YEARLY STATUS REPORT - 2022-2023

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.	03772 296164
• Mobile No:	9435057322
• Registered e-mail	gargaoncollege@rediffmail.com
• Alternate e-mail	collegegargaon@gmail.como
• Address	Gargaon, Near Balighat Tiniali, Simaluguri, 785686 Dist. Sivasagar, Assam
• City/Town	SIVASAGAR
• State/UT	ASSAM
• Pin Code	785686
2.Institutional status	
• Affiliated / Constitution Colleges	AFFILATED
• 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.	**03772 296164**
• Alternate phone No.	**03772 296164**
• Mobile	**9101065105**
• IQAC e-mail address	**iqacgc2@gmail.com**
• Alternate e-mail address	**collegegargaon@gmail.com**
3.Website address (Web link of the AQAR (Previous Academic Year)	https://gargaoncollege.ac.in/pdf/iqac/aqar/AQAR-2021-22.pdf
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/2022-23/ACADEMIC%20CALENDAR%202022-2023%20%281%29.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**	**01/01/2008**	**07/01/2016**
Cycle 3	**B**	**2.37**	**2019**	**28/02/2019**	**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. MRINAL GHOSH	ICSSR MINOR RESEARCH PROJECT	ICSSR	2022	120000
DR. RASHMI REKHA SAIKIA	ICSSR NATIONAL SEMINAR	ICSSR	2023	200000

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	8	
• Were the minutes of IQAC meeting(s) and compliance to the decisions have been uploaded on the institutional website?	No	
• If No, please upload the minutes of the meeting(s) and Action Taken Report	View File	
10.Whether IQAC received funding from any of the funding agency to support its activities during the year?	Yes	
• If yes, mention the amount	50,000	

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

1. The IQAC took the initiative of incorporating mandatory ICT classes for each teacher to improve the quality of the classes and facilitate better teaching and learning. 2. The Mentorship programme was strengthened by IQAC by introducing various measures such as mentorship diaries, report cards of students to be maintained by teachers etc. 3. A project named 'Gyanjatra' was undertaken under the aegis of IQAC, Gargaon College, in 2023. Under the various extension activities of Gyanjatra, students of the college have rendered support to schools and underprivileged students. Under this programme, the college has already adopted several schools and has

carried out classes, plantation drives etc. Along with imparting lessons related to the school/college curriculum, training for career prospects, life skills, communication skills, health and well-being among others have also been imparted. 4. The IQAC spearheaded the conduct of several special programmes for advanced and slow learners. Special programmes such as career counselling, skill development etc. were organized for advanced learners whereas remedial classes, skill development programmes, mentorship programmes, and parent-teacher meetings among others were organized for the slow learners. 5. 4. The IQAC played a significant role in streamlining the documentation process of the institution by stressing the need to prepare reports of all programmes in standard format and through use of various technological tools.

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 bring about decentralization of work	Criterion wise committees were formed and responsibilities were entrusted
To make teaching learning more effective	Additional ICT classrooms were introduced
To make the mentorship programme more effective	Plan of action was chalked out and actions were implemented by introducing mentorship diaries etc.
To generate placement opportunities	Career counseling programmes and campus placement were held
To create awareness on NEP 2020	Various workshops were held and teachers' participation was ensured.

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

- Name of the statutory body

Name	Date of meeting(s)
Governing Body of Gargaon College	29/01/2024

14.Whether institutional data submitted to AISHE

Year	Date of Submission
2022-23	15/02/2024

15.Multidisciplinary / interdisciplinary

The institute provides access to learning through English as well as the local language Assamese. The students can opt for any of these two languages as their medium of study. Furthermore, the teachers also deliver lectures in both languages in the classroom. The college library also has a good number of books, magazines and newspapers in different languages for free access to the students.

16.Academic bank of credits (ABC):

Since Gargaon College is affiliated with Dibrugarh University, all the students of the college have opened their ABC ID in the ABC Portal under Dibrugarh University.

17.Skill development:

Gargaon College provides opportunities to its faculty members, non-teaching staff and students to develop their skills in the process of teaching and learning. The college organizes different programmes for the teaching staff, non-teaching staff and students in discipline-specific and interdisciplinary fields to enhance their quality and support system for the students. For the overall development of the students, teachers and non-teaching staff of the college, the IQAC, academic departments and different cells of the college have undertaken different skill development initiatives at the college that include soft skills, language and communication skills, life skills and ICT/Computing skills.

The report of all the skill development initiatives can be accessed through the following link-

https://gargaoncollege.ac.in/pdf/iqac/aqar-data/2022-23/Capacity%20Building%20and%20skill%20enhancement_final.pdf

The College also encourages its faculty members to enhance their skills through FDPs/Refresher Courses/Workshop. During 2020-21 the teachers of the college have participated in different skill development programmes. The details of the programme can be accessed through the following link-

https://gargaoncollege.ac.in/pdf/iqac/aqar-data/2022-23/Final%20File

`%20Conferences%2C%20Seminars%2C%20Workshops.pdf`

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

The college frequently organizes special talks, seminars, webinars and workshops to promote the Indian knowledge system. The college has also established a yoga centre to promote physical, mental, and spiritual practices or disciplines that originated in ancient India. The details of the programme can be accessed through the following link-

`https://gargaoncollege.ac.in/pdf/iqac/aqar-data/2022-23/INDIAN%20KNOWLEDGE%20SYSTEM.pdf`

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. Details of Student-Centric Methods:

`https://gargaoncollege.ac.in/pdf/iqac/aqar-data/2022-23/2022-23_Student-Centric%20Methods.pdf`

The teachers of the college clearly focused on their assigned topic and used different techniques to make the students understand the same. The use of different modern techniques in teaching by the teachers of the college certainly helps the students to develop the knowledge, skills and personalities that will enable them to achieve the intended outcomes. Student-Friendly Facilities at the College: ICT Facilities:

`https://gargaoncollege.ac.in/pdf/iqac/aqar-data/4-1-3.pdf`

Teaching-Learning Facilities:
`https://gargaoncollege.ac.in/pdf/iqac/aqar-data/4-1-1.pdf`

Sports and Cultural Facilities: https://gargaoncollege.ac.in/pdf/iqac/aqar-data/4-1-2%20new.pdf

To ensure all levels of students can deliver the highest level of performance, the college has an organized different programme that motivates the students. The details of the programmes can be accessed through the following link-https://gargaoncollege.ac.in/pdf/iqac/aqar-data/2-2-1.pdf

To provide more skills and generate employment opportunities, the college has introduced nearly 25 add-on courses. The introduction of add-on courses in its course curriculum gives opportunities for the students to learn knowledge in diverse fields.

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 Meet, 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 Number of courses offered by the institution across all programs during the year	**696**

File Description	Documents
Data Template	[View File](#)

2.Student

2.1 Number of students during the year	**2214**

File Description	Documents
Data Template	[View File](#)

2.2 Number of seats earmarked for reserved category as per GOI/ State Govt. rule during the year	**442**

File Description	Documents
Data Template	[View File](#)

2.3 Number of outgoing/ final year students during the year	**393**

File Description	Documents
Data Template	[View File](#)

3.Academic

3.1 Number of full time teachers during the year	**64**

File Description	Documents
Data Template	[View File](#)

3.2 Number of Sanctioned posts during the year	**72**

File Description	Documents
Data Template	[View File](#)

4.Institution

4.1 Total number of Classrooms and Seminar halls	**93**

4.2 Total expenditure excluding salary during the year (INR in lakhs)	**10081209**

4.3 Total number of computers on campus for academic purposes	**117**

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 is held for the newly admitted students to acquaint them with the course curriculum, examination pattern etc. Concerning 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/iqac/aqar-data/2022-23/Curriculum%20Planning%20and%20Implementation%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 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/iqac/aqar-data/2022-23/ACADEMIC%20CALENDAR%202022-2023%20%281%29.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

3

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

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

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

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

454

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

454

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

13

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	[View File]
Number of courses that include experiential learning through project work/field work/internship (Data Template)	[View File]

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

334

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

1.4 - Feedback System

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

A. All of the above

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

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

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

File Description	Documents
Upload any additional information	View File
URL for feedback report	https://gargaoncollege.ac.in/pdf/iqac/aqar-data/2022-23/1-4-1%20Departmental%20Feedback%202022%202023.pdf

TEACHING-LEARNING AND EVALUATION

2.1 - Student Enrollment and Profile

2.1.1 - Enrolment Number Number of students admitted during the year

2.1.1.1 - Number of sanctioned seats during the year

1195

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

794

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

As all students are not equipped with similar intellectual capabilities, Gargaon College classifies its students into two categories, namely Advanced Learners and Slow Learners based on their performancesin the In-Semester Examinations, End-Semester Examinations, and classroom performance. It does not mean that some sort of discrimination is being adopted. It encourages and provides an opportunity for the faculty members to take extra care and compassion for the slow learners. Various programmes are being undertaken at the departmental level for the academic upliftment of these students. Again, advanced learners are hard-pressed to excel further in their studies so that they can cope with the ever-increasing demands of a successful professional career. Keeping this in mind, the departments arrange a variety of programmes for the advanced learners. The details of the special programmes organised for the advanced and slow learners of the college are stated in the uploaded report.

File Description	Documents
Link for additional Information	https://gargaoncollege.ac.in/pdf/iqac/aqar-data/2022-23/2-2-1-%20FINAL%20CANVA%20REPORT.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
2214	70

File Description	Documents
Any additional information	View File

2.3 - Teaching- Learning Process

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

The College encourages the use of a student-centric approach to provide a classroom environment in which students can learn to think critically and solve real-world problems. Methods such as experiential, participative and problem-solving are used to prepare the students for real-world experiences. Participation in Field Trips, Workshops, Seminars, Project Work etc. is used to help students to expand their knowledge into action. The college also promotes experiential learning through the engagement of students in a variety of scientific practices. Additionally, the students of the college are motivated to participate in peer learning, learning by doing, extra-curricular activities, NCC, NSS, Volunteering etc. to promote social interactions and collaborations among them. Lastly, the college encourages the students to gain and increase problem-solving skills and motivates them to participate in various activities that require identifying an existing problem, determining the root causes of the problem, deciding the best course of action to solve the problem etc.

File Description	Documents
Upload any additional information	View File
Link for additional information	https://gargaoncollege.ac.in/pdf/iqac/aqar-data/2022-23/2022-23_Student-Centric%20Methods.pdf

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

Gargaon College provides access to dynamic ICT tools to facilitate interactive learning amongst the students and help them grow while learning. The faculty member uses ICT-enabled classrooms with projectors, Interactive Panel, LED Televisions, etc. to expose the students to advanced knowledge. The teachers also use ICT-enabled learning tools such as Google Classrooms, PPT, Video clippings, and resources and video demonstrations from online sources apart from providing reading materials through emails and other methods for an effective teaching-learning process. The college has its online portal "Gargaon College E-Shiksha: An E-Learning Platform for the Students of Gargaon College", an initiative to provide quality e-learning materials based on the syllabi. This is an e-repository of study material to cater to the needs of the students. The college has one YouTube Channel named "Special Lecture Series Gargaon College". This Channel contains videos of Seminars, Webinars, Workshops, Faculty Exchanges, Special Interaction Programmes, etc. The events are live-streamed through this channel thereby contributing as an e-learning source for the students.

File Description	Documents
Upload any additional information	View File
Provide link for webpage describing the ICT enabled tools for effective teaching-learning process	https://gargaoncollege.ac.in/pdf/iqac/aqar-data/2022-23/Use%20of%20ICT-Enabled%20Tools%20GC%202022-23.pdf

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

67

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

70

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

44

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

873

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.

Gargaon College is an affiliatedcollege of Dibrugarh University and is guided by the regulations formulated at the university level regarding syllabi, examination and evaluation. Thus, internal assessment is carried out as per university rules. Dibrugarh University has a continuous internal assessment system in which each paper of 100 marks has a component of 20 marks of internal assessment and the rest of 80 marks are allotted for the final examination of that paper. In principle, the internal assessment involves continuous evaluation carried out throughout the year by means of regular tests, objective tests, projects, student paper presentations, seminars, quizzes etc. Some of the departments even hold weekly tutorials, and unit tests while others rely on the usual tests periodically arranged to estimate the progress of the students. In addition to this, after the results of the various examinations like unit tests, in semester etc. are announced the students are shown their scripts and advised accordingly to develop areas that need attention and improvement. Recently, digital platforms like Google Classroom, Zoom, Cisco WebEx, Google Meet etc., are used not only to hold classes but also to conduct tests and declare results.

File Description	Documents
Any additional information	View File
Link for additional information	https://gargaoncollege.ac.in/pdf/iqac/aqar-data/2022-23/Main%20report%202-5.pdf

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

Grievance Resolution Process

In case of grievances, students have a defined window of seven days

to access their answer scripts after the results are posted on the notice board. The grievances, when raised, are resolved within a single day after submitting applications in the prescribed format to the department.

Interaction with Faculty Members and HOD

Students are encouraged to discuss any queries with faculty and the Head of Department (HOD). This open communication channel ensures that students have a clear understanding of their assessments and provides an avenue to address concerns promptly.

Efficient Resolution of Grievances

The redressal mechanism is designed for efficiency. Grievances are resolved swiftly, maintaining a one-day turnaround after the submission of applications in the prescribed format. Overall the College has implemented a commendable grievance redressal mechanism. The emphasis on transparency, adherence to timelines, and efficient handling of student concerns reflects the department's commitment to ensuring a fair and supportive academic environment. This approach is poised to significantly benefit students and contribute to an enhanced learning experience within the College.

Detail reports can be found in the uploaded document/link.

File Description	Documents
Any additional information	[View File](#)
Link for additional information	https://gargaoncollege.ac.in/pdf/iqac/aqar-data/2022-23/Main%20report%202-5.pdf

2.6 - Student Performance and Learning Outcomes

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

Gargaon College follows the syllabus prescribed by Dibrugarh University. Based on the syllabus which is available on the University website, the faculty member of each Department simplifies the programmes and Course Outcomes for better understanding of the students. The Programme Outcomes (POs), Programme Specific Outcomes (PSOs) and Course Outcomes (COs) are made available on the college website and prospectus to make the teachers and students aware of the details of each programme. Moreover, the college organises a

general induction programme for the newly enrolled students to create awareness among them about the details of programme outcomes. Besides, every department also organises Departmental Induction Programmes to create awareness about the respective PSOs and COs. Additionally, under the Mentorship Programme, each mentor regularly explains the details of programme and course outcomes to the mentees.

File Description	Documents
Upload any additional information	[View File](#)
Paste link for Additional information	https://gargaoncollege.ac.in/pdf/iqac/aqar-data/2022-23/COs.pdf
Upload COs for all courses (exemplars from Glossary)	[View File](#)

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

At first, the college creates awareness about the POs, PSOs and COs among students through the college website. Additionally, general induction programme, along with departmental induction programmes are organised for the newly enrolled students. Also, under the mentorship programme, each mentor regularly appraises the mentees about the same. Attainment of Programme Outcomes (POs) and Course Outcomes (COs) has been analysed through different procedures. After making the students aware of the POs, PSOs and COs, the attainment of the same is analysed through different procedures:

- Internal Semester Examinations
- Seminars/ Group Discussions/ Quiz/Peer teaching/Project work etc.
- End Semester Result Analysis
- Regular mentoring sessions
- Feedback analysis
- Student Satisfaction Survey
- Regular parent-teachers interactions
- Progression to higher studies
- Students Qualifying in State/National/International Level Examinations
- Placement

File Description	Documents
Upload any additional information	View File
Paste link for Additional information	https://gargaoncollege.ac.in/pdf/iqac/aqar-data/2022-23/ATTAINMENT%20OF%20PO%2CPSO%20AND%20CO.pdf

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

417

File Description	Documents
Upload list of Programmes and number of students passed and appeared in the final year examination (Data Template)	View File
Upload any additional information	View File
Paste link for the annual report	https://gargaoncollege.ac.in/pdf/iqac/aqar-data/AQAR_Final%20%282022-23%29.pdf

2.7 - Student Satisfaction Survey

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

https://gargaoncollege.ac.in/pdf/iqac/aqar-data/2022-23/REPORT%20ON%20STUDENTS%E2%80%99%20SATISFACTION%20SURVEY%202022-2023.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)

4.70

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

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

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

4.70

File Description	Documents
List of research projects and funding details (Data Template)	View File
Any additional information	View File
Supporting document from Funding Agency	View File
Paste link to funding agency website	https://gargaoncollege.ac.in/pdf/iqac/aqar-data/2022-23/3-1-1-1%20Research%20Projects.pdf

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

32

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

3.2 - Research Publications and Awards

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

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

11

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

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

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

101

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

3.3 - Extension Activities

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

As part of the institution's mission and vision, Gargaon College has carried out a number of extension activities related to health, career, education, gender sensitisation, environment awareness, etc., in neighbouring villages. The NSS Cell, Women Cell, Career Counselling Cell, IQAC etc. conducted free eye checkups, COVID-19 awareness programmes, quiz competitions, environment awareness, career counselling programmes etc.

File Description	Documents
Paste link for additional information	https://gargaoncollege.ac.in/pdf/iqac/aqar-data/2022-23/3-3%20Extension%20Activities_Compiled.pdf
Upload any additional information	[View File]()

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

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

`01`

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

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

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

`50`

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

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

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

2960

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

3.4 - Collaboration

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

34

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

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

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

15

File Description	Documents
e-Copies of the MoUs with institution./ industry/corporate houses	View File
Any additional information	View File
Details of functional MoUs with institutions of national, international importance, other universities etc during the year	View File

INFRASTRUCTURE AND LEARNING RESOURCES

4.1 - Physical Facilities

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

Gargaon College with its location advantages of accessibility has adequate physical infrastructural facilities, which include 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 11,243.65 square meters and an open space of 94,442.84 square meters. The college has provision of ramp facilities for persons with disabilities (Divyangjan).The Library is situated in an area of 350 square meters. The Indoor stadium covers a total area of 1160 square meters. The teacher staff room covers an area of 172.811 square meters. The BenudharMohan 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	View File
Paste link for additional information	https://gargaoncollege.ac.in/pdf/iqac/aqar-data/2022-23/infra%20final.pdf

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

Gargaon College provides various sports facilities with indoor and outdoor games, i.e., Badminton, Volleyball, Football, Cricket, Athletics, Table tennis, Handball, etc. There are two pavilions in the college field. The college offers multiple facilities for the physical development of the students.

The college has spacious grounds for cricket, football and volleyball. The Indoor stadium has three badminton courts, one gymnasium hall, and two table tennis and volleyball courts. Gargaon College has one spacious Auditorium (Benudhar Mohan Memorial Auditorium), and Academic Gallery, with 1000, and 400, seating capacities at a time, respectively for organizing various events related to cultural activities such as Dance, Music, Drama, Fine arts and Literary events, etc.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	https://gargaoncollege.ac.in/pdf/iqac/aqar-data/2022-23/Sports%20%26%20Cultural%20Infrastructure%202023.pdf

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

31

4.1.3.1 - Number of classrooms and seminar halls with ICT facilities

31

File Description	Documents
Upload any additional information	View File
Paste link for additional information	https://gargaoncollege.ac.in/pdf/iqac/aqar-data/2022-23/IT%20Infrastructure%202023.pdf
Upload Number of classrooms and seminar halls with ICT enabled facilities (Data Template)	View File

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

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

7828712

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

4.2 - Library as a Learning Resource

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

The Gargaon College Central Library is computerised with open access for the students, teachers, non-teaching and other academic staff of the college. For the automation of the library, Koha Integrated Library Management Software (ILMS) has been used. The library is equipped with a central wi-fi facility and a CCTV camera. Web-OPAC can be viewed both within and outside the campus and can be accessed round the clock. OPAC (on Line Public Access) unit is also available on the library premises. Users of the library can search the documents by author, title, subject, class no., ISBN, keywords etc. through the OPAC. The digital library gives access to the various e-resources subscribed from UGC N-List, college magazines, college bulletin and previous year question papers etc. There are also links to a good number of open-access journals and books. Bar-coded library cards are provided to the users. The reading rooms of the library are well furnished and have a capacity to accommodate 150 students at a time. A separate reference section and a separate periodical section are available in the library. New arrivals of the books and journals are displayed on the display rack as well as on the notice board.

File Description	Documents
Upload any additional information	View File
Paste link for Additional Information	https://gargaoncollege.ac.in/pdf/iqac/aqar-data/2022-23/Library%20Infrastructure%202023.pdf

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

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

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

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

.74

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

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

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

24085

File Description	Documents
Any additional information	[View File]()
Details of library usage by teachers and students	[View File]()

4.3 - IT Infrastructure

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

Institution frequently updates IT facilities including Wi-Fi. The institution regularly updates its IT facility to keep pace with the changing demands of the time and upgrade its e-governance and digitalization process. The college regularly carries out maintenance and purchase of various IT-related infrastructural items such as computers, printers, projectors, software etc. The college provides wi-fi facilities for its students and teachers. A Wi-fi connection from Bharat Sanchar Nigam Limited was installed at the premises of the college and is updated regularly. The maintenance and upgradation of Biometric devices, admission portal, tally software for finance and accounts, and examination portal are carried out from time to time. Besides, various software such as KOHA, and OPAC along with other latest versions for the college library are purchased to facilitate greater access to information by the students and faculty. The college website has also been updated to incorporate more information related to the institution. The e – Shiksa, an academic platform launched for facilitating online teaching and learning is regularly updated by incorporating new videos and additional study materials and resources. The institution has also purchased a Zoom facility for conducting various online programmes such as webinars, workshops, counselling sessions etc.

File Description	Documents
Upload any additional information	[View File]()
Paste link for additional information	https://gargaoncollege.ac.in/pdf/iqac/aqar-data/2022-23/IT%20Infrastructure%202023.pdf

4.3.2 - Number of Computers

117

File Description	Documents
Upload any additional information	[View File](#)
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	[View File](#)
Details of available bandwidth of internet connection in the Institution	[View File](#)

4.4 - Maintenance of Campus Infrastructure

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

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

`7713809`

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

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

Laboratories: Each laboratory has dedicated lab assistants and attendants for regular maintenance of laboratory types of equipment and stockkeeping of chemicals and materials on a regular basis, proper documentation of equipment purchased, repairs undertaken, replacements etc.

Library: The library staff are trained in systematically arranging

or shelving books, periodicals etc., displaying new books on the display racks, dusting and cleaning the shelves and books at regular intervals, and proper cataloguing through the library database. There is a facility for mending and rebinding old and worn-out books, imposing a fine for the late return of books, maintenance of a register of visitors to the library, managing or overseeing the collection by the librarian, subscription of new journals, and newspapers after consultation with the faculty and Principal.

Sports Complex:

The college has a well-resourced gymnasium for the students and the staff. The indoor stadium is periodically inspected for carrying out cleaning, repairs and maintenance. The students and faculty visit the stadium daily for practice. The college has a lush green playground of 5000 square feet area. Various sports and outdoor games like football, volleyball, cricket etc., are conducted from time to time here.

File Description	Documents
Upload any additional information	[View File](#)
Paste link for additional information	https://gargaoncollege.ac.in/pdf/iqac/aqar-data/2022-23/Established%20Systems%20and%20Procedures%20for%20Maintaining%20and%20Utilizing%20Physical%2C%20Academic%20and%20Support%20Facilities.pdf

STUDENT SUPPORT AND PROGRESSION

5.1 - Student Support

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

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

1350

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

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

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

5

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

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

A. All of the above

File Description	Documents
Link to institutional website	https://gargaoncollege.ac.in/pdf/iqac/aqar-data/2022-23/Capacity%20Building%20and%20skill%20enhancement_final.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

644

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

644

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

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

A. All of the above

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

5.2 - Student Progression

5.2.1 - Number of placement of outgoing students during the year

5.2.1.1 - Number of outgoing students placed during the year

180

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

159

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

40

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.

13

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, PublicityCommittee, 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/iqac/aqar-data/2022-23/students%20activities_final.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

133

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/aqar-data/2022-23/ALUMNI%20MEET%20ALL-2.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	View File

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/iqac/aqar-data/6-1-1%20Final-.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, and 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, and 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/iqac/aqar-data/6-1-2%20Final.pdf
Upload any additional information	View File

6.2 - Strategy Development and Deployment

6.2.1 - The institutional Strategic/ perspective plan is effectively deployed

Gargaon College, established on 7th September 1959 is one of the oldest and illustrious institutions of higher education in Assam. With a commitment to achieve excellence in higher education, the college has been working relentlessly for the development of the learner as well as the furtherance of social good. The College has been providing both Higher Secondary and Three-Year Bachelor's Degree (Major and Pass Course) Courses to more than two thousand students in every academic year. Besides its regular courses, the college also provides a one-year Post Graduate Diploma in Computer Applications (PGDCA). Committed to growing into a center of excellence and enhancing the arena of higher education, the College successfully implemented one of its strategic plans of introducing new academic courses/programs. In the academic session 2022-23, the college started its regular Post-Graduate Courses in five departments under the affiliation of Dibrugarh University. The Five departments include Economics, Education, English, History and Political Science. The Post-Graduate Courses were formally introduced on 19/09/2022.

File Description	Documents
Strategic Plan and deployment documents on the website	View File
Paste link for additional information	https://gargaoncollege.ac.in/pdf/iqac/aqar-data/2022-23/masters%20programme%202022-23.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. by the guidelines issued by DHE. The manual related to student and employee code of conduct, student discipline and maintenance is prepared by the institution itself with due approval of the Governing Body. The regulation related to the issue of ragging is followed by 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 by 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/6-2-2-%20Additional%20Information.pdf
Link to Organogram of the Institution webpage	https://gargaoncollege.ac.in/pdf/iqac/aqar-data/6-2-2-%20Organogram.pdf
Upload any additional information	View File

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

A. All of the above

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

6.3 - Faculty Empowerment Strategies

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

The institution encourages the Teaching Staff to participate in Orientation / Refresher / Short-term Term Courses etc. and its Non-Teaching staff to participate in various Professional Development Courses. The Research Cell motivates and supports the college fraternity to carry out research. The College conducts FDPs and workshops for Teachers and Laboratory training programmes for the non-teaching staff. The college has well-furnished classrooms with LCD projectors, and conference rooms to facilitate learning and discussion. The college has well - equipped library with 32000 numbers of books, newspapers, journals, e-resources etc. The institution is a government-aided college; its employees get the benefit of pensions such as the Employees Provident Fund (EPF) andthe National Pension Scheme. The college has a well-resourced gymnasium for the students and the staff. There is a modernized and

spacious indoor stadium for the staff and students. Members of the teaching and non-teaching staff of the college can become members of SARSS, a credit cooperative society of the college which extends financial support to its members. As part of its health care facility, the college has a first aid centre for the staff and students and two doctors are on call to attend to any emergency.

File Description	Documents
Paste link for additional information	https://gargaoncollege.ac.in/pdf/iqac/aqar-data/2022-23/effective%20welfare%20measures%20for%20teaching%20and%20non-%20teaching%20%20%20_22-23.pdf
Upload any additional information	View File

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

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

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

19

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

93

File Description	Documents
IQAC report summary	View File
Reports of the Human Resource Development Centres (UGCASC or other relevant centers)	View File
Upload any additional information	View File
Details of teachers attending professional development programmes during the year (Data Template)	View File

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

The institution has evolved its 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, theyneed 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	https://gargaoncollege.ac.in/pdf/iqac/aqar-data/2022-23/Final%20file%20for%20Appraisal%20System.pdf
Upload any additional information	View File

6.4 - Financial Management and Resource Mobilization

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

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 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. The external audit for the college for the year 01.04.2020 to 31.03.2021 was undertaken similarly. The queries put by the external auditor have been clarified accordingly and objections settled with no queries pending.

File Description	Documents
Paste link for additional information	https://gargaoncollege.ac.in/pdf/iqac/aqar-data/2022-23/AUDIT%20REPORT.pdf
Upload any additional information	View File

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

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

24,39845

File Description	Documents
Annual statements of accounts	View File
Any additional information	View File
Details of Funds / Grants received from of the non-government bodies, individuals, Philanthropers during the year (Data Template)	View File

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

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 the UGC Act 1956 under the affiliation of Dibrugarh University, it receives funds like salary grants etc. The college also mobilizes its funds by way of admission of the degree and higher secondary courses along with PGDCA courses and Adds 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 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	https://gargaoncollege.ac.in/pdf/iqac/aqar-data/2022-23/6-4-3%20Funds%20mobilisation%20%20%282%29.pdf
Upload any additional information	View File

6.5 - Internal Quality Assurance System

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

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. To optimize and integrate modern methods of teaching and learning, the IQAC has taken the initiative to launch an e-learning platform called E-Shiksa 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	https://gargaoncollege.ac.in/pdf/iqac/aqar-data/AQAR_Final%20%282022-23%29.pdf
Upload any additional information	View File

6.5.2 - The institution reviews its teaching learning process, structures & methodologies of operations

and learning outcomes at periodic intervals through IQAC set up as per norms and recorded the incremental improvement in various activities

The 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	https://gargaoncollege.ac.in/pdf/iqac/aqar-data/AQAR_Final%20%282022-23%29.pdf
Upload any additional information	View File

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	https://gargaoncollege.ac.in/pdf/iqac/aqar-data/AQAR_Final%20%282022-23%29.pdf
Upload e-copies of the accreditations and certifications	**No File Uploaded**
Upload any additional information	[View File]()
Upload details of Quality assurance initiatives of the institution (Data Template)	[View File]()

INSTITUTIONAL VALUES AND BEST PRACTICES

7.1 - Institutional Values and Social Responsibilities

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

- **The college has a girl's hostel where students are accommodated safely with a boundary wall and security. One lady teacher is appointed as the Warden of the Hostel.**
- **The college has an Anti-Ragging Committee which ensures the strict compliance of anti-ragging measures with special care for female students.**
- **The Gender Sensitization and Sexual Harassment Committee deals with the gender issues of the college. There are two Women Cells of the College under Gargaon College Teachers' Unit and IQAC to address different issues of bringing equity subject to gender at the college.**
- **Different Counseling programmes related to Girl Students were organized by different Committees and Cells of the programme like Women's Cell, NSS, Girl's Hostel, IQAC etc.**
- **Considering the importance of creating awareness and sensitivity on gender and related issues like gender equality, women's empowerment, violence against women and children etc., Gender issues are not only incorporated in the syllabus but different programmes such as webinars, poster-making competitions etc. are also undertaken from time to time in the institution.**

File Description	Documents
Annual gender sensitization action plan	https://gargaoncollege.ac.in/pdf/iqac/aqar-data/2022-23/ANNUAL%20GENDER%20SENSITIZATION%20PLAN.pdf
Specific facilities provided for women in terms of: a. Safety and security b. Counseling c. Common Rooms d. Day care center for young children e. Any other relevant information	https://gargaoncollege.ac.in/pdf/iqac/aqar-data/2022-23/Specific%20facilities.pdf

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

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 variouskinds of waste such as vegetable and food waste of the canteen. Dustbins are provided to dispose of the plastic and other non-biodegradable wastes. The incinerator facility 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. A

s 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	View File
Geo tagged photographs of the facilities	https://gargaoncollege.ac.in/pdf/iqac/aqar-data/2022-23/7-1-3%20WASTE%20MANAGEMENT.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:

A. Any 4 or All of the above

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

File Description	Documents
Geo tagged photos / videos of the facilities	[View File](#)
Any other relevant documents	[View File](#)

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

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

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	[View File](#)
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 to promote an inclusive environment for all. The college follows a harmonic admission process as per the government-prescribedreservation rules. Different sports and cultural activities are organised to promote harmony towards cultural as well as socio-economic, and other diversity. Days with particular importance like Women's Day, Yoga Day, 'World No Tobacco 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

To sensitize students and employees of the college on constitutional obligations, the college organizes Voter's Awareness Day, Teachers' Day, Republic Day, Constitutional Day, Poster Competition, Human Rights Day etc.

To inculcate respect and honour for the motherland, the institution organizes various activities for students on Independence Day in collaboration with the NSS unit of the College.

To inculcate good habits, the NSS also organized programmes for students to stop the use of harmful substances like tobacco.

The institution organizes an induction programme every year for the first-year students of HS and Degree students to enable them to adjust to the new environment, acquaint them with the regulations of the institution, build confidence and thereby create awareness of human values.

Moreover, the institution has constituted various sub-committees such as the Disciplinary Action Committee, Students' Gender Sensitization Committee, Anti-Ragging Committee etc. which are functioning smoothly and engage in various activities and programmes to sensitize students and employees on important issues.

File Description	Documents
Details of activities that inculcate values; necessary to render students in to responsible citizens	View File
Any other relevant information	View File

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	View File
Any other relevant information	View File

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

The college organized and celebrated more than 40 national and international commemorative days, events and festivals during this session.

File Description	Documents
Annual report of the celebrations and commemorative events for the last (During the year)	View File
Geo tagged photographs of some of the events	View File
Any other relevant information	View File

7.2 - Best Practices

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

BEST PRACTICE-I

1. Title of the Practice

Institutional Social Responsibility

2. Objectives of the Practice

This initiative aims to actively support local school-going children by implementing sustainable initiatives, promoting social inclusivity, and addressing educational needs through outreach programs, fostering a positive impact on the community.

3. The Context

Gargaon College's "Institutional Social Responsibility " includes "Gyanjatra, " where students and teachers of the college actively teach in local schools, fostering knowledge-sharing and community empowerment beyond the college boundaries on a requirement basis of local schools.

BEST PRACTICE-II

1. Title of the Practice

Participative and Experiential Learning

2. Objectives of the Practice

To enhance learning through active participation and hands-on experiences. Principles include student engagement, practical application, and fostering critical thinking for effective, experiential learning.

3. The Context

This practice involves understanding diverse learning styles, ensuring resources for hands-on experiences, and navigating potential challenges with an understanding of individual student needs and capabilities.

File Description	Documents
Best practices in the Institutional web site	View File
Any other relevant information	View File

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 several 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 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.

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 is held for the newly admitted students to acquaint them with the course curriculum, examination pattern etc. Concerning 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/iqac/aqar-data/2022-23/Curriculum%20Planning%20and%20Implementation%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 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/iqac/agar-data/2022-23/ACADEMIC%20CALENDAR%202022-2023%20%281%29.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

3

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

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

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

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

454

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

454

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

13

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	View File
Number of courses that include experiential learning through project work/field work/internship (Data Template)	View File

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

334

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

1.4 - Feedback System

1.4.1 - Institution obtains feedback on the syllabus and its transaction at the institution from the following stakeholders Students Teachers Employers Alumni	**A. All of the above**

File Description	Documents
URL for stakeholder feedback report	[View File](#)
Action taken report of the Institution on feedback report as stated in the minutes of the Governing Council, Syndicate, Board of Management (Upload)	[View File](#)
Any additional information(Upload)	[View File](#)

1.4.2 - Feedback process of the Institution may be classified as follows	A. Feedback collected, analyzed and action taken and feedback available on website

File Description	Documents
Upload any additional information	[View File](#)
URL for feedback report	https://gargaoncollege.ac.in/pdf/iqac/aqar-data/2022-23/1-4-1%20Departmental%20Feedback%202022%202023.pdf

TEACHING-LEARNING AND EVALUATION

2.1 - Student Enrollment and Profile

2.1.1 - Enrolment Number Number of students admitted during the year

2.1.1.1 - Number of sanctioned seats during the year

1195

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

794

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

As all students are not equipped with similar intellectual capabilities, Gargaon College classifies its students into two categories, namely Advanced Learners and Slow Learners based on their performancesin the In-Semester Examinations, End-Semester Examinations, and classroom performance. It does not mean that some sort of discrimination is being adopted. It encourages and provides an opportunity for the faculty members to take extra care and compassion for the slow learners. Various programmes are being undertaken at the departmental level for the academic upliftment of these students. Again, advanced learners are hard-pressed to excel further in their studies so that they can cope with the ever-increasing demands of a successful professional career. Keeping this in mind, the departments arrange a variety of programmes for the advanced learners. The details of the special programmes organised for the advanced and slow learners of the college are stated in the uploaded report.

File Description	Documents
Link for additional Information	https://gargaoncollege.ac.in/pdf/iqac/aqar-data/2022-23/2-2-1-%20FINAL%20CANVA%20REPORT.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
2214	**70**

File Description	Documents
Any additional information	[View File](#)

2.3 - Teaching- Learning Process

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

The College encourages the use of a student-centric approach to provide a classroom environment in which students can learn to think critically and solve real-world problems. Methods such as experiential, participative and problem-solving are used to prepare the students for real-world experiences. Participation in Field Trips, Workshops, Seminars, Project Work etc. is used to help students to expand their knowledge into action. The college also promotes experiential learning through the engagement of students in a variety of scientific practices. Additionally, the students of the college are motivated to participate in peer learning, learning by doing, extra-curricular activities, NCC, NSS, Volunteering etc. to promote social interactions and collaborations among them. Lastly, the college encourages the students to gain and increase problem-solving skills and motivates them to participate in various activities that require identifying an existing problem, determining the root causes of the problem, deciding the best course of action to solve the problem etc.

File Description	Documents
Upload any additional information	View File
Link for additional information	https://gargaoncollege.ac.in/pdf/iqac/aqar-data/2022-23/2022-23_Student-Centric%20Methods.pdf

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

Gargaon College provides access to dynamic ICT tools to facilitate interactive learning amongst the students and help them grow while learning. The faculty member uses ICT-enabled classrooms with projectors, Interactive Panel, LED Televisions, etc. to expose the students to advanced knowledge. The teachers also use ICT-enabled learning tools such as Google Classrooms, PPT, Video clippings, and resources and video demonstrations from online sources apart from providing reading materials through emails and other methods for an effective teaching-learning process. The college has its online portal "Gargaon College E-Shiksha: An E-Learning Platform for the Students of Gargaon

College", an initiative to provide quality e-learning materials based on the syllabi. This is an e-repository of study material to cater to the needs of the students. The college has one YouTube Channel named "Special Lecture Series Gargaon College". This Channel contains videos of Seminars, Webinars, Workshops, Faculty Exchanges, Special Interaction Programmes, etc. The events are live-streamed through this channel thereby contributing as an e-learning source for the students.

File Description	Documents
Upload any additional information	[View File](#)
Provide link for webpage describing the ICT enabled tools for effective teaching-learning process	https://gargaoncollege.ac.in/pdf/iqac/aqar-data/2022-23/Use%20of%20ICT-Enabled%20Tools%20GC%202022-23.pdf

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

67

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

70

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

44

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

873

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.

Gargaon College is an affiliatedcollege of Dibrugarh University and is guided by the regulations formulated at the university level regarding syllabi, examination and evaluation. Thus, internal assessment is carried out as per university rules. Dibrugarh University has a continuous internal assessment system in which each paper of 100 marks has a component of 20 marks of internal assessment and the rest of 80 marks are allotted for the final examination of that paper. In principle, the internal assessment involves continuous evaluation carried out throughout the year by means of regular tests, objective tests, projects, student paper presentations, seminars, quizzes etc. Some of the departments even hold weekly tutorials, and unit tests while others rely on the usual tests periodically arranged to estimate the progress of the students. In addition to this, after the results of the various examinations like unit tests, in semester etc. are announced the students are shown their scripts and advised accordingly to develop areas that need attention and improvement. Recently, digital platforms like Google Classroom, Zoom, Cisco WebEx, Google Meet etc., are used not only to hold classes but also to conduct tests and declare results.

File Description	Documents
Any additional information	[View File](#)
Link for additional information	https://gargaoncollege.ac.in/pdf/iqac/aqar-data/2022-23/Main%20report%202-5.pdf

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

Grievance Resolution Process

In case of grievances, students have a defined window of seven days to access their answer scripts after the results are posted on the notice board. The grievances, when raised, are resolved within a single day after submitting applications in the prescribed format to the department.

Interaction with Faculty Members and HOD

Students are encouraged to discuss any queries with faculty and the Head of Department (HOD). This open communication channel ensures that students have a clear understanding of their assessments and provides an avenue to address concerns promptly.

Efficient Resolution of Grievances

The redressal mechanism is designed for efficiency. Grievances are resolved swiftly, maintaining a one-day turnaround after the submission of applications in the prescribed format. Overall the College has implemented a commendable grievance redressal mechanism. The emphasis on transparency, adherence to timelines, and efficient handling of student concerns reflects the department's commitment to ensuring a fair and supportive academic environment. This approach is poised to significantly benefit students and contribute to an enhanced learning experience within the College.

Detail reports can be found in the uploaded document/link.

File Description	Documents
Any additional information	[View File](#)
Link for additional information	https://gargaoncollege.ac.in/pdf/iqac/aqar-data/2022-23/Main%20report%202-5.pdf

2.6 - Student Performance and Learning Outcomes

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

Gargaon College follows the syllabus prescribed by Dibrugarh University. Based on the syllabus which is available on the University website, the faculty member of each Department simplifies the programmes and Course Outcomes for better understanding of the students. The Programme Outcomes (POs), Programme Specific Outcomes (PSOs) and Course Outcomes (COs) are made available on the college website and prospectus to make the teachers and students aware of the details of each programme. Moreover, the college organises a general induction programme for the newly enrolled students to create awareness among them about the details of programme outcomes. Besides, every department also organises Departmental Induction Programmes to create awareness about the respective PSOs and COs. Additionally, under the Mentorship Programme, each mentor regularly explains the details of programme and course outcomes to the mentees.

File Description	Documents
Upload any additional information	View File
Paste link for Additional information	https://gargaoncollege.ac.in/pdf/iqac/aqar-data/2022-23/COs.pdf
Upload COs for all courses (exemplars from Glossary)	View File

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

At first, the college creates awareness about the POs, PSOs and COs among students through the college website. Additionally, general induction programme, along with departmental induction programmes are organised for the newly enrolled students. Also, under the mentorship programme, each mentor regularly appraises the mentees about the same. Attainment of Programme Outcomes (POs) and Course Outcomes (COs) has been analysed through different procedures. After making the students aware of the POs, PSOs and COs, the attainment of the same is analysed through different procedures:

- Internal Semester Examinations
- Seminars/ Group Discussions/ Quiz/Peer teaching/Project work etc.
- End Semester Result Analysis
- Regular mentoring sessions
- Feedback analysis
- Student Satisfaction Survey
- Regular parent-teachers interactions
- Progression to higher studies
- Students Qualifying in State/National/International Level Examinations
- Placement

File Description	Documents
Upload any additional information	View File
Paste link for Additional information	https://gargaoncollege.ac.in/pdf/iqac/aqar-data/2022-23/ATTAINMENT%20OF%20PO%2CPSO%20AND%20CO.pdf

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

417

File Description	Documents
Upload list of Programmes and number of students passed and appeared in the final year examination (Data Template)	View File
Upload any additional information	View File
Paste link for the annual report	https://gargaoncollege.ac.in/pdf/iqac/aqar-data/AQAR_Final%20%282022-23%29.pdf

2.7 - Student Satisfaction Survey

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

https://gargaoncollege.ac.in/pdf/iqac/aqar-data/2022-23/REPORT%20ON%20STUDENTS%E2%80%99%20SATISFACTION%20SURVEY%202022-2023.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)

4.70

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

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

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

4.70

File Description	Documents
List of research projects and funding details (Data Template)	View File
Any additional information	View File
Supporting document from Funding Agency	View File
Paste link to funding agency website	https://gargaoncollege.ac.in/pdf/iqac/aqar-data/2022-23/3-1-1-1%20Research%20Projects.pdf

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

32

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

3.2 - Research Publications and Awards

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

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

11

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

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

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

101

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

3.3 - Extension Activities

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

As part of the institution's mission and vision, Gargaon College has carried out a number of extension activities related to health, career, education, gender sensitisation, environment awareness, etc., in neighbouring villages. The NSS Cell, Women Cell, Career Counselling Cell, IQAC etc. conducted free eye checkups, COVID-19 awareness programmes, quiz competitions, environment awareness, career counselling programmes etc.

File Description	Documents
Paste link for additional information	https://gargaoncollege.ac.in/pdf/iqac/aqar-data/2022-23/3-3%20Extension%20Activities_Compiled.pdf
Upload any additional information	[View File](#)

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

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

01

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

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

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

50

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

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

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

2960

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

3.4 - Collaboration

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

34

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

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

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

15

File Description	Documents
e-Copies of the MoUs with institution./ industry/corporate houses	View File
Any additional information	View File
Details of functional MoUs with institutions of national, international importance, other universities etc during the year	View File

INFRASTRUCTURE AND LEARNING RESOURCES

4.1 - Physical Facilities

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

Gargaon College with its location advantages of accessibility has adequate physical infrastructural facilities, which include 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 11,243.65 square meters and an open space of 94,442.84 square meters. The college has provision of ramp facilities for persons with disabilities (Divyangjan).The Library is situated in an area of 350 square meters. The Indoor stadium covers a total area of 1160 square meters. The teacher staff room covers an area of 172.811 square meters. The BenudharMohan 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	[View File](#)
Paste link for additional information	https://gargaoncollege.ac.in/pdf/iqac/aqar-data/2022-23/infra%20final.pdf

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

Gargaon College provides various sports facilities with indoor and outdoor games, i.e., Badminton, Volleyball, Football, Cricket, Athletics, Table tennis, Handball, etc. There are two pavilions in the college field. The college offers multiple facilities for the physical development of the students.

The college has spacious grounds for cricket, football and volleyball. The Indoor stadium has three badminton courts, one gymnasium hall, and two table tennis and volleyball courts. Gargaon College has one spacious Auditorium (Benudhar Mohan Memorial Auditorium), and Academic Gallery, with 1000, and 400, seating capacities at a time, respectively for organizing various

events related to cultural activities such as Dance, Music, Drama, Fine arts and Literary events, etc.

File Description	Documents
Upload any additional information	[View File](#)
Paste link for additional information	https://gargaoncollege.ac.in/pdf/iqac/aqar-data/2022-23/Sports%20%26%20Cultural%20Infrastructure%202023.pdf

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

31

4.1.3.1 - Number of classrooms and seminar halls with ICT facilities

31

File Description	Documents
Upload any additional information	[View File](#)
Paste link for additional information	https://gargaoncollege.ac.in/pdf/iqac/aqar-data/2022-23/IT%20Infrastructure%202023.pdf
Upload Number of classrooms and seminar halls with ICT enabled facilities (Data Template)	[View File](#)

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

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

7828712

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

4.2 - Library as a Learning Resource

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

The Gargaon College Central Library is computerised with open access for the students, teachers, non-teaching and other academic staff of the college. For the automation of the library, Koha Integrated Library Management Software (ILMS) has been used. The library is equipped with a central wi-fi facility and a CCTV camera. Web-OPAC can be viewed both within and outside the campus and can be accessed round the clock. OPAC (on Line Public Access) unit is also available on the library premises. Users of the library can search the documents by author, title, subject, class no., ISBN, keywords etc. through the OPAC. The digital library gives access to the various e-resources subscribed from UGC N-List, college magazines, college bulletin and previous year question papers etc. There are also links to a good number of open-access journals and books. Bar-coded library cards are provided to the users. The reading rooms of the library are well furnished and have a capacity to accommodate 150 students at a time. A separate reference section and a separate periodical section are available in the library. New arrivals of the books and journals are displayed on the display rack as well as on the notice board.

File Description	Documents
Upload any additional information	View File
Paste link for Additional Information	https://gargaoncollege.ac.in/pdf/iqac/aqar-data/2022-23/Library%20Infrastructure%202023.pdf

4.2.2 - The institution has subscription for the following e-resources e-journals e-	**A. Any 4 or more of the above**

ShodhSindhu Shodhganga Membership e-books Databases Remote access toe-resources

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

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

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

.74

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

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

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

24085

File Description	Documents
Any additional information	[View File](#)
Details of library usage by teachers and students	[View File](#)

4.3 - IT Infrastructure

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

Institution frequently updates IT facilities including Wi-Fi. The

institution regularly updates its IT facility to keep pace with the changing demands of the time and upgrade its e-governance and digitalization process. The college regularly carries out maintenance and purchase of various IT-related infrastructural items such as computers, printers, projectors, software etc. The college provides wi-fi facilities for its students and teachers. A Wi-fi connection from Bharat Sanchar Nigam Limited was installed at the premises of the college and is updated regularly. The maintenance and upgradation of Biometric devices, admission portal, tally software for finance and accounts, and examination portal are carried out from time to time. Besides, various software such as KOHA, and OPAC along with other latest versions for the college library are purchased to facilitate greater access to information by the students and faculty. The college website has also been updated to incorporate more information related to the institution. The e – Shiksa, an academic platform launched for facilitating online teaching and learning is regularly updated by incorporating new videos and additional study materials and resources. The institution has also purchased a Zoom facility for conducting various online programmes such as webinars, workshops, counselling sessions etc.

File Description	Documents
Upload any additional information	[View File](#)
Paste link for additional information	https://gargaoncollege.ac.in/pdf/iqac/aqar-data/2022-23/IT%20Infrastructure%202023.pdf

4.3.2 - Number of Computers

117

File Description	Documents
Upload any additional information	[View File](#)
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	View File
Details of available bandwidth of internet connection in the Institution	View File

4.4 - Maintenance of Campus Infrastructure

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

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

7713809

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

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

Laboratories: Each laboratory has dedicated lab assistants and attendants for regular maintenance of laboratory types of equipment and stockkeeping of chemicals and materials on a regular basis, proper documentation of equipment purchased, repairs undertaken, replacements etc.

Library: The library staff are trained in systematically arranging or shelving books, periodicals etc., displaying new books on the display racks, dusting and cleaning the shelves and books at regular intervals, and proper cataloguing through the library database. There is a facility for mending and rebinding old and worn-out books, imposing a fine for the late return of books, maintenance of a register of visitors to the library, managing or overseeing the collection by the librarian, subscription of new journals, and newspapers after consultation with the faculty and Principal.

Sports Complex:

The college has a well-resourced gymnasium for the students and the staff. The indoor stadium is periodically inspected for carrying out cleaning, repairs and maintenance. The students and faculty visit the stadium daily for practice. The college has a lush green playground of 5000 square feet area. Various sports and outdoor games like football, volleyball, cricket etc., are conducted from time to time here.

File Description	Documents
Upload any additional information	[View File](#)
Paste link for additional information	[https://gargaoncollege.ac.in/pdf/iqac/aqar-data/2022-23/Established%20Systems%20and%20Procedures%20for%20Maintaining%20and%20Utilizing%20Physical%2C%20Academic%20and%20Support%20Facilities.pdf](#)

STUDENT SUPPORT AND PROGRESSION

5.1 - Student Support

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

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

1350

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

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

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

5

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

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

File Description	Documents
Link to institutional website	https://gargaoncollege.ac.in/pdf/iqac/aqar -data/2022-23/Capacity%20Building%20and%20 skill%20enhancement_final.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

644

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

644

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

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

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

5.2 - Student Progression

5.2.1 - Number of placement of outgoing students during the year

5.2.1.1 - Number of outgoing students placed during the year

180

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

159

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

40

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.

13

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, PublicityCommittee, 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/iqac/aqar-data/2022-23/students%20activities_final.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

133

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/aqar-data/2022-23/ALUMNI%20MEET%20ALL-2.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	View File

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/iqac/aqar-data/6-1-1%20Final-.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, and 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, and 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/iqac/aqar-data/6-1-2%20Final.pdf
Upload any additional information	View File

6.2 - Strategy Development and Deployment

6.2.1 - The institutional Strategic/ perspective plan is effectively deployed

Gargaon College, established on 7th September 1959 is one of the oldest and illustrious institutions of higher education in Assam. With a commitment to achieve excellence in higher education, the college has been working relentlessly for the development of the learner as well as the furtherance of social good. The College has been providing both Higher Secondary and Three-Year Bachelor's Degree (Major and Pass Course) Courses to more than two thousand students in every academic year. Besides its regular courses, the college also provides a one-year Post Graduate Diploma in Computer Applications (PGDCA). Committed to growing into a center of excellence and enhancing the arena of higher education, the College successfully implemented one of its strategic plans of introducing new academic courses/programs. In the academic session 2022-23, the college started its regular Post-Graduate Courses in five departments under the affiliation of Dibrugarh University. The Five departments include Economics, Education, English, History and Political Science. The Post-Graduate Courses were formally introduced on 19/09/2022.

File Description	Documents
Strategic Plan and deployment documents on the website	View File
Paste link for additional information	https://gargaoncollege.ac.in/pdf/iqac/aqar-data/2022-23/masters%20programme%202022-23.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. by the guidelines issued by DHE. The manual related to student and employee code of conduct, student discipline and maintenance is prepared by the institution itself with due approval of the Governing Body. The regulation related to the issue of ragging is followed by 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 by 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/6-2-2-%20Additional%20Information.pdf
Link to Organogram of the Institution webpage	https://gargaoncollege.ac.in/pdf/iqac/aqar-data/6-2-2-%20Organogram.pdf
Upload any additional information	View File

6.2.3 - Implementation of e-governance in areas of operation Administration Finance and Accounts Student Admission and Support Examination	A. All of the above

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

6.3 - Faculty Empowerment Strategies

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

The institution encourages the Teaching Staff to participate in Orientation / Refresher / Short-term Term Courses etc. and its Non-Teaching staff to participate in various Professional Development Courses. The Research Cell motivates and supports the college fraternity to carry out research. The College conducts FDPs and workshops for Teachers and Laboratory training programmes for the non-teaching staff. The college has well-furnished classrooms with LCD projectors, and conference rooms to facilitate learning and discussion. The college has well - equipped library with 32000 numbers of books, newspapers, journals, e-resources etc. The institution is a government-aided college; its employees get the benefit of pensions such as the Employees Provident Fund (EPF) andthe National Pension Scheme. The college has a well-resourced gymnasium for the students and the staff. There is a modernized and spacious indoor stadium for the staff and students. Members of the teaching and non-teaching staff of the college can become members of SARSS, a credit cooperative society of the college which extends financial support to its members. As part of its health care facility, the college has a first aid centre for the staff and students and two doctors are on call to attend to any emergency.

File Description	Documents
Paste link for additional information	https://gargaoncollege.ac.in/pdf/iqac/aqar-data/2022-23/effective%20welfare%20measures%20for%20teaching%20and%20non-%20teaching%20%20%20_22-23.pdf
Upload any additional information	View File

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

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

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

19

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

93

File Description	Documents
IQAC report summary	View File
Reports of the Human Resource Development Centres (UGCASC or other relevant centers)	View File
Upload any additional information	View File
Details of teachers attending professional development programmes during the year (Data Template)	View File

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

The institution has evolved its 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, theyneed 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	https://gargaoncollege.ac.in/pdf/iqac/aqar-data/2022-23/Final%20file%20for%20Appraisal%20System.pdf
Upload any additional information	View File

6.4 - Financial Management and Resource Mobilization

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

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 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. The external audit for the college for the year 01.04.2020 to 31.03.2021 was undertaken similarly. The queries put by the external auditor have been clarified accordingly and objections settled with no queries pending.

File Description	Documents
Paste link for additional information	https://gargaoncollege.ac.in/pdf/iqac/aqar-data/2022-23/AUDIT%20REPORT.pdf
Upload any additional information	View File

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

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

24,39845

File Description	Documents
Annual statements of accounts	View File
Any additional information	View File
Details of Funds / Grants received from of the non-government bodies, individuals, Philanthropers during the year (Data Template)	View File

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

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 the UGC Act 1956 under the affiliation of Dibrugarh University, it receives funds like salary grants etc. The college also mobilizes its funds by way of admission of the degree and higher secondary courses along with PGDCA courses and Adds 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 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	https://gargaoncollege.ac.in/pdf/iqac/aqar-data/2022-23/6-4-3%20Funds%20mobilisation%20%20%282%29.pdf
Upload any additional information	View File

6.5 - Internal Quality Assurance System

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

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. To optimize and integrate modern methods of teaching and learning, the IQAC has taken the initiative to launch an e-learning platform called E-Shiksa 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	https://gargaoncollege.ac.in/pdf/iqac/aqar-data/AQAR_Final%20%282022-23%29.pdf
Upload any additional information	View File

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

The 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	https://gargaoncollege.ac.in/pdf/iqac/aqar-data/AQAR_Final%20%282022-23%29.pdf
Upload any additional information	View File

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	https://gargaoncollege.ac.in/pdf/iqac/aqar-data/AQAR_Final%20%282022-23%29.pdf
Upload e-copies of the accreditations and certifications	**No File Uploaded**
Upload any additional information	[View File]()
Upload details of Quality assurance initiatives of the institution (Data Template)	[View File]()

INSTITUTIONAL VALUES AND BEST PRACTICES

7.1 - Institutional Values and Social Responsibilities

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

- **The college has a girl's hostel where students are accommodated safely with a boundary wall and security. One lady teacher is appointed as the Warden of the Hostel.**
- **The college has an Anti-Ragging Committee which ensures the strict compliance of anti-ragging measures with special care for female students.**
- **The Gender Sensitization and Sexual Harassment Committee deals with the gender issues of the college. There are two Women Cells of the College under Gargaon College Teachers' Unit and IQAC to address different issues of bringing equity subject to gender at the college.**
- **Different Counseling programmes related to Girl Students were organized by different Committees and Cells of the programme like Women's Cell, NSS, Girl's Hostel, IQAC etc.**
- **Considering the importance of creating awareness and sensitivity on gender and related issues like gender equality, women's empowerment, violence against women and children etc., Gender issues are not only incorporated in the syllabus but different programmes such as webinars, poster-making competitions etc. are also undertaken from time to time in the institution.**

File Description	Documents
Annual gender sensitization action plan	https://gargaoncollege.ac.in/pdf/iqac/aqar-data/2022-23/ANNUAL%20GENDER%20SENSITIZATION%20PLAN.pdf
Specific facilities provided for women in terms of: a. Safety and security b. Counseling c. Common Rooms d. Day care center for young children e. Any other relevant information	https://gargaoncollege.ac.in/pdf/iqac/aqar-data/2022-23/Specific%20facilities.pdf

7.1.2 - The Institution has facilities for alternate sources of energy and energy conservation measures Solar energy Biogas plant Wheeling to the Grid Sensor-based energy conservation Use of LED bulbs/ power efficient equipment	**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 variouskinds of waste such as vegetable and food waste of the canteen. Dustbins are provided to dispose of the plastic and other non-biodegradable wastes. The incinerator facility 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. A

s 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	View File
Geo tagged photographs of the facilities	https://gargaoncollege.ac.in/pdf/iqac/aqar-data/2022-23/7-1-3%20WASTE%20MANAGEMENT.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	<u>View File</u>
Any other relevant documents	<u>View File</u>

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	<u>View File</u>
Certification by the auditing agency	<u>View File</u>
Certificates of the awards received	<u>View File</u>
Any other relevant information	<u>View File</u>

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 to promote an inclusive environment for all. The college follows a harmonic admission process as per the government-prescribedreservation rules. Different sports and cultural activities are organised to promote harmony towards cultural as well as socio-economic, and other diversity. Days with particular importance like Women's Day, Yoga Day, 'World No Tobacco 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

To sensitize students and employees of the college on constitutional obligations, the college organizes Voter's Awareness Day, Teachers' Day, Republic Day, Constitutional Day,

Poster Competition, Human Rights Day etc.

To inculcate respect and honour for the motherland, the institution organizes various activities for students on Independence Day in collaboration with the NSS unit of the College.

To inculcate good habits, the NSS also organized programmes for students to stop the use of harmful substances like tobacco.

The institution organizes an induction programme every year for the first-year students of HS and Degree students to enable them to adjust to the new environment, acquaint them with the regulations of the institution, build confidence and thereby create awareness of human values.

Moreover, the institution has constituted various sub-committees such as the Disciplinary Action Committee, Students' Gender Sensitization Committee, Anti-Ragging Committee etc. which are functioning smoothly and engage in various activities and programmes to sensitize students and employees on important issues.

File Description	Documents
Details of activities that inculcate values; necessary to render students in to responsible citizens	View File
Any other relevant information	View File

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	View File
Any other relevant information	View File

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

The college organized and celebrated more than 40 national and international commemorative days, events and festivals during this session.

File Description	Documents
Annual report of the celebrations and commemorative events for the last (During the year)	View File
Geo tagged photographs of some of the events	View File
Any other relevant information	View File

7.2 - Best Practices

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

BEST PRACTICE-I

1. Title of the Practice

Institutional Social Responsibility

2. Objectives of the Practice

This initiative aims to actively support local school-going children by implementing sustainable initiatives, promoting social inclusivity, and addressing educational needs through outreach programs, fostering a positive impact on the community.

3. The Context

Gargaon College's "Institutional Social Responsibility " includes "Gyanjatra, " where students and teachers of the college actively teach in local schools, fostering knowledge-sharing and community empowerment beyond the college boundaries on a requirement basis of local schools.

BEST PRACTICE-II

1. Title of the Practice

Participative and Experiential Learning

2. Objectives of the Practice

To enhance learning through active participation and hands-on experiences. Principles include student engagement, practical application, and fostering critical thinking for effective, experiential learning.

3. The Context

This practice involves understanding diverse learning styles, ensuring resources for hands-on experiences, and navigating potential challenges with an understanding of individual student needs and capabilities.

File Description	Documents
Best practices in the Institutional web site	View File
Any other relevant information	View File

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 several 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 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	[View File](#)
Any other relevant information	[View File](#)

7.3.2 - Plan of action for the next academic year

1. The college will conduct NAAC-related workshops to empower students with the knowledge and skills necessary for accreditation processes, fostering a culture of quality assurance and improvement.

2. There will be a concerted effort to increase teacher participation in workshops centred around the National Education Policy (NEP) 2020, ensuring faculty are well-versed in the latest educational reforms to deliver enhanced learning experiences.

3. To modernize teaching methods, more ICT classrooms will be introduced, equipping both students and teachers with the tools to leverage technology effectively in the learning process.

4. The college will also prioritize fostering collaborative work by facilitating global research and academic partnerships, broadening horizons and enriching the educational experience.

5. In line with social responsibility, initiatives such as awareness workshops on girls' health within the local community will be organized, promoting holistic well-being.

6. Health-related camps will be conducted in the college's adopted village, extending healthcare access and promoting community welfare. Through these strategic endeavors, Gargaon College aims to emerge as a beacon of academic excellence, social

responsibility, and community engagement in the region, nurturing
well-rounded individuals poised to excel in an ever-evolving
global landscape.