



Yearly Status Report - 2017-2018

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 own campus	Yes
Phone no/Alternate Phone no.	03612550512
Mobile no.	9435730902
Registered Email	ppalguwahaticollege@gmail.com
Alternate Email	abairagee9@gmail.com
Address	Bamunimaidam, Guwahati-781021, Assam
City/Town	Guwahati
State/UT	Assam
Pincode	781021
2. Institutional Status	

Affiliated / Constituent	Affiliated
Type of Institution	Co-education
Location	Urban
Financial Status	state
Name of the IQAC co-ordinator/Director	Dr. Arati Bairagee
Phone no/Alternate Phone no.	03612630080
Mobile no.	9864067428
Registered Email	abairagee9@gmail.com
Alternate Email	ppalguwahaticollege@gmail.com

3. Website Address

Web-link of the AQAR: (Previous Academic Year)	https://guwahaticollege.org.in/pdf/aqar_16-17.pdf
4. Whether Academic Calendar prepared during the year	Yes
if yes, whether it is uploaded in the institutional website: Weblink :	https://guwahaticollege.org.in/pdf/academiccalendar18-19.pdf

5. Accreditation Details

Cycle	Grade	CGPA	Year of Accreditation	Validity	
				Period From	Period To
1	B+	79	2004	04-Nov-2004	03-Nov-2009
2	B	2.62	2015	11-May-2015	10-May-2020

6. Date of Establishment of IQAC	16-Oct-2003
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7. Internal Quality Assurance System

Quality initiatives by IQAC during the year for promoting quality culture		
Item /Title of the quality initiative by IQAC	Date & Duration	Number of participants/ beneficiaries
Periodical - A Research	17-Oct-2017	120

based book is published	1	
College Handbook is published	24-May-2017 1	55
Seminar proceeding volume is published	03-Aug-2017 1	93
National Seminar on Human Rights	20-May-2017 2	270
Regular meetings of IQAC are arranged	26-Sep-2018 1	6
Regular meetings of IQAC are arranged	06-Mar-2018 1	42
Regular meetings of IQAC are arranged	31-Aug-2017 1	50
Regular meetings of IQAC are arranged	26-Apr-2017 1	20
Regular meetings of IQAC are arranged	20-Apr-2017 1	11

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

Institution/Department/Faculty	Scheme	Funding Agency	Year of award with duration	Amount
Guwahati College	Games Sports	State Govt.	2017 00	10000
Guwahati College	Seminar Grant	UGC	2017 00	100000
Guwahati College	Workshop Grant	UGC	2017 00	19200
Guwahati College	MRP Grant	UGC	2017 00	62500
Guwahati College	RUSA Grant	RUSA	2017 00	3083000

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9. Whether composition of IQAC as per latest NAAC guidelines:

Yes

Upload latest notification of formation of IQAC

[View File](#)

10. Number of IQAC meetings held during the year :

5

The minutes of IQAC meeting and compliances to the decisions have been uploaded on the institutional website

Yes

Upload the minutes of meeting and action taken report	View File
11. Whether IQAC received funding from any of the funding agency to support its activities during the year?	No
12. Significant contributions made by IQAC during the current year(maximum five bullets)	
The Cultural Exchange programme by NSS Unit to Kolkata from 17 January to 22 January, 2017	
A National Seminar held in 20 & 21 May, 2017 on Human Rights	
UGC Sponsored National Level Workshop on D-Space; The Open Source Software package from 28 to 30 August, 2017	
National Seminar Proceeding Volume published on August, 2017	
'Periodical' - A research based book was published in October, 2017	
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13. Plan of action chalked out by the IQAC in the beginning of the academic year towards Quality Enhancement and outcome achieved by the end of the academic year	
Plan of Action	Achivements/Outcomes
Intimation of yearly schedule of the college to the teaching and non-teaching staff and students of the college at the beginning of the year by uploading the academic calendar in college website	Better participation from the part of all concerned in the college activities
Online admission process for UG	Approved in Governing Body meeting
Important notifications are displayed at different locations of the college campus	Better intimation of notification to teaching and nonteaching staff and students
View File	
14. Whether AQAR was placed before statutory body ?	Yes
Name of Statutory Body	Meeting Date
Governing Body	25-Jul-2018
15. Whether NAAC/or any other accredited body(s) visited IQAC or interacted with it to assess the functioning ?	Yes

Date of Visit	23-Mar-2018
16. Whether institutional data submitted to AISHE:	Yes
Year of Submission	2017
Date of Submission	14-May-2017
17. Does the Institution have Management Information System ?	Yes
If yes, give a brief description and a list of modules currently operational (maximum 500 words)	The MIS Module contains the following items : 1. H.S. 2nd Year (Arts, Science Commerce Stream) - Name, Parents Name, Fee, Fee Waiver, Date of Admission, Year. 2. 3rd Sem (Arts, Science Commerce Stream) - Name, Parents Name, Fee, Fee Waiver, Date of Admission, Year. 3. 5th Sem (Arts, Science Commerce Stream) - Name, Parents Name, Fee, Fee Waiver, Date of Admission, Year. 4. Employees Casual Leave and Earned Leave records.

Part B

CRITERION I – CURRICULAR ASPECTS

1.1 – Curriculum Planning and Implementation

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

1. All the HODs of the departments are engaged in distributing classes amongst the faculties in such a manner that the curriculum is completed within the specified time. 2. Seminars, Workshops and Lectures are regularly held for the enrichment of students and faculties. 3. Debates, Quiz programmes etc. are conducted by most of the departments in relevant fields in connection with the curriculum. 4. Question Banks have been prepared by all the departments and are deployed for effective implementation of the curriculum. 5. Orientation are held at the end of semesters to empower the students to face the examinations with confidence. 6. Interactive session have been set up for more effective dissemination of knowledge and with a view to improve the motivation of students. 7. The faculty members are deputed for refresher courses and orientation courses as and when required. 8. An office staff has been assigned the duty to update the students with information on different courses, fee structure, processing of applications etc... 9. Preparing academic calendar and schedule of college activities/events. 10. Organizing Educational excursion. 11. All departments are provided with OHP, laptops, desktop computers, printers and facilities which are supported by UPSSs. 12. Holding National seminars and workshops. 13. Organizing guest lectures. 14. Organizing interdepartmental programmes. 15. Assigning projects to the sixth semester students and environmental field tours. 16. Study materials like books and journals are made available in the central library as well as in the departmental libraries. 17. Students are also encouraged to collect information and data form digital

sources, internet. 18. Group discussions and seminar topics are given to the students early to facilitate the proper conduct of the classroom sessions.

1.1.2 – Certificate/ Diploma Courses introduced during the academic year

Certificate	Diploma Courses	Dates of Introduction	Duration	Focus on employ ability/entrepreneurship	Skill Development
No Data Entered/Not Applicable !!!					

1.2 – Academic Flexibility

1.2.1 – New programmes/courses introduced during the academic year

Programme/Course	Programme Specialization	Dates of Introduction
No Data Entered/Not Applicable !!!		
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1.2.2 – Programmes in which Choice Based Credit System (CBCS)/Elective course system implemented at the affiliated Colleges (if applicable) during the academic year.

Name of programmes adopting CBCS	Programme Specialization	Date of implementation of CBCS/Elective Course System
No Data Entered/Not Applicable !!!		

1.2.3 – Students enrolled in Certificate/ Diploma Courses introduced during the year

	Certificate	Diploma Course
Number of Students	0	0

1.3 – Curriculum Enrichment

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

Value Added Courses	Date of Introduction	Number of Students Enrolled
No Data Entered/Not Applicable !!!		
View File		

1.3.2 – Field Projects / Internships undertaken during the year

Project/Programme Title	Programme Specialization	No. of students enrolled for Field Projects / Internships
BA	Educational Tour to Bhubaneswar. B.A. 1st, 3rd & 5th Sem, Dept. of Hindi, 12th to 20th October, 2018 under the guidance of Dr. Deben Bora (HoD) & Dr. Satyajit Kalita.	25
BSc	Excursion to Gangtok. B.Sc. 4th Sem, Dept. of Botany, 20-25 September, 2018, under the Guidance of Mr. Debendra Nath Bhattacharya (HoD)	20
BA	Excursion to Jaipur. B.A. & B.Sc. 5th Sem (Major), Dept. of Geography, 11-20	22

	October, 2018, under the Guidance of Dr. Likhaneswar Ghatowar & Dr. Bimal Ch. Das.	
BCom	Field Trip to Advantage Assam, Global Investment Summit. GC Students of 2nd, 4th & 6th Sem with two Faculty (Dr. Swapna Boruah & Dr. Sangita Bhagawati on 4th Feb, 2018	50
BCom	Financial Awareness Programme. 2nd, 4th & 6th Sem students on 4th May, 2018	50
BSc	Excursion to Dibru Chaikhowa National Park. B.Sc. 6th Sem (Major), Dept. of Zoology, 3-6 Jan, 2017, under the Guidance of Dr. Dinesh Kakati (HoD)	23
BA	Excursion to Dibru Chaikhowa National Park. B.A. & B.Sc. 6th Sem (Gen.), Dept. of Geography, 4-8 April, 2017, under the Guidance of Dr. Dhruva Jyoti Rajbongshi	23
BSc	Excursion to Shilong. B.Sc. 5th Sem, Dept. of Botany, 5-6 March, 2017, under the Guidance of Dr. Mrinal Kr. Das & Mr. Debendra Nath Bhattacharya (HoD)	15
BA	Educational Tour to Kolkata. B.A. 1st, 3rd & 5th Sem, Dept. of Hindi, 23rd to 30th December, 2017 under the guidance of Dr. Deben Bora (HoD) & Dr. Satyajit Kalita.	27
BA	Field Trip to Hahuwa. B.A. 2nd, 4th & 6th Sem Students, Dept. of Economics, 28 February, 2018, under the Guidance of Mr. Elwin Kro	15

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1.4.1 – Whether structured feedback received from all the stakeholders.

Students	Yes
Teachers	
Employers	
Alumni	
Parents	

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

<p>Feedback Obtained</p> <p>A Structured feedback is prepared covering various aspects of functioning of the college. The feedback form was circulated among the students. The form consists of twenty questionnaires covering five broad categories. The students were asked to give the rating in a scale of 1 to 9. Students feedback is taken in the middle part of a semester in the month of November. Attendance of each student is mentioned in the feedback form. Feedback is received on varied aspects of the college including curriculum, library, laboratory, academics, administration and office. The points are calculated according to the grades given by the students in various criteria. The average and percentage of various criteria are calculated. The feedback form are collected from the students departmentally by the teacher. Feedback is received on varied aspects of the college including location, office, canteen, laboratory, library, administration and academics. The points are calculated according to the grades given by the students in various criteria. The average and percentage of various criteria are calculated. Feedback is also collected form the parents during parent-teacher meeting that is organized by each and every department of the college. Suggestions and comments given by the guardians are also taken into account for future development. ACTION TAKEN : The different areas where improvements are required are discussed in respective committee/departments. The proposals given by the different departments are discussed in GB of the college for necessary action. Strength of the college are also taken into consideration for further up gradation.</p>

CRITERION II – TEACHING- LEARNING AND EVALUATION

2.1 – Student Enrolment and Profile

2.1.1 – Demand Ratio during the year

Name of the Programme	Programme Specialization	Number of seats available	Number of Application received	Students Enrolled
BCom		120	310	120
BSc		120	809	115
BA		400	1100	400
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2.2 – Catering to Student Diversity

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

Year	Number of students enrolled in the institution (UG)	Number of students enrolled in the institution (PG)	Number of fulltime teachers available in the institution teaching only UG courses	Number of fulltime teachers available in the institution teaching only PG courses	Number of teachers teaching both UG and PG courses

2017	1628	0	50	0	0
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2.3 – Teaching - Learning Process

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

Number of Teachers on Roll	Number of teachers using ICT (LMS, e-Resources)	ICT Tools and resources available	Number of ICT enabled Classrooms	Number of smart classrooms	E-resources and techniques used
50	25	3	5	0	0
View File of ICT Tools and resources					
View File of E-resources and techniques used					

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

The college has introduced Mentor-Mentee system from 2018 where a mentor is provided to every semester to look after his or her academic and psychological well being and also monitor class attendance and performance. Under this system the full time teachers of the college have been engaged as mentors of each class. Students of each class of the college are having a full time teacher as a mentor. At the beginning of the academic session the class wise mentor list is displayed in the departmental notice board. The mentors are responsible for academic progress and psychological well being of their mentees. They are also entrusted with the task of monitoring and academic progress of the students. They also provide primary psychological counselling who need them and refer them for more professional counselling if required. At the beginning of the academic session the mentors conduct orientation programme for the mentees whereby they are acquainted with the institution, its goal and mission, the facilities available etc. The mentors maintain the bio-geographic of each individual including educational background and socio-economical status. The mentors used both formal and informal means of mentoring. The mentors system exists as a informal mechanism to boost inclusiveness, gender sensitivity and social responsibility of the students.

Number of students enrolled in the institution	Number of fulltime teachers	Mentor : Mentee Ratio
1628	50	1 : 33

2.4 – Teacher Profile and Quality

2.4.1 – Number of full time teachers appointed during the year

No. of sanctioned positions	No. of filled positions	Vacant positions	Positions filled during the current year	No. of faculty with Ph.D
57	50	7	0	28

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

Year of Award	Name of full time teachers receiving awards from state level, national level, international level	Designation	Name of the award, fellowship, received from Government or recognized bodies
No Data Entered/Not Applicable !!!			
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2.5 – Evaluation Process and Reforms

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

Programme Name	Programme Code	Semester/ year	Last date of the last semester-end/ year-end examination	Date of declaration of results of semester-end/ year- end
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				examination
BCom	000	2017-18	02/06/2018	09/07/2018
BSc	000	2017-18	04/06/2018	09/07/2018
BA	000	2017-18	08/06/2018	09/07/2018
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2.5.2 – Reforms initiated on Continuous Internal Evaluation(CIE) system at the institutional level (250 words)

The college has test based evaluation system. Every department evaluate their students by conducting internal examination twice in a year specially in the honours courses. Some departments are also evaluating their departmental students through organizing group discussions, seminar presentation, debate, home assignments etc. The college has started MCQ type of question papers (containing 10 marks) for regular students. The attendance of the students should not be lower than 75 percentage.

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

The college prepares the Academic Calendar at the beginning of the academic year and published it in the college prospectus. So, the students at the time of admission get their academic calendar. The academic contains the yearly schedule of the college ranging form the list of holidays (National level holidays, State holidays, Local holidays and Institutional holidays), Date Schedule of the college examinations and other forms of evaluation. College social and other cultural programmes, college week, saraswati puja, college foundation day, college union body election are also provided in the academic calendar.

2.6 – Student Performance and Learning Outcomes

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

<https://www.quwahaticollege.org.in/pdf/result2017-18.pdf>

2.6.2 – Pass percentage of students

Programme Code	Programme Name	Programme Specialization	Number of students appeared in the final year examination	Number of students passed in final year examination	Pass Percentage
	BA	Major	242	215	89
	BA	General	90	46	52
	BSc	Major	76	68	90
	BSc	General	10	8	80
	BCom	Major	57	52	90.49

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2.7 – Student Satisfaction Survey

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

[Not Done](#)

CRITERION III – RESEARCH, INNOVATIONS AND EXTENSION

3.1 – Resource Mobilization for Research

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

Nature of the Project	Duration	Name of the funding agency	Total grant sanctioned	Amount received during the year
No Data Entered/Not Applicable !!!				
View File				

3.2 – Innovation Ecosystem

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

Title of workshop/seminar	Name of the Dept.	Date
No Data Entered/Not Applicable !!!		

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

Title of the innovation	Name of Awardee	Awarding Agency	Date of award	Category
No Data Entered/Not Applicable !!!				
View File				

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

Incubation Center	Name	Sponsored By	Name of the Start-up	Nature of Start-up	Date of Commencement
No Data Entered/Not Applicable !!!					
View File					

3.3 – Research Publications and Awards

3.3.1 – Incentive to the teachers who receive recognition/awards

State	National	International
0	0	0

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

Name of the Department	Number of PhD's Awarded
0	0

3.3.3 – Research Publications in the Journals notified on UGC website during the year

Type	Department	Number of Publication	Average Impact Factor (if any)
National	English	1	3.5
View File			

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

Department	Number of Publication
None	0
View File	

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

Title of the	Name of	Title of journal	Year of	Citation Index	Institutional	Number of
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Paper	Author		publication		affiliation as mentioned in the publication	citations excluding self citation
No Data Entered/Not Applicable !!!						
View File						

3.3.6 – h-Index of the Institutional Publications during the year. (based on Scopus/ Web of science)

Title of the Paper	Name of Author	Title of journal	Year of publication	h-index	Number of citations excluding self citation	Institutional affiliation as mentioned in the publication
No Data Entered/Not Applicable !!!						
View File						

3.3.7 – Faculty participation in Seminars/Conferences and Symposia during the year :

Number of Faculty	International	National	State	Local
Attended/Seminars/Workshops	0	6	4	0
Presented papers	0	3	3	0
Resource persons	0	2	0	0
View File				

3.4 – Extension Activities

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

Title of the activities	Organising unit/agency/ collaborating agency	Number of teachers participated in such activities	Number of students participated in such activities
Medical Camp	NSS Unit of the College	15	20
Skill Development	NSIC (National Small Industries Corporation)	2	47
National Workshop	KKHOU RGNIYD	10	50
Financial Literacy	NSE (National Stock Exchange)	11	200
Workshop on Dspace	ACLA, Assam	26	0
Cultural Exchange Programme	Prafulla Rajkhowa Smarak Mancha, Morigaon, Assam	5	50
Youth Exchange Programme	Rabindra Bharati University and Suren Das College, Kolkata	2	30
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3.4.2 – Awards and recognition received for extension activities from Government and other recognized bodies during the year

Name of the activity	Award/Recognition	Awarding Bodies	Number of students Benefited
Literary Activity	Xabdakalpa Yuva Sahitya Award, 2018	Xabdakalpa (A Literary Organization of Assam)	500
View File			

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

Name of the scheme	Organising unit/Agency/collaborating agency	Name of the activity	Number of teachers participated in such activities	Number of students participated in such activities
National Green Tribunal	NSS Unit, Guwahati College	Awareness Programme	1	20
Conference on Restructuring in NSS	NSS, New Delhi	Training Programme	1	0
NSS Special Camp	NSS Unit, Guwahati College	Training Programme	3	80
Trekking Programme	NSS Unit, Guwahati College	Field Trip	5	150
Republic Day Parade Camp, New Delhi	NSS, New Delhi	Performance Programme	0	1
Swachhta Pakhwada	NSS Unit, Guwahati College	Awareness Programme	1	110
4th International Yoga Day Celebration	NSS Unit, Guwahati College	Celebration	10	200
Students Health Checkup Programme	NSS Unit, Guwahati College in collaboration with East-End Nursing Home, Guwahati	Health Checkup Programme	5	50
National Integration Camp, NCC	NCC, Burdwan, West Bengal	Training Programme	0	1
National Integration Camp, NCC	NCC, Silchar	Training Programme	0	1
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3.5 – Collaborations

3.5.1 – Number of Collaborative activities for research, faculty exchange, student exchange during the year

Nature of activity	Participant	Source of financial support	Duration
National Stock Exchange	30	NSE	40
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3.5.2 – Linkages with institutions/industries for internship, on-the- job training, project work, sharing of research facilities etc. during the year

Nature of linkage	Title of the linkage	Name of the partnering institution/ industry /research lab with contact details	Duration From	Duration To	Participant
Internship	Feeding Habit and Behavioural Study of Tiger in Captive	Assam State Zoo Cum Botanical Garden	01/07/2017	31/07/2017	3
Field Visit	Indus-Academia	SRD Nutrients Pvt. Ltd.	06/04/2017	06/04/2017	36
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3.5.3 – MoUs signed with institutions of national, international importance, other universities, industries, corporate houses etc. during the year

Organisation	Date of MoU signed	Purpose/Activities	Number of students/teachers participated under MoUs
No Data Entered/Not Applicable !!!			
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CRITERION IV – INFRASTRUCTURE AND LEARNING RESOURCES

4.1 – Physical Facilities

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

Budget allocated for infrastructure augmentation	Budget utilized for infrastructure development
78.35	39.41
10.05	89.93

4.1.2 – Details of augmentation in infrastructure facilities during the year

Facilities	Existing or Newly Added
Campus Area	Existing
Class rooms	Existing
Laboratories	Existing
Seminar Halls	Existing
Classrooms with LCD facilities	Existing
Seminar halls with ICT facilities	Existing

Value of the equipment purchased during the year (rs. in lakhs)	Newly Added
Number of important equipments purchased (Greater than 1-0 lakh) during the current year	Newly Added
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4.2 – Library as a Learning Resource

4.2.1 – Library is automated {Integrated Library Management System (ILMS)}

Name of the ILMS software	Nature of automation (fully or patially)	Version	Year of automation
SOUL	Partially	2.0	2012

4.2.2 – Library Services

Library Service Type	Existing		Newly Added		Total	
Text Books	27815	5381532	201	63528	28016	5445060
Reference Books	7792	2011378	163	157356	7955	2168734
Journals	11	7675	0	0	11	7675
Digital Database	0	0	0	0	0	0
CD & Video	72	8200	0	0	72	8200
Weeding (hard & soft)	4350	391500	1823	81502	6173	473002
Others (specify)	16	28711	0	0	16	28711

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

Name of the Teacher	Name of the Module	Platform on which module is developed	Date of launching e-content
0	0	0	01/08/2017

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4.3 – IT Infrastructure

4.3.1 – Technology Upgradation (overall)

Type	Total Computers	Computer Lab	Internet	Browsing centers	Computer Centers	Office	Departments	Available Bandwidth (MBPS/GBPS)	Others
Existing	50	18	25	0	0	7	16	10	9
Added	4	0	0	0	0	2	0	0	2
Total	54	18	25	0	0	9	16	10	11

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

0 MBPS/ GBPS

4.3.3 – Facility for e-content

Name of the e-content development facility	Provide the link of the videos and media centre and recording facility
None	None

4.4 – Maintenance of Campus Infrastructure

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

Assigned Budget on academic facilities	Expenditure incurred on maintenance of academic facilities	Assigned budget on physical facilities	Expenditure incurred on maintenance of physical facilities
41.26	32.44	80.59	79.73

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

For maintaining and utilising physical, academic and support facilities including laboratory, library, classroom, sports complex etc, the college has a cohesive system at place. The college uses its existing workforce and integrates it with expert and experienced resources to develop and sustain its infrastructure and support facilities. To look after the matter, the college has formed a Construction and Purchase Committee constituted by faculty and staff members as well as experts from the Engineering and PWD department whenever need arises. Recommendations are sent to this committee for approval and after discussion and deliberation required processes are initiated. There is also a practice of conducting routine checks and scrutiny of existing infrastructure for safety and maintenance by a reputed authority (in the field of architecture and engineering) and the suggestions are then worked upon. In case of library, as and when funds are available, there is a custom of asking every department to send a suggested list of books that are unavailable and needs to be updated which are then purchased on the receipt of said proposals from the departments under different grants. Moreover there is an Library advisory Committee to make plans and policies for the development of library facilities and services. Regarding computer and other IT related services, routine inspection and upgradation is done by a reputed IT firm. In all the above matters standard process of placing and reviewing tenders are followed. The final approval is given by the Purchase and Construction Committee.

https://www.guwahaticollege.org.in/pdf/4.4.2_Procedures_and_policies.pdf

CRITERION V – STUDENT SUPPORT AND PROGRESSION

5.1 – Student Support

5.1.1 – Scholarships and Financial Support

	Name/Title of the scheme	Number of students	Amount in Rupees
Financial Support from institution	0	0	0
Financial Support from Other Sources			
a) National	Government Scheme	36	0
b) International	0	0	0

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

Name of the capability enhancement scheme	Date of implementation	Number of students enrolled	Agencies involved
Skill Development in Food processing Fashion Technology	08/03/2018	47	National Small Industries Corporation
Workshop on Learning the Assamese Language	25/08/2017	35	Department of Assamese, Guwahati College
Personality and Skill Development	11/09/2017	20	Freelance Motivational Trainer

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

Year	Name of the scheme	Number of benefited students for competitive examination	Number of benefited students by career counseling activities	Number of students who have passed in the comp. exam	Number of students placed
2018	Career Guidance Talk on What to do after Graduation	0	51	0	0

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

Total grievances received	Number of grievances redressed	Avg. number of days for grievance redressal
0	0	0

5.2 – Student Progression

5.2.1 – Details of campus placement during the year

On campus			Off campus		
Name of organizations visited	Number of students participated	Number of students placed	Name of organizations visited	Number of students participated	Number of students placed
Nil	0	0	Nil	0	0

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5.2.2 – Student progression to higher education in percentage during the year

Year	Number of students enrolling into higher education	Programme graduated from	Department graduated from	Name of institution joined	Name of programme admitted to
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2017	112	BA,,BSc,,Bcom	Assamese, Political Science, English, Education, History,Economics, Hindi, Geography, Physics, Chemistry, Mathematics, Zoology, Botany	IIT-Indore,GU, KU,Pandu College, Handique Girls College, UST M,IGNOU,West bengal University,Cotton University,T U, Royal Global University, Banglore University, JB Law College, Fortune Institute if Business Management, DK College, B Barooah Cancer Inst	MA, MSc, Mcom, MBA, Bed, LLB
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5.2.3 – Students qualifying in state/ national/ international level examinations during the year (eg:NET/SET/SLET/GATE/GMAT/CAT/GRE/TOFEL/Civil Services/State Government Services)

Items	Number of students selected/ qualifying
NET	2
GATE	1
View File	

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

Activity	Level	Number of Participants
College Week	Institutional	1200
Gauhati University Inter College Boxing Tournament	Inter instituional	32
Inter College Teachers Students Prize Money Volley Ball Competition	Inter instituional	200
Freshers Social	Institutional	1000
Teachers Day Celebration	Institutional	150
Saraswati Puja	Institutional	1800
Science Day Celebration	Institutional	130
Arts Day Celebration	Institutional	260
Celebration of 54th College Foundation Day	Institutional	1300
5 Day NSS Camp at adopted village Hajongbari	Institutional	50

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5.3 – Student Participation and Activities

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

Year	Name of the award/medal	National/ Internaional	Number of awards for Sports	Number of awards for Cultural	Student ID number	Name of the student
2017	Nil	National	0	0	0	Nil

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

The major activities pursued by the Students' Union in 2017-18 are • The Student's Union takes the major responsibility in organising Fresher's Social to welcome the new entrants to the college. • They observe Teacher's Day on 5th September to celebrate the birth anniversary of Dr. S Radhakrishnan and also to show their respect to the teachers of the college. • They undertake active participation in the celebration of College Foundation Day • The students Union has also active cooperation in the organisation of Inter college Volleyball Championship and the Inter Institutional Quiz Competition which are organised annually. • They cooperate in the celebration of Independence Day and Republic Day every year. • The responsibility of organising the annual college week and Saraswathi Puja is on the Students Union which they perform successfully every year with the assistance of teachers and staff of the college. • The Magazine Secretary of the Student Union takes up the major role in publishing the college magazine. • They provide financial assistance to needy students by collecting funds with various fund collection drives. They also organise various flood relief activities in flood affected areas. • Above all this, their help and cooperation in the admission process, anti-ragging drives and smooth administration are also highly commendable.

5.4 – Alumni Engagement

5.4.1 – Whether the institution has registered Alumni Association?

No

5.4.2 – No. of enrolled Alumni:

450

5.4.3 – Alumni contribution during the year (in Rupees) :

0

5.4.4 – Meetings/activities organized by Alumni Association :

11

CRITERION VI – GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.1 – Institutional Vision and Leadership

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

The college promotes the culture of participatory management through different committees constituted for the management of different institutional activities: 1. Examination Committee 2. University Examination Zone 3. Career

Counseling Cell 4. Grievance redressal Cell 5. Students' Union Society 6. Students' Aid Fund 7. Disciplinary Committee 8. Anti ragging cell 9. Alumni Association 10. Co-curricular activities (NCC, NSS unit, yoga, sports) Formation of different sub-committees under the supervision of IQAC comprising representative of all stockholders of the college for coordinating important academic activities of the college.

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

Yes

6.2 – Strategy Development and Deployment

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

Strategy Type	Details
Human Resource Management	<ul style="list-style-type: none"> • Appointment of 4 eligible teaching staff. • Faculties are encouraged to participate in the orientation and refresher courses. • The faculties are provided with reasonably well and functional office, common rooms, departmental rooms, library, Reading room, Canteen facilities, Parking facilities so that they can carry out their work efficiently.
Library, ICT and Physical Infrastructure / Instrumentation	<p>Library :</p> <ul style="list-style-type: none"> • Digitization of library. • Access to e-journal and e-books (N-List) • Development of infrastructure. <p>Infrastructure Support :</p> <ul style="list-style-type: none"> • New Science Building (Life Science Section) • Modernization and strengthening of existing laboratories • Construction of new Classrooms facilities. • Procurement of furniture. • Up gradation of Central Computer center.
Research and Development	<ul style="list-style-type: none"> • The two Research Committees (Arts and Science) of the college encourages and motivates the teachers to take up research projects, and fosters a culture of research among students and staff. • The committee is also involved in synchronising and facilitating research activities carried out by the members of the faculty by providing relevant information. • Encourages for obtaining Minor and Major research project. • Encourages faculty members to publish research findings in referred journal. • Encourage students to undertake students' research projects.
Examination and Evaluation	<ul style="list-style-type: none"> • The College has traditional written examination with project work, assignments, group discussions, power point presentations, literature review and seminar lectures.
Teaching and Learning	<ul style="list-style-type: none"> • The college have a number of

technology assisted quality improvement strategies in the institution. College's library is well-equipped with 35,000 books, 3000 reference book, 11 journals, News papers 15 and it is complemented by the department libraries. • Modern teaching methods using Wi-Fi broadband internet, INFLIBNET, LCD projectors, and laptop computers are increasingly employed in the classrooms with traditional chalk and talk method to keep pace with the information explosion round the world. College provides opportunity to the teachers to attend orientation and refresher courses to make improvements in teaching. • Learning through field work, study tours, quizzes, workshops, industrial visits and academic seminars.

Curriculum Development

• Interactive learning takes place through field work, study tours, group discussions, quizzes, workshops, and academic seminars. • GDs, seminars are conducted by all departments. Extension lectures by academic scholars are offered to the students. • Academic progress of students is assessed through class tests. • The tutorial/remedial system helps students to overcome learning difficulties. • The Principal regularly collects students' feedback for improvement of teaching and learning.

6.2.2 – Implementation of e-governance in areas of operations:

E-governance area	Details
Planning and Development	Implementation of SMS system for the dissemination of Information.
Student Admission and Support	1. Online admission including payment facility in UG level. 2. Admission is made strictly on merit basis
Administration	Regular exercises of PFMS portal to upload expenditure related to Government Fund.
Finance and Accounts	1. Partially automated office and accounts section. 2. Reception of salary fund through Government Portal.
Examination	All notifications from University through University Portal

6.3 – Faculty Empowerment Strategies

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

Year	Name of Teacher	Name of conference/	Name of the	Amount of support
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		workshop attended for which financial support provided	professional body for which membership fee is provided	
2017	Nil	Nil	Nil	0
2018	Nil	Nil	Nil	0
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6.3.2 – Number of professional development / administrative training programmes organized by the College for teaching and non teaching staff during the year

Year	Title of the professional development programme organised for teaching staff	Title of the administrative training programme organised for non-teaching staff	From date	To Date	Number of participants (Teaching staff)	Number of participants (non-teaching staff)
2018	National Seminar on Investment Opportunities in Various Sectors in Assam	NIL	25/01/2018	25/01/2018	100	0
2018	National Seminar on Higher Education : Issues and Challenges	NIL	25/08/2018	26/08/2018	200	0
2018	National Workshop on Research Methodology	NIL	07/06/2018	13/06/2018	75	0
2017	Library User orientation to e-access	NIL	11/08/2017	11/08/2017	23	10
2018	One day orientation programme on CBCS in UG Course	NIL	28/03/2018	28/03/2018	40	0
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6.3.3 – No. of teachers attending professional development programmes, viz., Orientation Programme, Refresher Course, Short Term Course, Faculty Development Programmes during the year

Title of the professional development programme	Number of teachers who attended	From Date	To date	Duration
UGC Sponsored	1	20/11/2017	26/11/2017	7

short Term
Course in
Research
Methodogy

[View File](#)

6.3.4 – Faculty and Staff recruitment (no. for permanent recruitment):

Teaching		Non-teaching	
Permanent	Full Time	Permanent	Full Time
4	4	0	0

6.3.5 – Welfare schemes for

Teaching	Non-teaching	Students
Nil	Nil	Nil

6.4 – Financial Management and Resource Mobilization

6.4.1 – Institution conducts internal and external financial audits regularly (with in 100 words each)

6.4.1 - Institution conducts internal and external financial audits regularly (with in 100 words each) Internal Audit Report of Guwahati College for the financial year 2017-18 The Accounts of Guwahati College were audited for the period of 01-04-2017 to 31-03-2018 and reported the following - Incumbancy - The office of the Principal and Secretary was held by Dr. Pranab Sandilya. Subsidiary Fund - During verification it was found that in addition to college fund, the college maintains various subsidiary funds in separate bank accounts. Reciepts and Payments Accounts - The receipts and payments accounts of the various funds for the year 20017-18 are attached with this report. Cashbook - Auditors have verified the cashbook with other subsidiary books and found that the cashbooks and other books has been properly maintained and as in order. Utilization of Govt. Grants - It has been observed that no Govt. Grants have been diverted to purpose other than those for which the grants were sanctioned. Payment Vouchers - The records have been kept in a proper and systematic manner Misappropriation etc. - Cases of misappropriation have not been noticed in accounts during the year under audit. General Observation - After verification the books and records which were made available it was found that the college accounts in general have been maintained properly.

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

Name of the non government funding agencies /individuals	Funds/ Grnats received in Rs.	Purpose
00	0	None

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6.4.3 – Total corpus fund generated

0

6.5 – Internal Quality Assurance System

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

Audit Type	External		Internal	
	Yes/No	Agency	Yes/No	Authority
Academic	Yes	Non Govt. Agency	No	

Administrative	No		No	
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6.5.2 – Activities and support from the Parent – Teacher Association (at least three)

- Providing valuable suggestions for the development of the College
- Informing the weakness and challenges of the College and related Departments.
- Discussion on the grievances and suggestions by the parents

6.5.3 – Development programmes for support staff (at least three)

1. Support staff of Accounts departments was trained by the College to be proficient with PFMS system of the Government of India.
2. Awareness programme on various online systems to the Office Staff.
3. Awareness programme on access to e-resource to the library support staff

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

1. Construction of new building specially for science department under RUSA grant to augment the facilities to the science faculty and students
2. Purchase of laboratory equipments under RUSA grants to enhance the laboratory facilities.
3. Renovation of administrative blocks to accomplish conducive working atmosphere with modern facilities.
4. A MoU has been signed between Guwahati College and NSIC to established Institution-Industry interface for effective collaboration in a more formal manner.
5. Sustained efforts to pursue at the Govt. Level to delink HS Classes.

6.5.5 – Internal Quality Assurance System Details

a) Submission of Data for AISHE portal	Yes
b) Participation in NIRF	No
c) ISO certification	No
d) NBA or any other quality audit	No

6.5.6 – Number of Quality Initiatives undertaken during the year

Year	Name of quality initiative by IQAC	Date of conducting IQAC	Duration From	Duration To	Number of participants
2017	A National Seminar on Human Rights and Global Challenges	20/05/2017	20/05/2017	21/05/2017	270
2017	College Handbook was published	15/06/2017	15/06/2017	15/06/2017	0
2017	UGC Sponsored National Workshop on Dspace	20/08/2017	28/08/2017	30/08/2017	26
2017	A research based book Periodical was published	03/08/2017	03/08/2017	03/08/2017	90
2017	National Seminar Proceeding	03/08/2017	03/08/2017	03/08/2017	150

2017	0	1	07/10/2017	1	Trekking Programme	Celebration of Wild Life Week, Creation of Awareness of Environmental Degradation	24
2017	0	1	14/12/2017	5	Special NSS Camp	Social problems and educational requirements of the residents from Hajo ngbari, a village under the Chandrapur Revenue Circle.	50
2017	0	1	26/12/2017	1	Cultural Exchange Programme	Discussion and live performance of Folk and Modern Dances, Songs and Plays.	55
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7.1.5 – Human Values and Professional Ethics Code of conduct (handbooks) for various stakeholders

Title	Date of publication	Follow up(max 100 words)
Handbook (Academic Session 2017-18)	01/07/2017	This Handbook has been welcomed by all the stakeholders of the college. There has been a marked improvement in the behavioural patterns of the students since its publication. There is enough evidence that the teachers have taken the Handbook quite seriously, minor printing errors have been pointed out and corrective measures taken for subsequent editions.
Academic Diary (for	01/07/2017	Students have been

Session 2017-18)

greatly benefitted by this diary. They now know in advance the number of classes per week and the part of courses to be covered.

7.1.6 – Activities conducted for promotion of universal Values and Ethics

Activity	Duration From	Duration To	Number of participants
Independence Day Celebration	15/08/2017	15/08/2017	120
Lecture Programme on The Contribution of Sardar Patel towards Constructing a Modern India.	31/10/2017	31/10/2017	80
Celebration of Bhupen Hazarikas Death Anniversary	05/11/2017	05/11/2017	50
Aids Prevention Day Celebration	01/12/2017	01/12/2017	110
Republic Day Celebration	26/01/2018	26/01/2018	120

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

1. The authority has declared the whole college campus to be a plastic free zone.
2. The campus will be considered a tobacco free area from this year.
3. A newly established Eco-Club has become operational from June-July this year.
4. World Environment Day was celebrated on 5 June, 2018 in collaboration with Pub Guwahati High School, Guwahati.
5. A power point presentation competition on environmental issues was organized among students.

7.2 – Best Practices

7.2.1 – Describe at least two institutional best practices

Best Practice - 1 NSS Activities The college unit of the NSS has been actively engaged in different activities within the campus as well as outside it. Some of its marked achievements during the year are - 1. Successful organization of Special NSS Camp, participated by 80 volunteers under the leadership of Program Coordinator Dr. Satyajit Kalita (14-18 Dec, 2017) 2. Trekking Programme, participated by 150 volunteers under the leadership of Dr. Satyajit Kalita (21 December, 2017) 3. Participation in Republic Day Parade Camp, New Delhi, by College NSS Volunteer Priyanka Boro 4. Swachhta Pakhwada participated by 110 volunteers, organized under the leadership of Dr. Satyajit Kalita, (June, 2018) 5. 4th International Yoga Day Celebration, participated by 200 volunteers (21 June, 2018). **Best Practice - 2 Maintenance of an Environment Friendly Campus** The college has taken several steps towards developing and sustaining an environment friendly campus. Any visitor is likely to be impressed with the

lush green ambience of the college, with an array of evergreen and seasonal trees and plants. The college authority has declared the campus to be a plastic free and tobacco free zone. Extreme care is taken for the disposal of the laboratory wastes. The college has a botanical garden of its own in spite of its limited land resources. The college has planned to promote its green image even further in the coming years.

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

<https://www.guwahaticollege.org.in/pdf/bestpractices.pdf>

7.3 – Institutional Distinctiveness

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

The colleges primary vision involves the grooming of good citizens and good human beings. The College fraternity realizes that the days of government jobs are more or less over for the majority of our students. That is why our priority is to promote entrepreneurship among the student community so that they can be self employed in the future. With this thrust in mind the college has organized a series of programmes during the current year. A daylong seminar on Investment Opportunities in Various Sectors in Assam was organized on 25 January 2018 in the college. There were deliberations on the different investment opportunities in various sectors in Assam among the students. We have reasons to believe that the seminar could create at least some degree of awareness among students regarding investment opportunities and entrepreneurship. A group of students along with two faculty members represented the college in Advantage Assam : Global Investors Summit on 4 February 2018 at Sarusajai Stadium, Guwahati. The students learned a lot about Indias Act East Policy in the Summit. The event also focused on investing in different sectors like Power, Agriculture, Food Processing, Hospitality Wellness etc. The Faculty of Commerce in collaboration with the Career Development Cell of Guwahati College organized a session on personality and personal skill development on 11 September 2017. Ms. Jonali Phukan, a freelance motivational trainer, was the resource person. All these programmes seem to have their desired effect on many of our students. Their mindset has changed to a considerable extent as can be seen in rising rates of self employment among our students. Development of entrepreneurship will continue to be our focus of attention and our area of special effort, at least for the next two-three years.

Provide the weblink of the institution

https://www.guwahaticollege.org.in/pdf/7.3_Institutional_Distinctiveness.pdf

8.Future Plans of Actions for Next Academic Year

The College plans the following for the implementation in future 1. Installation of MIS Software 2. Infrastructure development for the Science stream 3. Wi-Fi facility in Central Library 4. Enhancing Academic excellence 5. Adoption of a village in the nearby area namely Hajongbori for the socio economic development of the community residing in the area 6. Enhancing the sports activities and planning for organizing few events (at University level) 7. Organising National seminars and Workshops and some developmental programme 8. Enhancing social compatibility of the students by giving better opportunity of social interaction through activities of NSS and NCC. 9. Organising few programs on Women empowerment under the aegis of Womens' Forum 10. Organising some career oriented programmes

