



YEARLY STATUS REPORT - 2021-2022

Part A

Data of the Institution

1. Name of the Institution

GARGAON COLLEGE

- Name of the Head of the institution **DR. SABYASACHI MAHANTA**
- Designation **PRINCIPAL**
- Does the institution function from its own campus? **Yes**
- Phone no./Alternate phone no. **03772296164**
- Mobile No: **9435057322**
- Registered e-mail **gargaoncollege@rediffmail.com**
- Alternate e-mail **iqacgc2@gmail.com**
- Address **Gargaon College, Simaluguri**
- City/Town **Sivasagar**
- State/UT **Assam**
- Pin Code **785686**

2. Institutional status

- Affiliated / Constitution Colleges **Affiliated College**
- Type of Institution **Co-education**
- Location **Rural**
- Financial Status **UGC 2f and 12(B)**

- Name of the Affiliating University **DIBRUGARH UNIVERSITY**
- Name of the IQAC Coordinator **DR.SURAJIT SAIKIA**
- Phone No. **03772296164**
- Alternate phone No. **03772296164**
- Mobile **9101065105**
- IQAC e-mail address **iqacgc2@gmail.com**
- Alternate e-mail address **gargaoncollege@rediffmail.com**

3.Website address (Web link of the AQAR (Previous Academic Year)) <https://gargaoncollege.ac.in>

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

- if yes, whether it is uploaded in the Institutional website Web link: <https://gargaoncollege.ac.in/pdf/iqac/aqar-data/2021-22/ACADEMIC%20CALENDAR%202021-22.pdf>

5.Accreditation Details

Cycle	Grade	CGPA	Year of Accreditation	Validity from	Validity to
Cycle 1	B	70.75	2004	16/09/2004	08/01/2011
Cycle 2	B	2.36	2011	08/01/2011	07/01/2016
Cycle 3	B	2.37	2019	28/01/2019	27/03/2024

6.Date of Establishment of IQAC **05/12/2004**

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
Dr. Surajit Saikia	Major Research Project	ICSSR	2020	1000000

8.Whether composition of IQAC as per latest NAAC guidelines **Yes**

- Upload latest notification of formation of IQAC [View File](#)

9.No. of IQAC meetings held during the year

- Were the minutes of IQAC meeting(s) and compliance to the decisions have been uploaded on the institutional website? **Nil**
- If No, please upload the minutes of the meeting(s) and Action Taken Report **No File Uploaded**

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

- If yes, mention the amount

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

1. To impart skill development to students, utilize locality resources, generate self-employment avenues, and enhance placement opportunities in specific sectors, 23 Add On courses under the initiative of IQAC were introduced during 2021-22. 2. In order to bring out the overall development of teachers and students, several programmes were organized during 2021-22. For the purpose of providing exposure to diverse knowledge, career opportunities etc. on a global level, programmes such as Global Faculty Programme, Special talks on important topics or areas, Alumni talks etc. were held for students. Faculty Development Programmes related to IPR, Academic Writing etc. for the teachers were also organized. 3. To provide guidance to students on higher education opportunities in India and abroad, availability of scholarships etc, programmes such as talks by International Speakers were held occasionally. 4. To make students aware of diverse social issues, extension activities numbering around 45 in different areas were undertaken for community participation and to make students aware of diverse social issues. 5. Sustainable development goals which have become a crucial agenda globally occupy centre stage in institutions at the local level, too. With a similar objective, the IQAC has undertaken several initiatives such as programmes on reuse and recycle of plastic, continuous cleanliness drives, implementation of 11 nos. of vermicompost projects and development of 3 nos. of water bodies.

Further, 3 nos. of water harvesting and groundwater recharging projects and 2 nos. of bottle bank facilities have been undertaken.

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
To introduce Add-On Courses	To impart skill development to students, utilize resources of the locality, generate self-employment avenues, and enhance placement opportunities in specific sectors, 23 Add On courses under the initiative of IQAC were introduced during 2021-22.
To organize student development programme and Faculty Development Programme	In order to bring out the overall development of teachers and students, several programmes were organized during 2021-22. For the purpose of providing exposure to diverse knowledge, career opportunities etc. on a global level, programmes such as Global Faculty Programme, Special talks on important topics or areas, Alumni talks etc. were held for students. Faculty Development Programmes related to IPR, Academic Writing etc. for the teachers were also organized.
To provide guidance to students on higher education opportunities in India and abroad	To provide guidance to students on higher education opportunities in India and abroad, availability of scholarships etc, programmes such as talks by International Speakers were held occasionally.
To involve students in extension activities	To make students aware of diverse social issues, extension activities numbering around 45 in different areas were undertaken for community

	participation and to make students aware of diverse social issues.
To provide career counseling to the students	Organized more than 10 career counseling programme and around 150 students have placed in different areas.
To contribute in the development agenda of sustainable environment	Sustainable development goals which have become a crucial agenda globally occupy centre stage in institutions at the local level, too. With a similar objective, the IQAC has undertaken several initiatives such as programmes on reuse and recycle of plastic, continuous cleanliness drives, implementation of 11 nos. of vermicompost projects and development of 3 nos. of water bodies. Further, 3 nos. of water harvesting and groundwater recharging projects and 2 nos. of bottle bank facilities have been undertaken.

13. Whether the AQAR was placed before statutory body? Yes

- Name of the statutory body

Name	Date of meeting(s)
Governing Body	16/06/2023

14. Whether institutional data submitted to AISHE

Part A**Data of the Institution**

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• Name of the Head of the institution	DR. SABYASACHI MAHANTA
• Designation	PRINCIPAL
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• Upload latest notification of formation of IQAC			View File		

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<ul style="list-style-type: none"> Name of the statutory body 	
Name	Date of meeting(s)
Governing Body	16/06/2023
14. Whether institutional data submitted to AISHE	
Year	Date of Submission
2021	28/02/2023
15. Multidisciplinary / interdisciplinary	

The Institute is affiliated with Dibrugarh University and follows the Dibrugarh University guidelines which offer a multidisciplinary approach to curriculum. The teaching and learning process of the Institution tries to adopt a holistic approach by catering to the students' cultural, social, and emotional needs and bringing about their overall development. Students of the B.A./B.Sc/B.Com Honours in the Choice Based Credit System can choose from a variety of multidisciplinary courses from the elective courses. The B.A./B.Com/B.Sc Non-Honours Programmes in the Choice Based Credit System of Dibrugarh University has also adopted a Multi-Disciplinary Course. The Multidisciplinary Course covers the areas such as Main Currents of Indian History, Indian Polity & Human Rights, Major Features of Indian Economy, Basics of Education & Pedagogy, Indian Society and Social Institutions, Geography of India, Physical, Economic & Political, Tribes of India & Tribal Development, Logical Reasoning & Numerical Ability and Commerce and Management.

Besides the regular courses, the institution offers an array of Add On Courses having an interdisciplinary nature such as Mushroom Cultivation, Entrepreneurship & Small Business Management, Vermicompost, Data Analysis using SPSS, Green Tea Processing and Marketing, Library and Information Science among others. Students from any discipline can opt for these skill-based vocational courses.

Moreover, the institution organizes diverse programmes which cater to a wide range of disciplines. Seminars, workshops, alumni talks, and Global Faculty talks among others are held which incorporate issues such as gender, environment, mental health, scientific advancements, culture etc.

Further, students get the opportunity to become aware of environmental, political, social, health and other significant issues through awareness programmes, community participation programmes organized by the institution's NSS, NCC, eco clubs etc.

Besides the above, faculty members of the institution engage in interdisciplinary collaborative research activities with and bring out relevant research papers.

16.Academic bank of credits (ABC):

17.Skill development:

In the area of skill development, the institution has taken initiatives to enhance and develop certain skills in students. These include soft skills, life skills, ICT/Computing skills, Language and Communication Skills. During the period 2021-2022, a total of 16 programmes related to Soft Skill development, a total of 6 Language and Communication Skill development programmes, 7 Life skill programmes and 6 nos. of ICT/Computing related programmes were organized by the institution. Besides, the curriculum and syllabus of the B.A./B.Sc/B.Com Programme incorporates courses pertaining to language and communication which facilitates language and communication skill in students.

18.Appropriate integration of Indian Knowledge system (teaching in Indian Language, culture, using online course)

In the realm of the Indian Knowledge System, the Institution has always been proactive in working towards the promotion and conservation of the Indian Knowledge System. The Institution tries to promote the Indian Knowledge system by working in the areas of Indian arts, traditions, science, languages, publications, conservation of local biodiversity, Indian sports etc. The course curriculum followed by the Institution to incorporate diverse aspects of the Indian Knowledge System. Various competitions organized during the college week such as rangoli, mehendi, essay writing, poetry, speech competition, folk song and dance, classical music and drama create awareness among the students regarding the rich Indian culture and heritage. Moreover, under the aegis of the Publication Cell of the college, several publications related to Indian Culture, Economy, Environment etc. have been brought out from time to time. Research Projects pertaining to Indian Culture and Agriculture are being undertaken by the faculty members of the Institution. Besides, faculty members have contributed research articles pertaining to Indian Knowledge System to different journals and edited volumes. The Institution has also been instrumental in preserving a multitude of ethnomedicinal plants in its campus. Further, the college has taken the initiative to conserve local fish through the construction of ponds and tanks. The college also houses a few museums showcasing bamboo handicrafts, historical artefacts etc. Moreover, the college library has a wide collection of religious texts, books on Indian culture, tradition, literature and heritage among others.

19.Focus on Outcome based education (OBE):Focus on Outcome based education (OBE):

Gargaon College focuses on an outcome-based education system. The vision and mission of the college clearly focus on outcome-based education. The college has encouraged experiential and participative learning to make the students more skilful. The introduction of CBCS courses in the curriculum of the college provides the teaching-learning system with more outcomes-based and applied in nature. Under CBCS the students are getting more opportunities for experiential learning and participative learning in their curriculum.

20.Distance education/online education:

Students have access to online and distance learning education at the college. Along with the offline face-to-face classes, the teachers offer live online classes through various online platforms such as Google Classroom, Google meets, ZOOM, etc. For the benefit of the students, the college has developed E-Shiksha, an e-learning platform from which the students can access learning materials at any time. In addition, the college has two distance learning centres, one under Dibrugarh University and the other under Krishna Kanta Handique State Open University, which offer undergraduate and postgraduate education via distance mode.

Extended Profile

1.Programme

1.1	565
Number of courses offered by the institution across all programs during the year	

File Description	Documents
Data Template	View File

2.Student

2.1	2180
Number of students during the year	

File Description	Documents
Data Template	View File

2.2	910
Number of seats earmarked for reserved category as per GOI/	

State Govt. rule during the year		
File Description	Documents	
Data Template	No File Uploaded	
2.3	445	
Number of outgoing/ final year students during the year		
File Description	Documents	
Data Template	View File	
3.Academic		
3.1		
Number of full time teachers during the year		
File Description	Documents	
Data Template	No File Uploaded	
3.2	67	
Number of Sanctioned posts during the year		
File Description	Documents	
Data Template	No File Uploaded	
4.Institution		
4.1		
Total number of Classrooms and Seminar halls		
4.2		
Total expenditure excluding salary during the year (INR in lakhs)		
4.3		
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

PLANNING

The curriculum planning is initiated by following the Academic Calendar issued by Dibrugarh University for the affiliated colleges. The Academic Development Committee incorporating the Principal, Heads of Departments and all Faculty members of the college holds a meeting at the beginning of every session and discusses the various aspects of curriculum planning and implementation. It is also entrusted with the task of forming the Routine Development Committee.

IMPLEMENTATION

The Routine Development Committee formed by the Academic Development Committee prepares a general routine. The routine includes classes for the three streams including remedial classes, sports etc. The departments, too, hold meetings to discuss the preparation of departmental routine, allotment of classes to teachers, course distribution etc. Accordingly, the departmental routines are prepared, the course is distributed and classes are allotted to teachers. An Induction programme, both general and department wise is held for the newly admitted students to acquaint them with the course curriculum, examination pattern etc. In respect of course delivery, teachers make use of ICT, conduct group discussions and seminars, hold internal semester examinations, class tests etc.

File Description	Documents
Upload relevant supporting document	View File
Link for Additional information	https://gargaoncollege.ac.in/pdf/igac/agar-data/2021-22/ORGANOGRAM%20%282%29.pdf

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

The college develops its academic calendar by following the academic calendar of the affiliating university. The academic calendar of the college includes the date of admission,

counselling programmes for the students, the date of internal and end semester examinations, declaration of results, important days and events of both national and international importance, and different seminars and workshops, especially for the students, faculty development programmes etc. The academic calendar of the college helps to systematize the academic activities of the college. Provision is also made during the planning of the academic calendar for the conduct of co-curricular activities such as the inauguration of subject associations, guest lectures and field visits and for extracurricular activities such as extension activities, sports, exhibitions and annual gatherings.

File Description	Documents
Upload relevant supporting documents	View File
Link for Additional information	https://gargaoncollege.ac.in/pdf/igac/aqar-data/2021-22/ACADEMIC%20CALENDAR%202021-22.pdf

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

A. All of the above

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

03

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)**

23

File Description	Documents
Any additional information	View File
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

453

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

453

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

Gargaon College, a premier educational institution of Upper Assam, strives to provide the best quality education to the students. To cope with the challenges of the present scenario of the world and to inculcate proper values in the students, the curriculum of the institution incorporates and integrates cross-cutting issues relevant to Gender, Environment and Sustainability, Human Values and Professional Ethics. Such a curriculum contributes towards the all-round development of the students including integrity, confidence, generosity, responsibility etc. and facilitates students' participation in the betterment of the community and the society by making them aware of the pressing issues relating to environment, society and nation.

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

Nil

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)	No File Uploaded

1.3.3 - Number of students undertaking project work/field work/ internships	
Nil	
File Description	Documents
Any additional information	No File Uploaded
List of programmes and number of students undertaking project work/field work/ /internships (Data Template)	No File Uploaded
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	
File Description	Documents
URL for stakeholder feedback report	No File Uploaded
Action taken report of the Institution on feedback report as stated in the minutes of the Governing Council, Syndicate, Board of Management (Upload)	No File Uploaded
Any additional information(Upload)	No File Uploaded
1.4.2 - Feedback process of the Institution may be classified as follows	
File Description	Documents
Upload any additional information	No File Uploaded
URL for feedback report	Nil
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	

1260

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

347

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

PROGRAMMES FOR ADVANCED LEARNERS The college undertakes different programmes, especially for the advanced learners for the overall development.

1. The advanced learners are given the training to learn ICT tools like PowerPoint Presentation, M.S. Word, Excel, Google Class Room etc. to upgrade their Computer Skills particularly.

2. Career Counselling especially for the advanced learners

3. Special classes at the computer laboratories of different departments and library

4. Advised to visit the Special Journal Sections and Reference Book Sections of the college library

5. Student seminars and symposiums are regularly organized 6 Life Skill Programme organize

PROGRAMMES FOR THE SLOW LEARNERS

1. The college has a special provision of remedial classes for slow learners. The faculty members of the respective departments undertake remedial classes, especially for the slow learners.

2. Book Bank Facility for the poor students as well as for the slow learners

3. Life Skill Programme organize 4 Mental Health Counselling Centre to motivate the slow learners

5. Motivational Talks are organized

File Description	Documents
Link for additional Information	https://gargaoncollege.ac.in/pdf/igac/aqar-data/2021-22/REPORT%20OF%20SLOW%20LEARNER%20%281%29.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
Nil	Nil

File Description	Documents
Any additional information	No File Uploaded

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

Different student-centric methods related to experiential and participative learning are undertaken by the faculty of the college. Field studies pertaining to geography, geology, sociology etc. are carried out by students as part of their course curriculum. The students from basic science such as physics, chemistry, botany, geology, zoology and mathematics undertake experiments in their laboratory. Internship and industry visits form a part of the curriculum of certain Add-On courses. Besides, students are given different projects to accomplish as part of their curriculum. The students are made to engage in participative learning by undertaking plantation, cleanliness drives, conducting

street plays, participating in different activities like poster making, wall magazine preparation, painting, drama etc to voice their opinion on significant social, political, and environmental issues and raising awareness on different issues in the adopted village of the college.

File Description	Documents
Upload any additional information	View File
Link for additional information	https://gargaoncollege.ac.in/pdf/igac/aqar-data/2021-22/Experiential%20learning%202021-22%20%281%29.pdf

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

Name of the ICT Tools

Uses of the tools

Google Classroom

The teachers basically used the Google classroom to provide the study materials, assignments, quizzes etc. Assignments and quizzes are also checked through this tool.

Zoom & Google Meet

These tools are used to organized online webinar, workshop, seminar etc. Above all, the teachers also take online classes through these tools

E-shiksha

This is an initiative tool developed by IQAC, Gargaon College to provide quality e-learning materials based on the syllabus.

YouTube Channel

College has one YouTube Channel named "Special Lecture Series Gargaon College". This channel contains videos of webinars, workshops, Special Interaction Programmes etc.

Above all, most of the faculty members have individual YouTube

Channels. Teachers also provide the study materials through this tool. Smart Class Room Majority of the teachers used smart classroom. This tool is used for visual learning.

File Description	Documents
Upload any additional information	No File Uploaded
Provide link for webpage describing the ICT enabled tools for effective teaching-learning process	Nil

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

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

Nil

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

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**

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.

Nil

File Description	Documents
Any additional information	No File Uploaded
Link for additional information	Nil

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

Nil

File Description	Documents
Any additional information	No File Uploaded
Link for additional information	Nil

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.

Nil

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for Additional information	Nil
Upload COs for all courses (exemplars from Glossary)	No File Uploaded

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

Nil

File Description	Documents
Upload any additional information	No File Uploaded
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

File Description	Documents
Upload list of Programmes and number of students passed and appeared in the final year examination (Data Template)	No File Uploaded
Upload any additional information	No File Uploaded
Paste link for the annual report	Nil

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://gargaoncollege.ac.in/pdf/igac/aqar-data/2021-22/STUDENT%20SATISFACTORY%20SURVEY-2021-22.pdf>

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)

File Description	Documents
Any additional information	No File Uploaded
e-copies of the grant award letters for sponsored research projects /endowments	No File Uploaded
List of endowments / projects with details of grants(Data Template)	No File Uploaded

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

File Description	Documents
List of research projects and funding details (Data Template)	No File Uploaded
Any additional information	No File Uploaded
Supporting document from Funding Agency	No File Uploaded
Paste link to funding agency website	Nil

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

File Description	Documents
Report of the event	No File Uploaded
Any additional information	No File Uploaded
List of workshops/seminars during last 5 years (Data Template)	No File Uploaded

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

File Description	Documents
Any additional information	No File Uploaded
List of research papers by title, author, department, name and year of publication (Data Template)	No File Uploaded

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

File Description	Documents
Any additional information	No File Uploaded
List books and chapters edited volumes/ books published (Data Template)	No File Uploaded

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

Yes

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

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**

00

File Description	Documents
Any additional information	No File Uploaded
Number of awards for extension activities in last 5 year(Data Template)	No File Uploaded
e-copy of the award letters	No File Uploaded

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

20

File Description	Documents
Reports of the event organized	No File Uploaded
Any additional information	No File Uploaded
Number of extension and outreach Programmes conducted with industry, community etc for the last year (Data Template)	No File Uploaded

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**

File Description	Documents
Report of the event	No File Uploaded
Any additional information	No File Uploaded
Number of students participating in extension activities with Govt. or NGO etc (Data Template)	No File Uploaded

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**

10

File Description	Documents
e-copies of linkage related Document	No File Uploaded
Details of linkages with institutions/industries for internship (Data Template)	No File Uploaded
Any additional information	No File Uploaded

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

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	No File Uploaded

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.

Gargaon College with its location advantages of accessibility has adequate physical infrastructural facilities, which includes a number of sufficient classrooms, laboratories, biotech Hub, halls, academic gallery, auditorium, indoor stadium, library, faculty rooms, playground, canteen, parking area, fishery, hostels (boys & girls), to support the academic as well as co-curricular activities in the campus. The entire campus has an area of 25 acres. The college has a well-constructed building with an area of 11243.65 square meters and open space of 94,442.84 square meters. It also has well-equipped laboratories for various disciplines highlighted below Botany Lab: three nos. (Including one biotech hub); Chemistry Lab: three Nos.; Commerce Lab: One; Education Lab: One, Geography Lab: One, Geology Lab: One, Language Lab: One, Mathematics Lab: One, Physics Lab: Two Nos., Zoology Lab: Two Nos. and a computer Lab. The Library is situated in an area of 350 square meters. The Indoor stadium covers a total area of 1160 square meters. The common staff room for males and females is covered. The Benudhar Mohan Memorial Auditorium covers an area of 975 square meters. The boys and girls hostel covers an area of 2065.04 square meters. The canteen covers an area of 138 square meters.

File Description	Documents
Upload any additional information	No File Uploaded
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.	
Nil	
File Description	Documents
Upload any additional information	No File Uploaded
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.	
22	
4.1.3.1 - Number of classrooms and seminar halls with ICT facilities	
22	
File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	Nil
Upload Number of classrooms and seminar halls with ICT enabled facilities (Data Template)	No File Uploaded
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)	

File Description	Documents
Upload any additional information	No File Uploaded
Upload audited utilization statements	No File Uploaded
Upload Details of budget allocation, excluding salary during the year (Data Template)	No File Uploaded

4.2 - Library as a Learning Resource

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

yes

File Description	Documents
Upload any additional information	No File Uploaded
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	No File Uploaded
Details of subscriptions like e-journals,e-ShodhSindhu, Shodhganga Membership etc (Data Template)	No File Uploaded

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)

File Description	Documents
Any additional information	No File Uploaded
Audited statements of accounts	No File Uploaded
Details of annual expenditure for purchase of books/e-books and journals/e- journals during the year (Data Template)	No File Uploaded

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

File Description	Documents
Any additional information	No File Uploaded
Details of library usage by teachers and students	No File Uploaded

4.3 - IT Infrastructure

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

yes

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

4.3.2 - Number of Computers

119

File Description	Documents
Upload any additional information	No File Uploaded
Student – computer ratio	No File Uploaded

4.3.3 - Bandwidth of internet connection in the Institution

A. ? 50MBPS

File Description	Documents
Upload any additional Information	No File Uploaded
Details of available bandwidth of internet connection in the Institution	No File Uploaded

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)

File Description	Documents
Upload any additional information	No File Uploaded
Audited statements of accounts.	No File Uploaded
Details about assigned budget and expenditure on physical facilities and academic support facilities (Data Templates)	No File Uploaded

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.

yes

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

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

1446

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**

File Description	Documents
Upload any additional information	No File Uploaded
Number of students benefited by scholarships and free ships institution / non- government agencies in last 5 years (Date Template)	No File Uploaded

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

A. All of the above

File Description	Documents
Link to institutional website	https://gargaoncollege.ac.in/pdf/igac/agar-data/2021-22/Capacity%20Building%20and%20skill%20enhancement%20%282%29.pdf
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

4167

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

4167

File Description	Documents
Any additional information	No File Uploaded
Number of students benefitted 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

138

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

147

File Description	Documents
Upload supporting data for student/alumni	View File
Any additional information	View File
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

56

File Description	Documents
Upload supporting data for the same	View File
Any additional information	View File

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.**

40

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)

The college holds elections annually whereby various student representatives such as president, vice-president, general secretary, major games secretary, minor games secretary, literary and magazine secretary, girls' common room secretary etc. are elected. Two representatives along with female representatives are incorporated in various committees of the institution such as IQAC, Academic Development Committee, Welfare Development Committee, Research Committee, Publication Committee, Mentorship Committee, Student Welfare Committee, Anti-ragging Committee, Adopted Village Committee, Publicity Committee, Publication

Committee, Minority Development Committee, ST/SC Development Committee, OBC/MOBC Development Committee, Sports Development Committee, Student Grievances Redressal Committee, Library Advisory Committee, Gender Sensitization Committee, Extension Activities Committee, Disciplinary Action Committee, Women Cell, Campus Development Committee etc. The student representatives take part in the meetings and decision-making processes of these committees. The students' union of the college plays an active role in various activities related to the welfare of the students for instance academics, campus amenities, maintenance of discipline etc. As part of co-curricular and extra-curricular activities, the student representatives take part in organizing the college week, sports events, the Tanu Konwer Memorial debating competition, Teachers' Day, various events of NSS and NCC, preparation of departmental wall magazine, bringing out the college magazine and departmental e-magazines and handwritten magazines among others.

File Description	Documents
Paste link for additional information	https://gargaoncollege.ac.in/pdf/igac/aqar-data/2021-22/5-3-2%20additional.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

100

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 a registered alumni association under the provisions of the Indian Registration Act, 1908 vide Sl. No. 10248. The Alumni Association of the College Contributes significantly Like: 1. Provide different academically important and student-friendly talks in their area of interest. 2. Published books in association with Publication Cell, Gargaon College. 3. Closely associated with the plantation programmes of the college. 4. Donate books 5. Donate Dustbin 6. Donate Sports Tools etc.

File Description	Documents
Paste link for additional information	https://gargaoncollege.ac.in/pdf/iqac/agar-data/2021-22/Alumni%20Contribution.pdf
Upload any additional information	View File

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

D. 1 Lakhs - 3Lakhs

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 institution adheres to a democratic and participative mode of governance by giving importance to the active participation of all stakeholders in the administrative process. The institutional leadership is headed by the Governing Body consisting of the President, Principal and Secretary, Special Member, Vice Principal, VC Nominees, Teacher Representatives, Guardian members, Ex. Officio Member and a Non-Teaching Staff Representative. The Governing Body delegates authority to the Secretary and Principal. The Principal and Secretary in turn delegate it to the different levels of office-bearers or members of the college. The Principal monitors the effective implementation of the institutional

policies and calls regular staff meetings to ensure the effective functioning of the college and supervision of the works of various committees among others. The Heads of Departments take the onus of overseeing administrative and academic aspects of the department. The teachers also play a significant role in actualizing the vision and mission of the college by trying to impart quality teaching and guidance to the students. The quality paradigms are scrutinized by the IQAC. The Coordinators of various committees and cells along with the non-teaching staff representatives play an important role in implementing the institutional policies.

File Description	Documents
Paste link for additional information	https://gargaoncollege.ac.in/pdf/igac/aqar-data/2021-22/6-1-1%20%20Paste%20link%20for%20additional.pdf
Upload any additional information	View File

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

The institution practices decentralization and a participative mode of management. At the top of the hierarchy is the Governing Body that delegates authority to the Principal & Secretary. The Principal & Secretary in turn delegates it to the different levels of members in the college such as the Vice Principal (VP), IQAC, Librarian and others. The VP in turn delegates it to the Heads of Departments, who oversee the administrative and academic aspects of the department. The teachers take up different responsibilities delegated to them by the head of the department such as teaching and evaluation, the conduct of seminars, group discussions to name a few. Additionally, the IQAC has constituted several sub-committees which are responsible for looking after different aspects of the institution. Periodical meetings of the constituted committees are held to plan, execute monitor and evaluate the intended activities. Representations of various stakeholders, including teachers, students, parents to name a few, have been made in various committees to provide necessary inputs so that the decisions and/or recommendations arrived at such deliberations and meetings can be actually implemented. All the stakeholders involved in the decentralization and participative management work united for the smooth and effective functioning of the college

File Description	Documents
Paste link for additional information	https://gargaoncollege.ac.in/pdf/igac/aqar-data/2021-22/6-1-1%20%20Paste%20link%20for%20additional.pdf
Upload any additional information	View File

6.2 - Strategy Development and Deployment

6.2.1 - The institutional Strategic/ perspective plan is effectively deployed

One of the major strategic plans of Gargaon College during the current assessment cycle was to implement the programme of National Cadet Corps (NCC) so as to guide the students to develop "character, comradeship, discipline, a secular outlook, the spirit of adventure and ideals of selfless service". The College has successfully implemented this strategic plan by introducing NCC in the college on October 8, 2021. Both the 11 Assam Girls Coy (I) NCC and the 49 Assam Naval NCC were jointly raised on the same day in this raising ceremony presence of Dr. Sabyasachi Mahanta, Principal, Gargaon College, Dr. Rina Handique, Vice Principal, Gargaon College and our chief-guests Col. Ravideep Singh Chhabda, Commanding Officer, 11 Assam Girls (I) Coy NCC and Lt. Commander Rajesh Bhujel, Commanding Officer, 49 Assam Naval Unit and the PI staff. More than 14 activities were successfully conducted under the banner of NCC during the academic year of 2021-2022.

File Description	Documents
Strategic Plan and deployment documents on the website	View File
Paste link for additional information	https://gargaoncollege.ac.in/pdf/igac/aqar-data/2021-22/NCC%20Annual%20Report%20final%20document%20%281%29.pdf
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.

Governing Body

The institutional leadership is headed by the Governing Body consisting of the President, Principal and Secretary, Special Member, Vice Principal, VC Nominees, Teacher Representatives, Guardian members, Ex. Officio Member and a Non-Teaching Staff Representative.

Administrative Setup

The Principal and Secretary lead the administrative setup of the institution. He is responsible for all the decisions relating to financial matters as well as the smooth functioning of the institution. The Institution has prepared its Policies, Rules and Procedures for student-related matters like admission, reservation of seats etc. in accordance with the guidelines issued by DHE. The manual related to student and employee code of conduct, student discipline and maintenance are prepared by the institution itself with due approval of the Governing Body. The regulation related to the issue of ragging is followed in accordance with the UGC Regulations on Curbing the Menace of Ragging in Higher Educational Institutions, 2009.

Appointment and Service Rules

Appointment, promotion and service rules for the teaching staff and non-teaching staff are in accordance with the rules set by the Director of Higher Education, Assam. The IQAC of the college assesses the various applications of the faculty members submitted for promotion.

File Description	Documents
Paste link for additional information	https://gargaoncollege.ac.in/pdf/iqac/aqar-data/2021-22/6-2-2%20Paste%20link%20for%20additional%20file.pdf
Link to Organogram of the Institution webpage	https://gargaoncollege.ac.in/pdf/iqac/aqar-data/organogram.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	No File Uploaded
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

The College makes arrangements for availing the government schemes such as Pension, Earned Leave encashment, Maternity Leave, etc. for the teaching and non-teaching staff. The following is the list of existing welfare measures for the teaching and non-teaching staff:

- **ACADEMIC WELFARE:** The College conducts FDPs, Workshops, Laboratory training programmes etc. as well as makes arrangements for availing permission to attend different career development programmes for its teaching and non-teaching staff.
- **INFRASTRUCTURAL FACILITIES:** The college has well-furnished classrooms, seminar and conference rooms, a library, Laboratories, Gymnasium, Indoor Stadium etc.
- **FINANCIAL SUPPORT:** Sanchay Aru Rindan Somobai Samiti (SARSS) extends financial support to its members by providing loans at reasonable rates of interest. The institution is a government-aided college; its employees get the benefit of pensions like the Employees Provident Fund (EPF) and the New Pension System.
- **HEALTH AWARENESS & SANITATION:** Health Check-up camps, mental health awareness programmes etc. are conducted by the College. It has its Yoga Centre that conducts various workshops for the health and well-being of the college fraternity as well as the neighbouring community.

RECOGNITION AND AWARDS: The college felicitates the Teaching and Non-Teaching Staff & students for their outstanding contributions in different fields.

File Description	Documents
Paste link for additional information	https://gargaoncollege.ac.in/pdf/iqac/agar-data/2021-22/6-3-1-.pdf
Upload any additional information	No File Uploaded

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

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)	No File Uploaded

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

02

File Description	Documents
Reports of the Human Resource Development Centres (UGCASC or other relevant centres).	View File
Reports of Academic Staff College or similar centers	View File
Upload any additional information	View File
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

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

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

The institution has evolved its own performance appraisal system for the teaching and non-teaching staff. In the case of the Teaching Staff, the faculty members are required to maintain teachers' diaries both in offline and online mode. Besides,

they need to maintain class records. These details are to be submitted to IQAC which are scrutinised by the college's Principal and Vice Principal. Moreover, teachers need to submit necessary details along with testimonials of their activities such as orientation courses/refresher courses/short-term courses attended and professional degrees attained etc. to the office and the IQAC which are then recorded in their respective service books. There is also an e-filing committee consisting of several faculty members who are responsible for keeping electronic data related to the activities of teachers. The teachers have to submit the details and testimonials of various professional activities to the e-filing committee from time to time. The IQAC of the college also maintains the student feedback report system. As regards the non teaching staff, the performance appraisal of the staff is undertaken by the Principal of the college.

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

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

External audit for the college is undertaken annually after the end of the financial year by a licensed government chartered accountant Ashok More & Associates (FRN: 320009E, Membership No. 54823). The external audit is undertaken account wise which is for every account of the college for example building account, science account, magazine account, admission account, NSS Account, examination account, S.A.F account, library account, hostel account, union account, general account, maintenance account etc. The external auditor checks whether the accounting records of the college are accurate and complete.

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

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)

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

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

Since the college is under the deficit-grants-in-aid system of the Government of Assam and is also included under sections 12 (B) and 2 (f) of UGC Act 1956 under the affiliation of Dibrugarh University, it receives funds like salary grants etc. The college also mobilizes its own funds by way of admission of the degree and higher secondary courses along with PGDCA course and Add certificate courses. Besides, the college receives funds from the MLA and MP funds. It has also received research grants from ICSSR New Delhi and ICHR New Delhi for different projects. The institution is also approved under the RUSA scheme. It prepares different proposals which are sent to RUSA and receives funds from RUSA for the same. There are monitoring, procurement and management committees under RUSA which execute and implement the projects with the allocated funds from RUSA. For optimal utilization of resources, the college chalks out its budget in order to meet the requirements under different heads. The institution effectively checks the proper utilization of the budgeted amounts.

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

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

The IQAC of the college has made an extensive contribution to institutionalizing the quality assurance strategies and policies related to academic and administrative performance. To facilitate equitable access and affordability of academic programmes for various sections of society, the IQAC has introduced several vocational courses, initiated book bank facilities and conducted career counselling programmes for economically weak students. To ensure efficient, timely performance of academic tasks, the Cell has constituted an academic development committee, research committee, add-on certificate course committee, collaboration and MoU committee, the committee for teacher and student exchange programme etc. To share research and network with other institutions, several MoUs have been signed with reputed organizations and institutions. To ensure the credibility of the evaluation process, the Cell has constituted an online examination committee. For the purpose of optimizing and integrating modern methods of teaching and learning, the IQAC has taken the initiative to launch an e-learning platform called E-Shiksha and a YouTube channel. The IQAC has submitted the AQARs to NAAC on time. It holds regular meetings to discuss various qualitative strategies, collects feedback from students, alumni, employers and other stakeholders and assesses the same and also conducts academic audits for qualitative improvement.

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

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 IQAC reviews the teaching-learning process by its insistence on the maintenance of Teachers' diaries both online and offline, teaching plan, online class records etc. The IQAC tries to get regular feedback from students and alumni etc. The parent-teacher meeting is also organized regularly to record the progress of the wards and exchange views and feedback. The programme-specific outcome (PSOs) and course outcomes (COs) have been prepared by each department and are uploaded to the college website. At the

beginning of every session, the students are oriented toward the course and programme outcome by the Principal and faculty of the college. Students' attainment of programme outcomes and course outcomes are measured on the basis of students' performance in continuous internal assessment and final examinations along with seminar presentations, remedial classes, assignments, projects etc. The IQAC conducts student satisfaction surveys on a regular basis as well as result analysis to record the incremental improvement and evaluate the overall development of the college including programme outcome.

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)

A. All of the above

File Description	Documents
Paste web link of Annual reports of Institution	Nil
Upload e-copies of the accreditations and certifications	No File Uploaded
Upload any additional information	No File Uploaded
Upload details of Quality assurance initiatives of the institution (Data Template)	No File Uploaded

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

Nil

File Description	Documents
Annual gender sensitization action plan	Nil
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	Nil

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

A. 4 or All 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

The institution adopts a proper and effective disposal mechanism for degradable and non-degradable wastes. The vermicomposting method is applied to decompose the various kind of waste such as vegetable and food wastes of the canteen. Dustbins are provided to dispose of the plastic and other non-biodegradable wastes. The facility of the incinerator is provided in the girls' hostel and common room. As part of recycling various waste products, different programs are conducted such as competitions, and exhibitions among students where they prepare and create different reusable objects out of waste products.

The institution along with its boys' and girls' hostel has a proper sewage system to manage and dispose of the liquid wastes. The wastewater of the campus is used for the organic garden. As part of non-biodegradable e-waste management such as various electronic equipment, the institution tries to uphold the practice

of reusing old products and equipment by way of proper maintenance and repair.

The chemicals of the science laboratories are disposed of by proper segregation methods. Proper training of laboratory staff on handling, storage, and labelling of hazardous chemicals and their proper disposal is conducted by the institution.

File Description	Documents
Relevant documents like agreements/MoUs with Government and other approved agencies	No File Uploaded
Geo tagged photographs of the facilities	https://gargaoncollege.ac.in/pdf/igac/aqar-data/2021-22/Waste%20managementpdf.pdf
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

A. Any 4 or all 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

A. Any 4 or All 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

A. Any 4 or all 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 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

A. Any 4 or all of the above

File Description	Documents
Geo tagged photographs / videos of the facilities	View File
Policy documents and information brochures on the support to be provided	View File
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).

The college aims to inculcate integrity and a sense of moral and social belongingness among the stakeholders so as to promote an inclusive environment for all. The college follows a harmonic admission process as per the government-prescribed reservation rules. Different sports and cultural activities are organized with the aim of promoting harmony towards cultural as well as socio-economic and other diversities. Days with special importance like Women's day, and Yoga day, along with many regional festivals are celebrated in the college. There are different committees (including both Teachers and Student representatives) to redress grievances without considering any racial or cultural background. Moreover, the college has a separate code of conduct for students, teachers and other employees which has to be followed by everyone irrespective of their diversity.

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	View File

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

yes

File Description	Documents
Details of activities that inculcate values; necessary to render students in to responsible citizens	No File Uploaded
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	A. All 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	No File Uploaded
Any other relevant information	No File Uploaded
7.1.11 - Institution celebrates / organizes national and international commemorative days, events and festivals	
yes	

File Description	Documents
Annual report of the celebrations and commemorative events for the last (During the year)	No File Uploaded
Geo tagged photographs of some of the events	No File Uploaded
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.

1. Environmental Sustainability

2. Gender Sensitization

File Description	Documents
Best practices in the Institutional web site	No File Uploaded
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

Keeping in view the priority and thrust of developing and upgrading the skills and abilities of the teachers, non-teaching staff and students, the institution has undertaken a number of initiatives in the area of capacity building and skill enhancement. With the cooperation of IQAC, different departments and committees of the college, a range of programmes related to soft skills, language and communication skills, life skills and ICT/Computing skills were organized both in online and offline mode. The objectives of the programmes include motivating students towards innovative and problem thinking skills, raising awareness of the skills required for employability in the light of NEP, developing the skills of students for appearing in competitive examinations, to increase the skill of C Programming among the students and teachers, to impart training on basic computer skills for teaching and non-teaching staff, to raise awareness on the importance of physical and mental health among others.

File Description	Documents
Appropriate web in the Institutional website	No File Uploaded
Any other relevant information	No File Uploaded
7.3.2 - Plan of action for the next academic year	
Nil	