc. have been of much effective devices implemented through story writing, preparing wall magazine, debates, quizzes, etc. among the students, lead to a healthy atmosphere for acquisition of skills, growing as human resources. Improvement in the standard of behaviour, when students grow with the ability to think with wisdom makes the purpose fulfilled in the long run.

The concerted efforts by different committees, where faculties take part as members and guided and backed up by the authority for infrastructure as well as other policies and affairs being discussed and conducted leads to a fruiting result for development of the institution as a whole.

Distribution of responsibilities to various disciplines

committees constituted by faculties together with staff from administration have been of much effective implementation devices in the institution making ways for participation of all concerned.

As decided by the authority in consultation with the Governing body the policy of making admission process in new academic session wholly an online process, an Admission committee had been formed for the purpose for smooth conduct of the whole process.

Accordingly supports from the software designing experts were arranged by the authority providing feasible ways of handling the whole process without any external or internal interference. The wholehearted efforts from all the responsible members made it a huge success and unprecedented as may be thought of and with reference to the processes that were going on in the recent past.

Continuation of the process in a finer and reliable manner in the days to come without any loopholes has been of utmost importance for the institution for all the stake holders concerned with it. This has been possible only because of the farsightedness of the committee considering all pros and cons and the experiences applied in the whole process.

Successful implementation of the plans by the admission committee has been of much relevant in the present-day situation all over the region and the world as a whole.

Finally, the specific identity in performing such activities as mentioned above as such is a step forwarded toward development. The online process of admission was successful in the sense that the stakeholders concerned had no objectionable opinion in the systematic manner of acquiring the target till its completion, e.g. the students and guardians, the government controlled department, the office of the authority in the institution had no such problems for correlating the process smoothly rather a transparent picture was observed as desired at the outset of the plan.

The three major fronts in running the institution smoothly, such as Academic, Administration and Finances. The much needed task that had to be taken was keeping the records in systematic manner for any future references.

Maintenances of such records regularly required a huge time consuming backlog upgradation of all the relevant documents. To

get rid of this difficulty a onetime solution had been adopted by the authority and a database system was incorporated named MIS- having huge amount of spaces to keep records from the inception of institutional activities safely. This system of software is going to be useful for future methodical adoption of updated data as will be required time to time.

Activation and fully operational state is yet to achieve for fulfilling this plan as the present and recent past situation has obstructed the process of feeding the input and uploading to make it up to date.

To gain the access of all the facts and figures documented in synchronized manner has to be of immense helpful for all concerned in different categories as mentioned above.

For the smooth operation of the system a committee with faculties having knowledge on such designs is constituted by the authority and discussions regarding the smooth conduct of the process are going on through meetings initiated by the authority of the institution. Engagement and co-operation from the faculties having expertise on such operating system is going to be a helpful and effective measure towards this encouraging step.

Effective measures are taken by the Principal, who is the executive head of all the committees such as Purchase Committee, Construction committee, committee for forming Union bodies of the students and other ones for uploading the departmental activities.

As mentioned earlier the perspective plans of the institution are materialized in an organized manner through the functioning of different bodies where the supreme one is the governing body constituting of Govt. nominated President, the Secretary, being the authority i.e. the Principal of the college and other members like teacher representatives, office staff, guardian members and eminent persons experienced in the relevant fields. The Governing body takes all the important decisions in all matters related to the development of institution and liaises with the higher education department of the government for formal approval and execution of the decisions.

The coordination between the Principal and all the H.O.Ds together with the office staff has been the mainstream factor in execution of all Academic activities such as, admission, class routine, examinations, results etc.

The IQAC has been proactive in monitoring and designing the rules and helps in fulfillment of smooth functioning of in terms of administration as well as academic plans. For example, the process of appointments, promotions of the incumbents in teaching as well as non-teaching categories are carried out in accordance with the norms and guidelines specified by the higher education department of the Govt.

The central library in the college caters the need of study materials and books to the students and facilities- the facility is being headed by the librarian and other staffs to assists in smooth functioning independently. The library being one of the most important pillar of the institution for achievements of quality performance. The Librarian has been given adequate regards by arrangement of putting up as permanent member of the Governing Body.

The office of the Principal, being the administrative centre of activities- the functions are carried out by the staff headed by a Sectional Assistant and other office assistants and office bearers. The financial matters are dealt with the help of assistant by an Accountant and other sections manage the activities connected with Examination, Admissions, Scholarship and Certificates.

Highlights of the Function of IQAC

- To make the students updated with the recent technology, smart boards have been installed in certain departments.
- Desktops and laptops have been provided in each department. This has made the teaching learning process more effective as it has helped teachers move beyond the traditional lecture method.
- Projectors are available in different classrooms.
- Printers are installed at all prominent places within the campus.
- There are four photostat machines in the campus
- During the pandemic. the teachers monitored the students through Google Classroom, google Meet, Zoom WatsApp etc.
- Webcams, speakers etc have been provided to each department for smooth functioning of online classes from the institute.
- Partial automated library. E resources are accessed by the NLIST program.

- Use of ICT by teachers:
- Power Point presentation: Teachers make power point presentations through projectors. They also use online search engines and websites
- Seminar rooms are digitally equipped which is quite helpful when competitions, guest lectures, expert talks are organised.
- Online exams, quizzes were conducted using Google forms
- Online platforms like Zoom and Google Meet are used to provide counselling to the students when needed.
- Students are made aware of online resources like SWYAMPBABHA (archived video lectures), SCERT, National Digital Library (initiative of IIT Kharagpur and MHRD, Government of India)
- For future referencing, video lectures are made available to the students.
- During the pandemic, various competitions were conducted using ICT TOOLS.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

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

C. Any 2 of the above

File Description	Documents
Paste web link of Annual reports of Institution	https://www.guwahaticollege.org.in/pdf/AOAR%20Report%20(2019-20).pdf
Upload e-copies of the accreditations and certifications	View File
Upload any additional information	View File
Upload details of Quality assurance initiatives of the institution (Data Template)	View File

INSTITUTIONAL VALUES AND BEST PRACTICES

7.1 - Institutional Values and Social Responsibilities

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

The COVID 19 pandemic has affected the educational system worldwide leading to the closure of educational institutions and replacement of the physical classroom by the virtual classrooms. In response to the closure, the virtual classrooms became the only platform for all the academic exercises. In spite of this fact, the College fraternity organized a series of events as soon as the formal physical classes were resumed in educational institutions. Though the crisis related to the pandemic had an adverse impact on the physical and mental health of the students, our college fraternity, like the previous year, organized various programs in order to ensure gender equity and sensitisation. An awareness program on PCOS (Polycystic Ovarian Syndrome) for the girl students of our college was conducted by the Women's Forum in order to make them understand the symptoms and provide remedies for the same. It was an interactive program where many of our students and faculty members took part. The International Women's Day was organized in the Yasashi Educational Centre, a school for underprivileged children run by the Yasashi Foundation. The Guwahati College Woman Forum donated a stand fan to the school and students were also given packets containing snacks. A poster making competition among the students of Guwahati College was also held on the theme Woman Empowerment.

The safety and security of the girl students inside the college campus is the prime concern of the institution. In order to ensure the safety of the girl students, the college fraternity conducted a 'safety-defence' training program for the girl

student. As we know that sexual harassment violates women's fundamental right of gender equality and life with dignity-- a common problem affecting women in this world, irrespective of the profession that they are in. In order to ensure the safety of women faculty members at work place an 'Internal Complaints Committee' was formed. It is a body envisaged to receive complaints on sexual harassment at work place from an aggrieved woman, as well as to inquire into the complaints and make recommendations on the action required to protect women from sexual harassment at workplace. The institution provides a separate common room, both for boys and girl students. The Girls' Common Room is well equipped with washroom, wash basins and all other essential facilities.

The college fraternity ensures equal concern for both boy and girl students in all curricular and extracurricular activities. The institution offers a certificate course on human rights wherein a chapter on the rights of woman has been included in the syllabus of the course offered in order to make the students aware of their rights. Physical activities like sports and relaxation techniques can be valuable tools to help the students remain calm and protect their mental health during the time of pandemics. A yoga and stress management cell formed in our college. The Inter-college volleyball competition (girls and boys) is conducted by the college fraternity every year so that sports can be made accessible and welcoming to girl students. However, due to the pandemic situation, it was not possible to conduct the volleyball competition for the last two years. In order to reduce mental stress and depression caused by this pandemic due to home quarantine and lockdown the college fraternity after resuming classes was constantly engaged in counselling the students for their better mental health.

File Description	Documents
Annual gender sensitization action plan	https://www.guwahaticollege.org.in/pdf/Measures_initiated_by_the_Institution.pdf
Specific facilities provided for women in terms of: a. Safety and security b. Counseling c. Common Rooms d. Day care center for young children e. Any other relevant information	https://www.guwahaticollege.org.in/pdf/Measures_initiated_by_the_Institution.pdf

7.1.2 - The Institution has facilities for

D. Any 1 of the above

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

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

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

- **Solid waste management**
 - The general solid waste from the college are segregated into non-biodegradable and biodegradable segments using differently colored dustbins, which are then given to Guwahati Municipality Corporation for proper disposal and reuse.
 - The plant (biodegradable) waste are transferred to a pit to form manures which are used in the college gardening.
 - Broken glass wares separated and kept for recycling.
- **Liquid waste management**
- The liquid waste generated from different laboratories goes to a treatment pit inside the campus. The laboratories are following proper SOP for the experiments to minimize the generation of liquid waste.
- Other liquid wastes, biodegradable, generated from sources such as canteens, washroom etc are properly channelized to the municipality drainage system.
- **Biomedical waste management**
 - We generate very little biomedical waste from laboratory experiments. They are decontaminated by using autoclave and then disposed in proper dustbins in the campus. The sterilized wastes are then collected by the municipality.
- **E-waste management:**
 - The e-waste generated in the campus is collected and kept centrally in designated dustbins. They are then

given to local vendors who take it for recycling.

- Waste recycling system
 - The campus has a botanical garden, hence all the biodegradable waste generated from various places in the campus is transferred to a pit to form manures which are used in the garden.
 - The e-waste/non-biodegradable waste generated in the campus is collected and kept centrally in designated dustbins. They are then given to local vendors who take it for recycling.
- Hazardous chemicals and radioactive waste management
 - The experiments are designed to minimize the use of chemicals.
 - The labs are properly ventilated and have Fume-hoods.
 - The Chemical stock is maintained properly to minimize unnecessary buying and stock piling.
 - Solid waste is put in appropriately labeled closed dustbins.
 - All the above waste generated are accumulated and disposed in an isolated pit inside the campus after a period of six months.

File Description	Documents
Relevant documents like agreements/MoUs with Government and other approved agencies	View File
Geo tagged photographs of the facilities	https://www.guwahaticollege.org.in/guwahati-collage-solid-waste-photos.php
Any other relevant information	View File

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

C. Any 2 of the above

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

7.1.5 - Green campus initiatives include

7.1.5.1 - The institutional initiatives for greening the campus are as follows:

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

B. Any 3 of the above

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

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

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

D. Any 1 of the above

File Description	Documents
Reports on environment and energy audits submitted by the auditing agency	View File
Certification by the auditing agency	View File
Certificates of the awards received	No File Uploaded
Any other relevant information	View File

7.1.7 - The Institution has disabled-friendly, barrier free environment Built environment

D. Any 1 of the above

with ramps/lifts for easy access to classrooms. Disabled-friendly washrooms Signage including tactile path, lights, display boards and signposts Assistive technology and facilities for persons with disabilities (Divyangjan) accessible website, screen-reading software, mechanized equipment

5. Provision for enquiry and information :
Human assistance, reader, scribe, soft copies of reading material, screen reading

File Description	Documents
Geo tagged photographs / videos of the facilities	View File
Policy documents and information brochures on the support to be provided	No File Uploaded
Details of the Software procured for providing the assistance	No File Uploaded
Any other relevant information	View File

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

North Eastern states of India are basically a hub of diverse cultures, languages and religions. Guwahati College as an institution plays an important role in building a tolerant and amicable environment among the students and teachers from the entire seven sister states with different cultural, linguistic and religions backgrounds which symbolize the distinctive characteristics of North Eastern States.

Guwahati College provides opportunity to students from all over the country irrespective of their language, religion etc. Many students from the neighboring states like Meghalaya, Mizoram, Arunachal Pradesh, Manipur, and Tripura have taken admission in the institution, making it a mutual learning space for the students belonging to different geographical and linguistic backgrounds. Moreover Assam itself is diverse in the ethnic culture language and dialect like Bodo, Mising, Karbi, Dimasa and Assamese etc.

On 13-04-2021 the College organized a cultural event to celebrate

Rongali Bihu (Assamese New Year), participated by all the students and teachers with the specific theme of showcasing their own attire. All the students and teachers beautifully represented their own respective ethnic attires and took part in the famous Bihu dance, where all the traditional instruments like dhol, pepa etc. were played by the students. The major objective of organizing the event was to bring mutual respect and acceptance among the students of different languages and ethnic backgrounds. The program also included an ethnic sport event known as "koni-Juj' or egg fight among the teachers and the students, where the winner was awarded with a special prize (separately for both teachers and students) and most of the students participated in it, which was an attempt to revive the age old sport and impart it to the students of the new generation. The program was concluded with evening snacks for the teachers as well as the students. Since the year 2020-21 was a covid-19 struck academic year there was very meager opportunities for the institution to organize a whole series of such programs to enrich the students.

File Description	Documents
Supporting documents on the information provided (as reflected in the administrative and academic activities of the Institution)	View File
Any other relevant information	No File Uploaded

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

Guwahati College takes pride in the fact that apart from providing academic knowledge to the student community the college also constantly works upon ways to develop the students as better citizens of the country. The college provides opportunities to the student community to work together, it organises many programmes and competitions and lectures to make them aware of the values, rights and duties and responsibilities of a good citizen. Such programmes motivate the students and inculcate the feeling of oneness among them.

The college always welcomes the active participation of the students in such activities that promote the awareness among them of their relation to the society. Some of the practices and activities that the college organized this year to promote a sense of national identity were the celebration of Independence Day, Republic Day with the hoisting of tri-colour Indian national

flag, lectures given on the day by the principal and other faculty members of the college about the martyrs and freedom fighters of the nation. The college also celebrates Constitution Day annually to promote the constitutional values among the students.

The college also organized International Yoga Day this year. The celebration of this day promotes the value of good health and right living that inculcates awareness among the students and teachers.

Guwahati College also organized 'Azadi Ka Amrut Mahotsav', an initiative by the Govt. of India to celebrate and commemorate the 75th year of independence. This was celebrated on 12 March 2021 with a talk on 'The Relevance of Mahatma Gandhi in the Country's Social Reality'. The lecture was delivered by Dr. Rahul Mazumdar, Associate Professor of Arya Vidyapith College.

As part of 'Azadi ka Amrut Mahotsav' and to commemorate the historic 'Dandi March' by the father of the nation Mahatma Gandhi, an essay writing competition was organized among the students in the college premises on 19 March 2021. The theme of the essay writing competition was 'The Legacy of the freedom movement and the Indian Constitution'. Students from Arts and Science departments of the college took part in the event.

The above programmes except 'Azadi Ka Amrut Mahotsav', are organized annually with great pomp but due to lockdown, this year (2020-21) both the Independence Day and Republic day were a low key affair. The college could not celebrate Constitution Day due to the pandemic as mass gathering was not allowed.

A list of various activities conducted in the college during the year for inculcating values for being responsible citizens as reflected in the Constitution of India are given below:

Sl.No

Title of the programme/Activity

Duration

1

Independence Day -2020

15.08.2020

2.

Yoga Day (online)

21.06.2020

3.

Republic Day-2020

26.01.2021

4.

Talk on 'The Relevance of Mahatma Gandhi in the Country's Social Reality'

12.03.2021

5.

Essay writing competition on 'The Legacy of the freedom movement and the Indian Constitution'

19.03.2021

File Description	Documents
Details of activities that inculcate values; necessary to render students in to responsible citizens	View File
Any other relevant information	No File Uploaded

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

C. Any 2 of the above

to the Code of Conduct Institution organizes professional ethics programmes for students, teachers, administrators and other staff 4. Annual awareness programmes on Code of Conduct are organized

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

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

Over the years Guwahati College has made a concerted effort at celebrating national and international commemorative days, event and festivals. Such celebration was a low key affair this year as covid 19 related restrictions were in place throughout the year .The college fraternity still managed to organize a few programmes or days like Independence Day, Republic Day, Gandhi Jayanti, International Women's Day, World Environment Day etc.

Celebrating the country's Independence Day and republic day is a regular practice in any institution of higher learning in the country. In our college this year the students who were present on Independence Day and Republic Day were addressed by the principal and a couple of teachers present on the occasion. A large gathering of students was avoided in view of the covid 19 pandemic.

International Women's Day is celebrated every year in this college. The celebration is meant to highlight the social, economic, cultural and political achievement of women. The day also makes a call to action for accelerating the process of establishing gender parity in all spheres of our life. With this purpose in view, Guwahati College Women's Forum celebrated International Women's Day at the Yasashi Education Centre, Narengi, and Guwahati this year. It is a school for

underprivileged children run by the Yasashi Foundation. There are more than a hundred students in this school who are given free education till the 5th grade. Guwahati College Women's Forum donated a stand fan to the school. The little girls and boys attending the school were given packets containing snacks.

The celebration of World Environment Day on 5th June is always considered to be an important occasion by the Guwahati College fraternity .We got an opportunity on this day to celebrate and revel in the magnificence of Earth, our planet, our tiny home in space .This is the day we remind ourselves that our very existence depends on the well-being of this tiny planet in space. Every year some programme is organized on this special day to drive home to the students their duty and responsibility vis-a-vis our environment .This year a plantation drive was undertaken in the college campus in collaboration with State Bank of India, New Guwahati Branch. Various kinds of saplings were planted in the campus to add to the already impressive collection of trees and shrubs in the college area. A number of officers from the State Bank of India took part in the programme.

We could not organize any programme on some other equally important commemorative days as we witnessed a worsening of the Covid situation in the state.

File Description	Documents
Annual report of the celebrations and commemorative events for the last (During the year)	View File
Geo tagged photographs of some of the events	View File
Any other relevant information	No File Uploaded

7.2 - Best Practices

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

Best Practice-I

1. Title of the practice:

Fight against the Pandemic

1. Objective of the Practice

With the spread of the dreaded covid 19 virus the safety of our students and colleagues became our priority. After the suspension of other best practices in the college we directed all our efforts towards preventing the spread of the disease in the campus and beyond. As the majority of our students come from a relatively poor background, they usually look up to their institution for help and guidance in a moment of crisis; the covid situation in the city was no exception to this general scenario; all this encouraged us to wage a battle against covid 19, ensuring the safety of their lives.

1. The Context

The context for this practice was provided by this new virus called covid-19. Classes were suspended and on-line classes became the new normal in the country. We, at Guwahati College, also followed suit. But news of students getting infected, of the loss of some of their family members (even a few of our students lost their lives) kept coming in. The teachers of the college continued to be in touch with their students through virtual modes, try to provide them mental support and solace. It was an extraordinary situation calling for extraordinary measures. The college had to look after the academic requirements of the students; it had to take care of their mental and physical state at the same time. It was in this context that the Guwahati College fraternity decided to sensitize the students as well as the members of general public through the students to ways of preventing the spread of the virus.

1. The practice

The year presented a unique situation in the context of India's higher education. It was a challenging situation that demanded a fresh approach on the part of the entire college fraternity. The pandemic brought in its trail its own constraints and limitations. For example, we couldn't allow a normal gathering of our students maintaining the recommended social distance. If such gatherings had been allowed, reaching out to thousands of students would not have been an issue at all. We had to have recourse to other "less public" methods. The Chemistry department of the college came forward with a unique plan of preparing bottled sanitizers in accordance with WHO guidelines. The college

distributed these bottles of sanitizer among members of the teaching staff, non-teaching staff and the students. A large number of local residents of the area also received such bottles. The college authority brought out a number of leaflets containing information about the covid 19 virus and ways of fighting against it. The leaflets mentioned the symptoms of the disease, the means of its spread, the safety measures recommended by UNICEF etc. Wearing of mask, constant washing of hands and maintenance of social distance were suggested as the best means of keeping the virus at bay. The college authority decided to insist on the use of mask on the part of anyone coming to the campus. Sanitizers and soaps were made available in virtually every nook and corner of the college campus. The physical class room was replaced by the virtual class room. These class rooms not only became the theatre of the academic exercises, but they were also used by the teachers to impart information and knowledge about the new virus. The college fraternity felt that keeping the students mentally and psychologically strong was a matter of utmost importance, particularly at a time when social media, electronic media and newspapers were pouring into their ears information about the dreaded nature of the disease all the time. We thought that whereas it was necessary to be aware of the risk of life involved in the spread of the disease, it was also incumbent on the college teachers and the college authority to keep the young minds away from an obsession with the disease. With that objective in view the college organized a series of webinars in which some of the finest scholars took part as the resource person. The students as well as the teachers of the college participated in those webinars and were greatly benefitted from the interaction with the experts.

1. Evidence of success

This practice emerged out of the unique situation induced by the covid-19 virus. Our only target in waging this battle against the virus was to keep our students hale and hearty at the time of this pandemic. In spite of the fact that we lost a few of our students to the dreaded disease, the majority of the college staff and students remained health-wise unaffected. Only a couple of the teachers contracted the disease that too in a very mild form. We can now claim ourselves to be working in a more or less completely vaccinated and completely covid-free campus. We have reasons to believe that our efforts throughout the year in this direction had yielded positive results. This was no mean achievement considering the overall rate of infection in the Kamrup (Metropolitan) district. The drive against the pandemic

also had its share of spin-offs. The students now got an opportunity to realize that a good health is equally important to survive in these times saturated with strange diseases, climate changes and psycho-physical traumas.

1. Problems encountered and resources required

The covid 19 situation brought its own problems. As already pointed out, no gathering of students could be allowed as social distance had to be strictly maintained. Hand to hand distribution of sanitizers, leaflets etc., became a real problem. We were not willing to use our students in such works considering the risk involved. We distributed sanitizer bottles in Hajongbori, the adopted village of the college. We would have loved to cater to the needs of a much larger public, but we had limited financial resources in order to carry out such an exercise on a broad scale. The printing of leaflets was also done in a limited way for similar reasons. Our students were yet to get used to the online mode of teaching and imparting information and knowledge. Moreover, as our students came from far flung areas of the city, internet connectivity was a real stumbling block in this regard.

Best Practice-II

1. Title of the Practice

Developing a lush green environment in the campus

1. Objective of the practice

We live in a geological time that has often been characterized by experts as the Anthropocene. We all need to take corrective measures for the very survival of the human race. The college believes that educational institutions are among the best forums to spread such a message in society. A green campus will sensitize the young mind to the difference that a green environment makes to the quality of human life. We are driven by a deep conviction that we need to create an institution where the students would learn as much from the books as the natural environment surrounding them.

1. The context

Our college is situated in the middle of a rather crowded city. The student of a city-based college is bound to feel a bit cramped for space. Moreover, the level of temperature continues

to rise with the passage of time, making classroom activities an almost unbearable exercise for both students and teachers during the summer season. It is in this context that the college attempts to address the challenge of building an alternative atmosphere in which the students feel themselves to be in contact with nature. The academy community needs to have some space of their own, away from the heat and dust of an average Indian city. This is a challenging task considering the fact that the college doesn't have enough land. We are trying to make the best of whatever land resources are at our disposal.

1. The practice

Guwahati College has continued to develop an sustain and environment friendly campus during the year. We have added quite a large number of new trees and shrubs to the already impressive array of evergreen and seasonal plants in the college campus. It has almost become a tradition in the college to celebrate any important day in the calendar (for example Independence Day, Republic Day, World Environment Day, College Foundation Day etc.) by planting saplings in the campus. The cumulative effect of all these attempts is there for all to see. The lush green environment of its campus continues to be the distinguishing characteristic of Guwahati College. Our determination to keep the college campus green has been well reflected in our careful maintenance of the botanical garden in the college in spite of the covid-19 induced restrictions and limitations. The Botany department is in the process of conducting a fresh green audit in the campus, once the pandemic situation gets better. The green audit will help us in knowing and recording the scientific names, local names and the respective roles of the different trees and shrubs.

The threat to our environment has become an important component of Indian Higher Education syllabi across campuses. In establishing Shantiniketan Rabindranath Tagore showed long ago the need to nurture the delicate relationship between human and natural realms of existence. Man's neglect of the environment has had a disastrous impact on a global scale; the young mind needs to be taught ways of sustaining a Green Earth. This knowledge cannot come from the textbook in the classroom alone; we need to create a natural ambience for that. The college believes in the general drift of the following statement by Tagore made long ago, though he spoke of school children here: "The human mind is in the embryo stage in childhood and school boys should live in surroundings which protect them from all disturbing forces. To

acquire strength by absorbing knowledge both consciously and unconsciously should be their soul aim, and their environment should be adapted to this purpose." Unfortunately, the wisdom that these words contain is often lost on those who build institutions of higher learning in crowded Indian cities. Guwahati College aspires to be an exception to this.

The biggest roadblock faced by Guwahati College in this regard is the limited land resources at its disposal. Financial constraints stand in the way of acquiring a second campus for the college in an ideal location in the outskirts of the city.

1. Evidence of success

Any visitor to Guwahati College is likely to be impressed by its lush green environment. When we started off, we set ourselves a target of raising the green coverage of the campus to 40% of the total area. We have fallen short of that target, but we continue to work in that direction. There is enough evidence to prove the considerable success of our concerted efforts in this regard. Few other colleges in the city can boast of such a green campus, making the student free from all kinds of claustrophobic feelings associated with other city-based colleges. Further development of the medium-size playground within the college campus has always been an important part of our green campus related agenda. The field has been considerably improved this year, students can now play outdoor games like cricket, football and volleyball in this college playground.

The positive change that our efforts in this regard have brought shows that a green campus creates a student friendly ambience in which they can imbibe lessons in maintaining the balance between man and nature. Such lessons picked up naturally are bound to spill over the boundaries of the college campus and get assimilated in a larger audience.

1. Problems encountered and resources required

Construction at the present site of the college began way back in 1964. It is only natural that they did not think about the proper utilisation of space back then. The sprawling, not so well planned, buildings of the college have created quite a few problems for the present authority in its drive for a green campus. A college situated in a crowded city cannot have the luxury of possessing the large size land property associated with a rural college. Moreover, our access to many RET plants is

limited. We need to develop our knowledge of local plants and their properties further and this knowledge needs to spill over the confines of the Botany department and reach the general student community.

An amount may be earmarked for giving a fresh boost to this green initiative, financial constraints often stand in our way. Outside agencies need to be roped in here in this regard. Resource persons and experts from outside the college may also be roped in for adding to our limited knowledge of the flora of our state; we need to know which plants are suitable for the campus of an institution of higher learning.

1. Notes

This particular best practice needs to be implemented in all our city based colleges. Two important points are to be noted in this context:

1. While constructing new buildings in the campus maximum care should be taken to leave enough free space inside the total college area. Experience has taught us that the presence of open space is conducive to concentrated study and learning.
2. Growing medicinal plants in the campus may be a source of both knowledge and resource generation for our institutions of higher learning.

File Description	Documents
Best practices in the Institutional web site	View File
Any other relevant information	No File Uploaded

7.3 - Institutional Distinctiveness

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

The lush green environment in the campus continues to be the distinguishing characteristic of the college. The Botany department and the Eco Club have taken the initiative in adding a number of new trees and shrubs to the campus. It has become a well established practice in the college to plant saplings on special occasions such as Independence Day, Republic Day, College Foundation Day, Environment Day, etc. The Botany department is planning to conduct a fresh Green Audit in the campus once the Covid situation gets better, recording the scientific names,

local names and the respective roles of the different trees and shrubs in nature. Few other colleges in the city can boast of such a green campus. The medium sized playground within the college campus not only provides the students the opportunity to play outdoor games like cricket and football, it also makes one free from all kinds of claustrophobic feelings associated with other city based colleges. The college has the scope to develop outdoor classrooms or sit-ins in the future- something that cannot be said about the majority of the public institutions in our state.

File Description	Documents
Appropriate web in the Institutional website	View File
Any other relevant information	No File Uploaded

7.3.2 - Plan of action for the next academic year

- 1) The lush green environment in the campus continues to be the distinguishing characteristic of the college. So, measures are to be taken to maintain the greenery of the college campus.
- 2) The sanitization of the entire college campus will continue to prevent further COVID like infections.
- 3) Upgradation of infrastructure for online mode of teaching and learning.
- 4) Departmental ICT facilities will be enhanced.
- 5) More MoUs will be signed with industry based institutions for the benefit of outgoing students.
- 7) Faculties will be encouraged for more research activities.
- 8) New certificate/ add on courses will be introduced.