YEARLY STATUS REPORT - 2023-2024

Part A

Data of the Institution

1.Name of the Institution R. G. Baruah College

- Name of the Head of the institution Dr. Pranjit Kumar Nath

- Designation Principal

- Does the institution function from its own campus? Yes

- Phone no./Alternate phone no. 03613502923

- Mobile No: 9864021587

- Registered e-mail rgbaruahcollege1978@gmail.com

- Alternate e-mail rgbaruahcollegeiqac@gmail.com

- Address A. K. Deb Road, Fatasil Ambari

- City/Town Guwahati

- State/UT Assam

- Pin Code 781025

2.Institutional status

- Affiliated / Constitution Colleges Affiliated

- Type of Institution Co-education

- Location Urban

- Financial Status UGC 2f and 12(B)

- Name of the Affiliating University **Gauhati University**

- Name of the IQAC Coordinator **Dr. Dipankar Talukdar**

- Phone No. **9435116128**

- Alternate phone No. **9435116128**

- Mobile **7086055325**

- IQAC e-mail address **rgbaruahcollegeiqac@gmail.com**

- Alternate e-mail address **rgbaruahcollege1978@gmail.com**

3.Website address (Web link of the AQAR (Previous Academic Year) https://rgbaruahcollege.ac.in/upload/aqar/1679643357.pdf

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

- if yes, whether it is uploaded in the Institutional website Web link: https://rgbaruahcollege.ac.in/upload/acalendar/Academic%20Calendar%202023-24.pdf

5.Accreditation Details

Cycle	Grade	CGPA	Year of Accreditation	Validity from	Validity to
Cycle 1	**B**	**Nil**	**2004**	**04/11/2004**	**03/11/2009**
Cycle 2	**B**	**2.68**	**2016**	**11/07/2016**	**10/07/2021**
Cycle 3	**B**	**2.47**	**2024**	**23/05/2024**	**22/05/2029**

6.Date of Establishment of IQAC **20/04/2005**

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

Institutional/Department /Faculty	Scheme	Funding Agency	Year of award with duration	Amount
NIL	**N/A**	**N/A**	**2023**	**0**
NIL	**N/A**	**N/A**	**2024**	**0**

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

- Upload latest notification of formation of IQAC

  View File

9.No. of IQAC meetings held during the year   4

- Were the minutes of IQAC meeting(s) and compliance to the decisions have been uploaded on the institutional website?   **Yes**

- If No, please upload the minutes of the meeting(s) and Action Taken Report   No File Uploaded

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

- If yes, mention the amount

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

• **The IQAC successfully completed its 3rd cycle of NAAC Peer Team Visit on May 14th and 15th 2023. The visit was a significant milestone in the institution's journey toward continuous quality improvement and academic excellence.**

• **The IQAC organized a 3-day Induction Programme for the newly admitted FYUGP students at the beginning of the session. The programme aimed to familiarize the students with the recent changes introduced in the curriculum, particularly the provisions laid down in NEP2020, and provide them with an overview of the College's environment.**

• **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.**

12.Plan of action chalked out by the IQAC in the beginning of the Academic year towards Quality Enhancement and the outcome achieved by the end of the Academic year

Plan of Action	Achievements/Outcomes
To accredit the institution by NAAC	SSR submitted on time. NAAC accreditation done successfully
Submission of institutional data to AISHE	Submitted as planned
To introduce more certificate/ add-on courses	Add-on courses introduced by various departments
Regular maintenance of teachers' profile	Being maintained as planned
To form Institution Innovation Council	Institution Innovation Council (IIC) formed and actively functioning

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

- Name of the statutory body

Name	Date of meeting(s)
IQAC	01/02/2025

14.Whether institutional data submitted to AISHE

Part A	
Data of the Institution	
1.Name of the Institution	R. G. Baruah College
• Name of the Head of the institution	Dr. Pranjit Kumar Nath
• Designation	Principal
• Does the institution function from its own campus?	Yes
• Phone no./Alternate phone no.	03613502923
• Mobile No:	9864021587
• Registered e-mail	rgbaruahcollege1978@gmail.com
• Alternate e-mail	rgbaruahcollegeiqac@gmail.com
• Address	A. K. Deb Road, Fatasil Ambari
• City/Town	Guwahati
• State/UT	Assam
• Pin Code	781025
2.Institutional status	
• Affiliated / Constitution Colleges	Affiliated
• Type of Institution	Co-education
• Location	Urban
• Financial Status	UGC 2f and 12(B)
• Name of the Affiliating University	Gauhati University
• Name of the IQAC Coordinator	Dr. Dipankar Talukdar
• Phone No.	9435116128

• Alternate phone No.	**9435116128**	
• Mobile	**7086055325**	
• IQAC e-mail address	**rgbaruahcollegeiqac@gmail.com**	
• Alternate e-mail address	**rgbaruahcollege1978@gmail.com**	

3.Website address (Web link of the AQAR (Previous Academic Year)	https://rgbaruahcollege.ac.in/upload/aqar/1679643357.pdf
4.Whether Academic Calendar prepared during the year?	**Yes**
• if yes, whether it is uploaded in the Institutional website Web link:	https://rgbaruahcollege.ac.in/upload/acalendar/Academic%20Calendar%202023-24.pdf

5.Accreditation Details

Cycle	Grade	CGPA	Year of Accreditation	Validity from	Validity to
Cycle 1	**B**	**Nil**	**2004**	**04/11/2004**	**03/11/2009**
Cycle 2	**B**	**2.68**	**2016**	**11/07/2016**	**10/07/2021**
Cycle 3	**B**	**2.47**	**2024**	**23/05/2024**	**22/05/2029**

6.Date of Establishment of IQAC	**20/04/2005**

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

Institutional/Department /Faculty	Scheme	Funding Agency	Year of award with duration	Amount
NIL	**N/A**	**N/A**	**2023**	**0**
NIL	**N/A**	**N/A**	**2024**	**0**

8.Whether composition of IQAC as per latest NAAC guidelines	**Yes**
• Upload latest notification of formation of IQAC	View File

9.No. of IQAC meetings held during the year	4	
• Were the minutes of IQAC meeting(s) and compliance to the decisions have been uploaded on the institutional website?	Yes	
• If No, please upload the minutes of the meeting(s) and Action Taken Report	No File Uploaded	
10.Whether IQAC received funding from any of the funding agency to support its activities during the year?	No	
• If yes, mention the amount		

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

• The IQAC successfully completed its 3rd cycle of NAAC Peer Team Visit on May 14th and 15th 2023. The visit was a significant milestone in the institution's journey toward continuous quality improvement and academic excellence.

• The IQAC organized a 3-day Induction Programme for the newly admitted FYUGP students at the beginning of the session. The programme aimed to familiarize the students with the recent changes introduced in the curriculum, particularly the provisions laid down in NEP2020, and provide them with an overview of the College's environment.

• 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.

12.Plan of action chalked out by the IQAC in the beginning of the Academic year towards Quality Enhancement and the outcome achieved by the end of the Academic year

Plan of Action	Achievements/Outcomes
To accredit the institution by NAAC	SSR submitted on time. NAAC accreditation done successfully
Submission of institutional data to AISHE	Submitted as planned
To introduce more certificate/ add-on courses	Add-on courses introduced by various departments
Regular maintenance of teachers' profile	Being maintained as planned
To form Institution Innovation Council	Institution Innovation Council (IIC) formed and actively functioning

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

- Name of the statutory body

Name	Date of meeting(s)
IQAC	01/02/2025

14.Whether institutional data submitted to AISHE

Year	Date of Submission
2022-2023	20/02/2024

15.Multidisciplinary / interdisciplinary

At present, our college offers two programmes: BA and B.Com. The B.Com programme exclusively provides Major/Honours courses, while the BA programme offers both Honours/Major and Regular/Minor courses. Under the framework of CBCS/FYUGP, the programmes include a wide range of interdisciplinary and multidisciplinary courses to cater to diverse academic interests. Skill Enhancement Courses (SEC), such as Teaching Skills, Information Technology in Business, Data Collection and Presentation, and Technical Writing, are available, along with Multi-Disciplinary Courses (MDC) like Basics of Commerce and Management, Foundations of Library and Information Science, and Basic Math for BA students. The Performing Arts department in the BA programme also offers

courses like Sattriya Traditions in Assam and Sattriya Music for aspiring students. Additionally, the college provides several value-added, career-oriented Add-On Courses, including Pre-Primary Teacher Training, Web and Graphics Designing, Hindi DTP and Proofreading, Cutting and Stitching, Hair Care and Hair Styling, GST and E-Filing, and Spoken English. These initiatives aim to foster holistic development and equip students with practical skills for their future endeavors.

16.Academic bank of credits (ABC):

The Academic Bank of Credit (ABC) is a credit facility envisioned by the Government of India in the National Education Policy (NEP) 2020. The scheme aims to create a digital infrastructure to store the academic credits earned by students across various higher education institutes in the country. The Academic Bank of Credits has been introduced by the college starting in 2023. The college has actively facilitated students in creating their ABC IDs by orienting them about the process during induction programmes. A video tutorial on creating the ABC ID was shared in the WhatsApp group, along with guidance on linking the IDs to their SAMARTH accounts. Students who faced difficulties in opening the ABC IDs received assistance from teachers/peers. The college maintains a record of the ABC IDs of its students. More than 1,000 students have successfully opened their IDs and many others are in the process.

17.Skill development:

To strengthen vocational education and soft skills among students, the institution has introduced various programmes aimed at helping them acquire and upgrade the competency levels required for the job market. Name of the Programme Offered by Duration of the Course Script Writing and Editing Department of Assamese 3 months Assamese Typing and Proof Reading Department of Assamese 3 months Web and Graphics Designing Department of Computer Science 3 months IT Applications and Security Department of Computer Science 3 months Pre- Primary Teacher Training Programme Department of Education 4 months Hindi Translation Department of Hindi 3 months Hindi DTP and Proof Reading Department of Hindi 3 months Certificate Course on Spoken and Communicative English Department of English 3 months Certificate course on Cutting and Stitching Hair Care and Hair Styling Professional Makeup Women Studies Cell 3 months The institution offers a variety of programme aimed at promoting vocational education and enhancing the skill levels of students. Below are the details of these programmes: Since 2019, the institution has

been implementing the CBCS (Choice Based Credit System) curriculum, and with the recent introduction of the Four-Year Undergraduate Programme (FYUGP), there is now even more scope for value-based education. These initiatives not only focus on skill development but also help students cultivate positivity and a holistic outlook on life. Value-Added Courses such as Environmental Education and Yoga and Wellness aim to promote physical and mental well-being as well as environmental consciousness among the students. Subjects like English, Assamese, Hindi, and Bengali emphasize Universal Human Values, including truth, peace, love, and non-violence. Similarly, courses in Political Science and Education encourage ethical thinking, responsible citizenship, scientific curiosity, and essential life skills. As an affiliated college, the institution follows the curriculum and courses set by the university. While there is limited scope to design its own credit structure, the college ensures that all departments actively contribute by offering skill-oriented courses under the CBCS framework, aligning with the vision of the National Education Policy (NEP) 2020 to prepare students for the challenges of the modern world.

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

Ancient Indian Knowledge is a value-based education that plays a vital role in shaping one's individual, social, and cultural life. Our education system should blend both Eastern and Western values. Keeping this in mind, Gauhati University has integrated Ancient Indian Knowledge into its CBCS/FYUGP syllabus, combining the wisdom of the East with modern educational practices. Following the CBCS/FYUGP syllabus and introducing add-on courses, our college has successfully integrated ancient Indian knowledge into the students' learning experience.. 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 dances of India. Now Satriya dance is an academic discipline also. YOGA Yoga, as an ancient Indian practice, is an integral part of the Indian Knowledge System (IKS), reflecting

the holistic approach to health and well-being that has been a cornerstone of India's cultural and spiritual heritage for thousands of years. IKS emphasizes the interconnectedness of mind, body, and spirit, and yoga embodies this by promoting physical fitness, mental clarity, emotional balance, and spiritual growth. Recognizing the importance of this ancient practice, the college offers a Value-Added Course (VAC) on Yoga and Wellness and a certificate course on Yoga and Meditation which allows students to explore yoga's physical, mental, and spiritual dimensions. Folk Dance The Certificate Course on 'The Folk Dances of Assam', offered by the Performing Arts Department, is a vital component of the Indian Knowledge System (IKS). Assam's folk dances are deeply rooted in the state's cultural heritage and reflect centuries-old traditions of storytelling, celebration, and spirituality. By offering this course, the college ensures that students not only learn the techniques of these dance forms but also connect with the rich historical and cultural significance behind them.

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 institution 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 focused on on training all the faculty members on outcome based education to achieve the paradigm shift from the teacher centric education system. Outcome-Based Education (OBE) focuses on helping students achieve specific learning goals, and the college ensures these are clearly communicated and understood. Following Gauhati University guidelines, course outcomes for every subject are shared through classrooms, notice boards, the college website, and other accessible platforms, so students are always aware of what they are working towards. To support this, regular feedback and assessments help track progress and identify areas for improvement. Activities like peer learning, group discussions, and seminars are organized frequently, creating opportunities for students to engage, collaborate, and deepen their understanding. These initiatives not only make learning more interactive and meaningful but also ensure that students are well-prepared for both academic success and future challenges.

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 Number of courses offered by the institution across all programs during the year	**358**

File Description	Documents
Data Template	View File

2.Student

2.1 Number of students during the year	**1663**

File Description	Documents
Data Template	View File

2.2 Number of seats earmarked for reserved category as per GOI/ State Govt. rule during the year	**530**

File Description	Documents
Data Template	View File

2.3 Number of outgoing/ final year students during the year	**316**

File Description	Documents
Data Template	View File

3.Academic

3.1	**44**
Number of full time teachers during the year	

File Description	Documents
Data Template	View File

3.2	**48**
Number of Sanctioned posts during the year	

File Description	Documents
Data Template	View File

4.Institution

4.1	**26**
Total number of Classrooms and Seminar halls	
4.2	**65.81**
Total expenditure excluding salary during the year (INR in lakhs)	
4.3	**44**
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

R.G. Baruah College, affiliated with Gauhati University, adopts the university-prescribed curriculum and ensures its effective delivery through systematic planning and documentation:

• The academic calendar is prepared in conformity with Gauhati

University's academic calendar stating the number of teaching days, examination dates, field trips, etc., for effective curriculum implementation. The institution adheres to the academic calendar to the fullest extent possible.

· The college timetable is prepared before the new academic session and displayed on the college notice board and website. Tutorial and remedial classes are conducted in addition to those allotted in the timetable.

· At the start of the academic session, the academic council, comprising the Principal, Vice-Principal, Heads of Departments, and IQAC Coordinator meets to plan the strategy for effective curriculum delivery. Previous year's results are reviewed, and remedial measures implemented by the council if necessary.

· Each department drafts its teaching strategy during departmental staff meetings. Teachers prepare lesson plans based on these strategies. Departments maintain records of daily classes and academic activities in departmental diaries, which documents classes taken and progress of the syllabi.

Regular departmental seminars, assignments, and field trips are organised alongside classroom teaching to supplement the curriculum. The departments keeps records regularly.

File Description	Documents
Upload relevant supporting document	[View File](#)
Link for Additional information	https://www.rgbaruahcollege.ac.in/upload/Class%20routine.pdf

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 2023-24 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 examinations as well as 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 the strict adherence of the academic calendar including for the conduct of Continuous Internal Evaluation (CIE) in the session 2023-24.

File Description	Documents
Upload relevant supporting documents	View File
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

A. All of the above

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

11

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)	[View File](#)

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

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

27

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

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

810

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

690

File Description	Documents
Any additional information	**No File Uploaded**
Details of the students enrolled in Subjects related to certificate/Add-on programs	[View File](#)

1.3 - Curriculum Enrichment

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

The institution has a very limited 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 Choice Based Credit System (CBCS), students of the second semester need to compulsorily study a course on Environmental Studies and under FYUGP, Environmental Studies is compulsory as VAC for the first and second semester students. 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 sensitize 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	No File Uploaded

1.3.2 - Number of courses that include experiential learning through project work/field

work/internship during the year

6

File Description	Documents
Any additional information	**No File Uploaded**
Programme / Curriculum/ Syllabus of the courses	**No File Uploaded**
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)	[View File](#)

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

750

File Description	Documents
Any additional information	**No File Uploaded**
List of programmes and number of students undertaking project work/field work/ /internships (Data Template)	[View File](#)

1.4 - Feedback System

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

B. Any 3 of the above

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

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

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

File Description	Documents
Upload any additional information	View File
URL for feedback report	https://www.rgbaruahcollege.ac.in/feedback_report.php

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

1200

File Description	Documents
Any additional information	**No File Uploaded**
Institutional data in prescribed format	View File

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

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

299

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

2.2 - Catering to Student Diversity

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

The learning levels of the students are regularly assessed based on of their performance in the semester-end final examinations, sessional examinations, home assignments, classroom interaction, etc. 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 doubts 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-collegiate 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	**No File Uploaded**

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

Number of Students	Number of Teachers
1663	**44**

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

2.3 - Teaching- Learning Process

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

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, group discussions, peer learning 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	https://www.rgbaruahcollege.ac.in/upload/ssr_document/1708423314.pdf

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

With rapid digitalization, the teaching approach has moved beyond the traditional classroom setup and has seen a rise in the use of various digital tools to enhance the learning experience of students. The institution makes effective use of such tools on a regular basis, and some of the tools used are:

- The online portal of the college is used to provide students with class notes, videos, etc.
- Most of the departments use Google Classroom to disseminate materials, assess assignments, and track the progress of students on a regular basis.
- Online resources, including subject-related YouTube videos, are provided to students.
- Online classes are conducted via Google Meet, Zoom, etc.
- Extensive use of ICT-enabled smart classrooms.

Despite this, there is a greater need to incorporate more smart classrooms in the institution to further enhance the learning experience.

File Description	Documents
Upload any additional information	**No File Uploaded**
Provide link for webpage describing the ICT enabled tools for effective teaching-learning process	https://www.rgbaruahcollege.ac.in/other.php

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

44

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

2.4 - Teacher Profile and Quality

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

44

File Description	Documents
Full time teachers and sanctioned posts for year (Data Template)	[View File](#)
Any additional information	**No File Uploaded**
List of the faculty members authenticated by the Head of HEI	**No File Uploaded**

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

18

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)	[View File](#)

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

2.4.3.1 - Total experience of full-time teachers

677

File Description	Documents
Any additional information	**No File Uploaded**
List of Teachers including their PAN, designation, dept. and experience details(Data Template)	[View File](#)

2.5 - Evaluation Process and Reforms

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

The college conducts its Continuous Internal Evaluation (CIE) adhering as closely as possible 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 to look after 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, google test, 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.

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	https://www.rgbaruahcollege.ac.in/upload/ssr_document/1708075213.pdf

2.6 - Student Performance and Learning Outcomes

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

The institution is fully aware of the importance of the Programme Outcomes (POs) and Course Outcomes (COs) in its scheme of things, and is, thus, committed to work towards their attainment.

The institution follows the learning outcomes stipulated by Gauhati University in the CBCS syllabi and curriculum, and with the implementation of NEP-2020 in the state, has adopted the learning outcomes framed by Gauhati University for the newly admitted FYUGP programmes. All the teachers are aware of the course outcomes and convey them to the students in the classroom. Besides, the programme and course outcomes are also stated on various occasions, such as orientation and counselling programmes for newly admitted students. The course outcomes are also uploaded on the institution's website and are available in the departments for easy reference by teachers and communication with students. This helps prepare the feedback and accordingly provide constant improvements through interventions. Each student is assigned a mentor by the institution, who also conveys the expected attributes to the student upon completion of their course. The Course Outcomes of the add-on courses are framed by the respective offering departments.

File Description	Documents
Upload any additional information	**No File Uploaded**
Paste link for Additional information	https://www.rgbaruahcollege.ac.in/c_outcome.php
Upload COs for all courses (exemplars from Glossary)	[View File](#)

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

The institution routinely evaluates the attainment of the stated Programme Outcomes (POs) and Course Outcomes (COs) through various measures, such as:

Student performance in the final semester examinations is evaluated through a result analysis conducted by a committee formed for this purpose by the

- **IQAC.**
- **The external Academic Audit conducted by Gauhati University in 2023 also served as a yardstick to measure the attainment of learning outcomes for the various programs offered by the institution.**
- **The marks secured by students in the internal assessments also allow the departments to evaluate the attainment of the COs.**
- **Questions in the internal examinations are designed to assess whether a student has successfully achieved the stated objectives of the particular course.**
- **Activities like classroom interaction, unstructured interviews, oral evaluation, assignments, projects, etc. contribute to evaluating the attainment of COs.**
- **Students' participation in the Academic Doubt Clearing Day also helps to measure the attainment of COs and POs.**

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

313

File Description	Documents
Upload list of Programmes and number of students passed and appeared in the final year examination (Data Template)	[View File](#)
Upload any additional information	**No File Uploaded**
Paste link for the annual report	https://gauhati.ac.in/search?keyword=annual+report#

2.7 - Student Satisfaction Survey

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

https://www.rgbaruahcollege.ac.in/feedback_report.php

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

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)	View File

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

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

0

File Description	Documents
List of research projects and funding details (Data Template)	View File
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

1

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)	View File

3.2 - Research Publications and Awards

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

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

9

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

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

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

19

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

3.3 - Extension Activities

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

The institution is fully committed to fulfil its social responsibility. And with that in mind, many extension activities are carried out in the neighbourhood community under the aegis of cells and units like NCC, NSS, Women's Studies Cell and Extension Education Cell of the institution. These extension activities inculcate in students their social responsibility besides sensitising them to various social concerns, which, in turn, help in their holistic development.

The NCC/NSS Cell organizes social outreach programmes, such as cleaning/plogging activities, voluntary blood donation camps, and plantation drives. The Extension Education Cell also carries out various outreach programs as part of the institution's social

responsibility. These include literacy drives, cleanliness initiatives, teaching students from neighboring schools, and conducting banking awareness programs for homemakers. Additionally, the Women's Studies Cell organized a two-day training on mobile applications for digital payments, e-governance services, IT applications, and cyber security for women, in collaboration with the National Institute of Electronics and Information Technology (NIELIT), Guwahati.

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)	<u>View File</u>
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

5

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

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

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

68

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

3.4 - Collaboration

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

0

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

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

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

9

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

INFRASTRUCTURE AND LEARNING RESOURCES

4.1 - Physical Facilities

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

The institution's infrastructure adequately supports over 1,700 UG students in Arts and Commerce, along with 900+ Higher Secondary students. The facilities include:

- The college has over 22well-ventilated classrooms, with two upgraded to ICT-enabled, enhancing the teaching-learning process.
- The Computer Laboratory has over 25 computers and ICT facilities, while the Psychological Laboratory in the Department of Education is equipped with various tools.
- Computing equipment, such as desktop monitors and Wi-Fi, is available in the library, examination branch, IQAC, departments, and administrative branch.
- The college library has 19000+ books for different disciplines.
- A Conference Room with a 60-person capacity and a Seminar Hall with a 150-person capacity for conducting meetings, seminars, and workshops.
- The open stage is used for events like Freshmen Social, Annual College Week, and cultural programs.
- A spacious playground supports all sports and games including annual college week events.
- Separate rooms are provided for the NCC unit, Alumni Association, Students' Union, Sports Cell, and Yoga Centre.
- A new library building is under construction with funds from the Infrastructure Development Grant of the Govt. of Assam, and a separate academic block has been built under RUSA 2.0.

While the infrastructure is adequate, there is potential for further augmentation.

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

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

The college provides ample facilities for cultural activities, sports, games, and yoga, ensuring their optimal use for students' extracurricular development. These facilities include:

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

• Himanta Biswa Sarma, the present Chief Minister of Assam, is used to hold cultural programmes in the college.

• Although the college lacks an auditorium, the seminar hall, upgraded with acoustic facilities and seating for over 300, serves for various departmental events.

• The college has a 3,000 sq. ft. playground for sports, games, and 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	**No File Uploaded**
Paste link for additional information	**Nil**

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

3

4.1.3.1 - Number of classrooms and seminar halls with ICT facilities

3

File Description	Documents
Upload any additional information	**No File Uploaded**
Paste link for additional information	**Nil**
Upload Number of classrooms and seminar halls with ICT enabled facilities (Data Template)	<u>View File</u>

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)

33.8

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

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 SOUL 2.0 Integrated Library Management System (ILMS) was 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 **E. None of the above** **following e-resources e-journals e-ShodhSindhu Shodhganga Membership e-books Databases Remote access toe-resources**

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

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

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

.96

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

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

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

255

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

4.3 - IT Infrastructure

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

R.G. Baruah College aims to equip itself with the best IT facilities for its teachers, students, and employees. An overview of the IT facilities is as follows:

- The institution has a well-equipped computer laboratory with over 25 desktop computers and a 100 MBPS Wi-Fi connection.
- The college library has four computers, one dedicated to students for searching titles. It also has a Wi-Fi connection, and digitization is underway. Students can access old question papers, class notes, college magazines, and newsletters online via the Digital Library on the college website.
- The institution has adequate computers and peripherals for administrative purposes. Desktop computers are available in the Principal's office, the examination branch, and the Internal Quality Assurance Cell (IQAC). A few laptops are also available.
- The institution has two ICT-enabled classrooms. The seminar and conference halls are equipped with LCD projectors, regularly used for workshops and seminars. A portable projector is available for use in any room.

The college website (www.rgbaruahcollege.ac.in) is a dynamic digital space

- for stakeholders, supporting various online activities and prompt information dissemination.

Despite adequate IT facilities, there is a strong need for further augmentation.

.

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

4.3.2 - Number of Computers

44

File Description	Documents
Upload any additional information	[View File](#)
Student – computer ratio	[View File](#)

4.3.3 - Bandwidth of internet connection in the Institution

A. ? 50MBPS

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

4.4 - Maintenance of Campus Infrastructure

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

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

32

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

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

The institution has adopted the following policies and strategies for maintaining and utilizing its physical, academic, and support facilities:

· Laboratory – The college has two laboratories: a Computer Laboratory and a Psychological Laboratory, which are regularly accessed by students under the guidance of teachers. For repairs and maintenance, service engineers are called as needed.

· Library – A library committee is in place to ensure the proper functioning of the college library. Books are kept in a clean environment, with regular cleaning and dusting carried out.

· Sports Complex – Although the college does not have a designated sports complex, there is a sufficiently large playground that is utilized for various sports activities.

· Computers – An IT firm is enlisted for the periodic upgrading of computers, and antivirus software is installed to ensure a hassle-free work environment.

· Classrooms – The college timetable is designed to ensure the optimum utilization of classrooms. All classrooms are well-ventilated, providing an environment conducive to learning. The institution periodically reviews the condition of classrooms and carries out necessary repairs and maintenance.

·

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

1317

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

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

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

0

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

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

A. All of the above

File Description	Documents
Link to institutional website	https://www.rgbaruahcollege.ac.in/
Any additional information	No File Uploaded
Details of capability building and skills enhancement initiatives (Data Template)	View File

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

130

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

130

File Description	Documents
Any additional information	No File Uploaded
Number of students benefited by guidance for competitive examinations and career counseling during the year (Data Template)	View File

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

A. All of the above

File Description	Documents
Minutes of the meetings of student redressal committee, prevention of sexual harassment committee and Anti Ragging committee	View File
Upload any additional information	**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

4

File Description	Documents
Self-attested list of students placed	View File
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

29

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

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

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

government examinations) during the year

0

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

5.3 - Student Participation and Activities

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

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

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)	[View File]

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

The student council of the college, R.G.Baruah College Students' Union, has been an integral part of the institution since its inception. The members of the council are chosen every year through an election process. 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. 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 or occasions relating to local culture and traditions.

The college believes that students must be given adequate space and opportunity to express their views freely. There is, thus, representation of students in many of the academic/administrative bodies/committees such as College Magazine Editorial Board, Internal Complaints Committee, Canteen Committee and Anti-Ragging/Discipline Committee.

File Description	Documents
Paste link for additional information	https://www.rgbaruahcollege.ac.in/magazine.php
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

0

File Description	Documents
Report of the event	No File Uploaded
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)	View File

5.4 - Alumni Engagement

5.4.1 - There is a registered Alumni Association that contributes significantly to the development

of the institution through financial and/or other support services

Established in 2003, the R.G. Baruah College Alumni Association was registered under the Societies Registration Act with Regd. No. RS/KAM(M)/263/K/162 in 2015-16. The Association remains in constant touch with the college, sharing its values and ideals. A dedicated room has been provided on the campus for the smooth functioning of the association. The following are the major areas in which the Alumni Association has been engaged with the institution:

- Regular meetings of the executive body of the Alumni association are held to chalk out its activities and plans.
- 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.
- The institution, in collaboration with the Alumni Association, has initiated the 'Purbajyoti' scheme, where successful alumni interact with students on topics like preparation for PG entrance exams, career options, and counselling.
- Many departments also host their own alumni meets, considering them an integral part of their academic community.
- A separate login tab has been introduced on the college portal for this purpose.

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 policies and practices that have evolved in an institution in the matter of governance, leadership and management are markers of its effective functioning. The governance and leadership in R.G.Baruah College is also truly reflective of and in tune with the vision and mission with which the college was started.

The Governing Body, which is the highest decision-making body of the institution, is constituted by the Higher Education Department, Government of Assam as per The Assam Non-Government College Management Rule as amended up to date. Committed to the vision and mission of the college, it strategizes and plans tirelessly in the pursuit of its noble objective of sustained institutional growth. It formulates policies in the matter of planning, recruitment, performance appraisal and financial management. The members of the Governing Body are drawn from among the various stakeholders like university nominees, teachers of the institution, non-teaching staff and guardian members among others. Regular meetings of the Governing Body ensure the effective functioning of the institution.

File Description	Documents
Paste link for additional information	https://www.rgbaruahcollege.ac.in/vision&mission.php
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 institutionstands 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	https://www.rgbaruahcollege.ac.in/organogram.php
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	**No File Uploaded**
Paste link for additional information	https://www.rgbaruahcollege.ac.in/ssr_document.php
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 is the top-most decision making body of the institution. It is spearheaded by its President, a person of high academic repute who is appointed by the Director of Higher Education, Govt. of Assam. 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 administrative set up is divided into three branches: the academic, the library, the IQAC and the office.

The academic side of the college consists of the Vice-Principal and all the Heads of the Departments. The former also fulfils the responsibilities of the Principal in her absence.

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

File Description	Documents
Paste link for additional information	**Nil**
Link to Organogram of the Institution webpage	https://www.rgbaruahcollege.ac.in/organogram.php
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	View File
Screen shots of user interfaces	View File
Any additional information	**No File Uploaded**
Details of implementation of e-governance in areas of operation, Administration etc (Data Template)	View File

6.3 - Faculty Empowerment Strategies

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

Human resource planning is an integral part of the institution. The welfare of its teaching and non-teaching staff is always high on the agenda of the institution. There are a host of government welfare schemes that the institution implements in earnest for the benefit of its staff. These include:

Besides the regular casual and earned leave that an employee is entitled to, the institution allows its employees to avail of other leaves like maternity

- leave, medical leave and child care leave as the case may be.

- Pensioners' benefits under schemes like the Group Insurance Scheme, Gratuity, Leave Encashment, General Provident Fund and New Pension Scheme are allowed to be availed by the employees

- Teachers are encouraged to attend faculty development programmes and seminars/ conferences regularly for updation of their knowledge and research areas by providing them with duty leave as and when needed.

- In order to promote research and publication among teachers, the institution has started a Research and Publication Cell recently.
- In order to provide a safe and secure workplace to female employees and students, the Internal Complaints Committee that looks into complaints of harassment of women is in place and resolves them, if and when they arise.

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)	<u>View File</u>

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)	<u>View File</u>

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

17

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

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

The performance appraisal of teaching staff is carried out according to the latest UGC regulations. The college has a system to collect, monitor and evaluate the teacher's performance through the Internal Quality Assurance Cell of the college. The IQAC maintains teachers' profiles which are updated every quarter. 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.

Confidential annual performance appraisal reports are also prepared by the Principal in a prescribed format and sent in sealed covers to the Director of Higher Education, Assam for promotional matters.

Besides, the students, parents and alumni also give their feedback on the performance of the teachers on the college portal. This allows the teachers to self-evaluate their performance as educators and take any corrective measures if needed.

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	No File Uploaded

6.4 - Financial Management and Resource Mobilization

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

The College maintains systematic records of its finances and accounts. There is a well-defined procedure for financial management in the institution.

- **The internal and external financial audits are conducted regularly. Internal audit is conducted by auditors appointed by the College every year who verify the financial transactions of the institution for each financial year and submits the report to the principal who, in turn, places the report in the Governing Body for approval. 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. The Management makes a periodic review of the financial position of the organization.**

Institutional mechanism for internal and external audit:

- **A chartered accountant has been appointed for internal audit.**
- **External audit is carried out the Directorate of Local Audit, Government of Assam.**

1) Last internal audit – 2023-24

2) Last External audit – 2019-2020

File Description	Documents
Paste link for additional information	https://www.rgbaruahcollege.ac.in/upload/aqar_doc/1738303047.pdf
Upload any additional information	View File

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

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

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)	View File

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

The institution has certain well laid out strategies for mobilization and optimal utilization of resources and funds. These are stated below:

The institution receives funds primarily through grants from the State Government, UGC, and RUSA, which are used for their intended purposes. Admission fees are collected under various heads, with a portion deposited to the State Government/affiliating university. For students benefiting from the Assam Government Fee Waiver Scheme, the Government reimburses the institution.

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 funds.

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:

- INDUCTION PROGRAMME FOR NEWLY ADMITTED STUDENTS: The Induction Programme for newly admitted students is a three-day event where students are divided into three batches. The IQAC coordinator and HODs provide information about the courses, exam patterns, internal assessment procedures, creation of ABC ID, Code of Conduct and other relevant aspects. Coordinators of various clubs and cells, such as NCC, NSS, Red Ribbon Club, Eco Club, Yuva Tourism Club, share details about their respective activities. The programme also covers how to use the library, including issuing books and understanding subject sections.

FEEDBACK SYSTEM: The IQAC of the institution has also formalized and institutionalized the system of students' feedback. Since the last academic session, the system of online feedback was introduced by the IQAC. Students could log in the college online portal with their login credentials and submit their feedback on various parameters like the

- facilities available in the campus, the effectiveness of the curriculum as well as the performance of the faculty.

File Description	Documents
Paste link for additional information	https://www.rgbaruahcollege.ac.in/feedback.php
Upload any additional information	View File

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

The 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 developed helps review teacher's performances, encouraged academic growth and aids in computing API for academic growths.

Academic Doubt Clearing Day (ADCD) for students: Since the last three 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 thetentative date is included in the institution academic calendar.

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

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

C. Any 2 of the above

File Description	Documents
Paste web link of Annual reports of Institution	https://www.rgbaruahcollege.ac.in/minutes.php
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)	View File

INSTITUTIONAL VALUES AND BEST PRACTICES

7.1 - Institutional Values and Social Responsibilities

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

The institution is firmly committed to gender equity and has made great strides toward achieving it. Various cells and committees maintain gender parity, ensuring equal representation of women alongside their male counterparts in bodies such as the Governing Body and the IQAC. The institution has an active Women's Studies Cell (WSC), which regularly organizes discussions, talks, webinars, and counselling sessions on gender-related issues. Every year, International Women's Day is celebrated on March 8 with distinguished speakers invited for talks and lectures. Last year, several add-on and skill-based courses were introduced for girl students. The Internal Complaints Committee actively registers any misconduct against women and for the record no such case has been registered yet. The institution has also organized sessions on women's issues, including menstrual health and a gender audit every year. Women's safety and security on campus are strictly monitored through CCTV cameras placed in key areas, and security personnel are deployed 24/7. A well-equipped common room for

female students includes toilets and incinerators.

Recognizing the need for a daycare center, the institution is planning to establish this facility for female employees in the future.

File Description	Documents
Annual gender sensitization action plan	https://www.rgbaruahcollege.ac.in/upload/ssr_document/1708074855.pdf
Specific facilities provided for women in terms of: a. Safety and security b. Counseling c. Common Rooms d. Day care center for young children e. Any other relevant information	https://www.rgbaruahcollege.ac.in/upload/ssr_document/1708074942.pdf

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

D. Any 1 of the above

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

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

Realizing its role in limiting environmental pollution, the institution has minimized the used of plastic within the campus. 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 for regular e-waste disposal.

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	View File
Geo tagged photographs of the facilities	Nil
Any other relevant information	No File Uploaded

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   B. Any 3 of the above

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

7.1.5 - Green campus initiatives include

7.1.5.1 - The institutional initiatives for greening the campus are as follows: B. Any 3 of the above

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

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

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

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

A. Any 4 or all of the above

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

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

C. Any 2 of the above

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

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

Since its foundation, the institution has provided an inclusive environment where students from diverse castes, religions, and regions pursue education without discrimination. To promote inclusivity, various cultural programs celebrate India's linguistic, ethnic, and regional diversity. Silpi Divas celebrated on 17th January honors Assam's cultural icon 'Rup Kunwar' Jyoti Prasad Agarwalla, while Rabha Divas commemorates 'Kalaguru' Bishnu Prashad Rabha's contributions. The Assamese and Bengali Departments observe International Mother Language Day to instill pride in one's mother tongue, while the Hindi Department organizes Hindi Divas annually. Renowned guest speakers have visited the institution on these occasions. Rabindra Jayanti is observed by the Department of Bengali every year in honour of Rabindranath Tagore. Along with this, national festivals, birth anniversaries and memorials of great personalities are celebrated with great fervour in the college. During the annual college week, the cultural procession showcasing the ethnic and religious diversities of the nation is a major attraction. The noble tradition of ending all functions in the institution with the state anthem is also in line with sensitizing students to the spirit of unity.

File Description	Documents
Supporting documents on the information provided (as reflected in the administrative and academic activities of the Institution)	No File Uploaded
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. On this day, the Voter's Oath is administered, where all participants solemnly pledge to cast their votes in every election with responsibility. The Electoral Literacy Club is also actively involved in this regard. The college has also been very active in observing "Azadi Ka Amrit Mahotsav" to commemorate 75 years of India's independence.

The institution offers certificate courses like Administration and Administrative Services, Women and Law, and Youth and Empowerment to deepen students' understanding of their constitutional rights, duties, and responsibilities, ensuring active participation in nation-building.

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

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

A. All of the above

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

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

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.

Besides these the institution also celebrates days like World Mental Health Day, International Literacy Day, National Education Day, International Mother Language Day, World Environment Day, World Poetry Day, and Hindi Divas etc.

These events reflect the institution's commitment to fostering holistic development and social responsibility.

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

7.2 - Best Practices

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

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

Objectives of the Practice: The Academic Doubt Clearing Day (ADCD) is primarily crafted with students' best interests in mind. Its central aim is to enhance students' academic performance by providing them with direct solutions to any queries related to their courses. Thus, the different objectives of the practice are:

- **To create a supportive learning space where students feel comfortable asking questions, seeking clarifications, and actively engaging in their studies.**
- **To help students remove any pre-examination anxieties they may have, ultimately enabling them to excel academically.**
- **To build students' confidence in their academic abilities by addressing their doubts and concerns.**

2. Title of the Practice: Self Defence Training Camp for Girls' students

Objective of the Practice:

- **provide hands-on training in self-defence techniques to enhance personal safety and security**
- **develop a sense of self-assurance and empowerment among female students**
- **enable them to face challenges with resilience**
- **educate participants about their rights, boundaries, and ways to ensure their own safety**

File Description	Documents
Best practices in the Institutional web site	[View File](#)
Any other relevant information	**No File Uploaded**

7.3 - Institutional Distinctiveness

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

R.G. Baruah College, established in 1978, was founded with the aim of providing education to marginalized communities, particularly in the Fatasil Ambari area of Guwahati. The college supports underprivileged students, many of whom belong to SC/ST/OBC categories. Dedicated cells for these students assist with scholarships, government schemes, and welfare.

Over the years, students from these backgrounds have excelled academically, with many securing first-class results in nearly every department. Many have gone on to secure government jobs, showcasing the success of the institution's efforts. The college prioritizes the welfare of female students, organizing annual self-defence camps and offering regular counselling.

The faculty plays a vital role in supporting students, particularly slow learners, with extra classes and resources. Cultural activities foster creativity and unity, providing students with opportunities to showcase their talents. The college's inclusive environment ensures that students from all backgrounds are supported and empowered to thrive academically and socially.

R.G. Baruah College continues to be a beacon of inclusivity, where students are encouraged to reach their full potential in a safe, nurturing environment.

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

R.G. Baruah College, affiliated with Gauhati University, adopts the university-prescribed curriculum and ensures its effective delivery through systematic planning and documentation:

• The academic calendar is prepared in conformity with Gauhati University's academic calendar stating the number of teaching days, examination dates, field trips, etc., for effective curriculum implementation. The institution adheres to the academic calendar to the fullest extent possible.

• The college timetable is prepared before the new academic session and displayed on the college notice board and website. Tutorial and remedial classes are conducted in addition to those allotted in the timetable.

• At the start of the academic session, the academic council, comprising the Principal, Vice-Principal, Heads of Departments, and IQAC Coordinator meets to plan the strategy for effective curriculum delivery. Previous year's results are reviewed, and remedial measures implemented by the council if necessary.

• Each department drafts its teaching strategy during departmental staff meetings. Teachers prepare lesson plans based on these strategies. Departments maintain records of daily classes and academic activities in departmental diaries, which documents classes taken and progress of the syllabi.

Regular departmental seminars, assignments, and field trips are organised alongside classroom teaching to supplement the curriculum. The departments keeps records regularly.

File Description	Documents
Upload relevant supporting document	[View File](#)
Link for Additional information	https://www.rgbaruahcollege.ac.in/upload/Class%20routine.pdf

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 2023-24 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 examinations as well as 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 the strict adherence of the academic calendar including for the conduct of Continuous Internal Evaluation (CIE) in the session 2023-24.

File Description	Documents
Upload relevant supporting documents	[View File](#)
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	A. All of the above

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

11

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)	View File

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

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

27

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

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

810

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

690

File Description	Documents
Any additional information	No File Uploaded
Details of the students enrolled in Subjects related to certificate/Add-on programs	View File

1.3 - Curriculum Enrichment

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

The institution has a very limited 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 Choice Based Credit System (CBCS), students of the second semester need to compulsorily study a course on Environmental Studies and under FYUGP, Environmental Studies is compulsory as VAC for the first and second semester students. 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 sensitize 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	**No File Uploaded**

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

6

File Description	Documents
Any additional information	**No File Uploaded**
Programme / Curriculum/ Syllabus of the courses	**No File Uploaded**
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)	[View File](#)

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

750

File Description	Documents
Any additional information	**No File Uploaded**
List of programmes and number of students undertaking project work/field work/ /internships (Data Template)	View File

1.4 - Feedback System

1.4.1 - Institution obtains feedback on the syllabus and its transaction at the institution from the following stakeholders Students Teachers Employers Alumni	**B. Any 3 of the above**

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

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

File Description	Documents
Upload any additional information	View File
URL for feedback report	https://www.rgbaruahcollege.ac.in/feedback_report.php

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

1200

File Description	Documents
Any additional information	**No File Uploaded**
Institutional data in prescribed format	View File

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

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

299

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

2.2 - Catering to Student Diversity

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

The learning levels of the students are regularly assessed based on of their performance in the semester-end final examinations, sessional examinations, home assignments, classroom interaction, etc. 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 doubts 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-collegiate 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	No File Uploaded

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

Number of Students	Number of Teachers
1663	44

File Description	Documents
Any additional information	View File

2.3 - Teaching- Learning Process

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

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, group discussions, peer learning 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	https://www.rgbaruahcollege.ac.in/upload/ssr_document/1708423314.pdf

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

With rapid digitalization, the teaching approach has moved beyond the traditional classroom setup and has seen a rise in the use of various digital tools to enhance the learning experience of students. The institution makes effective use of such tools on a regular basis, and some of the tools used are:

- The online portal of the college is used to provide students with class notes, videos, etc.
- Most of the departments use Google Classroom to disseminate materials, assess assignments, and track the progress of students on a regular basis.
- Online resources, including subject-related YouTube videos, are provided to students.
- Online classes are conducted via Google Meet, Zoom, etc.
- Extensive use of ICT-enabled smart classrooms.

Despite this, there is a greater need to incorporate more smart classrooms in the institution to further enhance the learning experience.

File Description	Documents
Upload any additional information	**No File Uploaded**
Provide link for webpage describing the ICT enabled tools for effective teaching-learning process	https://www.rgbaruahcollege.ac.in/other.php

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

44

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

2.4 - Teacher Profile and Quality

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

44

File Description	Documents
Full time teachers and sanctioned posts for year (Data Template)	View File
Any additional information	No File Uploaded
List of the faculty members authenticated by the Head of HEI	No File Uploaded

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

18

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)	View File

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

2.4.3.1 - Total experience of full-time teachers

677

File Description	Documents
Any additional information	**No File Uploaded**
List of Teachers including their PAN, designation, dept. and experience details(Data Template)	View File

2.5 - Evaluation Process and Reforms

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

The college conducts its Continuous Internal Evaluation (CIE) adhering as closely as possible 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 to look after 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, google test, 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.

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	https://www.rgbaruahcollege.ac.in/upload/ssr_document/1708075213.pdf

2.6 - Student Performance and Learning Outcomes

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

The institution is fully aware of the importance of the Programme Outcomes (POs) and Course Outcomes (COs) in its scheme of things, and is, thus, committed to work towards their attainment.

The institution follows the learning outcomes stipulated by Gauhati University in the CBCS syllabi and curriculum, and with the implementation of NEP-2020 in the state, has adopted the learning outcomes framed by Gauhati University for the newly admitted FYUGP programmes. All the teachers are aware of the course outcomes and convey them to the students in the classroom. Besides, the programme and course outcomes are also stated on various occasions, such as orientation and counselling programmes for newly admitted students. The course outcomes are also uploaded on the institution's website and are available in the departments for easy reference by teachers and communication with students. This helps prepare the feedback and accordingly provide constant improvements through interventions. Each student is assigned a mentor by the institution, who also conveys the expected attributes to the student upon completion of their course. The Course Outcomes of the add-on courses are framed by the respective offering departments.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for Additional information	https://www.rgbaruahcollege.ac.in/c_outcome.php
Upload COs for all courses (exemplars from Glossary)	View File

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

The institution routinely evaluates the attainment of the stated Programme Outcomes (POs) and Course Outcomes (COs) through various measures, such as:

Student performance in the final semester examinations is evaluated through a result analysis conducted by a committee formed for this purpose by the

- IQAC.
- The external Academic Audit conducted by Gauhati University in 2023 also served as a yardstick to measure the attainment of learning outcomes for the various programs offered by the institution.
- The marks secured by students in the internal assessments also allow the departments to evaluate the attainment of the COs.
- Questions in the internal examinations are designed to assess whether a student has successfully achieved the stated objectives of the particular course.
- Activities like classroom interaction, unstructured interviews, oral evaluation, assignments, projects, etc. contribute to evaluating the attainment of COs.
- Students' participation in the Academic Doubt Clearing Day also helps to measure the attainment of COs and POs.

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

313

File Description	Documents
Upload list of Programmes and number of students passed and appeared in the final year examination (Data Template)	View File
Upload any additional information	No File Uploaded
Paste link for the annual report	https://gauhati.ac.in/search?keyword=annual+report#

2.7 - Student Satisfaction Survey

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

https://www.rgbaruahcollege.ac.in/feedback_report.php

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

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)	View File

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

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

0

File Description	Documents
List of research projects and funding details (Data Template)	View File
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

1

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)	View File

3.2 - Research Publications and Awards

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

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

9

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

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

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

19

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

3.3 - Extension Activities

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

The institution is fully committed to fulfil its social responsibility. And with that in mind, many extension activities are carried out in the neighbourhood community under the aegis of cells and units like NCC, NSS, Women's Studies Cell and Extension Education Cell of the institution. These extension activities inculcate in students their social responsibility besides sensitising them to various social concerns, which, in turn, help in their holistic development.

The NCC/NSS Cell organizes social outreach programmes, such as cleaning/plogging activities, voluntary blood donation camps, and plantation drives. The Extension Education Cell also carries out various outreach programs as part of the institution's social responsibility. These include literacy drives, cleanliness initiatives, teaching students from neighboring schools, and conducting banking awareness programs for homemakers. Additionally, the Women's Studies Cell organized a two-day training on mobile applications for digital payments, e-governance services, IT applications, and cyber security for women, in collaboration with the National Institute of Electronics and Information Technology (NIELIT), Guwahati.

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

o

File Description	Documents
Any additional information	**No File Uploaded**
Number of awards for extension activities in last 5 year(Data Template)	View File
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

5

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

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

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

68

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

3.4 - Collaboration

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

0

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

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

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

9

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

INFRASTRUCTURE AND LEARNING RESOURCES

4.1 - Physical Facilities

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

The institution's infrastructure adequately supports over 1,700 UG students in Arts and Commerce, along with 900+ Higher Secondary students. The facilities include:

- **The college has over 22well-ventilated classrooms, with two upgraded to ICT-enabled, enhancing the teaching-**

learning process.

- The Computer Laboratory has over 25 computers and ICT facilities, while the Psychological Laboratory in the Department of Education is equipped with various tools.
- Computing equipment, such as desktop monitors and Wi-Fi, is available in the library, examination branch, IQAC, departments, and administrative branch.
- The college library has 19000+ books for different disciplines.
- A Conference Room with a 60-person capacity and a Seminar Hall with a 150-person capacity for conducting meetings, seminars, and workshops.
- The open stage is used for events like Freshmen Social, Annual College Week, and cultural programs.
- A spacious playground supports all sports and games including annual college week events.
- Separate rooms are provided for the NCC unit, Alumni Association, Students' Union, Sports Cell, and Yoga Centre.
- A new library building is under construction with funds from the Infrastructure Development Grant of the Govt. of Assam, and a separate academic block has been built under RUSA 2.0.

While the infrastructure is adequate, there is potential for further augmentation.

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

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

The college provides ample facilities for cultural activities, sports, games, and yoga, ensuring their optimal use for students' extracurricular development. These facilities include:

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

• Himanta Biswa Sarma, the present Chief Minister of Assam, is used to hold cultural programmes in the college.

• Although the college lacks an auditorium, the seminar hall, upgraded with acoustic facilities and seating for over 300, serves for various departmental events.

• The college has a 3,000 sq. ft. playground for sports, games, and 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	**No File Uploaded**
Paste link for additional information	**Nil**

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

3

4.1.3.1 - Number of classrooms and seminar halls with ICT facilities

3

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

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

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

33.8

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

4.2 - Library as a Learning Resource

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

The library of R.G.Baruah College is partially automated with SOUL 2.0 Integrated Library Management System (ILMS) was 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	**E. None 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)	[View File](#)

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

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

.96

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

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

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

255

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

4.3 - IT Infrastructure

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

R.G. Baruah College aims to equip itself with the best IT facilities for its teachers, students, and employees. An overview of the IT facilities is as follows:

- The institution has a well-equipped computer laboratory with over 25 desktop computers and a 100 MBPS Wi-Fi connection.
- The college library has four computers, one dedicated to students for searching titles. It also has a Wi-Fi connection, and digitization is underway. Students can access old question papers, class notes, college magazines, and newsletters online via the Digital Library on the college website.
- The institution has adequate computers and peripherals for administrative purposes. Desktop computers are available in the Principal's office, the examination branch, and the Internal Quality Assurance Cell (IQAC). A few laptops are also available.
- The institution has two ICT-enabled classrooms. The seminar and conference halls are equipped with LCD projectors, regularly used for workshops and seminars. A portable projector is available for use in any room.

The college website (www.rgbaruahcollege.ac.in) is a dynamic digital space

- for stakeholders, supporting various online activities and prompt information dissemination.

Despite adequate IT facilities, there is a strong need for further augmentation.

-

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

4.3.2 - Number of Computers

44

File Description	Documents
Upload any additional information	[View File](#)
Student – computer ratio	[View File](#)

4.3.3 - Bandwidth of internet connection in the Institution

A. ? 50MBPS

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

4.4 - Maintenance of Campus Infrastructure

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

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

32

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

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

The institution has adopted the following policies and strategies for maintaining and utilizing its physical, academic, and support facilities:

• Laboratory – The college has two laboratories: a Computer Laboratory and a Psychological Laboratory, which are regularly accessed by students under the guidance of teachers. For repairs and maintenance, service engineers are called as needed.

• Library – A library committee is in place to ensure the proper functioning of the college library. Books are kept in a clean environment, with regular cleaning and dusting carried out.

• Sports Complex – Although the college does not have a designated sports complex, there is a sufficiently large playground that is utilized for various sports activities.

• Computers – An IT firm is enlisted for the periodic upgrading of computers, and antivirus software is installed to ensure a hassle-free work environment.

• Classrooms – The college timetable is designed to ensure the optimum utilization of classrooms. All classrooms are well-ventilated, providing an environment conducive to learning. The institution periodically reviews the condition of classrooms and carries out necessary repairs and maintenance.

•

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

1317

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

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

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

0

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

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

File Description	Documents
Link to institutional website	https://www.rgbaruahcollege.ac.in/
Any additional information	**No File Uploaded**
Details of capability building and skills enhancement initiatives (Data Template)	View File

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

130

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

130

File Description	Documents
Any additional information	**No File Uploaded**
Number of students benefited by guidance for competitive examinations and career counseling during the year (Data Template)	View File

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

File Description	Documents
Minutes of the meetings of student redressal committee, prevention of sexual harassment committee and Anti Ragging committee	View File
Upload any additional information	**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

4

File Description	Documents
Self-attested list of students placed	View File
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

29

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

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

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

government examinations) during the year

```
0
```

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

5.3 - Student Participation and Activities

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

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

```
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)	View File

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

The student council of the college, R.G.Baruah College Students' Union, has been an integral part of the institution since its inception. The members of the council are chosen every year through an election process. 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. 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 or occasions relating to local culture and traditions.

The college believes that students must be given adequate space and opportunity to express their views freely. There is, thus, representation of students in many of the academic/administrative bodies/committees such as College Magazine Editorial Board, Internal Complaints Committee, Canteen Committee and Anti-Ragging/Discipline Committee.

File Description	Documents
Paste link for additional information	https://www.rgbaruahcollege.ac.in/magazine.php
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

0

File Description	Documents
Report of the event	No File Uploaded
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)	View File

5.4 - Alumni Engagement

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

Established in 2003, the R.G. Baruah College Alumni Association was registered under the Societies Registration Act with Regd. No. RS/KAM(M)/263/K/162 in 2015-16. The Association remains in constant touch with the college, sharing its values and ideals. A dedicated room has been provided on the campus for the smooth functioning of the association. The following are the major areas in which the Alumni Association has been engaged with the institution:

- Regular meetings of the executive body of the Alumni association are held to chalk out its activities and plans.
- 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.
- The institution, in collaboration with the Alumni Association, has initiated the 'Purbajyoti' scheme, where successful alumni interact with students on topics like preparation for PG entrance exams, career options, and counselling.
- Many departments also host their own alumni meets, considering them an integral part of their academic community.
- A separate login tab has been introduced on the college portal for this purpose.

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 policies and practices that have evolved in an institution in the matter of governance, leadership and management are markers of its effective functioning. The governance and leadership in R.G.Baruah College is also truly reflective of and in tune with the vision and mission with which the college was started.

The Governing Body, which is the highest decision-making body of the institution, is constituted by the Higher Education Department, Government of Assam as per The Assam Non-Government College Management Rule as amended up to date. Committed to the vision and mission of the college, it strategizes and plans tirelessly in the pursuit of its noble objective of sustained institutional growth. It formulates policies in the matter of planning, recruitment, performance appraisal and financial management. The members of the Governing Body are drawn from among the various stakeholders like university nominees, teachers of the institution, non-teaching staff and guardian members among others. Regular meetings of the Governing Body ensure the effective functioning of the institution.

File Description	Documents
Paste link for additional information	https://www.rgbaruahcollege.ac.in/vision&mission.php
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 institutionstands 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	https://www.rgbaruahcollege.ac.in/organogram.php
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	No File Uploaded
Paste link for additional information	https://www.rgbaruahcollege.ac.in/ssr_document.php
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 is the top-most decision making body of the institution. It is spearheaded by its President, a person of high academic repute who is appointed by the Director of Higher Education, Govt. of Assam. 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 administrative set up is divided into three branches: the academic, the library, the IQAC and the office.

The academic side of the college consists of the Vice-Principal and all the Heads of the Departments. The former also fulfils the responsibilities of the Principal in her absence.

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

File Description	Documents
Paste link for additional information	**Nil**
Link to Organogram of the Institution webpage	https://www.rgbaruahcollege.ac.in/organogram.php
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	[View File](#)
Screen shots of user interfaces	[View File](#)
Any additional information	**No File Uploaded**
Details of implementation of e-governance in areas of operation, Administration etc (Data Template)	[View File](#)

6.3 - Faculty Empowerment Strategies

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

Human resource planning is an integral part of the institution. The welfare of its teaching and non-teaching staff is always high on the agenda of the institution. There are a host of government welfare schemes that the institution implements in

earnest for the benefit of its staff. These include:

Besides the regular casual and earned leave that an employee is entitled to, the institution allows its employees to avail of other leaves like maternity

- leave, medical leave and child care leave as the case may be.

- Pensioners' benefits under schemes like the Group Insurance Scheme, Gratuity, Leave Encashment, General Provident Fund and New Pension Scheme are allowed to be availed by the employees

- Teachers are encouraged to attend faculty development programmes and seminars/ conferences regularly for updation of their knowledge and research areas by providing them with duty leave as and when needed.

- In order to promote research and publication among teachers, the institution has started a Research and Publication Cell recently.
- In order to provide a safe and secure workplace to female employees and students, the Internal Complaints Committee that looks into complaints of harassment of women is in place and resolves them, if and when they arise.

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)	View File

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

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

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)	View File

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

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

17

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

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

The performance appraisal of teaching staff is carried out according to the latest UGC regulations. The college has a system to collect, monitor and evaluate the teacher's performance through the Internal Quality Assurance Cell of the college. The IQAC maintains teachers' profiles which are updated every quarter. 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.

Confidential annual performance appraisal reports are also prepared by the Principal in a prescribed format and sent in sealed covers to the Director of Higher Education, Assam for promotional matters.

Besides, the students, parents and alumni also give their feedback on the performance of the teachers on the college portal. This allows the teachers to self-evaluate their performance as educators and take any corrective measures if needed.

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	**No File Uploaded**

6.4 - Financial Management and Resource Mobilization

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

The College maintains systematic records of its finances and accounts. There is a well-defined procedure for financial management in the institution.

- **The internal and external financial audits are conducted regularly. Internal audit is conducted by auditors appointed by the College every year who verify the financial transactions of the institution for each financial year and submits the report to the principal who, in turn, places the report in the Governing Body for approval. 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. The Management makes a periodic review of the financial position of the organization.**

Institutional mechanism for internal and external audit:

- **A chartered accountant has been appointed for internal audit.**
- **External audit is carried out the Directorate of Local Audit, Government of Assam.**

1) Last internal audit – 2023-24

2) Last External audit – 2019-2020

File Description	Documents
Paste link for additional information	https://www.rgbaruahcollege.ac.in/upload/aqar_doc/1738303047.pdf
Upload any additional information	View File

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

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

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)	View File

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

The institution has certain well laid out strategies for mobilization and optimal utilization of resources and funds. These are stated below:

The institution receives funds primarily through grants from the State Government, UGC, and RUSA, which are used for their intended purposes. Admission fees are collected under various heads, with a portion deposited to the State Government/affiliating university. For students benefiting from the Assam Government Fee Waiver Scheme, the Government reimburses the institution.

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 funds.

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:

- INDUCTION PROGRAMME FOR NEWLY ADMITTED STUDENTS: The Induction Programme for newly admitted students is a three-day event where students are divided into three batches. The IQAC coordinator and HODs provide information about the courses, exam patterns, internal assessment procedures, creation of ABC ID, Code of Conduct and other relevant aspects. Coordinators of various clubs and cells, such as NCC, NSS, Red Ribbon Club, Eco Club, Yuva Tourism Club, share details about their respective activities. The programme also covers how to use the library, including issuing books and understanding subject sections.

FEEDBACK SYSTEM: The IQAC of the institution has also formalized and institutionalized the system of students' feedback. Since the last academic session, the system of online feedback was introduced by the IQAC. Students could log in the college online portal with their login credentials and submit their feedback on various parameters like the

- facilities available in the campus, the effectiveness of the curriculum as well as the performance of the faculty.

File Description	Documents
Paste link for additional information	https://www.rgbaruahcollege.ac.in/feedback.php
Upload any additional information	View File

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

The 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 developed helps review teacher's performances, encouraged academic growth and aids in computing API for academic growths.

Academic Doubt Clearing Day (ADCD) for students: Since the last three 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 thetentative date is included in the institution academic calendar.

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

6.5.3 - Quality assurance initiatives of the institution include: Regular meeting of Internal Quality Assurance Cell (IQAC); Feedback collected, analyzed and used for improvements Collaborative quality initiatives with other institution(s) Participation in NIRF any other quality audit recognized by state, national or international agencies (ISO Certification, NBA)	`C. Any 2 of the above`

File Description	Documents
Paste web link of Annual reports of Institution	https://www.rgbaruahcollege.ac.in/minutes.php
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)	[View File](#)

INSTITUTIONAL VALUES AND BEST PRACTICES

7.1 - Institutional Values and Social Responsibilities

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

The institution is firmly committed to gender equity and has made great strides toward achieving it. Various cells and committees maintain gender parity, ensuring equal representation of women alongside their male counterparts in bodies such as the Governing Body and the IQAC. The institution has an active Women's Studies Cell (WSC), which regularly organizes discussions, talks, webinars, and counselling sessions on gender-related issues. Every year, International Women's Day is celebrated on March 8 with distinguished speakers invited for talks and lectures. Last year, several add-on and skill-based courses were introduced for girl students. The Internal Complaints Committee actively registers any misconduct against women and for the record no such case has been registered yet. The institution has also organized sessions on women's issues, including menstrual health and a

gender audit every year. Women's safety and security on campus are strictly monitored through CCTV cameras placed in key areas, and security personnel are deployed 24/7. A well-equipped common room for female students includes toilets and incinerators.

Recognizing the need for a daycare center, the institution is planning to establish this facility for female employees in the future.

File Description	Documents
Annual gender sensitization action plan	https://www.rgbaruahcollege.ac.in/upload/ssr_document/1708074855.pdf
Specific facilities provided for women in terms of: a. Safety and security b. Counseling c. Common Rooms d. Day care center for young children e. Any other relevant information	https://www.rgbaruahcollege.ac.in/upload/ssr_document/1708074942.pdf

7.1.2 - The Institution has facilities for alternate sources of energy and energy conservation measures Solar energy Biogas plant Wheeling to the Grid Sensor-based energy conservation Use of LED bulbs/ power efficient equipment	**D. Any 1 of the above**

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

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

Realizing its role in limiting environmental pollution, the institution has minimized the used of plastic within the campus. 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 for regular e-waste disposal.

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	[View File](#)
Geo tagged photographs of the facilities	**Nil**
Any other relevant information	**No File Uploaded**

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	**B. Any 3 of the above**

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

7.1.5 - Green campus initiatives include

7.1.5.1 - The institutional initiatives for greening the campus are as follows: 1. Restricted entry of automobiles 2. Use of Bicycles/ Battery powered vehicles 3. Pedestrian Friendly pathways 4. Ban on use of Plastic	**B. Any 3 of the above**

5.landscaping with trees and plants

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

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

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

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

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	C. Any 2 of the above

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

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

Since its foundation, the institution has provided an inclusive environment where students from diverse castes, religions, and regions pursue education without discrimination. To promote inclusivity, various cultural programs celebrate India's linguistic, ethnic, and regional diversity. Silpi Divas celebrated on 17th January honors Assam's cultural icon 'Rup Kunwar' Jyoti Prasad Agarwalla, while Rabha Divas commemorates 'Kalaguru' Bishnu Prashad Rabha's contributions. The Assamese and Bengali Departments observe International Mother Language Day to instill pride in one's mother tongue, while the Hindi Department organizes Hindi Divas annually. Renowned guest speakers have visited the institution on these occasions. Rabindra Jayanti is observed by the Department of Bengali every year in honour of Rabindranath Tagore. Along with this, national festivals, birth anniversaries and memorials of great personalities are celebrated with great fervour in the college. During the annual college week, the cultural procession showcasing the ethnic and religious diversities of the nation is a major attraction. The noble tradition of ending all functions in the institution with the state anthem is also in line with sensitizing students to the spirit of unity.

File Description	Documents
Supporting documents on the information provided (as reflected in the administrative and academic activities of the Institution)	No File Uploaded
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. On this day, the Voter's Oath is administered, where all participants solemnly pledge to cast their votes in every election with responsibility. The Electoral Literacy Club is also actively involved in this regard. The college has also been very active in observing "Azadi Ka Amrit Mahotsav" to commemorate 75 years of India's independence.

The institution offers certificate courses like Administration and Administrative Services, Women and Law, and Youth and Empowerment to deepen students' understanding of their constitutional rights, duties, and responsibilities, ensuring active participation in nation-building.

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

7.1.10 - The Institution has a prescribed code of conduct for students, teachers,	A. All of the above

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

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

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

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.

Besides these the institution also celebrates days like World Mental Health Day, International Literacy Day, National Education Day, International Mother Language Day, World Environment Day, World Poetry Day, and Hindi Divas etc.

These events reflect the institution's commitment to fostering holistic development and social responsibility.

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

7.2 - Best Practices

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

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

Objectives of the Practice: The Academic Doubt Clearing Day (ADCD) is primarily crafted with students' best interests in mind. Its central aim is to enhance students' academic performance by providing them with direct solutions to any queries related to their courses. Thus, the different objectives of the practice are:

- To create a supportive learning space where students feel comfortable asking questions, seeking clarifications, and actively engaging in their studies.
- To help students remove any pre-examination anxieties they may have, ultimately enabling them to excel academically.
- To build students' confidence in their academic abilities by addressing their doubts and concerns.

2. Title of the Practice: Self Defence Training Camp for Girls' students

Objective of the Practice:

- provide hands-on training in self-defence techniques to enhance personal safety and security
- develop a sense of self-assurance and empowerment among female students
- enable them to face challenges with resilience
- educate participants about their rights, boundaries, and ways to ensure their own safety

File Description	Documents
Best practices in the Institutional web site	[View File](#)
Any other relevant information	No File Uploaded

7.3 - Institutional Distinctiveness

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

R.G. Baruah College, established in 1978, was founded with the aim of providing education to marginalized communities, particularly in the Fatasil Ambari area of Guwahati. The college supports underprivileged students, many of whom belong to SC/ST/OBC categories. Dedicated cells for these students assist with scholarships, government schemes, and welfare.

Over the years, students from these backgrounds have excelled academically, with many securing first-class results in nearly every department. Many have gone on to secure government jobs, showcasing the success of the institution's efforts. The college prioritizes the welfare of female students, organizing annual self-defence camps and offering regular counselling.

The faculty plays a vital role in supporting students, particularly slow learners, with extra classes and resources. Cultural activities foster creativity and unity, providing students with opportunities to showcase their talents. The college's inclusive environment ensures that students from all backgrounds are supported and empowered to thrive academically and socially.

R.G. Baruah College continues to be a beacon of inclusivity, where students are encouraged to reach their full potential in a safe, nurturing environment.

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

- **To increase the number of ICT-enabled classrooms**
- **To develop sports infrastructure for students**
- **To introduce vocational courses in collaboration with external agencies**
- **To add more computers for students use**
- **To improve facilities for Divyang students**