



## **YEARLY STATUS REPORT - 2021-2022**

### **Part A**

#### **Data of the Institution**

<b>1.Name of the Institution</b>		<b>RADHA GOVINDA BARUAH COLLEGE</b>
• Name of the Head of the institution		<b>Dr. Pranjit Kumar Nath</b>
• Designation		<b>Principal</b>
• Does the institution function from its own campus?		<b>Yes</b>
• Phone no./Alternate phone no.		<b>03613502923</b>
• Mobile No:		<b>9864021587</b>
• Registered e-mail		<b>rgbaruahcollege1978@gmail.com</b>
• Alternate e-mail		<b>rgbaruahcollegeiqac@gmail.com</b>
• Address		<b>A.K.Deb Road, Fatasil Ambari</b>
• City/Town		<b>Guwahati</b>
• State/UT		<b>Assam</b>
• Pin Code		<b>781025</b>
<b>2.Institutional status</b>		
• Type of Institution		<b>Co-education</b>
• Location		<b>Urban</b>
• Financial Status		<b>UGC 2f and 12(B)</b>

• Name of the Affiliating University	<b>Gauhati University</b>				
• Name of the IQAC Coordinator	<b>Rupam Hazarika</b>				
• Phone No.	<b>9435101687</b>				
• Alternate phone No.	<b>9435101687</b>				
• Mobile	<b>9435101687</b>				
• IQAC e-mail address	<b>rgbaruahcollegeiqac@gmail.com</b>				
• Alternate e-mail address	<b>rgbaruahcollege1978@gmail.com</b>				
<b>3.Website address (Web link of the AQAR (Previous Academic Year))</b>	<a href="http://www.rgbaruahcollege.ac.in/upload/aqar/1653495967.pdf">http://www.rgbaruahcollege.ac.in/upload/aqar/1653495967.pdf</a>				
<b>4.Whether Academic Calendar prepared during the year?</b>	<b>Yes</b>				
• if yes, whether it is uploaded in the Institutional website Web link:	<a href="http://www.rgbaruahcollege.ac.in/upload/acalendar/Academic%20Calendar%202021-22.pdf">http://www.rgbaruahcollege.ac.in/upload/acalendar/Academic%20Calendar%202021-22.pdf</a>				
<b>5.Accreditation Details</b>					
Cycle	Grade	CGPA	Year of Accreditation	Validity from	Validity to
<b>Cycle 1</b>	<b>B</b>	<b>Nil</b>	<b>2004</b>	<b>04/11/2004</b>	<b>03/11/2009</b>
<b>Cycle 2</b>	<b>B</b>	<b>2.68</b>	<b>2016</b>	<b>11/07/2016</b>	<b>10/07/2021</b>
<b>6.Date of Establishment of IQAC</b>			<b>20/04/2005</b>		
<b>7.Provide the list of funds by Central / State Government UGC/CSIR/DBT/ICMR/TEQIP/World Bank/CPE of UGC etc.,</b>					
Institutional/Department /Faculty	Scheme	Funding Agency	Year of award with duration	Amount	
<b>NIL</b>	<b>N/A</b>	<b>N/A</b>	<b>2021</b>	<b>0</b>	
<b>NIL</b>	<b>N/A</b>	<b>N/A</b>	<b>2022</b>	<b>0</b>	
<b>8.Whether composition of IQAC as per latest NAAC guidelines</b>			<b>Yes</b>		
• Upload latest notification of formation of IQAC			<a href="#">View File</a>		

<b>9.No. of IQAC meetings held during the year</b>	<b>4</b>
<ul style="list-style-type: none"> <li>Were the minutes of IQAC meeting(s) and compliance to the decisions have been uploaded on the institutional website?</li> </ul>	<b>Yes</b>
<ul style="list-style-type: none"> <li>If No, please upload the minutes of the meeting(s) and Action Taken Report</li> </ul>	No File Uploaded
<b>10.Whether IQAC received funding from any of the funding agency to support its activities during the year?</b>	<b>No</b>
<ul style="list-style-type: none"> <li>If yes, mention the amount</li> </ul>	
<b>11.Significant contributions made by IQAC during the current year (maximum five bullets)</b>	
The IQAC organised a lecture programme on the topic 'National Education Policy 2020: Its Impact on Higher Education' on 7th December 2021. Dr. Satyendra Nath Barman, Principal, B.Borooah College, Guwahati made a presentation on the topic. The faculty of the college attended the programme.	
An orientation programme on 'e-College cum e-Learning' was organised by the IQAC in collaboration with S.S.Technologies on 27th December 2021 to acquaint the faculty with the ERP used by the college in the domain of teaching, examination, admission, etc.	
The IQAC organised a lecture programme on 'Quality Assurance in Higher Education' on 12th February 2022. Prof. Jangkhangan DOUNGEL, Director, IQAC, Mizoram University delivered the programme lecture which the faculty members attended.	
The concept of Academic Doubt Clearing Day introduced by the IQAC was continued during the current year as well with the objective to help students with their last-minute examination-related doubts	
The Green Audit of the college, carried out by the Chemical and Environmental Research and Technology Innovation Society (CERTIS), was another significant contribution of the IQAC.	
<b>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</b>	

Plan of Action	Achievements/Outcomes
To introduce new certificate/add-on courses	Add-on courses introduced by the departments of Education, Hindi, History and Accountancy.
To sign MoUs with institutions, industries and corporate houses	New MoUs have been signed with other colleges, schools and corporate houses.
To organise programmes related to NAAC and NEP implementation	Lectures and awareness programmes held on NAAC and NEP.
To organise training programmes on e-resources for teachers	1 orientation programme on e-resources held in collaboration with the IT partner.
Submission of AQAR and institutional data to AISHE	Submitted as planned.
Regular maintenance of teachers' profile	Being maintained as planned.

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

**Yes**

- Name of the statutory body

Name	Date of meeting(s)
<b>IQAC</b>	<b>21/02/2023</b>

**14. Whether institutional data submitted to AISHE**

Year	Date of Submission
<b>2021-2022</b>	<b>13/02/2023</b>

**15. Multidisciplinary / interdisciplinary**

At present our college is offering two programmes- BA & B.Com. While B.com programme is offering honors courses only, BA programme is offering both regular and honors courses. Various Skill Enhancement courses (SEC) are offered to students under CBCS syllabus of Gauhati University. The Performing Arts department of BA programme is offering generic and regular courses to the aspiring students. The college is also offering some Add-on Courses like spoken and

Communicative English, Personality Development and soft skills, travel and Tourism, Hindi DTP and Proof Reading and Tally ERP plus Tally PRIME. The college is offering some open and distance learning courses (ODL) through KK Handique State Open University (KKHSOU) study centre.

For the transformation of the institution in lines of NEP 2020 following initiatives will be taken.

- To offer new programmes like BSC, Integrated B.Ed, B.VOC, and P.G. in all subjects
- To introduce contemporary subjects in UG level like BCA, BBA, Data analysis, Cyber Security, Cloud Computing etc, to develop these various important skills in students.
- To offer add on courses on various cross cutting issues like gender identity and equality, disaster management, Human rights, Web designing, Mushroom cultivation, etc. to encourage multidisciplinary and holistic education.

#### 16.Academic bank of credits (ABC):

The Academic Bank of Credits (ABC) will be introduced by the college as and when it becomes eligible to do so.

#### 17.Skill development:

The institution has made some effort to strengthen the vocational education and soft skill of the students. Various programs have been introduced in recent years to enable students to acquire desired competency levels, and upgrade their competencies suitable for the job market.

Details of the program offered to promote vocational education and skill level of students are listed below:-

Name of the Program	Offered by	Duration	
1. Certificate Course on Spoken and Communication English	Department of English	3 months	
2.Certificate Course on Tourism	Department of History	3 months	
3. Personality and Soft Skill Development	Department of Education	4 months	
4. DTP and Proof reading in Hindi	Department of Hindi	3 months	
5. E-filing Tally etc	Department of Accountancy in collaboration with ICA	6 months	

## Panbazar

The CBCS Curriculum which is in place since 2019 provides ample scope for value based education inculcating a sense of positivity among students. There are many papers in subjects like English, Assamese, Hindi, Bengali that promote Universal Human Values like truth, righteous conduct, peace, love, non-violence etc. In a similar way subjects like Political Science and Education enable the development of humanistic ethical, citizenship values as well as scientific temper and life skills.

Functioning within the constraints of an affiliated College, there is little scope for designing a credit structure by the institution on its own. The Curriculum, syllabus and courses as and when introduced by the affiliating university are implemented by the college. All the Department offers skill enable courses under the CBCS system. This is line to the skill development of students as envisioned in NEP 2020.

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

Ancient Indian knowledge is a value based education. It plays an important aspect in one's individual, social and cultural life. Our education system should be a combination of both the eastern and western values. Keeping this aspect in mind Gauhati University has integrated ancient Indian knowledge into its CBCS syllabus. Following the CBCS syllabus, our college has integrated our students with ancient Indian knowledge.

- **Satriya Nritya:**

Satriya Nritya is a major Indian Classical dance. This dance was initially created as a part of Bhaona which are performances of Ankia Baat, created by Mahapurush Srimanta Sankardev, the 15th -16th Century Polymath from Assam. This dance is a part of the living traditions of Satreas, which are communities of live-in-devotees belonging to the Eksarana dharma, the religion established by Sankardev. The philosophic religion of Mahapurush Sri Manta Sankardev was based on Vedanta, Bhagawad Gita and Bhagavata Purana.

On November 15th the year 2000 the Sangeet Natak Akademi of India recognized Satriya as one of the eight classical dance of India. Now Satriya dance is an academic discipline also.

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

The college is committed to create, sustain and improve the learning

process through total quality management and create itself a position in quality learning. The college strives to attain these objectives through continuous improvement and team work. The priority and thrust area of the institute is implementation of outcome based education in teaching-learning as it forms the integral part. As Outcome Based Education is the need of the hour, the college focussed on training all the faculty members on outcome based education to achieve the paradigm shift from the teacher centric education system. Accordingly, there is a need to define, develop, implement and measure students' learning through the attainment of various outcomes ensuring graduating students from both Arts and Commerce programmes. Achieving this is a challenging task and required participation of all stakeholders.

The college encourages faculty and students to participate in various extension activities. This will create a sense of social responsibility, environmental consciousness and sustainability in the minds of the students. The college has an NSS and NCC Units through which all these activities are conducted.

There is growing demand for language proficiency which is the main factor for employability in various sectors and to pursue higher studies. The syllabus of undergraduate course has Communication papers as Ability Enhancement Course.

## **20.Distance education/online education:**

ODL mode of vocational education in educational institutions has great importance in present day situation. There are various possibilities of offering vocational course through ODL mode in our college. As our college is a multidisciplinary institution, we can offer vocational education in different subject through ODL. In commerce discipline we can offer taxation practices, GST, entrepreneurship etc. We can introduce vocational education in classical dance as we have Performing Art department. It is possible for us to create MOOCs for such types of vocational course.

## **Extended Profile**

### **1.Programme**

1.1 300

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

File Description	Documents
Data Template	<a href="#">View File</a>

**2.Student**

2.1 **1564**

Number of students during the year

File Description	Documents
Data Template	<a href="#">View File</a>

2.2 **550**

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

File Description	Documents
Data Template	<a href="#">View File</a>

2.3 **291**

Number of outgoing/ final year students during the year

File Description	Documents
Data Template	<a href="#">View File</a>

**3.Academic**

3.1 **45**

Number of full time teachers during the year

File Description	Documents
Data Template	<a href="#">View File</a>

3.2 **40**

Number of Sanctioned posts during the year



## Extended Profile

### 1. Programme

1.1	300
Number of courses offered by the institution across all programs during the year	

File Description	Documents
Data Template	<a href="#">View File</a>

### 2. Student

2.1	1564
Number of students during the year	

File Description	Documents
Data Template	<a href="#">View File</a>

2.2	550
Number of seats earmarked for reserved category as per GOI/ State Govt. rule during the year	

File Description	Documents
Data Template	<a href="#">View File</a>

2.3	291
Number of outgoing/ final year students during the year	

File Description	Documents
Data Template	<a href="#">View File</a>

### 3. Academic

3.1	45
Number of full time teachers during the year	

File Description	Documents
Data Template	<a href="#">View File</a>

3.2	40
Number of Sanctioned posts during the year	

File Description	Documents
Data Template	<a href="#">View File</a>

<b>4.Institution</b>	
4.1	24
Total number of Classrooms and Seminar halls	
4.2	7307755
Total expenditure excluding salary during the year (INR in lakhs)	
4.3	30
Total number of computers on campus for academic purposes	

## Part B

### CURRICULAR ASPECTS

#### 1.1 - Curricular Planning and Implementation

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

Functioning within the constraint of an affiliated college, R.G.Baruah College adopts the curriculum provided by Gauhati University. Effective curriculum delivery and its documentation are planned in the following manner:

- The academic calendar, prepared in conformity with the academic calendar of Gauhati University, clearly states the number of teaching days, dates of examination, field trips, etc for effective implementation of the curriculum. The institution adheres to the academic calendar to the fullest extent possible. The college timetable, prepared well before the start of the new academic session, is put up in the college notice board as well as the institutional website. Tutorial and remedial classes are also taken in addition to the allotted classes in the timetable.
- At the start of the academic session, the academic council, comprising the Principal, the Vice-Principal, all the Heads

of the Departments and the IQAC Coordinator, plans the strategy for the effective delivery of the curriculum and considers the results of the previous year, and remedial measures are implemented, as and when necessary.

- Each department chalks out its teaching strategy in its departmental staff meetings. All teachers draft their lesson plans according to the plan formulated. The record of daily classes and other academic activities are maintained by the teachers in the departmental diary which ensures documentation of the classes taken and the progress of the syllabi.
- Regular departmental seminars, assignments, field trips etc are organized in addition to classroom teaching to supplement the curriculum. The departments keep records of all such activities.

File Description	Documents
Upload relevant supporting document	<a href="#">View File</a>
Link for Additional information	

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

As is the procedure, the task of preparing the academic calendar for the session 2021-22 was entrusted to the Internal Quality Assurance Cell (IQAC) of the College. Regarded as a vital document in the functioning of the college, the academic calendar of Gauhati University provided the framework for the institutional academic calendar. Class days and working days were earmarked and the tentative dates of Final and Sessional Examinations were also included. The date of declaration of the result of the Internal examinations was also notified in the academic calendar. Apart from these, various events and days of national importance that the college observes were notified in the institutional academic calendar. Students could get easy access to the academic calendar as it was uploaded on the college website as well as put up on the notice board. While all care was taken to ensure strict adherence to the academic calendar including for the conduct of Continuous Internal Evaluation (CIE) in the session 2021-22, any unforeseen changes were notified to the students, as and when necessary. Classes were rescheduled in the online mode and, in some classes, home assignments were given to students instead of Sessional examinations.

File Description	Documents
Upload relevant supporting documents	<a href="#">View File</a>
Link for Additional information	Nil

**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**

**B. Any 3 of the above**

File Description	Documents
Details of participation of teachers in various bodies/activities provided as a response to the metric	<a href="#">View File</a>
Any additional information	No File Uploaded

## **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**

**12**

File Description	Documents
Any additional information	No File Uploaded
Minutes of relevant Academic Council/ BOS meetings	No File Uploaded
Institutional data in prescribed format (Data Template)	<a href="#">View File</a>

**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)****3**

File Description	Documents
Any additional information	No File Uploaded
Brochure or any other document relating to Add on /Certificate programs	<a href="#">View File</a>
List of Add on /Certificate programs (Data Template )	<a href="#">View File</a>

**1.2.3 - Number of students enrolled in Certificate/ Add-on programs as against the total number of students during the year****77****1.2.3.1 - Number of students enrolled in subject related Certificate or Add-on programs during the year****77**

File Description	Documents
Any additional information	No File Uploaded
Details of the students enrolled in Subjects related to certificate/Add-on programs	<a href="#">View File</a>

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

The institution has a minimal role in framing the curriculum functioning as it does under the purview of its affiliating university. It implements the curriculum provided by Gauhati University which has, however, introduced a number of courses that address crosscutting issues like professional ethics, gender, human values and environment. These components have been incorporated into the syllabi. Some of these are listed below:

BA (Assamese): Gender and Human Values

BA (Education): Professional Ethics, Environmental Education

BA (History): Human Values

BA (Political Science): Human Rights, Gender Rights

BA (Economics): Environment and Sustainability

BA (English): Gender Studies, Human Values, Environment

BA (Hindi): Gender and Human Values

BA (Bengali): Gender and Human Values

B.Com: Professional Ethics

Under the recently introduced Choice Based Credit System (CBCS), students in the second semester must compulsorily study a course on Environmental Studies. Moreover, students are regularly involved in various field projects or extension activities which, in turn, make them familiar with such crosscutting issues. Cells and Units like NCC, NSS, Information and Career Guidance Cell (ICGC) and Women Studies Cell (WSC) also organize regular programmes to sensitise students on these issues.

File Description	Documents
Any additional information	No File Uploaded
Upload the list and description of courses which address the Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum	<a href="#">View File</a>

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

2

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

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

27

File Description	Documents
Any additional information	No File Uploaded
List of programmes and number of students undertaking project work/field work/ /internships (Data Template)	<a href="#">View File</a>

### 1.4 - Feedback System

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

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

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

File Description	Documents
Upload any additional information	No File Uploaded
URL for feedback report	

### 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

660

File Description	Documents
Any additional information	No File Uploaded
Institutional data in prescribed format	<a href="#">View File</a>

##### 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

181



File Description	Documents
Any additional information	No File Uploaded
Number of seats filled against seats reserved (Data Template)	<a href="#">View File</a>

## 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

The learning levels of the students are regularly assessed on the basis of students' performance in the semester-end examinations, sessional examinations, home assignments, classroom interaction, group discussions, etc. All the departments keep track of the learning levels of the students and take necessary measures as and when needed. The evaluated answer scripts of internal examinations are shown to students and their mistakes are pointed out and corrected. Remedial classes are taken for students not performing to the desired level. Moreover, just before the start of the semester-end examinations, one day is exclusively used to clear the doubt of students. This special programme is named as 'Academic Doubt Clearing Day (ADCD)'. Besides these, teachers are always available to address the needs of students who are lagging behind.

Although no specific programme is organized for advanced learners, the teachers identify such students and they are provided with learning resources to do even better. Such students are encouraged to participate and present papers in events like inter-college level seminars which help them not only to acquire knowledge beyond the confines of their syllabi but also inculcate the research aptitude which will keep them in good stead in the future. Sometimes even mock tests are given to such students.

File Description	Documents
Link for additional Information	Nil
Upload any additional information	<a href="#">View File</a>

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

Number of Students	Number of Teachers
1564	45

File Description	Documents
Any additional information	No File Uploaded

## 2.3 - Teaching- Learning Process

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

Each department attempts to incorporate newer and innovative teaching methods to make the teaching-learning process a more fruitful one. The institution realizes that student-centric methods such as experiential learning, participative learning and problem-solving methodologies can be used for more effective pedagogy. Some of these measures include:

- The departments of History, Education, Political Science, Economics and Commerce regularly take students to various historical sites, villages, industries, etc. to give them first-hand experience and thereby enhance their learning experience
- All departments regularly conduct student seminars to acquaint them with the process of participative learning.
- Student project works are also undertaken by many departments to give students the skill of problem-solving methodology.

These activities help students to explore and experience new ideas, new things and new concepts outside the classroom. It helps them face real-life problems. They can have group discussions not only with their friends and teachers but also with new people. Such student-centric methods help them to think critically and build their self-confidence, besides inculcating in them a new love of learning.

File Description	Documents
Upload any additional information	No File Uploaded
Link for additional information	Nil

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

The importance of ICT enabled tools in the teaching-learning process is felt by the teachers, particularly in wake of the

COVID-19 pandemic. In the absence of regular classroom teaching for many months during the lockdown, these tools have been extensively used by the faculty to supplement their teaching. Some of the tools used for online teaching are as follows:

- The online portal of the college was used for providing students with class notes, videos etc.
- Most of the departments also used Google Classroom for dissemination of materials to students.
- Online resources including subject-related YouTube videos were provided to students.
- Online classes were conducted via Google Meet, Zoom, etc.
- The Department of Education used Google Forms for MCQ to check the progression of the students.

At present the College has rather limited ICT enabled tools. Besides a well-equipped computer laboratory which is used for conducting classes on IT course at the UG level, there are only a couple of classrooms with facilities of LCD projectors. But there are plans in place to upgrade some of the classrooms into smart classrooms soon.

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

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

#### 2.3.3.1 - Number of mentors

38

File Description	Documents
Upload, number of students enrolled and full time teachers on roll.	<a href="#">View File</a>
Circulars pertaining to assigning mentors to mentees	<a href="#">View File</a>
mentor/mentee ratio	<a href="#">View File</a>

**2.4 - Teacher Profile and Quality****2.4.1 - Number of full time teachers against sanctioned posts during the year****40**

File Description	Documents
Full time teachers and sanctioned posts for year (Data Template)	<a href="#">View File</a>
Any additional information	No File Uploaded
List of the faculty members authenticated by the Head of HEI	<a href="#">View File</a>

**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****19**

File Description	Documents
Any additional information	No File Uploaded
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)	<a href="#">View File</a>

**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****837**

File Description	Documents
Any additional information	No File Uploaded
List of Teachers including their PAN, designation, dept. and experience details(Data Template)	<a href="#">View File</a>

## 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.

The college conducts its Continuous Internal Evaluation (CIE) adhering to the dates mentioned in the institutional academic calendar. This is done in a regular and transparent manner, and in conformity with the rules laid down by Gauhati University under which the college is affiliated. The institution nonetheless still aims to carry out its Continuous Internal Evaluation system in a manner that is transparent, robust and incorporates reforms whenever possible. An examination committee is formed with teachers as members for the smooth conduct of the CIE. Sessional examinations are held once in every semester. While 50 % of the marks allotted for internal evaluation are taken from the sessional tests, performance in group discussions, oral tests, home assignments, students' seminars as well as class attendance accounts for the other 50%. Those students having valid reasons for remaining absent during these tests are allowed opportunities to appear again before the submission of marks to the affiliating university.

During the period of the COVID-19 pandemic, the Continuous Internal Evaluation (CIE) was done in the online mode. Students were sent their assignments on the class-wise WhatsApp groups and were asked to email their assignments. Marks obtained were then uploaded on the University portal.

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

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

The college has a proven mechanism to deal with internal examination related grievances. The tentative dates of sessional examinations were notified on the college academic calendar. Notices regarding submission of assignments and projects were issued in due time allowing students' ample time to complete them. After evaluation of the answer scripts, those were shown to students in the class according to the schedule notified to the students. A day was specially earmarked on the academic calendar for this purpose. Not only are the students apprised about their

performance but also mistakes, if any, are rectified immediately. Only after this are the marks uploaded on the university portal. The uploading of the marks on the University examination portal is done under the supervision of the coordinator of the college Examination Committee as well as the Head of the Departments. The mark sheets are also displayed in the department. If any student was not able to appear in the sessional examinations due to some valid reason, he/she was allowed to appear in the examination again at a later date.

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

## 2.6 - Student Performance and Learning Outcomes

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

The institution follows the programme outcomes and course outcomes as stipulated by its' affiliating university. All the teachers are aware of the course outcomes and convey the same to the students in the classroom. Besides, the programme and course outcomes are also stated on various occasions like orientation and counselling programmes for newly admitted students. The course outcomes are also uploaded on the institution's website. These are also available in the departments for easy reference of teachers and for communication with students. This helps to prepare the feedback and accordingly provide constant improvements through interventions.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for Additional information	<a href="http://www.rgbaruahcollege.ac.in/conew.pdf">http://www.rgbaruahcollege.ac.in/conew.pdf</a>
Upload COs for all courses (exemplars from Glossary)	<a href="#">View File</a>

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

The institution routinely evaluates the attainment of the stated programme outcomes and course outcomes. Some of the measures undertaken for this purpose are as follows:

- The performance of students in the final semester examinations is evaluated by the result analysis at the departmental level as well as the Academic Audit conducted by the IQAC. This provides the yardstick to measure the attainment of the outcomes of the various programmes offered by the institution.
- The marks secured by students in the semester-end examinations, as well as the internal sessional examinations, provide the departments about the attainment of the course outcomes.
- Besides, activities like classroom interaction, unstructured interviews, oral evaluation, assignments, projects, etc. also contribute to the evaluation of the attainment of course outcomes.
- The placement record of students in various organizations is also a pointer to the attainment of programme outcomes.
- The progression of students to the PG level of education can be used to measure the attainment of course outcomes.

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

### 2.6.3 - Pass percentage of Students during the year

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

230

File Description	Documents
Upload list of Programmes and number of students passed and appeared in the final year examination (Data Template)	<a href="#">View File</a>
Upload any additional information	No File Uploaded
Paste link for the annual report	Nil

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

[http://www.rgbaruahcollege.ac.in/upload/igac\\_activity/1677825007.pdf](http://www.rgbaruahcollege.ac.in/upload/igac_activity/1677825007.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)**

0.0

File Description	Documents
Any additional information	No File Uploaded
e-copies of the grant award letters for sponsored research projects /endowments	No File Uploaded
List of endowments / projects with details of grants(Data Template)	<a href="#">View File</a>

**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**

0

File Description	Documents
List of research projects and funding details (Data Template)	<a href="#">View File</a>
Any additional information	No File Uploaded
Supporting document from Funding Agency	No File Uploaded
Paste link to funding agency website	Nil



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

0

File Description	Documents
Report of the event	No File Uploaded
Any additional information	No File Uploaded
List of workshops/seminars during last 5 years (Data Template)	<a href="#">View File</a>

**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**

6

File Description	Documents
Any additional information	No File Uploaded
List of research papers by title, author, department, name and year of publication (Data Template)	<a href="#">View File</a>

**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**

8

File Description	Documents
Any additional information	No File Uploaded
List books and chapters edited volumes/ books published (Data Template)	<a href="#">View File</a>

**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

In an endeavour to carry out the objective to provide emotional support to the inmates of the Children's Home for Boys (Social Welfare Department, Government of Assam), the faculty members along with students of R.G. Baruah College have been celebrating the Children's Day with the inmates to make the day more special and eventful for them. Further to realize our commitment towards the inmates various interactive cum counselling sessions were organised by our faculty members to boost the social growth of these inmates. Such informal interaction with the inmates turned out to be an eventful and satisfying event as it taught us the true essence of caring and sharing.

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

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

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

0

File Description	Documents
Any additional information	No File Uploaded
Number of awards for extension activities in last 5 year(Data Template)	<a href="#">View File</a>
e-copy of the award letters	No File Uploaded

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

**3.3.3.1 - Number of extension and outreach Programs conducted in collaboration with industry, community and Non- Government Organizations through NSS/ NCC/ Red Cross/**

**YRC etc., during the year****4**

File Description	Documents
Reports of the event organized	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>
Number of extension and outreach Programmes conducted with industry, community etc for the last year (Data Template)	<a href="#">View File</a>

**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****121**

File Description	Documents
Report of the event	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>
Number of students participating in extension activities with Govt. or NGO etc (Data Template)	<a href="#">View File</a>

**3.4 - Collaboration****3.4.1 - The Institution has several collaborations/linkages for Faculty exchange, Student exchange, Internship, Field trip, On-the- job training, research etc during the year****4**

File Description	Documents
e-copies of linkage related Document	<a href="#">View File</a>
Details of linkages with institutions/industries for internship (Data Template)	<a href="#">View File</a>
Any additional information	<b>No File Uploaded</b>

**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

3

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

## 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.

R.G. Baruah College offers undergraduate courses in two streams—Arts and Commerce. The infrastructure and physical facilities for teaching-learning available in the institution cater to more than 1500 UG students and more than 500 students at the Higher Secondary level:

- At present, the college has more than 20 well-ventilated classrooms providing an environment conducive to learning.
- The college has one Computer Laboratory and a Psychological Laboratory in the Department of Education. The former has more than 25 computers and other ICT facilities. The Psychological laboratory is well-equipped with different tools and instruments.
- Computing equipment like desktop monitors, Wi-Fi etc. is also available in the library and the Departments.
- The college library has more than 18000 books for different disciplines. Students possessing valid library cards are allowed to borrow books for 14 days. A new library building under construction is nearing completion and will be operational soon.
- All the departments also have their departmental libraries with a substantial number of books and journals.
- The college has one Conference room and a Seminar hall with

adequate facilities for conducting various meetings, seminars, conferences, workshops etc.

Although the infrastructure available is adequate, there is scope for further infrastructure augmentation.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for additional information	Nil

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

The college has sufficient facilities for cultural activities, sports, games and yoga:

- A 1320 sq ft open stage, built in the memory of Mr Parag Sarma, an eminent resident of the locality and inaugurated on 26th September 2019 by Dr Hemanta Biswa Sarma, the present Chief Minister of Assam, is used to hold cultural programmes in the college.
- Although the college does not have an auditorium yet, the seminar hall with a seating capacity of more than 300 has been upgraded with acoustic facilities and is used for holding various departmental functions.
- The college has a spacious playground measuring about 3000 sq ft which is used for conducting all kinds of sports and games, including the college week activities. The playground is constantly used by the students for playing various outdoor games. In the absence of an indoor stadium, all such games are played in the Boys Common Room, NCC Room etc.
- There is also a yoga centre in the college of about 250 sq ft in size.

The total land area of the college is quite big for an urban college which can be utilized for many activities including holding inter-college competitions. Plans are afoot to develop the playground in a phased manner.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for additional information	Nil

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

2

##### 4.1.3.1 - Number of classrooms and seminar halls with ICT facilities

2

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for additional information	Nil
Upload Number of classrooms and seminar halls with ICT enabled facilities (Data Template)	<a href="#">View File</a>

#### 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)

29.03

File Description	Documents
Upload any additional information	No File Uploaded
Upload audited utilization statements	No File Uploaded
Upload Details of budget allocation, excluding salary during the year (Data Template)	<a href="#">View File</a>

#### 4.2 - Library as a Learning Resource

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

The library of R.G. Baruah College is partially automated with the SOUL 2.0 Integrated Library Management System (ILMS) introduced in 2009. It has a rich collection of textbooks, reference books and journals. Students can make use of the barcode-based issue and return system for borrowing books from the library. They can also use the computer monitors available in the library to search for books and journals. It is under constant CCTV surveillance.

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

## 4.2.2 - The institution has subscription for the following e-resources e-journals e-ShodhSindhu Shodhganga Membership e-books Databases Remote access toe-resources

D. Any 1 of the above

File Description	Documents
Upload any additional information	No File Uploaded
Details of subscriptions like e-journals,e-ShodhSindhu, Shodhganga Membership etc (Data Template)	<a href="#">View File</a>

## 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)

9.45

File Description	Documents
Any additional information	No File Uploaded
Audited statements of accounts	No File Uploaded
Details of annual expenditure for purchase of books/e-books and journals/e- journals during the year (Data Template)	<a href="#">View File</a>

**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**

65

File Description	Documents
Any additional information	No File Uploaded
Details of library usage by teachers and students	<a href="#">View File</a>

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

R.G.Baruah College aims to equip itself with the best IT facilities for the teachers, students and employees of the college. It constantly updates its IT infrastructure to keep pace with the demands of a rapidly developing digital work environment. An agreement has been signed with its IT partner, S.S.Technology, for the regular updating and upkeep of the IT facilities. Some of the measures undertaken towards this are:

- The online college portal is constantly updated and maintained by the IT partner for smooth dissemination of necessary information as well as uploading of class materials.
- The college has Wi-Fi facilities in the library, the computer laboratory, the Principal's office and the IQAC room with a bandwidth of 10 MBPS.
- Sufficient computers are available in the college both for academic and administrative purposes. The latest anti-virus software is installed for their protection.
- Each department has been allotted a computer for their departmental work as well as for record keeping.

The need for further augmentation of IT facilities is acutely felt, and hence, plans to convert some of the existing rooms into smart classrooms and also for digitization of the college library are on the anvil.



File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for additional information	Nil

**4.3.2 - Number of Computers**

52

File Description	Documents
Upload any additional information	No File Uploaded
Student – computer ratio	<a href="#">View File</a>

**4.3.3 - Bandwidth of internet connection in the Institution**

A. ? 50MBPS

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

**4.4 - Maintenance of Campus Infrastructure****4.4.1 - Expenditure incurred on maintenance of infrastructure (physical and academic support facilities) excluding salary component during the year (INR in Lakhs)****4.4.1.1 - Expenditure incurred on maintenance of infrastructure (physical facilities and academic support facilities) excluding salary component during the year (INR in lakhs)**

44.03

File Description	Documents
Upload any additional information	No File Uploaded
Audited statements of accounts.	No File Uploaded
Details about assigned budget and expenditure on physical facilities and academic support facilities (Data Templates)	<a href="#">View File</a>

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

The institution has various policies and strategies for maintaining and utilizing its physical, academic and support facilities.

- **Laboratory** - For repairs and maintenance of the computer and psychological laboratories, service engineers are called as and when needed.
- **Library** - A library committee ensures the proper functioning of the college library. Books are kept in a clean set-up and regular cleaning and dusting are carried out.
- **Sports complex** - Although the college does not have a sports complex as such, there is a sufficiently large playground which is utilized for outdoor events during the annual college week.
- **Computers**- Upgradation of computers is periodically done and antivirus software is installed in these computers for a hassle-free work environment. An IT firm is enlisted to carry out computer-related maintenance work.
- **Classrooms**- The college timetable is designed in such a manner that optimum utilization of the classrooms is ensured. All the classrooms are well-ventilated which provides an environment conducive to learning. The institution periodically reviews the condition of the classrooms and carries out necessary repairs and replenishments.
- **Others**- It has a dedicated support staff of peons, maalis, sweepers and security personnel who look after the college campus, toilets, common rooms, etc.

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

## STUDENT SUPPORT AND PROGRESSION

### 5.1 - Student Support

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

##### 5.1.1.1 - Number of students benefited by scholarships and free ships provided by the

**Government during the year****970**

File Description	Documents
Upload self attested letter with the list of students sanctioned scholarship	<a href="#">View File</a>
Upload any additional information	<b>No File Uploaded</b>
Number of students benefited by scholarships and free ships provided by the Government during the year (Data Template)	<a href="#">View File</a>

**5.1.2 - Number of students benefitted by scholarships, free ships etc. provided by the institution / non- government agencies during the year****5.1.2.1 - Total number of students benefitted by scholarships, free ships, etc provided by the institution / non- government agencies during the year****0**

File Description	Documents
Upload any additional information	<b>No File Uploaded</b>
Number of students benefited by scholarships and free ships institution / non- government agencies in last 5 years (Date Template)	<a href="#">View File</a>

**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	<a href="http://www.rgbaruahcollege.ac.in">http://www.rgbaruahcollege.ac.in</a>
Any additional information	No File Uploaded
Details of capability building and skills enhancement initiatives (Data Template)	<a href="#">View File</a>

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

132

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

132

File Description	Documents
Any additional information	No File Uploaded
Number of students benefitted by guidance for competitive examinations and career counseling during the year (Data Template)	<a href="#">View File</a>

**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	No File Uploaded
Upload any additional information	No File Uploaded
Details of student grievances including sexual harassment and ragging cases	No File Uploaded

## 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

0

File Description	Documents
Self-attested list of students placed	<a href="#">View File</a>
Upload any additional information	No File Uploaded

### 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

File Description	Documents
Upload supporting data for student/alumni	<a href="#">View File</a>
Any additional information	No File Uploaded
Details of student progression to higher education	<a href="#">View File</a>

### 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

0

File Description	Documents
Upload supporting data for the same	<a href="#">View File</a>
Any additional information	No File Uploaded

### 5.3 - Student Participation and Activities

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

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

0

File Description	Documents
e-copies of award letters and certificates	No File Uploaded
Any additional information	No File Uploaded
Number of awards/medals for outstanding performance in sports/cultural activities at university/state/national/international level (During the year) (Data Template)	<a href="#">View File</a>

**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 student council of the college, R.G. Baruah College Students' Union, has been an integral part of the institution since its inception. The election to the college union is conducted through the election of class representatives under the watchful eyes of an Election Committee formed for the purpose. Every office bearer of the council is allotted a yearly budget for carrying out the activities related to their portfolios. The council remains vibrant throughout the year and ensures students' welfare as well as raises pressing matters relating to students whenever needed. Annual college events such as Annual College Week, Freshmen Social

and Saraswati Puja are organized by the Students' Union. The publication of the annual college magazine, RGBIAN, is another important contribution made by the Students' Union. The council also plays a vital role in the observance of various days of national importance. Besides, the council also fulfils its social responsibility and has always extended support in any way possible to the local community and the society at large. There is the representation of students in many of the academic/administrative bodies/committees such as the College Magazine Editorial Board, Committee Against Sexual Harassment, Canteen Committee and Anti-Ragging/Discipline Committee.

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

### 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

2

File Description	Documents
Report of the event	<a href="#">View File</a>
Upload any additional information	No File Uploaded
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)	<a href="#">View File</a>

### 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

Established in 2003, the R.G. Baruah College Alumni Association was registered under Societies Registration Act with Regd. No. RS/KAM(M)/263/K/162 in 2015-16. The Association remains in

constant touch with the college and shares the values and ideals of the institution. It has been working for the development of the college since the beginning. In the activities of the Alumni Association, its socio-cultural responsibility is clearly reflected. It has taken several initiatives to felicitate many prominent personalities of Assam for their contribution towards the development of Assamese literature, language, arts, etc. Cultural programmes have also been arranged by the Association. The task of compiling an alumni database is currently underway.

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

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

E. <1Lakhs

File Description	Documents
Upload any additional information	No File Uploaded

### GOVERNANCE, LEADERSHIP AND MANAGEMENT

#### 6.1 - Institutional Vision and Leadership

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

The governance of R.G. Baruah College is reflective of and in tune with the vision and mission with which the college was started. Our vision is to disseminate quality education to our students including those who are underprivileged, so that they may realize their potential and become responsible human beings in society. The College believes in its Mission:

- To establish a congenial environment among the stakeholders of our institution thereby setting a new benchmark in higher education.
- To provide better infrastructure and learning resources to students for quality education.
- To use modern technology in teaching and learning.
- To aware the local community about education, health and the environment.



The Governing Body, the highest decision-making body of the institution, truly believes in the vision and mission of the college. It strategizes and plans tirelessly in the pursuit of its noble objectives. The Principal executes the plans formulated by the Governing Body. Two representatives from the teaching staff are also members of the Governing Body. Teachers also participate in other decision-making bodies like the IQAC and other statutory committees of the institution.

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

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

A case study showing decentralization and participative management adopted by the college :

- **Decentralized Administrative and Academic Committees:** An institution stands tall on the strength of its workforce and its collective efficiency. Decentralisation is the key in this regard. And it is with this mantra that various academic and administrative committees are formed in the institution. These committees have members from the faculty, non-teaching staff and, in some instances, students. In order to fulfil their responsibility these committees have been bestowed with powers to formulate policies and implement them. Important committees like Admission and Examination Committees, for instance, function in a totally decentralised and participative manner with teachers, staff and the Principal all fulfilling their respective roles. Teachers are also given independent charge as coordinators of IQAC, RUSA, AISHE, SWAYAM, CBCS, etc. Even in the case of NAAC assessment preparation, seven committees are formed with all the teachers being allotted responsibilities as members or criterion coordinators. Each criterion coordinator convenes committees' meetings and takes their inputs and places them in the IQAC, which, in turn,

implements or forwards the suggestions to the Principal for further action, thus maintaining the spirit of decentralization and participative management.

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

## 6.2 - Strategy Development and Deployment

### 6.2.1 - The institutional Strategic/ perspective plan is effectively deployed

The strategic/perspective plan is an important cog in the functioning of an institution, and R.G. Baruah College is no exception. Many activities are undertaken on the basis of such a plan. One activity successfully implemented based on the strategic plan is described below:

#### Effective implementation of the curriculum

- The academic council of the college comprising the Principal, the Heads of the Departments and the IQAC Coordinator formulate a strategic plan for the effective implementation of the curriculum.
- An academic calendar and the college routine were prepared by the IQAC reflecting the stated objectives of the institution and in accordance with rules laid down by UGC and the affiliating University before the commencement of a new academic session.
- The departments then chalked out a teaching strategy by formulating teaching plans, and decided on the allocation of the syllabus to its faculty and choice of optional papers to be taught, if any.
- The well-defined programme outcomes (POs) and course outcomes (Cos) were prepared and communicated to students in the classroom.
- The progress of the curriculum was monitored by the faculty in the daily class record register, departmental logbook and departmental academic routine.

File Description	Documents
Strategic Plan and deployment documents on the website	<a href="#">View File</a>
Paste link for additional information	
Upload any additional information	No File Uploaded

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.

The Governing Body of the institution is spearheaded by its President. Major administrative policies are framed by the Governing Body in keeping with the rules and regulations set by regulatory authorities like the UGC, the affiliating university and the State government. The Principal is the head of the institution and executes the plans and policies formulated by the Governing Body. The effectiveness of the functioning of the institution is ensured and monitored by the Principal who has regular consultation with the Governing Body as well as the Government of Assam and other regulatory bodies.

The Vice-Principal fulfils the responsibilities of the Principal in her absence. The HoDs work in close tandem with the faculty regarding the conduct of classes.

The library is led by the librarian and is assisted by the library assistant. A bearer helps in the functioning of the library.

The IQAC Coordinator leads a committee of members in the cell, Executing measures for the overall quality assurance in the institution.

The office of the college is run by the Senior Asst who reports to the Principal. The junior assistants have been allotted various responsibilities like accounts, examinations, admissions, etc. The grade IV employees form the support staff.

File Description	Documents
Paste link for additional information	Nil
Link to Organogram of the Institution webpage	
Upload any additional information	No File Uploaded

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

A. All of the above

File Description	Documents
ERP (Enterprise Resource Planning) Document	No File Uploaded
Screen shots of user interfaces	<a href="#">View File</a>
Any additional information	No File Uploaded
Details of implementation of e-governance in areas of operation, Administration etc (Data Template)	<a href="#">View File</a>

## 6.3 - Faculty Empowerment Strategies

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

The institution has welfare measures for teaching and non-teaching staff of its own. There is the provision of a self-finance welfare fund. It is provided to the employees in case of medical emergencies.

However, it implements the government schemes for the benefit of its staff:

1. Maternity Leave
2. Earned Leave
3. Medical Leave
4. Study Leave

**5. GIS - Group Insurance Scheme****6. Provident Fund****7. New Pension Scheme****8. Child Care Leave**

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

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

0

File Description	Documents
Upload any additional information	No File Uploaded
Details of teachers provided with financial support to attend conference, workshops etc during the year (Data Template)	<a href="#">View File</a>

**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**

0

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

#### **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**

**24**

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

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

The performance appraisal of teaching staff is maintained according to the latest UGC regulations. The college has a mechanism to collect, monitor and evaluate the teacher's performance appraisal reports through the Internal Quality

Assurances Cell of the college. The IQAC maintains teachers' profiles which are updated on a regular basis. Certificates, appointment letters, letters of grants, etc. are collected by the IQAC as supporting documents. At the time of CAS promotion of teachers, the information provided by the teachers is verified and forwarded to the Principal for necessary action.

Annual performance appraisal reports are also prepared by the Principal and sent in sealed covers to the Director of Higher Education, Assam for promotional matters. Besides, the students also give their feedback on the performance of the teachers on the college portal.

The performance of the non-teaching staff is monitored by the Principal and corrective measures are taken whenever necessary.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	<a href="#">View File</a>

#### 6.4 - Financial Management and Resource Mobilization

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

The College maintains systematic records of its finance and accounts. Internal and external financial audits are conducted regularly. Internal audit is conducted by auditors appointed by the College every year. The external audit is conducted by the Department of Local Audit, Government of Assam. Audit reports and audited statements of accounts are submitted and discussed in the Governing Body. Queries and suggestions are resolved satisfactorily. The institution also ensures the timely submission of audited utilization certificates to various funding agencies.

Management takes a periodic review of the financial position of the organization.

The institutional mechanism for internal and external audit:

- A chartered accountant has been appointed for the internal

audit.

- The external audit is carried out by the Directorate of Local Audit, Government of Assam.

1) Last internal audit - 2022-23

2) Last External audit - 2017-18

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

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

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

0.0

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

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

**Strategy for Mobilisation of Funds:** The College does not have any major source for the mobilization of funds. However, a small amount is mobilized by letting out the premises for a Karate Training Centre for young children after college hours. One classroom is also let out on Sundays to an Art School. Besides these, occasionally the College is used as an examination centre for various competitive examinations and a venue charge is mobilized from that. The college has a Construction Committee and a Purchase Committee to ensure the optimal utilization of allocated funds. The Governing Body monitors the overall



## utilization of resources.

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

**6.5 - Internal Quality Assurance System**

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

The Internal Quality Assurance Cell (IQAC) has institutionalized a few quality assurance strategies and processes in the last academic year. Two such practices are as follows:

- **MENTOR-MENTEE SYSTEM:** The mentoring system was in place during the session 2021-2022. All the students at the undergraduate level were allotted mentors among the full-time teachers of the college. Students were provided academic guidance by their mentors who were accessible to them at all times--in the class, in the teacher's common room or even over the phone. Thus, both formally and informally the students are provided mentoring by the teachers. The entire system is monitored by the IQAC.
- **FEEDBACK SYSTEM:** The IQAC of the institution has also formalized and institutionalized the system of student feedback. In previous years the process was conducted manually which proved to be a time-consuming and laborious exercise. But since the last academic session, the system of online feedback was introduced by the IQAC. Students could log in to the college online portal with their login credentials and submit their feedback on various parameters like the facilities available on the campus, the effectiveness of the curriculum as well as the performance of the faculty.

File Description	Documents
Paste link for additional information	
Upload any additional information	<a href="#">View File</a>

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 institution constantly reviews its teaching-learning process, structures and methodologies of operations at periodic intervals to record the incremental improvements in various activities. Two examples of institutional reviews and implementation of teaching-learning reforms facilitated by the IQAC are as follows:

- **Maintenance of Teachers' Academic Profiles:** The IQAC of the institution maintains records of the academic achievement of its faculty in a systematic manner. Teachers are advised to submit the certificates, acceptance letters, etc. related to their academic performance every quarter and also to upload their profiles on the institutional portal specially framed by the IQAC in consultation with its IT partner. The mechanism so developed helps to review the performance of the teachers and encourages them to upgrade their academic output.
- **Academic Doubt Clearing Day (ADCD) for students:** Since the last two academic sessions, a new concept named Academic Doubt Clearing Day (ADCD) has been institutionalized by the IQAC with the aim to help students with their last-minute doubts and questions. It is conducted about a week or so before the start of the semester-end examinations and the tentative date is included in the institution's academic calendar.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	<a href="#">View File</a>

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

**C. Any 2 of the above**

File Description	Documents
Paste web link of Annual reports of Institution	
Upload e-copies of the accreditations and certifications	No File Uploaded
Upload any additional information	No File Uploaded
Upload details of Quality assurance initiatives of the institution (Data Template)	<a href="#">View File</a>

## 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

R.G. Baruah College is committed to the cause of gender equity and has made great strides towards achieving it. Gender equity is actively promoted through several committees and cells. The Women Studies Cell of the college regularly holds discussions, talks, webinars, counselling, etc. in the college on gender and related matters. The cell has also been successfully organizing Self Defense Camp for women for the last few years. A committee against Sexual Harassment is actively working to register any misconduct against women and for the record, no such case has been reported yet. With an explicit focus on gender equality, the Gender Audit was successfully carried out during the year. The safety and security of women on the campus are strictly monitored by CCTV cameras placed in different corners of the college. To ensure the same, Security persons are also deployed on the campus on a 24-hour roster.

Thus, Safety and security and well-being, along with gender equity and a friendly working atmosphere are the issues of prime concern to R.G.Baruah College.

File Description	Documents
Annual gender sensitization action plan	<a href="http://www.rgbaruahcollege.ac.in/upload/igac_activity/1676107763.pdf">http://www.rgbaruahcollege.ac.in/upload/igac_activity/1676107763.pdf</a>
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	<a href="#">a. Safety and security of women in the campus is strictly monitored by CCTV cameras placed in different corners of the college. To ensure the same, Security Person are also deployed in the campus on a 24 hours roster. b. The Women Studies Cell of the college regularly hold discussions, talks, webinars, counseling, etc. in the college on gender and related matters. c. There is a well-equipped common room for girl students. d. No day care center available yet.</a>

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

**D. Any 1 of the above**

File Description	Documents
Geo tagged Photographs	<a href="#">View File</a>
Any other relevant information	<b>No File Uploaded</b>

**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**

**For proper solid waste management, solid waste is segregated and collected by Government authorized vendors and disposed of at the landfills authorized by the government.**

**The college has taken an initiative to dispose of e-waste generated by different electronic equipment such as computers, photocopy machines, printers etc. To serve this purpose, an MoU has been signed with an organization.**

**No biomedical waste, hazardous chemicals or radioactive waste is**

produced on the campus. No waste recycling system is available in the college yet.

File Description	Documents
Relevant documents like agreements/MoUs with Government and other approved agencies	<a href="#">View File</a>
Geo tagged photographs of the facilities	Nil
Any other relevant information	<a href="#">View File</a>

**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**

**E. None of the above**

File Description	Documents
Geo tagged photographs / videos of the facilities	No File Uploaded
Any other relevant information	No File Uploaded

**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	<a href="#">View File</a>
Any other relevant documents	No File Uploaded

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

<b>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</b>	<b>A. Any 4 or all of the above</b>
<b>File Description</b>	<b>Documents</b>
Reports on environment and energy audits submitted by the auditing agency	<a href="#">View File</a>
Certification by the auditing agency	<a href="#">View File</a>
Certificates of the awards received	No File Uploaded
Any other relevant information	No File Uploaded
<b>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</b>	<b>D. Any 1 of the above</b>
<b>File Description</b>	<b>Documents</b>
Geo tagged photographs / videos of the facilities	<a href="#">View File</a>
Policy documents and information brochures on the support to be provided	No File Uploaded
Details of the Software procured for providing the assistance	No File Uploaded
Any other relevant information	No File Uploaded
<b>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</b>	

diversities (within 200 words).

R.G. Baruah College has always been at the forefront of sensitizing students to the cultural, regional, linguistic communal and socioeconomic diversities of the state and the nation. This becomes evident from the fact that students belonging to different castes, religions, and regions are studying in the college without any discrimination. For a better promotion of inclusivity, various cultural programmes are celebrated to celebrate the cultural, linguistic, and regional diversities of the country. Silpi Divas is celebrated in honour of the cultural icon of Assam 'Rup Kunwar' Jyoti Prasad Agarwalla. Rabha Divas is also celebrated every year to honour the contributions made by 'Kalaguru' Bishnu Prashad Rabha to the cultural field of Assam. Hindi Divas is celebrated every year to promote the Hindi language. Along with this, national festivals, birth anniversaries and memorials of great personalities are celebrated with great fervour in the college.

File Description	Documents
Supporting documents on the information provided (as reflected in the administrative and academic activities of the Institution)	<a href="#">View File</a>
Any other relevant information	No File Uploaded

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

In observation of the importance of inculcating the constitutional obligations, values, rights, duties and responsibility in both employees and students of R.G.Baruah College, the college celebrates various related programmes with great fervour. Independence Day is celebrated every year on the 15th of August to mark the importance of freedom and promote the constitutional spirit of liberty, equality, justice and fraternity. Every year on 26th January, R.G. Baruah College celebrates Republic Day with great gratification to honour the date on which the constitution of India came into effect. National Voter's Day is also celebrated every year to make students aware of their fundamental voting rights. The college has also been very active in observing "Azadi Ka Amrit Mahotsav" to commemorate 75 years of India's independence and the glorious history of its people, culture and achievements.

File Description	Documents
Details of activities that inculcate values; necessary to render students in to responsible citizens	<a href="#">View File</a>
Any other relevant information	No File Uploaded

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

**B. Any 3 of the above**

File Description	Documents
Code of ethics policy document	<a href="#">View File</a>
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	<a href="#">View File</a>
Any other relevant information	No File Uploaded

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

The institution has been celebrating National/ International commemorative days, events and festivals regularly. Every year the college celebrates the National festival i.e. Independence Day on 15th August and Republic Day on 26th January with pomp and gaiety by hoisting the National flag followed by the singing of the National Anthem. The birth anniversary of Mahatma Gandhi is always observed every year on 2nd October. A week-long program of Self-Defense is organized every year to celebrate International Women's Day on 8th March. The college has also been very regular in celebrating International Yoga Day on 21st June by organizing yoga



sessions for both employees and students. The College also commemorates The birth anniversary of the genius mathematician Srinivasa Ramanujan every year, which is also National Mathematics Day. National Voter's Day is also celebrated every year to make students aware of their electoral power.

File Description	Documents
Annual report of the celebrations and commemorative events for the last (During the year)	No File Uploaded
Geo tagged photographs of some of the events	<a href="#">View File</a>
Any other relevant information	No File Uploaded

## 7.2 - Best Practices

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

1. Title of the Practice: Academic Doubt Clearing Day (ADCD)

2. TITLE OF THE PRACTICE: Publication of the annual R.G.Baruah College Newsletter

Details uploaded below and also available on the institutional website.

File Description	Documents
Best practices in the Institutional web site	<a href="#">View File</a>
Any other relevant information	No File Uploaded

## 7.3 - Institutional Distinctiveness

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

Established in 1978 with the noble aim of imparting education to the marginalized sections of society, particularly in the Fatasil Ambari area of Guwahati city, R.G. Baruah College still stands committed to the ideal upon which it was founded. Even today the majority of students belong to educationally and financially

disadvantaged groups. The college, in keeping with its vision, has tirelessly endeavoured to help these students not only in pursuance of their academic pursuits but also in fulfilling their social responsibilities.

Over the years the college has been able to carve a niche for itself among the higher educational institutions of Guwahati. Students with poor to modest academic careers have shown marked improvement in their results at the undergraduate level. They have gone on to realize their potential by working in various government and private organizations. Many of them have also excelled in the professional world by virtue of their entrepreneurial spirit.

Thus, students of the disadvantaged sections of society with weak educational and financial backgrounds who are admitted in large numbers to college are not made to feel insecure or inferior to anyone else. Inclusiveness has always been in the foreground of the institution's plans for the future.

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

#### 7.3.2 - Plan of action for the next academic year

1. To introduce new professional/value-added courses.
2. To improve the ICT infrastructure in the college.
3. To conduct seminars, conferences and seminars in the college.
4. To organise professional training programmes for non-teaching staff regularly.
5. To organise more career counselling programmes and guidance for competitive examinations.