

SELF STUDY REPORT
FOR
RE-ACCREDITATION

OF

RANGAPARA COLLEGE

P.O. RANGAPARA

DIST. : SONITPUR, ASSAM, PIN- 784505

PHONE - 03714 - 291672

email : Collegerp@redifmail.com

Submitted to

NAAC

National Assessment and Accreditation Council
P.O. Box No. 1075, Nagarbhavi, Bangalore - 560072



Office of the Principal

RANGAPARA COLLEGE

P.O. RANGAPARA, DIST.- SONITPUR (ASSAM)

PIN - 784 505

Ref. No.

Date:

To,
The Director,
National Assessment and Accreditation Council (NAAC)
Rajaji Nagar, Bangalore - 560072, India

Sub - Submission of SSR for Reaccreditation

Date - Rangapara,

Sir,

*With due respect I have the honour to submit here-
with the Self Study Report of Rangapara College for favour of your
kind information and necessary action.*

*While forwarding the necessary papers and required docu-
ments, I hope that your kind office will take measures to see that the
College goes through the process of re-accreditation and assessment
within reasonable time which will certainly bring into sharper focus
of our weaknesses and strength and enable us to design our aca-
demic programmes in a more innovative way.*

With due regards

Yours sincerely

(R.C. Baishya)

Rangapara College,
Rangapara, Sonitpur
Assam, Pin- 784505

Principal-in charge
Rangapara College

Content

- ❖ Forwarding
- ❖ Location of the College

Part - I (Self Study Report)

- ❖ Institutional Data : Profile of the College, Page: 1 - 4
- ❖ Criterionwise Input Page: 5 - 20
- ❖ Profile of the Department : Assamese Page: 21- 23
 - Bengali Page: 24- 27
 - Bodo Page: 28 -31
 - Commerce Page: 32- 34
 - Economics Page: 35 -37
 - English Page: 38- 43
 - Education Page: 44- 48
 - Hindi Page: 49- 51
 - History Page: 52 -54
 - Political Science Page: 55- 58

Part - II (Evaluative Report)

- ❖ Executive Summary Page: 59 - 62
- ❖ Criterionwise evaluative Report :
 - I Curriculum design & Development : Page: 63 - 71
 - II Teaching learning & Evaluation Page: 72 - 80
 - III Research, consultancy & Extension Page: 81 - 93
 - IV Infrastructure & Learning Resources Page: 94 - 105
 - V Student Support & Progression Page: 106 - 116
 - VI Governance & Leadership Page: 117 - 129
 - VII Innovative Practices Page: 130 - 140

D. Declaration by the Head of the Institute

Part - III (Enclosuer)

- Documents Accompanied with Part -I & Part-II
- Section - 12B of UGC Act 1956
 - Certificate of recognition u/s12B of UGC Act.1956
- List of Committee Page 141 - 159
- Internal Audit Report 2007 - 2008
- Internal Audit Report 2008 - 2009
- UGC letter on Release of grants in aid to College Development and Merged Scheme during XI th Plan period

Part - I

(Self Study Report)

❖ Institutional Data : Profile of the College,	Page: 1 - 4
❖ Criterionwise Input	Page: 5 - 20
❖ Profile of the Department : Assamese	Page: 21- 23
Bengali	Page: 24- 27
Bodo	Page: 28 -31
Commerce	Page: 32- 34
Economics	Page: 35 -37
English	Page: 38- 43
Education	Page: 44- 48
Hindi	Page: 49- 51
History	Page: 52 -54
Political Science	Page: 55- 58

PART - I Institutional Data

A) Profile of the College

1. Name and address of the College :

Name : RANGAPARA COLLEGE
City / Village : AMARIBARI, District : SONITPUR, State : ASSAM
Pin Code : 784505
Website : www.rangaparacollege.org

2. For Communication :

Office

Name	Area / STD Code	Tel. No.	E-mail
Principal, MR. R.C. BAISHYA	03714	291672	collegerp@rediffmail.com
Vice Principal DR. D.K. VERMA	03714	291672	collegerp@rediffmail.com
Steering Committee Coordinator MR. R.M. DEKA	03714	291672	collegerp@rediffmail.com ranen.deka@rediffmail.com

Residence

Name	Area/STD code	Tel.No.	Mobile No.
Principal, MR. R.C. BAISHYA			9435654005
Vice Principal DR. D.K. VERMA			9435920546
Steering Committee Coordinator MR. R.M.DEKA	03712	236482	9864095177 ranen.deka@redifmail.com

3. Type of Institution :

a. By Managment

i) Affiliated



ii) Constituent College



- b) By funding
- i) Government ☐
- ii) Grant - in-aid ☒
- iii) Self-financed ☐ Any other ☐
- (Specify the type)
- c) By Gender
- i) For Men ☐
- ii) For Women ☐
- iii) Co-education ☒

4. Is it a recognized minority institution ?

Yes ☐

No ☒

If yes specify the minority status (Religious / linguistic / any other)
(Provide the necessary supporting documents)

5. a. Date of establishment of the college :

Date	Month	Year
16	August	1979

b. University to which the College is affiliated
(if it is an affiliated college) or which governs
the college (if it is an constituent college)

Gauhati University

6. Date of UGC recognition:

Under Section	Date, Month & Year (dd-mm-yyyy)	Remarks(If any)
i. 2 (f)		
ii. 12 (B)	20/03/1996	

(Enclose the Certificate of recognition u/s 2 (f) and 12 (B) of the UGC Act)

7. Does the University Act provide for autonomy of Affiliated/ Constituent Colleges?

Yes ☐ No ☒

If yes, has the college applied for autonomy?

Yes ☐ No ☒

8. Campus area in acres/sq.mts: 41 Acres
9. Location of the college: (based on Govt. of India census)

Urban ☐

Semi-urban ☐

Rural ☒

Tribal ☒

Hilly area ☐

Any other (specify) Tea Tribes Dominated

10. Details of programmes offered by the institution: (Give last year's data)

Sl. No.	Programme Level	Name of the Programme/Course	Duration	Entry qualification	Medium of instruction	Sanctioned Student Strength	Number of Students admitted
i)	Under-graduate	B.A B.COM BBA	3 Year	H.S. Passed	English/ Assamese	700	451
ii)	Post-graduate						
iii)	M.Phil						
iv)	Ph. D.						
v)	Certificate course	Computer Appliance	3 month	H.S.L.C. Passed	English	25	25
vi)	UG Diploma	Computer Appliance	6 month	H.S. Passed	English	20	20
vii)	PG Diploma						
viii)	Any Other (specify)						

(Additional rows may be inserted as per requirement)

11. List the departments:

Science
Departments: (For eg. Chemistry, Botany, Physics ...)
Arts (Language and Social sciences included)
Departments: English, Assamese, Bengali, Hindi, Bodo, Economics, Political Science, Education, History
Commerce
Departments: Accountancy, Management, Banking, Maths
Any Other (Specify)
Departments:

12. Unit Cost of Education

(Unit cost = total annual recurring expenditure (actual) divided by total number of students enrolled)

(a) including the salary component = Rs. 10,720/-

(b) excluding the salary component = Rs. 1,140/-

B) Criterion-wise Inputs
Criterion I: Curricular Aspects

1. Does the College have a stated

Vision? Yes ☒ No ☐

Mission? Yes ☒ No ☐

Objectives? Yes ☒ No ☐

2. Does the college offer self-financed Programmes? Yes ? ☒ No ? ☐

If yes, how many? **2**

Fee charged for each programme
(include Certificate, Diploma,
Add-on courses etc.)

Sl.No	Programme (B.Sc., B.Com etc)	Fee charged in Rs.
1.	Certificate Course	1800/-
2.	Diploma Course	3000/-
3.		
4.		

3. Number of Programmes offered under

a. Annual system

3

b. Semester system

Nil

c. Trimester system

Nil

4. Programmes with

a. Choice based credit system

Yes ☐ No ☒ Number

b. Inter / multidisciplinary approach

Yes ☐ No ☒ Number

c. Any other, specify

Yes ☐ No ☒ Number

5. Are there Programmes where assessment of teachers by students is practiced?

Yes	<input checked="" type="checkbox"/>	No		Number	01
-----	-------------------------------------	----	--	--------	----
6. Are there Programmes taught only by visiting faculty?

Yes	<input checked="" type="checkbox"/>	No		Number	01
-----	-------------------------------------	----	--	--------	----
7. New programmes introduced during the last five years
- UG (BBA,B.A.,B.Com) of K.K. Handique open University
- | | | | | | |
|-----|-------------------------------------|----|--|--------|----|
| Yes | <input checked="" type="checkbox"/> | No | | Number | 03 |
|-----|-------------------------------------|----|--|--------|----|
- PG
- | | | | | | |
|-----|--|----|-------------------------------------|--------|--|
| Yes | | No | <input checked="" type="checkbox"/> | Number | |
|-----|--|----|-------------------------------------|--------|--|
- Other (specify
- | | | | | | |
|-----|--|----|-------------------------------------|--------|--|
| Yes | | No | <input checked="" type="checkbox"/> | Number | |
|-----|--|----|-------------------------------------|--------|--|
8. How long does it take for the institution to introduce a new programme within the existing system ?

One to Two Years

9. Does the institution develop and deploy action plans for effective implementation of the curriculum ?

Yes	<input checked="" type="checkbox"/>	No
-----	-------------------------------------	----
10. Was there major syllabus revision during the last five years ? If yes, indicate the number.

Yes	<input checked="" type="checkbox"/>	No		Number	02
-----	-------------------------------------	----	--	--------	----
11. Is there a provision for Project work etc. in the programme ? If yes, indicate the number.

Yes	<input checked="" type="checkbox"/>	No		Number	03
-----	-------------------------------------	----	--	--------	----
12. Is there any mechanism to obtain feedback on curricular aspects from
- a. Academic Peers ?

Yes		No	<input checked="" type="checkbox"/>
-----	--	----	-------------------------------------
- b. Alumni

Yes		No	<input checked="" type="checkbox"/>
-----	--	----	-------------------------------------
- c. Students ?

Yes	<input checked="" type="checkbox"/>	No	
-----	-------------------------------------	----	--
- d. Employers ?

Yes		No	<input checked="" type="checkbox"/>
-----	--	----	-------------------------------------
- e. Any other ?

Yes		No	<input checked="" type="checkbox"/>
-----	--	----	-------------------------------------

Criterion II : Teaching - Learning and Evaluation :

1. How are students selected for admission to various course ?
- a) Through an entrance test developed by the institution ☐
- b) Common entrance test conducted by the University / Government ☐
- c) Through interview ☒
- d) Entrance test and interview ☐
- e) Merit at the previous qualifying examination ☒
- f) Any other (specify) ☐
- (If more than one method is followed, kindly specify the weightages)*

2. Highest and Lowest percentage of marks at the qualifying examination considered for admission during the previous academic year

Programmes (UG and PG)	Open category		SC/ST category		Any other (specify)	
	Highest (%)	Lowest (%)	Highest (%)	Lowest (%)	Highest (%)	Lowest (%)
B.A	No Limit	30		30		30
B.Com.	No. Limit	30		30		30

3. Number of working days during the last academic year 285

4. Number of teaching days during the last academic year 186

5. Number of position sanctioned and filled

Sanctioned / Filled

Teaching
Non-teaching
Technical

01	01
01	01

6. a . Number of regular and permanent teachers (gender-wise)

Professors

Reader (Sl. Grade)

Sr. Grade lectures

Lecturers

M		F	
M	08	F	03
M	07	F	01
M	03	F	02

b. Number of temporary teachers
(gender-wise)

Lecturers - Full time

M	06	F	01
---	----	---	----

Lecturers - Part-time

M		F	
---	--	---	--

Lecturers Managment
appointees) - Full time

M		F	
---	--	---	--

Lecturers Managment
appointees) - Part- time

M	08	F	01
---	----	---	----

Any other

M		F	
---	--	---	--

Total

M	32	F	08
---	----	---	----

c. Number of teachers

From the same State

37

From other States

03

* M - Male, F - Female

7. a. Number of qualified/ permanent teachers and
their percentage to the total number of faculty
- | Number | % |
|--------|------|
| 23 | 76.6 |
- b. Teacher: student ratio
- | |
|---------|
| 01 : 15 |
|---------|
- c. Number of teachers with Ph.D. as the highest
qualification and their percentage to the total
faculty strength
- | | |
|----|------|
| 07 | 23.3 |
|----|------|
- d. Number of teachers with M. Phil as the highest
qualification and their percentage to the total
faculty strength
- | | |
|----|------|
| 08 | 23.7 |
|----|------|
- e. Percentage of the teachers who have completed
UGC, NET and SLET exams
- | |
|----|
| 10 |
|----|
- f. Percentage of the faculty who have served as
resource persons in Workshop/ Seminars/
Conferences during the last five years
- | |
|------|
| 86.7 |
|------|

- g Number of faculty development programmes
availed by teachers (last five years)

	1	2	3	4	5
UGC/FIP programme					
Refresher:	1	2	1	3	1
Orientation:	-	1	-	-	-
Any other (specify)					

- h Number of faculty development programmes organized by the college
during the last five years

	1	2	3	4	5
Seminars/workshops/symposia on curricular development, teaching- learning, assessment, etc.	2	6	2	1	3
Research management	-	-	-	-	-
Invited/endowment lectures	-	-	-	-	01
Any other (specify)					

8. Number and percentage of the courses where
predominantly the lecture method is practiced
- | Number | % |
|--------|-----|
| 02 | 100 |

9. Does the college have the tutor-ward system? Yes ☒ No ☐

If yes, how many students are under the care of a teacher? 30

10. Are remedial programmes offered? Yes ☒ No ☐ Number 03

11. Are bridge courses offered? Yes ☐ No ☒ Number

12. Are there Courses with ICT-enabled
teaching-learning processes? Yes ☒ No ☐ Number 02

13. Is there a mechanism for:

a. Self appraisal of faculty ? Yes ☐ No ☒

b. Student assessment of faculty performance? Yes ☒ No ☐

c. Expert /Peer assessment of faculty performance? Yes ☐ No ☒

14. Do the faculty members perform additional administrative
work? If yes, the average number of hours spent by Yes ☒ No ☐
the faculty per week. 02 Hours

Criterion III: Research, Consultancy and Extension

1. How many teaching faculty are actively involved in research?
(Guiding student research, managing research projects etc.,)

Number	% of total
07	23
 2. Research collaborations
 - a) National Yes ☐ No ☒
If yes, how many?
 - b) International Yes ☐ No ☒
If yes, how many?
 3. Is the faculty involved in consultancy work? Yes ☒ No ☐
If yes, consultancy earnings/ year
(average of last two years may be given) Honourary
 4. Do the teachers have ongoing / completed research projects? Yes ☒ No ☐
If yes, how many ?

On going	05
Completed	01
- b) Provide the following details about the ongoing research projects

Major Projects			No		Number		Agency		Amt.	
Minor Projects	Yes				Number	05	Agency	UGC	Amt.	6.65,000/-
College Projects			No		Number		Agency			
Industry sponsored			No		Number		Agency		Amt.	
Any other (specify)										
No. of student re-search projects			No		Number		Amount sanctioned by the College			

5. Research publications :

International journals			No		Number	
National journals - referred papers	Yes				Number	02
College journal	Yes				Number	06
Books	Yes				Number	02
Abstracts	Yes				Number	35
Any other (creative Writing & Text Book	Yes				Number	03+02
Awards, recognition, patents etc. if any No (specify)						

6. Has the faculty

a) Participated in Conferences ? Yes ☒ No ☐ Number b) Presented research paper in Conferences? Yes ☒ No ☐ Number

7. Number of extension activities organized in collaboration with other agencies / NGOs (such as Rotary / Lions Club) (averag of last two years)

Yes with
NGOs
ARANYAK-01
SWAT - 05

8. Number of regular extension programmes organized by NSS and NCC (average of last two years)

NSS	NCC
No	No

9. Number of NCC Cadets / Units Yes ☐ No ☒ M F Units 10. Number of NSS Volunteers / Units -Yes ☐ No ☒ M F Units **Criterion IV : Infrastructure and Learning Resources :**

1. a) Campus area in acres

41 Acre

b) Built up area in sq. Meters

11876.79 sq.mt.

(* 1 sq.ft. = 0.093 sq.mt.)

2. Working hours of the Library

a) On Working days

8 hours

b) On holidays

Nil

c) On Examination days

3 hours

3. Average number of faculty visiting the library/day
(average for the last two years) 20
4. Average number of students visiting the library/day
(average for the last two years) 70
5. Number of journals subscribed to the institution Journal - 12
Magazine - 05

6. Does the library have the open access system ? ✓

7. Total collection (Number)

Titles	Volumes
7349	14700
	6360
	6116
05	5447

a. Books

b. Textbooks

c. Reference books

d. Magazine

e. Current journals

Indian journals

Foreign journals

f. Peer-reviewed journals

g. Back volumes of journals

h. E-resources

CDs/ DVDs

Databases

Online journals

Audio-Visual resources

i. Special collections (numbers)

Repository

(World Bank, OECD, UNESCO etc.

Interlibrary borrowing facility

Materials acquired under special schemes
(UGC, DST etc.)

Materials for Competitive examinations
including Employment news, Yojana etc.

Book Bank

Braille materials

Manuscripts

Any other (specify)

No	
No	
Yes	Number - 01
Yes	Number 511
No	
No	

8. Number of books/journals / periodical added during the last two years and their total cost

	The year before last, 2008 - 09		last year, 2009-10	
	Number	Total Cost. (RS.)	Number	Total Cost. (RS.)
Text books, Reference Books, Other books	1625	2,23,393/-	566	72,278
Journals /periodical	255	20,457/-	353	15,749/-
Encyclopedia				
Any other (specify)				

9. Mention the

Total carpet area of the Central Library (in sq.ft)

2020sq.ft

Number of departmental library

10

Average carpet area of the departmental libraries

240 sq.ft

Seating capacity of the Central Library(Reading room)

50

11. State of Automation of the Library

not initiated

☐

fully automated

☐

partially automated

☒

11. Percentage of library budget in relation to the total budget

1: 24

12. Service/facilities available in the library (if yes, tick in the box)

Circulation

☒

Clipping

☐

Bibliographic compilation

☐

Reference

☒

Reprography

☒

Computer and Printing

☒

Internet

☒

Inter-library loan

☐

Power back up

☒

Information display and notification

☒

User orientation/information literacy

☐

Any other (specify)

13. Average number of books issued / returned per day

14. Ratio of library books to the number of students enrolled

15. Computer Facilities

Number of computers in the college

Number of Department with Computer facilities

Central computer facilities (Number of terminals)

Budget allocated for purchase of computer during the last academic year

Amount spent on maintenance and upgrading of computer facilities during the last academic year.

	Dialup	Broadband	Others (Specify)
Internet Facility, Connectivity			WLL-Connectivity

Number of nodes/computers with Internet facility

16. Is there a Workshop/Instrumentation Centre ?

No			
----	--	--	--

17. Is there a Health Centre ?

No		Available from the year	
----	--	-------------------------	--

18. Is there Residential accommodation for Faculty ?

Non-teaching staff ?

19. Are there student Hostels ?

if yes, number of students residing in hostels

The Hostel is going to open from next session

Male

Yes	Number	20
-----	--------	----

Female

Yes	Number	30
-----	--------	----

20. Is there a provision for

a) Sports fields

Yes

b) Gymnasium

No

c) Womens' rest room

Yes

d) Transport

No

e) Canteen / Cafteria

Yes

f) Vehicle parking facility

Yes

Criterion V : Student Support and Progression

1. a Student strength 2008 - 2009 session

(Private information in the following format, for the past two years)

Student Enrolment	UG			PG			M.Phil			Ph.D			Diploma/ Certificate			Diploma/ Certificate		
Number of students from the same State where the college is located	M 205 250	F 163 201	T 368 451	M	F	T	M	F	T	M	F	T	M	F	T	M	F	T
Number of students from other States																		
Number of NRI students																		
Number of foreign students																		

M - Men, F- Female, T- Total

b. Dropout rate in UG and PG

(average for the last two batches)

PG

Number %

--	--

UG

38	7
----	---

2. Financial support for students (last year)

Endowments

Number	Amount
20	14,440/-

Freeships :

Scholarship (Government) Rs.3,19,115/-

Scholarship (Institution)

Number of loan facilities :

Any other financial support
(Specify)

3. Does the college obtain feedback from students on their campus experience? Yes ☒ No ☐

4. Major cultural events (data for last year)

Event	Organized			Participated		
	Yes	No	Number	Yes	No	Number
Inter-collegiate				Yes		02
Inter university						
National						
Any other (specify) Winter Meet of T.U. & Vivekananda Kendra				Yes		02

5. Examination Results (data of past five years)

Results	UG					PG					M.Phil				
	05/	06/	07/	08/	09/										
	1	2	3	4	5	1	2	3	4	5	1	2	3	4	5
Pass Percentage	67%	72%	66%	71%	72%										
Number of first class					04										
Number of distinctions					01										
Ranks (if any)															

(* Add more columns if not adequate)

6. Number of overseas programmes on campus and income earned : Not Arises

Number	Amount	Agency

7. Number of students who have passed the following examination during the last five years - *Not Arises*

NET					
SLET					
CAT					
TOEFL					
GRE					
GMAT					
Civil Service (IAS / IPS/IFS)					
Defence Enterence					
Other services					
Any other (speccify)					

8. Is there a Student Counselling Centre ? Yes ☒ No ☐

9. Is there a Grievance Redressal Cell? Yes ☒ No ☐

10. Does the college have an Alumni Association
- | | | |
|-------------------------------------|----|--------------------|
| Yes | No | Formed in the Yesr |
| <input checked="" type="checkbox"/> | | 2004 |

11. Does the College have a Parent-teachers Association
- | | | |
|-------------------------------------|----|--------------------|
| Yes | No | Formed in the Yesr |
| <input checked="" type="checkbox"/> | | 2004 |

Criterion VI : Governance and Leadership

1. Has the institution appointed a permanent Principal ? Yes ☐ No ☒
If Yes,
denote the qualification

If No,
for how long has the position been vacant ?

Three years

2. Number of professional development programmes held for the Non-teaching staff (last two years)

02	
----	--

3. Financial resources of the college (approximate amount) - Last year's data

Grant-in-aid	10,68,386/-
Fee from aided courses	3,24,720/-
Donation	
Fee from Self-funded courses	76,155/-
Any other (specify)	

4. Statement of Expenditure (for last two years)

Item	Before	last year
% spent on the salaries of faculty	72.88	76.9
% spent on salaries of non-teaching employees including contractual workers	6.84	5.19
% spent on books and journals	0.51	0.45
% spent on Building Development	12.25	6.71
% spent on hostels, and other student amenities	1.20	1.11
% spent on maintenance - electricity, water, telephone infrastructure	0.76	0.76
% spent on academic activities of departments -laboatories, green house, animal house, etc.	1.09	1.18
% spent on research, seminars etc.	1.72	5.39
% spent on miscellaneous expenditure	2.85	2.31

Note : The institution may provide the details regarding the above table as per the heads of accounts being maintained. However, care may be taken to cover the above items.

5. Dates of meetings of Academic and Administrative Bodies during the last two years

	Last year	Year before last
Governing Body	GB-22/05/09 28/08/09	07/06/08 30/08/08 06/12/08
Internal Admn. Bodies (mention only three most important bodies)	AC- 25/05/09 EC-02/01/09 CC-05/01/09	AC-31/05/08 EC-14/11/08 CC-27/12/08
Any other (specify)		

6. Are there Welfare Schemes for the academic community ?

Loans : Yes ☒ No ☐

Medical allowance Yes ☒ No ☐

Any other (specify)

7. Are there ICT supported / computerised unit /processes/activities for the following

a) Administrative section / Office Yes ☒ No ☐

b) Finance Unit Yes ☒ No ☐

c) Student Admissions Yes ☒ No ☐

d) Placements Yes ☐ No ☒

e) Aptitude Testing Yes ☐ No ☒

f) Examinations Yes ☒ No ☐

g) Student Records Yes ☒ No ☐

Criterion VII : Innovative Practices :

1. Has the institution established Internal Quality Assurance Mechanism ? Yes ☒ No ☐

2. Do students participate in the Quality Enhancement initiative of the Institution Yes ☒ No ☐

3. What is the percentage of the following student categories in the institution ?

a. SC	6.87
b. ST	12.41
c. OBC	48.60
d. Women	44.5
e. Differently-abled	.67
f. Rural	100
g. Tribal	12.41
h. Any other (specify)	

4. What is the percentage of the following category of staff ?

Category	Teaching Staff	%	Non-teaching Staff	%
a. SC	04	10	03	15
b. ST	03	7.5	01	5
c. OBC	05	12.5	07	35
d. Women	07	17.5	04	20
e. Physically-challenged	Nil		01	5
f. general category	21	52.5	04	20
g. Any other (specify)				

5. What is the percentage of incremental academic growth of the following category of students of the last two batches

Category	At Admission		On completion of the course	
	Batch I	Batch II	Batch I	Batch II
a. SC	13	06	20	10
b. ST	04	11	13	15
c. OBC	18	25	24	37
d. Women	54	41	26	24
e. Physically-challenged	02		03	
f. general category	25	12	36	21
g. Any other (specify)				

PROFILE OF THE DEPARTMENTS :

Name of the Department : Assamese

1. Faculty Profile, adequacy and competency of faculty :

Name of the teaching Staff	Designation	Qualification
Dr. Girija Barman	HOD, Associate Prof.	M.A., M.Phil, Ph.D.
Dr. Pradip Kr. Das	Asstt. Professor Senior Grade	M.A. Ph.D.
Jiten Hazarika	Asstt. Professor Senior Grade	M.A.
Aswini Kr. Deka	Asstt. Professor	M.A.

2. Student profile according to programmes of study, gender, region etc.

	Male	Female	Total
Students from the same state Where the College is located	71	72	143
Students from other states of India	Nil	Nil	

3. Changes made in the courses or programmes during the past five years and the contribution of the faculty to those changes :

- ♦ Syllabus revised in 2005
- ♦ Syllabus revised in 2010

4. Trends in success rate and drop out rate of students during the past five years

		Apear	Pass
2005	Part - I	65	56
	Part - II	14	13
2006	Part - I	108	82
	Part - II	14	13
2007	Part - I	91	79
	Part - II	38	34
2008	Part - I	114	97
	Part - II	52	49
2009	Part - I	138	104
	Part - II	48	45

5. Learning resources of the departments like library, computers, Laboratory and other such resources :

♦ Books in the Library (Central)	Assamese	1879
♦ Journals/ periodical subscribed by the Library		(2) Prantik & Gariyasi
♦ Computer in the Department		(1) One

6. Enhancement of the learning resources during the past five years :

- ♦ Question Banks for core subjects
- ♦ Library (central) augmented with additional subject books every year.

7. Modern teaching methods in practice other than the lecturer method :

- ♦ Nil

8. Participation of teachers in academic and personal counselling of students :

- ♦ Whenever needed each departmental staff members allotted with some particular students for academic and personal counselling of students

9. Details of faculty development programmes and teachers who benefited during the past five years :

Sl.No.	Name of the Faculty	Name of the Course	Organiser	Year
1	Dr. G. Barman	Workshop UGC National Seminar	Tezpur University Tezpur College	2009 2005
2	Jiten Hazarika	Refresher Course National Seminar	Gauhati University Tezpur College	2007 & 2010 2005
3	Aswini Deak	National Seminar	Gauhati (MNRE) Rangapara College	2008 2009

10. Participation of teachers in academic activities other than teaching and research

- ♦ Educational tour 3 (three) times, 2007, 2008
- ♦ Attended Educational & personal Development course for five (5) days at Tinsukia dated 5th Jan' to 10th Jan. 2010

11. Collaboration with other departments and institutions at the national and international levels and their outcome during the past five years :

♦Applied for UGC National Seminar in Collaboration with Tezpur College, Tezpur

12. Details of the ongoing projects and projects completed during the last five years

♦One Minor research project by A.K. Deka on the topic 'Baresaharia Bhaona of Jamugurihat

13. Publications of the faculty, for the past five years :

Faculty Name	Titel of the Book	Publish	year
J. Hazarika	'Sonkama Matit erahi'	Self	2010

14. Participation of the department in the extension activities of the college -

♦Three of the staff members have associated themselves with the village adoption programme.

15. Methods of continuous student assessment :

♦ Class Test, Cycle Tests, Unit Test Examination

16. Placement record of the past students and the contribution of the department to the student placements :

♦ We are making reference services to students for their placements.

17. Significant achievements of the department, faculty and students during the past five years :

♦The Faculty members attended National level Seminars and presented papers.

♦All the Faculty members have given speeches on the academic & literary meeting.

♦Faculty member attended State level Satria dance & Courses.

18. Plan of action of the department for the next five years :

♦To organise state / National level Seminars.

♦To organise more number of the guest lectures by bringing resource persons from outside .

♦To publish periodical from the Departments.

19. Any other highlights :

♦The Department will publish one periodical from the Department.

Name of the Department : BENGALI

1. Faculty Profile, adequacy and competency of faculty :

Name of the teaching Staff	Designation	Qualification
Mili Bhattacharjee	HOD, Selection Grade	M.A., M.Phil, Ph.D.
Rakesh Ch. Sarkar	Asstt. Professor	M.A.

2. Student profile according to programmes of study, gender, region etc.

	Male	Female	Total
Students from the same state Where the College is located	55	145	200
Students from other states of India			Nil

3. Changes made in the courses or programmes during the past five years and the contribution of the faculty to those changes :

◆ Syllabus revised in 2003

4. Trends in success rate and drop out rate of students during the past five years

		2006	2007	2008	2009	2010
Success Rate	UG	77.55%	77.57%	72.72%	81.35%	73.57%
Droupout Rate	UG	-	-	-	1	-

5. Learning resources of the department like library, computers, Laboratory and other such resources :

◆ Books in the Library (Central)		1122
◆ Journals/ periodical subscribed by the Library		(2) Magazine (1) Newspaper
◆ Computer in the Department		(1) One

6. Enhancement of the learning resources during the past five years :

- ◆ Question Banks for MIL and Major Papers.
- ◆ Each year newly published Books are added to the Book Bank of Library

7. Modern teaching methods in practice other than the lectur method :
- ♦ The teaching method followed in any department is an open lecture by the teachers followed by an active group discussion by the Students.
8. Participation of teachers in academic and personal counselling of students :
- ♦ Apart from regular classes the lecturers take remedial classes and extra classes for weak students.
9. Details of faculty development programmes and teachers who benefited during the past five years :

Sl.No.	Name of the Faculty	Name of the Course	Organiser	Year
1	Dr. Mili Bhattacharjee	Doctor of Phiosophy Seminer (Ph.D)	Gauhati University	2006
2		National Workshop on Women Managerial in higher education	Tezpur University	2009

10. Participation of teachers in academic activities other than teaching and research
- ♦Preparing students for writing articles, journals, Wall magazine etc.
 - ♦Preparing students for NET & SLET examination
11. Collaboration with other departments and institutions at the national and inter-national levels and their outcome during the past five years :
- ♦Nil
12. Details of the ongoing projects and projects completed during the last five years
- ♦Nil
13. Publications of the faculty, for the past five years :
- ♦Nil
14. Participation of the department in the extension activities of the college -
- ♦Students of our department participated in the youth festival held in Gauhati University.

15. Methods of continuous student assessment :

- ♦ Class Test, Unit Test, Internal Assessment Examination

16. Placement record of the past students and the contribution of the department to the student placements :

- ♦ Not available

17. Significant achievements of the department, faculty and students during the past five years :

- ♦ One faculty was awarded Ph.D Degree in the year 2006
- ♦ One faculty qualified in SLET
- ♦ The Faculty members attended National Level Seminar and Presented Paper.

18. Plan of action of the department for the next five years :

- ♦ In the next five years we plan to recognize education from theory to practical oriented by panel discussions, popular talk, seminar by students, workshos, interactive discussion with another college of same district.

19. Any other highlights :

- ♦ President of Sahitya Sanjivani Sabha (Literary organisation of Bengali Department, Rangapara College.
- ♦ Member Hindi Sahitya Sammdan (Prayeng), Tezpur Branch
- ♦ Govt. nominated member of managing committee of Tezpur Bengali Girls' Aided High School, Tezpur.
- ♦ Paper presented at UGC sponsored Seminar in the year 2007 at Tezpu College
- ♦ Attended course in 'Women managerial in Higher Education' at Tezpur University
- ♦ Wrote some articles in the magazines which are published from Tezpur time to time.
- ♦ Invited as a resource person in the Assamese Department of Tezpur College.

Rakesh Ch. Sarkar has written following articles & poem, short story in various journals & Newspapers as follow -

Title of th article, Poem & Short Story etc.	Name of Journal & Newspaper	Month & Year
Iswarchandra Vidyasagar O Bangla Sahitya	'Samoy Prabha' Bengali daily News paper	Nov. 2002
Panypatha Nari Soshoner Anyatam Raliyar	'Samoy Prabha' Bengali daily News paper	May. 2002
Sree Lochoner Panchali (Poem)	'Sonitkanya' Journal	Oct. 2002
'Nirob Prem' (Short Story)	'Sonitkanya' Journal	Oct. 2004
Apana Mangre Apana Boiri' (Poem)	'Sovenior-Bodo writers Academy	Oct. 2007
Rabindra Distite Sanaten Bichitra Roop (Prabondha)	'Pratyay'	Oct. 2010

Name of the Department : BODO

1. Faculty Profile, adequacy and competency of faculty :

Name of the teaching Staff	Designation	Qualification
Mr. Prasanta Boro	HOD, Asstt. Professor	M.A., SLET
Mr. Dadhiram Brahma	Asstt. Professor	M.A.
Mr. Puspa Basumatary	Asstt. Professor	M.A.

2. Student profile according to programmes of study, gender, region etc.

	Male	Female	Total
Students from the same state Where the College is located	31	17	48
Students from other states of India			Nil

3. Changes made in the courses or programmes during the past five years and the contribution of the faculty to those changes :

♦ Syllabus revised in 2007

4. Trends in success rate and drop out rate of students during the past five years

		2006	2007	2008	2009	2010
Success Rate	UG	82%	80%	78%	80%	85%
Droupout Rate	UG	5%	4%	3%	6%	5%

5. Learning resources of the departments like library, computers, Laboratory and other such resources :

♦ Books in the Library (Central)		250
♦ Journals/ periodical subscribed by the Library		(02)
♦ Computer in the Department		One

6. Enhancement of the learning resources during the past five years :

♦ 250 nos. of books purchased for Departmental library

7. Modern teaching methods in practice other than the lecturer method :
- ♦ Group Discussion / seminars / power point presentation
8. Participation of teachers in academic and personal counselling of students :
- ♦ Departmental Counselling is organised to advise the students for higher studies / job opportunities.
9. Details of faculty development programmes and teachers who benefited during the past five years :

Sl.No.	Name of the Faculty	Name of the Course	Organiser	Year
1	Prasanta Boro	National level Workshops & Seminars	CIIL, Moysore	2008, 2009
2	Dadhi Ram Brahma	National level Workshops & Seminars	CIIL, Moysore	2008, 2009
3	Puspa Basumatary	National level Workshops & Seminars	CIIL, Moysore	2008, 2009

10. Participation of teachers in academic activities other than teaching and research

Prasanta Boro :

- ♦ Participated in the National Level Workshop on 'Comitaton of Common Administrative terminology of N.E. Indian languages' Organised by Ministry of HRD Govt. of India, Mysore, CIIL and North Bengal University in 2009
- ♦ Participated in National level workshop on Knowledge Text Translation in Bodo language organised by National Translation Mission, Ministry of HRD Govt. of India in Collaboration with Dibrugarh University in 2009
- ♦ Participated in National level workshop on Knowledge Text Translation in Bodo language organised by NTM, Ministry of HRD Govt. of India in Collaboration with Sikkim University in 2010
- ♦ Presented the paper on 'Contemporary Bodo Poetry' at the National level seminar organised by Gauhati University and Sahitya Academy, Govt. of India.
- ♦ Participated in the youth festival of Gauhati University Of 2009 - 2010 as the Teacher Incharge.

♦Sports incharge of Rangapara College students union. Participated the inter college Volley ball and Arm restling competition of Gauhati University as scort teacher.

♦Organising a football coaching camp at Rangapara College.

Dadhi Ram Brahma :

♦Participated in the UGC sponsored nationl level seminar organised by Deptt. of Education, Rangapara College, 2009

♦Participated in the UGC sponsored nationl level seminar organised by Deptt. of English, Rangapara College, 2008

Puspa Basumatary:

♦Participated in the UGC sponsored nationl level seminar organised by Deptt. of Education, Rangapara College, 2009

♦Participated in the UGC sponsored nationl level seminar organised by Deptt. of English, Rangapara College, 2008

11. Collaboration with other departments and institutions at the national and international levels and their outcome during the past five years :

♦Nil

12. Details of the ongoing projects and projects completed during the last five years

♦Nil

13. Publications of the facultis, for the past five years :

♦....

14. Participation of the department in the extension activities of the college -

♦Participate in Gauhati University youth festival

♦Participation in environmental related tour or field studies.

15. Methods of continuous student assessment :

♦ Conducting Class Test, Unit test and Group discussions.

16. Placement record of the past students and the contribution of the department to the student placements :

- ♦The students career counselling or discussion conducted by the deptt.
- ♦Many students are recruited in Indian Army, Police

17. Significant achievements of the department, faculty and students during the past five years :

- ♦Mr. Pani Ram Basumatary (student) won the Gold Medal in Traditional folk song competition of Gauhati University youth festival in 2009
- ♦Mr. Derhasat Basumatary (student) won the silver medal in non-percussion and Bronze medal in Mimecry competition of Gauhati University, youth festival in 2010

18. Plan of action of the department for the next five years :

- ♦ Publication of Departmental Journal/ Magazine
- ♦ Introduction of P.G. courses in Bodo
- ♦ Organisation of National level Seminars or UGC sponsored Minor research Project.

19. Any other highlights :

-

Name of the Department : COMMERCE

1. Faculty Profile, adequacy and competency of faculty :

Name of the teaching Staff	Designation	Qualification
Mr. Harandra Kr. Deka	HOD, Associate Professor	M.Com
Mr. M. Baishya	Asstt. Professor	M.Com., M.Phil
Mr. R.K. Nath	Asstt. Professor	M.Com., M.Phil
Mr. M. Borthakur	Asstt. Professor	M.Com.
Mr. S. Goel	Asstt. Professor (Adhoc)	MCA
Mr. N. Palit	Asstt. Professor (Adhoc)	M.Com.
Mr. M. Paul	Asstt. Professor (Adhoc)	M.Com.

2. Student profile according to programmes of study, gender, region etc.

	Male	Female	Total
Students from the same state Where the College is located	90	32	122
Students from other states of India			-

3. Changes made in the courses or programmes during the past five years and the contribution of the faculty to those changes :

- ◆ Syllabus revised in 2003-04
- ◆ Syllabus revised in 2008-09

4. Trends in success rate and drop out rate of students during the past five years

		2006	2007	2008	2009	2010
Success Rate	UG	80%	100%	100%	100%	100%
Droupout Rate	UG	Nil	Nil	Nil	Nil	Nil

5. Learning resources of the departments like library, computers, Laboratory and other such resources :

◆ Books in the Library (Central)		2024
◆ Journals/ periodical subscribed by the Library		2
◆ Computer in the Department		One

6. Enhancement of the learning resources during the past five years :
7. Modern teaching methods in practice other than the lecturer method :
 - ♦Organisation of Workshop Seminar directly related to students
8. Participation of teachers in academic and personal counselling of students :
 - ♦-
9. Details of faculty development programmes and teachers who benefited during the past five years :

Sl.No	Name of the Faculty	Name of the Course	Organiser	Year
1	R.K. Nath	Refresher Course M.Phil	Gauhati University Madurai University	2010 2010
2	M.K. Baishya	M.Phil	Globel University	2010

10. Participation of teachers in academic activities other than teaching and research
 - ♦Organising Seminars, Guest lectures and competition for students
11. Collaboration with other departments and institutions at the national and international levels and their outcome during the past five years :
 - ♦-
12. Details of the ongoing projects and projects completed during the last five years
 - ♦Minor Research Project on going by - H.K. Deka - 'Entrepreneur Attributes Behind the growth of Small Tea Plantation' : A case study of Sonitpur District.
 - R.K. Nath - Performance appraisal & Prospectus of Currier Service in Sontitpur District, Assam
13. Publications of the faculty, for the past five years :
 - ♦ Rajiv Kr. Nath- Professional Accountancy 2010 (A text Book of H.S. Classes)
14. Participation of the department in the extension activities of the college -
 - ♦Visiting Tea Industry for studying its problems and prospects
 - ♦Entrepreneurship awarness camp from 11-9-2007 to 13-9-2007.

- ♦ Statelevel Seminar on rural Tea Growers on 13-2-2008

15. Methods of continuous student assessment :

- ♦ Class Test, Unit test , examination

16. Placement record of the past students and the contribution of the department to the student placements :

- ♦

17. Significant achievements of the department, faculty and students during the past five years :

- ♦ Teachers attended National level seminars & Presented papers.

18. Plan of action of the department for the next five years :

- ♦ To Organise State / National level seminars
- ♦ To Organise more number of Guest lecture and to bring resource person from outside
- ♦ Organise entrepreneurship development programme sponsored by IIE

19. Any other highlights :

		2006	2007	2008	2009	2010
Success Rate	UG	64.83%	75.15%	60.39%	59.83%	75.53%
Dropout Rate	UG	Nil	1.49%	2.45%	1.63%	4.25%

20. Learning resources of the department like library, computers, Laboratories and other such resources :

♦ Books in the Library (Central)	1560
♦ Journals/ periodical subscribed by the Library	(02)
♦ Computer in the Department	(04)

21. Enhancements of the learning resources during the past five years :

- ♦ A Question Bank for Core and Major Subject.

Name of the Department : ECONOMICS

1. Faculty Profile, adequacy and competency of faculty :

Name of the teaching Staff	Designation	Qualification
M. Goswami	HOD, Selection Grade	M.A.
H.K. Kalita	Lecturer Selection Grade	M.A. LLB
R. Chetry	Lecturer Selection Grade	M.A
A. Sarmah	Lecturer	M.A

2. Student profile according to programmes of study, gender, region etc.

	Male	Female	Total
Students from the same state Where the College is located	57	58	108
Students from other states of India	Nil	Nil	Nil

3. Changes made in the courses or programmes during the past five years and the contribution of the faculty to those changes :

◆ Syllabus revised in 2009

4. Trends in success rate and drop out rate of students during the past five years

		2006	2007	2008	2009	2010
Success Rate	UG	64.83%	75.86%	60.39%	59.83%	75.53%
Droupout Rate	UG	Nil	1.49%	2.45%	1.63%	4.25%

5. Learning resources of the departments like library, computers, Laboratorie and other such resources :

◆ Books in the Library (Central)		1560
◆ Journals/ periodical subscribed by the Library		(02)
◆ Computer in the Department		(01)

6. Enhancement of the learning resources during the past five years :

◆ A Question Bank for Core and Major Subject.

7. Modern teaching methods in practice other than the lecture method :

- ♦ Power Point Preparation

8. Participation of teachers in academic and personal counselling of students :

- ♦ All teachers participate actively in academic & personal counselling

9. Details of faculty development programmes and teachers who benefited during the past five years :

Sl.No.	Name of the Faculty	Name of the Course	Organiser	Year
1	H.Kalita	Statelevel Seminar National Seminer Refresher Course Refresher Course	Rangapara College Rangapara College JNU, Delhi Burdwam University	2006 2008 2008 2008
2.	R. Chetry	Refresher Course Refresher Course National Workshop National Seminar National Seminar NAAC Sponsored National Seminar National Seminer	Allahabad University Hydrabad University Darrang College, Rangapara College THB College Darrang College Rangapara College	2006 2008 2010 2009 2009 2008 2008
3.	A. Sarmah	Oriantation Programme Read Paper in State level Seminar Read paper in National Seminar Read paper in National Seminar Participateed in National Workshop on semister system	G.U. Rangapara College Rangapara College T.H.B. College, Darrang College	2006 2006 2008 2009 2010

10. Participation of teachers in academic activities other than teaching and research

- ♦ Academic & personal counselling

11. Collaboration with other departments and institutions at the national and international levels and their outcome during the past five years :

♦Nil

12. Details of the ongoing projects and projects completed during the last five years

♦On going - 01, ♦Completed - Nil

Topic - Principal of Investigator - 'The influence of Money - Lenders on the Economic Lives of the Tea Garden workers : A study of Sonitpur'

13. Publications of the faculty, for the past five years :

♦Nil

14. Participation of the department in the extension activities of the college -

♦Nil

15. Methods of continuous student assessment :

♦ Class Test, Unit Test, Internal Assessment Examination

16. Placement record of the past students and the contribution of the department to the student placements :

♦NA

17. Significant achievements of the department, faculty and students during the past five years :

♦Nil

18. Plan of action of the department for the next five years :

♦To organise state & National level seminars.

♦To conduct on extensive survey on socio economic conditions of the Tea Garden workers

♦To work for the preservation of Environment with the students.

19. Any other highlights :

Name of the Department : English

1. Faculty Profile, adequacy and competency of faculty :

Name of the teaching Staff	Designation	Qualification
Dr. Shamim Behazed	HOD, Associate Professor	M.A., Ph.D, PGCTE & PGDTE (CIEFL)
Dr. Harakrishna Sahoo	Associate Professor	M.A., Ph.D
Mr. R.M. Deak	Associate Professor	M.A, LLB
Mr. Deependra Sarma	Associate Professor	M.A, M.Phil

2. Student profile according to programmes of study, gender, region etc.

	Male	Female	Total
Students from the same state Where the College is located	181	149	330
Students from other states of India	Nil	Nil	Nil

3. Changes made in the courses or programmes during the past five years and the contribution of the faculty to those changes :

◆ Syllabus Revised in the year 2005

◆ Syllabus Revised in the year 2010

4. Trends in success rate and drop out rate of students during the past five years

		2005	2006	2007	2008	2009
Success rate	B.A. Part I	56%	54%	42%	40%	46%
	B.A. Part-II	91%	66%	91%	64%	45%
	B.Com	78%	80%	85%	45%	79%
Dropout rate	B.A. Part I	8%	7%	7%	4%	6%
	B.A. Part-II	Nil	Nil	Nil	2%	Nil
	B.Com	3%	4.5%	4%	2%	2.6%

5. Learning resources of the departments like library, computers, Laboratory and other such resources :
- ♦ Books in the Library (Central) 1775
 - ♦ Journals/ periodical subscribed
 - i. CIEFL Journal
 - ii. CIEFL Bulletin
 - ♦ Computer in the Department 01 No.
6. Enhancement of the learning resources during the past five years :
- ♦ Question Banks
 - ♦ Library Provided with additional books every year
7. Modern teaching methods in practice other than the lecture method :
- ♦ Group Discussions
 - ♦ Departmental Seminars
 - ♦ Use of LCD projector / Power Point presentation
8. Participation of teachers in academic and personal counselling of students :
- ♦ According to the need of the college, the teachers are allotted with some particulars academic task and personal counselling to students for their academic advancement.
9. Details of faculty development programmes and teachers who benefited during the past five years :

Sl.No.	Name of the Faculty	Name of the Course	Organiser	Year
1	Dr. S. Behzad	National Seminar	Bongaigaon College	2007
			Arya Vidyapith College	2008
2.	Dr. H.K. Sahoo	International Seminar	SECDOA	2005
		National Seminar	Lakhimpur Girls College	2005
		Refresher Course	Visha Bharati	2005
		National Seminar	RGB College, Ghy	2006
		National Seminar	A.V. College, Ghy	2006
		National Seminar	Tezpur College	2006
		State Seminar	Rangapara College	2006
		National Seminar	Lakhimpur Girls College	2006

		National Seminar	B.P.C. College Nawgaon	2006
		National Seminar	Rangapara College	2008
		National Seminar	ACTA	2008
		National Seminar	Darrang College	2008
		Popular Talk	Rangapara College	2009
			IQAC	
		National Seminar	Rangapara College & Kaliabor College	2009
3.	R.M. Deka	2nd International Congress on English Grammar (27 - 31 Dec)	Systematic Functional Linguistic Association Hydrabad Sathyamangalam TamilNadu	2004
		Refresher Course from 1 to 21 Sept.	Banarus Hindu University, U.P.	2005
		NAAC sponsored Seminar on Prospective Modalities of Teaching Learning process in Collegiate Education of Rural Assam (27-28May)	Rangapara College	2005
		UGC Sponosred National Seminar on 'The Role of Modern Indian Language in Collegiate Education and their Scope in Employment Generation' (6th & 7th January)	Tezpur College	2006
		UGC Sponosred National Seminar on 'The Post Colonial Novel' (21-22 January)	Arya Vidya Pith College, Guwahati	2006
		UGC Sponosred National Seminar on 'Valus and Present Societies' (20th & 21st january)	L.C.Bharali College Guwahati	2006

		NAAC sponsored National Seminar on 'Higher Education, Globalisation and Autunomus College' (9th & 10th May)	Darrang College Tezpur	2008
		National Seminar on Teaching technique in higher education with Special reference to Rural College	Rangapara College	2009
		UGC Sponosred National Workshop on Introduction of Semister system in UG College of Assam	Darrang College	2010
4	Mr. D. Sarma	National Seminar	Tezpur College	2009

10. Participation of teachers in academic activities other than teaching and research

♦ Co-operated on 'Vijay-Hi-Vijay' leadership Programme for ignited youth organised by Vivekananda kendra, Kanyakumari.

♦ Head Examinars in University Examinations

11. Collaboration with other departments and institutions at the national and international levels and their outcome during the past five years :

♦ Nil

12. Details of the ongoing projects and projects completed during the last five years

♦ i. One Mionor Research Project is continuing

ii. One M. Phil Degree achieved

iii. One Ph.D. Degree achieved

iv. One Minor Research Poject completed.

13. Publications of the faculty, for the past five years :

Sl. No	Name of the faculty	Title of article/ book	Publication	Year
1.	R.M. Deka	Importance of Remedial course in English for Rural Colleges of Assam	SIG, AIAER Guwahati	2005
		Remedial Courses in English for Rural students	ACTA Journal	2005
		Mysticism in Wordsworths' Poetry	ACTA Journal	2006
		Feminism in Assamese Novel	Hindi Sahitya Sanmilan	2006
		The Role of Modern Indian Languages in Collegiate Education and their scope in employment generation	Assamese Deptt. Tezpur College	
		Tribal Education in Indian and Role of English	ABSU	2009

14. Participation of the department in the extension activities of the college -

- ♦ Teachers have associated themselves with different awareness programmes like health and literacy etc.

15. Methods of continuous student assessment :

- ♦ Class Test like Unit Test, Internal Assessment

16. Placement record of the past students and the contribution of the department to the student placements :

- ♦ The teachers are rendering reference services to students for their placements.

17. Significant achievements of the department, faculty and students during the past five years :

- ♦ The faculty members attended International conferences, National level Seminars and presented papers.
- ♦ The faculty members have acted as Resource Persons in the seminars organised by different colleges.

♦One UGC Funded Minor Research Project on 'Teaching of English grammar in the Regional medium school' was completed in 2009

♦One UGC Funded Minor Research Project on 'Ecotourism and its impact on Surrounding Community of Nameri National Park' is going on in the Department.

♦Organised one UGC sponsored National Seminar on 'Modalities for Improving Communication skill among the UG Level students of Rural Colleges'

♦Guided students in M.Phil dissertation

♦One of the faculty member was elected Zonal President of Darrang, Sonitpur Zone of Assam College Teachers' Association in 2008 and 2010 respectively.

18. Plan of action of the department for the next five years :

♦The department has decided to

(i) Publish periodicals every year

(ii) To invite guest lecturers and Resource Persons from outside

(iii) To take departmental apparatus to display English films of reputed authors like Shakespeare etc.

(iv) To organise workshop on Communication Skill

(v) To organise remedial Classes.

19. Any other highlights :

♦

20. Learning resources of the departments like library, computers, Laboratory and other such resources

• Books in the Library (Central)	(142 (dept) (5437 (library)
• Journals/periodical subscribed	University News
• Computer in the Department	01 No.
• Laboratory facility for psychological experiments	01 No.

Name of the Department : Education

1. Faculty Profile, adequacy and competency of faculty :

Name of the teaching Staff	Designation	Qualification
B.N. Sarmah	HOD, Associate Professor	M.A., M.Phil
A. Bormudoi	Asstt. Professor	M.A.
B.Deka	Asstt. Professor	M.A
M.Das	Asstt. Professor (Adhoc)	M.A, NET

2. Student profile according to programmes of study, gender, region etc.

	Male	Female	Total
Students from the same state Where the College is located	105	165	265(yr.2009)
Students from other states of India	Nil	Nil	Nil

3. Changes made in the courses or programmes during the past five years and the contribution of the faculty to those changes :

◆ Syllabus Revised in the year 2007

4. Trends in success rate and drop out rate of students during the past five years

		2005	2006	2007	2008	2009
Success Rate	UG	76%	57%	63%	57%	51%
Droupout Rate	UG	Nil	Nil	Nil	06nos	06nos.

5. Learning resources of the departments like library, computers, Laboratory and other such resources :

◆ Books in the Library (Central)	1142 (deptt) 15437 (library)
◆ Journals/ periodical subscribed	University News
◆ Computer in the Department	01 No.
◆ Laboratory facility for psychological expriments	01 No.

6. Enhancement of the learning resources during the past five years :
 - ♦ Total No. of Books available in the Library (Central) : 1142 / 15437
 - ♦ Total no. of Books in the Department Library - 210
7. Modern teaching methods in practice other than the lecturer method :
 - ♦ Peer Learning
 - ♦ Group Discussion
 - ♦ Laboratory Practical
8. Participation of teachers in academic and personal counselling of students :
 - ♦ Teachers have active participation in academic activities.
 - ♦ Interested students are given personal counselling
9. Details of faculty development programmes and teachers who benefited during the past five years :

Sl.No	Name of the Faculty	Name of the Course	Organiser	Year
1	B.N. Sarmah	Planning for Disaster Managment.	Tezpur University	2008
		National Seminar on Modalities for improving Communication skill in English among the UG Level Students of the Rural Colleges	Rangapara College	2008
		National Seminar on Spirituality & Mental health	PANEL, G.U.	2009
		National Seminar on Teaching technique in higher education with special reference to Rural Colleges	Rangapara College	2009
		National Workshop on Introduction of semester system in UG Colleges of Assam	Darrang College	2010

2.	A. Bormudoi	National Seminar on Modalities for improving Communication skill in English among the UG Level Students of the Rural Colleges	Rangapara College	2008
		National Seminar on Teaching technique in higher education with special reference to Rural Colleges	Rangapara College	2009
3.	B. Deka	National Seminar on Modalities for improving Communication skill in English among the UG Level Students of the Rural Colleges	Rangapara College	2008
		National Seminar on Teaching technique in higher education with special reference to Rural Colleges	Rangapara College	2009
		National Seminar on Impact of ICT on Distance education	Dhing College	2010
4.	M. Das	Workshop on Research Methodology	G.U. HIBS Agra	2009

10. Participation of teachers in academic activities other than teaching and research

- ♦ Teachers participating in evaluation work.
- ♦ Preparing students for socio-cultural activities.
- ♦ Preparing students for competitive examination

11. Collaboration with other departments and institutions at the national and international levels and their outcome during the past five years :

- ♦ Held UGC sponsored National Seminar in collaboration with Kaliabor College of Education with successful outcome.

12. Details of the ongoing projects and projects completed during the last five years

◆ -----

13. Publications of the faculty, for the past five years :

Sl. No.	Name of the faculty	Total of article/ book	Publication year
1.	B.N. Sarmah	Articles published in National level Seminar Abstracts, Proceeding	Deptt. of English Rangapara College 2008 Department of Education, Rangapara College 2009 Department of Education, Kamargaon College 2009
2.	B. Deka	Articles published in National level Seminar Abstracts, Proceeding	Deptt. of English Rangapara College 2008 Department of Education, Rangapara College 2009 Department of English, Dhing College 2009

14. Participation of the department in the extension activities of the college -

- ◆ One of the staff of the department in the extension activities of the college.
- ◆ All the staff members have associated with socio-cultural Education Society like **Shikshya Unnayan Chakra**

15. Methods of continuous student assessment :

- ◆ Class Test like Unit Test, Internal Assessment Test, Pre final test Examination

16. Placement record of the past students and the contribution of the department to the student placements :

- ◆ Placement information and procedural entrance reference service is provided by the department.

17. Significant achievements of the department, faculty and students during the past five years :

- ♦The faculty members have participated in different National Seminars and presented papers.
- ♦One of the faculty members had attended different programmes on Educational Perspectives on Teaching Learning and Evaluation as resource person.

18. Plan of action of the department for the next five years :

- ♦To organise State /National / International (if permits) level Seminars.
- ♦To organize Workshop, Departmental Lecture, Popular Talks in Collaboration with Other Colleges, Socio cultural Organizations.
- ♦To publish departmental seminar proceedings and periodicals.

19. Any other highlights :

- ♦Mrs. A. Bormudoi is associated with Women Development Programmes.
- ♦Miss Barnali Deka has registered for Ph.D works.
- ♦Mr. Mukhyadhar Das associated with Socio Cultural activities and providing training and education on different Art and Culture and acted as a Research Investigator of a Project under KKHSOU.

		2006	2007	2008	2009	2010
Success Rate	UG	100%	100%	100%	91.43%	92.86%
Dropout Rate	UG	Nil	Nil	Nil	08.57%	07.14%

5. Learning resources of the department like library, computers, Laboratory and other such resources:

* Books in the Library (Central)	1265
* Books in the Library (Departmental)	1000
* Journals/ periodical subscribed by the Library	(04)
* Computer in the Department	(01)

6. Enhancement of the learning resources during the past five years:

- * A Question Banks for Core and Major Subject in central Library
- * Central & Departmental library is Augmented with Additional Subject Books every year

Name of the Department : Hindi

1. Faculty Profile, adequacy and competency of faculty :

Name of the teaching Staff	Designation	Qualification
Dr. Dinesh Kr. Verma	HOD, Selection Grade	M.A.Ph.D
Dr. K.N. Singh	Asstt. Professor	M.A. Ph.D
Sri N.K. Das	Asstt. Professor	M.A
Sri A. Ansari	Asstt. Professor (Adhoc)	M.A

2. Student profile according to programmes of study, gender, region etc.

	Male	Female	Total
Students from the same state Where the College is located	05	23	28
Students from other states of India	Nil	Nil	Nil

3. Changes made in the courses or programmes during the past five years and the contribution of the faculty to those changes :

◆ Syllabus is prepared by University

4. Trends in success rate and drop out rate of students during the past five years

		2006	2007	2008	2009	2010
Success Rate	UG	100%	100%	100%	91.43%	92.86%
Droupout Rate	UG	Nil	Nil	Nil	08.57%	07.14%

5. Learning resources of the departments like library, computers, Laboratory and other such resources :

◆ Books in the Library (Central)		1265
◆ Books in the Library (Departmental)		1000
◆ Journals/ periodical subscribed by the Library		(04)
◆ Computer in the Department		(01)

6. Enhancement of the learning resources during the past five years :

- ◆ A Question Banks for Core and Major Subject in central Library
- ◆ Central & Departmental library is Augmented with Additional Subject Books every year

7. Modern teaching methods in practice other than the lecture method :

♦ Nil

8. Participation of teachers in academic and personal counselling of students :

- ♦ Each staff member of the department is engaged every year for academic & personal counselling

9. Details of faculty development programmes and teachers who benefited during the past five years :

Sl.No.	Name of the Faculty	Name of the Course	Organiser	Year
1	Dr.K.N.Singh	Refresher Course	Manipur University	2009

10. Participation of teachers in academic activities other than teaching and research

- ♦ Preparing students to participate in Literary competitions collegiate levels.

11. Collaboration with other departments and institutions at the national and international levels and their outcome during the past five years :

♦ -

12. Details of the ongoing projects and projects completed during the last five years

♦ -

13. Publications of the faculty, for the past five years :

- ♦ Dr. K. N. Singh, TDC Hindi-03 nos, BPP Hindi - 01 (Study material) of KK HSO University & 01 book on CRITICISM- Mythak Aur Muktibodh, Vijay Bharati Prakashan, Guwahati

14. Participation of the department in the extension activities of the college -

♦ Nil

15. Methods of continuous student assessment :

- ♦ Class Test, Unit Test, Internal Assessment Examination

16. Placement record of the past students and the contribution of the department to the student placements :

- ♦ We are making reference services to students for their placements.

17. Significant achievements of the department, faculty and students during the past five years :

♦The faculty members attended National/ State / International Seminars / workshops and Presented papers.

♦The faculty members attended as resource person in seminars & workshops.

Name of Faculty Member -

♦ Dr. D.K. Verma

♦ Dr. K.N. Singh

18. Plan of action of the department for the next five years :

♦To organise National level

♦Seminars.

♦Workshop

♦Symposium

19. Any other highlights :

♦Dr. D.K. Verma & Dr. K.N. Singh has written papers & edited a Journal.

♦Dr. D.K. Verma & Dr. K.N. Singh guided M.Phil. Degree Research.

5. Learning resources of the departments like library, computers, Laboratory and other such resources :

• Books in the Library (Central)		987
• Journals/ periodical subscribed by the Library		Nil
• Computer in the Department		Nil

6. Enhancement of the learning resources during the past five years :

• Recommendation of books along with reference books

• Question bank, subject related periodicals etc.

Name of the Department : History

1. Faculty Profile, adequacy and competency of faculty :

Name of the teaching Staff	Designation	Qualification
Mr. Anjan Mahanta	HOD, Asstt. Professor	M.A.
Mr. Pradip Barman	Asstt. Professor	M.A. B.Ed., M.Phil

2. Student profile according to programmes of study, gender, region etc.

	Male	Female	Total
Students from the same state Where the College is located	15	04	19
Students from other states of India	Nil	Nil	Nil

3. Changes made in the courses or programmes during the past five years and the contribution of the faculty to those changes :

◆ Syllabus was revised in 2005

4. Trends in success rate and drop out rate of students during the past five years

		2006	2007	2008	2009	2010
Success Rate	UG	100%	100%	80%	69.23%	76.19%
Droupout Rate	UG	Nil	37.5	20%	Nil	Nil

5. Learning resources of the departments like library, computers, Laboratory and other such resources :

◆ Books in the Library (Central)		987
◆ Journals/ periodical subscribed by the Library		Nil
◆ Computer in the Department		Nil

6. Enhancement of the learning resources during the past five years :

- ◆ Recommended books alongwith reference books
- ◆ Question bank, subject related periodicals etc.

7. Modern teaching methods in practice other than the lecture method :

- ♦Group discussion

8. Participation of teachers in academic and personal counseling of students :

- ♦Sometimes it is done by each staff after the scheduled classes.

9. Details of faculty development programmes and teachers who benefited during the past five years :

Sl.No.	Name of the Faculty	Name of the Course	Organiser	Year
1	Anjan Mahanta	Refresher Course	NEHU, Shillong	2008

10. Participation of teachers in academic activities other than teaching and research

- ♦Organised seminar in the classes
- ♦Encouraged students to take part in the various competition etc.

11. Collaboration with other departments and institutions at the national and international levels and their outcome during the past five years :

- ♦

12. Details of the ongoing projects and projects completed during the last five years

- ♦Applied for a Minor research Project

13. Publications of the faculty, for the past five years :

- ♦Published an article entitled Tea Plantation Labour of Assam : A study of their Migration and Assimilation in the Souvenir of Sonitpur District College employee Association
- ♦A seminar paper was presented entitled Global Warming : Consequences and outcomes at the National Seminar held at Alipurduar College, West Bengal.
- ♦A seminar paper was presented at Chaiduar College, Gohpur entitled "Participation of Balipara in the Freedom Movement of India : A Micro study

14. Participation of the department in the extension activities of the college -

- ♦Nil

15. Methods of continuous student assessment :

- ♦ Class Test, Unit Test, Annual Test are conducted

16. Placement record of the past students and the contribution of the department to the student placements :

- ♦ We encourage the students to participate in the subject oriented programmes and other competitive examinations time to time.

17. Significant achievements of the department, faculty and students during the past five years :

- ♦ Presented papers at National Level Seminars

18. Plan of action of the department for the next five years :

- ♦ To organise Seminar
- ♦ To encourage the students to participate in the course related programmes

19. Any other highlights :

- ♦ Research works will be done by the faculty members and the preliminary work has already been done.

		2006	2007	2008	2009	2010
Success Rate	UG	60%	46%	53%	43%	49%
Dropout Rate	UG	9.9%	0%	5%	0%	38%

20. Learning resources of the departments like library, computers, Laboratory and other such resources :

• Books in the Library (Central)	1568
• Journals/ periodical subscribed by the Library	01-Economic & Pol Weekly of India
• Computer in the Department	(01)

21. Enhancement of the learning resources during the past five years :

- Question Bank, of core subjects
- Library (central) is augmented with additional subject books every year

Name of the Department : Political Science

1. Faculty Profile, adequacy and competency of faculty :

Name of the teaching Staff	Designation	Qualification
Miss Lakshmi Nath	HOD, Associate Professor	M.A.B.Lib.M.Phil
Mr. Banerwar Talukdar	Associate Professor	M.A.
Mr. Ram Charan Baishya	Associate Professor	M.A.
Mrs. Anuva Agarwala	Associate Professor	M.A.

2. Student profile according to programmes of study, gender, region etc.

	Male	Female	Total
Students from the same state Where the College is located	121	96	217
Students from other states of India	01	Nil	01

3. Changes made in the courses or programmes during the past five years and the contribution of the faculty to those changes :

◆ Syllabus revised in 2007

4. Trends in success rate and drop out rate of students during the past five years

		2006	2007	2008	2009	2010
Success Rate	UG	60%	46%	53%	43%	49%
Droupout Rate	UG	9.9%	0%	5%	0%	.38%

5. Learning resources of the departments like library, computers, Laboratorie and other such resources :

◆ Books in the Library (Central)		1568
◆ Journals/ periodical subscribed by the Library		01-Economic & Pol. Weekly of India
◆ Computer in the Department		(01)

6. Enhancement of the learning resources during the past five years :

- ◆ Question Banks of core subjects
- ◆ Library (central) is augmented with additional subject books every year.

7. Modern teaching methods in practice other than the lecturer method :

♦Nil

8. Participation of teachers in academic and personal counselling of students :

- ♦ Whenever there is need each Political Science Departmental staff member is allotted with some particular students for academic and personal counselling.

9. Details of faculty development programmes and teachers who benefited during the past five years :

Sl. No	Name of the Faculty	Name of the Course	Organiser	Year
1	Lakshmi Nath	Capacity Building of Women Vision : 2020 RTI-Popular talk	Tezpur University Tezpur University Rangapara College	2009 2005 2009
2.	Baneswar Talukdar	Semister system Higher Education National Seminar Disaster Management	Darrang College Rangapara College Tezpur University	2010 2009 2008
3.	Ramcharan Baishya	Principals Training Computer Course National Seminar UGC sponsord Workshop UGC sponsord STC for Principal Sponsored by UGC Drawing and Disbursing officers Training course	ACPC Computer Institution Rangapara College Koliabor College Gauhati University Tezpur College	2009 2009 2009 2008 2010 2010
4.	Anuva Agarwala	National Curricular Capacity Building of women National Seminar	Tezpur College Gauhati University Rangapara College	2006 2008 2009
Beside this all the PSc. Departmental teachers attended North East India Palitical Science Association Conference				2005

10. Participation of teachers in academic activities other than teaching and research

- ♦ Remedial Courses to improve knowledge for the subject political Science
- ♦ Organising competitions of the students.
- ♦ Preparing students to participate in literary competitions in the Inter College level

11. Collaboration with other departments and institutions at the national and international levels and their outcome during the past five years :

-

12. Details of the ongoing projects and projects completed during the last five years

Nil

13. Publications of the faculty, for the past five years :

Nil

14. Participation of the department in the extension activities of the college -

- ♦ All the staff members keep them busy in some environmental programme where their convenience occurs.

15. Methods of continuous student assessment :

- ♦ Class Test, Question putting system in the classes

16. Placement record of the past students and the contribution of the department to the student placements :

- ♦ We are making reference services to students for their placements.

17. Significant achievements of the department, faculty and students during the past five years :

- ♦ The faculty members attended national Level Seminars.
- ♦ Going to organiser State Level Seminar of the Department recently
- ♦ Majority of the staff members will attend the seminar and present their papers.

18. Plan of action of the department for the next five years :

- ♦To organise State/ National level Semianars.
- ♦To Organise more number of Guest lecture / by bringing resource persons from outside.
- ♦To publish periodicals from the Department.

19. Any other highlights :

The Department hopes to give training in Human Rights to the students.

Criteria-wise evaluative Report :

I Curriculum design & Development :	Page: 63 - 71
II Teaching, learning & Evaluation	Page: 72 - 80
III Research, consultancy & Extension	Page: 81 - 93
IV Infrastructure & Learning Resources	Page: 94 - 105
V Student Support & Progression	Page: 106 - 116
VI Governance & Leadership	Page: 117 - 129
VII Innovation Practices	Page: 130 - 140

D. Declaration by the Head of the Institute

PART - II

Executive Summary :

Rangapara College was established in the year 1979 and it was affiliated to G.U. in the year 1980. The college was brought under deficit grant in mid system. It was established under section 12 (B) of UGC Act from 20-3-1998.

Part - II (Evaluative Report)

❖ Executive Summary	Page: 59 - 62
❖ Criterionwise evaluative Report :	
I Curriculum design & Development :	Page: 63 - 71
II Teaching learning & Evaluation	Page: 72 - 80
III Research, consultancy & Extension	Page: 81 - 93
IV Infrastructure & Learning Resources	Page: 94 - 105
V Student Support & Progression	Page: 106 - 116
VI Governance & Leadership	Page: 117 - 129
VII Innovation Practices	Page: 130 - 140

D. Declaration by the Head of the Institute

College which was at a distance of more than 40 K.M. from the area. The road communication to the area was also very poor. So, when some prominent social workers first decided to materialise the idea of a College. Their main aim was to extend the facility of higher education to deserving students of the area. They believed that expansion of higher education will help the area to improve socially and economically. It was convinced by the founder of the College that if an institution of higher education is established in the area, it will greatly help the society to get an exposure to the outer world. It was also believed that if an institution of higher education is established the talented students will get exposure in the field of higher education, employment to Govt. and non Govt. organisations and in the field of Sports and culture.

The year 2004 was remarkable for the College as it was the Silver

PART - II

Executive Summary :

Rangapara College was established in the year 1979 and it was affiliated to G.U. in the year 1980. The College was brought under deficit grant-in-aid system from 01-01-1987. The College was included under section 12 (B) of UGC(Act) from 20 - 3- 1996.

Rangapara is a vast rural and backward area predominantly inhabited by Tea Tribes (Adivashis) and Scheduled Tribes like Bodo, Kachari, Rava and Mishng. A large section of the people belonged to OBC and minorities including Christians. These socially and economically backward people did not get the chance of giving higher education to their children as there were no institution of higher studies in the entire area of Rangapara, Balipara, Khanamukh, Missamari, Charduar and Ghoramari. The nearest College for the students of these areas were Darrang College and Tezpur College which was at a distance of more than 40 K.M. from the area. The economically backward students could not afford to stay in hostels and the road communication to the area was also very poor. So, when some prominent social workers first decided to materialise the idea of a College, Their sole aim was to extend the facility of higher education to deserving students of the area. They believed that expansion of higher education will help the area to improve socially and economically. It was convinced by the founder of the College that if an institution of higher education is established in the area, it will greatly help the society to get an exposure to the outer world. It was also believed that if an institution of higher education is established the talented students will get exposure in the field of higher education, employment in Govt. and non Govt. organisations and in the field of Sports and culture.

The year 2004 was remarkable for the College as it was the Silver

Jubilee year for the College and in this year the college was accredited B+ Grade by NAAC. At present the college is 30 years old. Though its mission is partially fulfilled, the College has a lot of challenges before it. In the changing scenario of the world, it has to change its vision and outlook. As a result of globalization, besides acquiring higher education the students have to prepare themselves for the job market as well. In this context besides the B.A. Course the college has taken up courses like B.Com courses, Computer education and BBA courses under K.K. Handique Open University.

The infrastructure of the college is not up to the mark. It possesses 41 acres of land which was donated by Phulbari Tea Estate. In the 10th plan period the College got an amount of Rs. 27,50,000/- from UGC for construction of Women Hostel.

The construction work of the hostel is almost completed. The College has started a boys hostel from its own resources, 80% of which is already completed. It is hoped that from the next academic session the hostels will be opened for the students. There are computer facilities, generator facilities in case of power failure, Sports facilities, reprography facility and commonroom facilities for the students. The college has a large play ground.

The students of the college have shown their abilities in academic field as well as in the field of sports and cultural activities. Three of the students got first class in B.Com final Examination in the year 2008 - 2009. Two of our students won medals in National Games, Besides our students have won medals in Inter College sports of Gauhati University. Our students have also won medals in Inter College Youth festival in cultural competitions. Some of our students have presented papers in UGC sponsored National Seminar. They were invited to an International Conference at Dhaka, Bangladesh.

The teachers are engaged in different research activities. There are five UGC sponsored Minor Research projects going on in the College. 23% of the teachers have Ph.D degree while 23% has done M.Phil respectively. Teachers are attending and presenting papers in the National Seminars and conferences. Some of the teachers have published books and articles in journals. Some of them are creative writers also.

The College has a central library with a carpet area of almost 1200 sq. feet. It has a total number of 14,700 books. The library regularly contributes for 16 number of journals and magazines. Nine Newspapers in different languages are available in the library. Partial automation of the library has been done and SOUL software has been installed. The librarian regularly attends seminars conferences and library updated programmes. There is a library committee which advise in smooth functioning of the library. Reprography facilities and bookbank facilities are also available in the library. Each of the departments has their own departmental libraries. There is a separate library for remedial courses.

Being a college of a rural and backward area, the college has to engage itself in a number of extension activities in the area.

A large number of students of the college come from the forest villages and tea gardens. In the area the man- animal conflict is a major problem. There is always conflict between man and Elephant. In 2004, eighteen elephants were killed by villagers by putting poison as the elephants destroyed their crops. Since then, the college is organising awareness programmes among the students regarding environmental issues. Students are advised to sensitise the people of their villages on preservation of wild animals and against deforestation.

There is an IQAC in the college which was formed after first graduation of the college by NAAC. The IQAC coordinates among the different

committees of the College and sits at regular intervals to prepare the plan and programmes of different activities of the college. It sometimes sits with the G.B. members to discuss the problems and progress of its activities.

As Rangapara College is affiliated to Gauhati University, it does not have any autonomy in the preparation of syllabus or conducting examinations. However, the college adopts some methods to monitor the students progression by conducting unit tests and internal examinations. Remedial classes with the financial helps of UGC are regularly conducted which has helped the students to prepare themselves for the final examinations.

The College G.B. meeting holds at regular intervals and looks after the administrative and academic affairs of the college. However, since the last three years the college has no permanent principal as the Government of Assam has failed to publish the list of selected principal due to some legal hindrances. Governing body has resolved to appoint a permanent principal as soon as the Government publish the list of selected principals. At present the seniormost selection grade lecture is running the affairs of the college.

PART - II

CRITERION - I

1. Curricular Aspects

1.1 : Curriculum Design and Development :

1.1.1 State the vision and mission of the institution, and how it is communicated to the students, teachers, staff and other stakeholder?

: Rangapara College, which was established in the year 1979 is situated in a rural and backward area predominantly inhabited by ST, SC, OBC and Tea Tribes. When the College was established its mission was to impart higher education to the economically and socially backward students and by this it was hoped that the area will be able to march ahead with the other parts of the world. The mission and vision of the college was stated as follows :

- a. To provide quality education and make it socially relevant and to explore potentials of economically and socially backward communities that include ST, SC, Tea Tribes (Adivashis) and other Backward Classes.
- b. To adopt modern and innovative means of education to make relevant to local national and global needs.
- c. To promote among the students the sense of national feelings towards an integrated society which seems to be threatened by domestic and international conspiracy especially in the north-eastern region.
- d. To promote social harmony and economic awareness among the Tea Tribes and Bodo tribes whose upliftment is necessary for removing regional imbalances.

- e. To explore the local potential of social environment and integrate it to the various courses of studies which can be done through university curriculum.
- f. To impart higher education to the students of the area and to make them suitable for job market as well as for society.
- g. To make the students suitable for self employment.
- h. To make the students aware of their own cultural tradition, of value and of the feelings of national integration.
- i. The last but not the least is to make every student a good citizen.

The vision and mission of the institution is communicated to the students, teachers, staff and other stakeholders by means of the college prospectus. Besides these are explained in the freshers' social meetings, guardians' meetings and by means of interaction with the general public.

1.1.2 : How does the mission statement reflect the institution's distinctive characteristics in terms of addressing the needs of the society, the students it seeks to serve, institution's traditions and value orientation.

- The mission stated above reflects the institutions distinctive characteristics. It tries to address the needs of the society by means of imparting higher education to the students of the area and through them to educate the society and make them aware socially, economically, culturally and politically. The college has become successful in this respect as very good and co-ordial relationship has been developed with the people and with the society.

1.1.3 : Are the academic programmes in line with the institution's goals and objectives? If yes, give details on how the curricular developed/adopted, address the needs of the society and have relevance to the regional/national and global trends and developmental needs? (access to the Disadvantaged, Equity, Self development, Community and National Development, Ecology and environment, Value orientation, Employment, ICT introduction, Global and National demands and so on.)

- The college offers B.A., B.Com and BBA courses of Gauhati University and K.K. Handique Open university respectively. Besides it offers diploma and certificate courses in computer appliances which are self financed courses. Most of the students are from disadvantaged classes and utmost care is taken for their self development. Students are sensitized culturally, politically and socially towards their own community. At the same time they are prepared towards national development. Seminars and discussions are organised on ecological and environmental issues. Students along with teachers visit nearby villages especially forest villages. Value orientation is done with the help of yoga camps and by visit of the people from Prajapita Aiswariya Brahmakumari Vishavidayalya. B.Com and BBA courses and Diploma and certificate courses in computer appliance are introduces keeping an eye to the national and global needs. The College has applied for financial help to create an equal opportunity center and UGC has sanctioned a sum of Rs. 1,50,000/- for the purpose during the 11th plan period.

1.1.4.: How does the curriculum cater to inclusion/integration of Information and Communication Technology (ICT) in the curriculum, for equipping the students to compete in the global employment markets?

- Though the college follows the curriculum of Gauhati University and K.K. Handique open university respectively, it offers certificate courses in computer appliances. Besides, students are provided with computer facility (internet) television and library books within the limited resources of the college. There is provision for reprography in the college library.

The UGC has sanctioned a sum of Rs. 1,60,000/- to establish a UGC network resource centre during the 11th plan period and the college has planned to materilise the scheme at the earliest.

- 1.1.5.: Specify the initiatives and contributions of the institution in the curriculum design and development process. (Need assessment, development of information database, feedback from faculty, students, alumni, employees and academic peers, and communicating the information and feedback bodies, Membership of BOS and by sending agenda items etc.

- The college follows the curriculum designed by Gauhati University and K.K. Handique open University respectively. However, teachers attend seminars and workshops on curriculum design and development process. Regular feedback is taken from the students which is discussed in the departmental meetings. The college has organised NAAC sponsored seminars on Teaching Learning Process, UGC sponsored Seminars on 'Development of Communication skill' and 'Teaching Technique in Higher Education' respectively which tremendously helped the teachers.

1.2. ACADEMIC FLEXIBILITY:

- 1.2.1. What are the range of programme options available to learners in terms of Degrees, Certificates and Diplomas ?

- B.A and B.Com course of Gauhati University, B.A., B.Com and B.B.A course of K.K. Handique Open University are offered in the college. Certificate computer course on MS office, Tally and Photoshop are offered. The certificate courses are self financed.

1.2.2.: Give details on the following provisions with reference to academic flexibility, value addition and course enrichment :

- a) Core options
- b) Elective options
- c) Add on courses
- d) Interdisciplinary courses
- e) Flexibility to the students to move from one discipline to another.
- f) Flexibility to pursue the programme with reference with reference to the time frame (flexible time for completion)

- In both B.A. and B.Com courses, besides the core options, there are elective options. Certificate course on computer and BBA courses may be taken up by the students as Add on courses. Students can move from one discipline to another as per regulation of Gauhati University. There is no flexible time for completion of B.A., B.Com courses of Gauhati University. However, the time frame of the certificate courses and degree courses of K.K. Handique open university are flexible.

1.2.3: Give details of the programmes and other facilities available for international Students (if any)

- No, there are no international students.

1.2.4.: Does the institution offer any self-financed programmes in the institution? If yes, list them and indicate how they differ from other programmes, with reference to admission, curriculum, fee structure, teacher qualification and salary etc.

- The institution offers self financed programme in collaboration with AVA (Acquire valuable Assistance) The courses are certificate courses in MS Office, Tally, and Photoshop. Students are admitted on the basis of merit and qualified teachers are appointed by AVA by contractual basis

1.3 : FEEDBACK ON CURRICULUM

1.3.1: How does the college obtain feedback on curriculum from -

- The college obtains regular feedback from students on pre-scribed format. Alumnis and guardians' meetings are held on the beginning of the academic year. People from the communities are invited on various occasions like college foundation day, on World Environment day and in the college week meetings. In such occassion, teachers interacts with the people on curriculum and other issues of importance.

1.3.2: How is the above feedback analyzed and the outcome/suggestions use for continuous improvements, and communicated to the affiliating university for appropriate inclusion?

- The feedbacks are analysed in the meeting of the HODs, teachers and joint meeting of the staff and governing Body.

1.4. CURRICULUM UPDATE :

1.4.1 What is the frequency and the basis for syllabus revision and what are the major revisions made during the last two years?

- The college follows the syllabus of Gauhati University and K.K. Handique University. So, it follows the changes and updates of the syllabus of the G.U. and K.K. Handique Open University made from time to time. The changes of syllabus made during the last five years are as follows -

- Syllabus of Assamese Department was revised in 2005 & 2010

- Syllabus of English Department was revised in 2005 & 2010

- Syllabus of Bodo Department was revised in 2007

- Syllabus of Commerce Department was revised in 2008 - 2009

- Syllabus of Economics Department was revised in 2009

- Syllabus of History Department was revised in 2005

- Syllabus of Political Science Department was revised in 2007

1.4.2. How does the institution ensure that the curriculum bears a thrust on core values adopted by NAAC ?

- The College tries to provide quality education in some of the newly emerging areas specially in commerce Department. The main purpose of education is to make all round development of human resources, which can help in creating a better society, keeping this in mind, we focus on the allround development of the students by creating civic and social awareness and responsibility and values to cope with the changing scenario of the globe without losing over on their humanity.

1.4.3. Does the institution use the guidelines of statutory bodies (UGC/ AICTE / State Council of HE and other bodies) for developing and or restructuring the curricula?

- Being an affiliated college of Guwahati University. The college follows the syllabus which is prepared by the University which is based on the model curriculum provided by the UGC for the revision of its curricula.

1.4.4 How are the existing courses modified to meet the emerging / changing national and global trends ?

- The main purpose of education is to make all round development of human resources which can help in creating a better society. Keeping this in mind, we focus an all round development of the students by creating civic and social awareness and responsibility and values to cope with the changing scenario of the globe without losing over on the humanity . We try to develop citizens with knowledge, skill and character leading to social transformation and national development. We aim at making our students good citizens offering their selfless services for the progress of the country and progress of humanity as a whole.

1.5 BEST PRACTICE IN CURRICULAR ASPECTS

1.5.1. What are the quality sustenance and quality enhancement measures undertaken by the institution during the last five years in curricular aspects?

- For sustenance and quality enhancement of the curricular aspects the college has taken up various measures. Among them the major events are -
- Organisation of NAAC sponsored state level seminar on teaching learning process.

- Organisation of one state level and one UGC sponsored national level seminars on Improving communication skill in English.
- Remedial courses for SC, ST, students were taken up
- Organisation of a National level UGC sponsored seminar on Teaching Technique in Higher education in the Rural College
- Departmental Seminars.

1.5.2. What best practices in 'Curricular Aspects' have been planned/implemented by the institution ?

- The college attempts to enhance the job opportunities for the students and has decided to introduce coaching classes for 'entry into services course' with the financial assistance of UGC. It has also decided to start a career counselling with the financial help of UGC. A centre for equal opportunity will be established in the college with the help of UGC.

For Re-accreditation :

In the previous assessment it was suggested that measures should be taken to improve the communication skill. Remedial courses were also suggested. The college has taken up the above stated measures i.e. seminar on communication skill and Remedial courses were started.

NAAC report suggested to open science courses. But examining the financial involvement and other infrastructural facilities, the G.B. deferred the opening of science stream.

CRITERION - II TEACHING - LEARNING AND EVALUATION :

2.1 : ADMISSION PROCESS AND STUDENT PROFILE

2.1.1 : How does the institution ensure wide publicity to the admission process ?

a) Prospectus - It gives updated information on the courses offered, syllabus , fee structure, facilities available and admission

b) Institutional Website - Provide detail information of the college prospectus

c) Advertisement in Regional / National Newspapers - The college ensures wide publicity to the admission process through prospectus, institutional website and advertisement in regional newspapers.

d) Any other (specify) - Whenever Teachers are invited to meetings, seminars etc. in the district, they talk to people on the academic agendas of the college

2.1.2 : How are the students selected for admission to the following courses?
Give the cut off percentage for admission at the entry level

a) General

b) Professional

c) Vocational

- Students are selected for admission to the different courses on the basis of merit. Reservation of seats are maintained for ST, SC, and

OBC and differently abled students as per state Government rules.

2.1.3 : How does the Institution ensure transparency in the Admission process ?

- To ensure transparency in the admission process the list of the selected students for admission are displayed on the notice board of the college seven days ahead of the admission. The admission process is done in an open hall announcing the percentage of marks of the students.

2.1.4. : How do you promote access to ensure equity ?

- a) Students from disadvantaged community -

More than 50% of our students are form disadvantaged community.

- b) Women -

Almost 50% of the students are Women.

- c) Differently-abled -

Due consideration is given to the differently abled students.

- d) Economically weaker sections -

As the area is an econimically backward area, most of the students are from Economically backward sections. 12 (twelve) students are given free admission each year belonging to BPL category. Students whose annual income is less than 5000/- per month and who resides at a distance of eight or more than eight kms, from the college are provided with conveyance allowancs provided by UGC.

e) Sports personnel -

Sports personnel are given special consideration. Those who won medals in National/ State/ Intercollege Level are exempted from tuition fee.

f) Any other (specify) -

- Students who won medals in the cultural competition of the youth festival of Guahati University are exempted from tuition fee.

2.2 : CATERING TO DIVERSE NEEDS :

2.2.1 : Is there a provision for assessing the students' knowledge and skills before the commencement of the programme? If yes, give details on the strategies of the institution to bridge the knowledge gap of the incoming students for enabling them to cope with the programme to which they are enrolled.

- Almost all the students of the college are from rural areas and most of them are first generation college goers. So, there is a strong need for assessing the students' knowledge and skills before the commencement of the programme. For bridging the knowledge gap the incoming students there are committees in each of the departments of the college. The committee members organise interaction programmes before the commencement of the regular course.

2.2.2 : How does the institution identify slow and advanced learners? Give details on the strategies adopted for facilitating slow and advanced learners.

- The College identifies slow and advanced learners by holding unit test and class tests. The slow learners are given extensive remedial

teaching by the teachers. Besides, tutorial classes are organised for those who are not eligible for remedial coaching. There is no provision of mentoring of students.

2.2.3 Does the institution have a provision for tutorials for the students ?
If yes, give details.

- Yes, tutorial are offered to all students for the improvement of learning.

2.2.4 Is there a provision for mentoring of students or any similar process ? If yes, give details.

- There is no provision for mentoring of students. But when a group of students come to a teachers, the teacher tries to act as the mentor of that particular group of students.

2.2.5 How does the institution cater to the needs of differently abled students?

- There are a very few differently abled students in the college. They are especially encouraged to take part in different activities of the college including sports and cultural activities. Social welfare officers and NGOS are invited to the college to advise the differently abled students for their career advancement.

2.3 : TEACHING LEARNING PROCESS :

2.3.1 : How does the institution plan and organize the teaching-learning and evaluation schedules? (Academic calender, teaching plan and evaluation blue print, etc.

- The college has a common academic calender. The different departments make teaching plan in their own departments. Evalua-

tion for internal college examination is prepared by the college examination committee for the final examinations, evaluation is done by the concerned University to which the college is affiliated.

2.3.2. : What are the various teaching-learning methods (lecture method, interactive method, project based learning, computer-assisted learning, experiential learning, seminars and others) used by the teachers? Give details.

- The lecture method and interacting method are mainly followed in teaching learning process. Students of B.A. and B.Com II year are engaged on project based learning of environmental studies. Departmental seminars are organised on regular intervals.

2.3.3 : How is learning made student -centric? What are the institutional strategies which contribute to acquisition of life skills, knowledge management skills and life long learning?

- Learning is made student centric by adopting interactive method, Group discussions are organised in the classes of business communication.

2.3.4. How does the institution ensure that the students have effective learning experience ? (use of modern teaching aids and jet tools)

2.4. : TEACHER QUALITY :

- To ensure that students have effective learning experience LCD projector is used in the seminars. Computer facilities are provided to students.

2.3.5 : How do the students and faculty keep pace with the recent developments in the various subjects?

- The students and faculty keep pace with the recent developments in the various subjects by means of journals, newspapers, internet, T.V. and other modern facilities.

2.3.6. : Are there departmental libraries for the use of faculty and students? If, yes, how effectively are they used for the enhancement of teaching and learning ?

- There are departmental libraries in all the departments. Of-course there are no provisions for reading room facilities in the departmental libraries for students. Students can borrow books from the departmental libraries. There are reading room facilities and book bank facilities in the central library. There is a library for the remedial courses also.

2.3.7. Has the institution introduced evaluation of the teachers by students ? If yes, how is the feedback analyzed and implemented for the improvement of teaching?

- There is a process of evaluation of teachers by the students. The feedback is taken in prescribed format and the findings are analysed in the meetings of the department with the principal and vice principal. It is also discussed in the meetings of the HODs.

2.4. : TEACHER QUALITY :

2.4.1 : How are the members of the faculty selected ? Does the college have the required numbers of qualified and competency teachers to handle all the courses? If not, how does the institution cope with the requirements?

- The faculties are selected as per state Govt's direction on the basis of UGC guidelines through Advertisement in News Papers and through Interview Board. The college has no required number of

qualified and competent teachers to handle all the courses. To cope with the requirements the college appoints temporary teachers on ad-hoc or contractual basis. However UGC guidelines are followed in the appointment of such teachers.

2.4.2: How does the college appoint additional faculty to teach new programmes / modern areas of study (Biotechnology, IT, Bioinformatics etc.)? How many such appointments were made during the last three years ?

- During the last three years four numbers of teachers were appointed to teach the new programmes of commerce. Two teachers were appointed to teach Bodo language.

2.4.3. What efforts are made by the management for professional development of the faculty ? (eg. research grants, study leave, deputation to national / international conferences/ seminars, training programmes, organizing national / international conference etc. ? How many faculty have availed these facilities during the last three years?

- The Governing Body encourages for professional development of the faculties. It encourages the teachers to take up Minor and Major research projects. It provides study leave to the teachers for higher studies, national or international conferences. Seminars and training programmes. It also encourages the teachers to organise seminars and workshops. During the last three years 3 numbers of teachers have done Ph.D. degree. Two of the teachers have done M.Phil degree. Two of the teachers have attended international seminars. (Five teachers have presented papers in national seminars while seven of them attended as participants). The teachers are encouraged to participate in training programmes in computer, internet, audiovisual and computer aided packages. The Principal himself attended computer training programme organised by the finance department of Govt. of Assam.

2.4.4.: Give details on the awards/recognitions received by the faculty during the last five years ?

- The then Principal of the college Dr. S. Barthakur was given an award by National Institute for Health and Education for his lifetime achievement in Education in 2005.

2.4.5. : How often does the institution organized training programmes for the faculty in the use of ?

- The college organizes training programmes of staff in the computers center of the College by the computer instructor of the college. The principal attended computer training organised by the Finance Deptt. of Govt. of Assam

2.5. : **EVALUATION PROCESS AND REFORMS :**

2.5.1: How are the evaluation methods communicated to the students and other institutional members?

- The evaluation methods is communicated to the students and other institutional members by prospectus and notification in college notice board in the beginning of the academic session. The prospectus is available in the college web-site also.

2.5.2 : How does the institution monitor the progress of the students and communicate it to the students and their parents?

- Unit test and class tests are held to monitor progress of the students. The progress of the students is communicated to the parents through notice and meetings with them.

2.5.3 : What is the mechanism for redressal of grievances regarding evaluation ?

- Rangapara College is affiliated to Gauhati University. Hence it follows the evaluation reforms of Guahati University. Guahati University has introduced spot evaluation process since 2007. Since then our teachers are participating in the spot evaluation process as examiners, scrutinizers and head examiners since 2007. Internal assessments is based on unit test result and class attendance by G.U. Accordingly the college is also following the method introduced by the university. Besides the senior faculty teachers of the college sensitized the new examiners on the evaluation process.

2.5.4 What are the major evaluation reforms initiated by the institution/affiliating University ? How does the institution ensure effective implementation of these reforms?

- The University of Gauhati, to which the college is affiliated has introduced evaluation of answer scripts in zonal levels. The teachers of the college has joined the evaluation process as examiner, scrutinizer and Head Examiner. The University has introduced internal assessment system in the final examination, which is also adopted by the college. The University will introduce Semester system from the session 2011. The teachers of the college are attending Seminars and workshops for effective and smooth implementation of the system.

2.6 : BEST PRACTICES IN TEACHING LEARNING PROCESS:

2.6.1 : Details significant innovations in teaching/learning/evaluation introduced by the institution ?

- The examination committee sits to analyse students progress after the first unit Test. The slow learning students and comparatively weaker (merit) students are found out in the meeting. After this these category of students are sent for remedial coaching in various department. The HODs also sit frequently to discuss the teaching learning process. The college also organised NAAC sponsored Seminar on teaching learning process. One national seminar was organised on developing communication skills in English among the UG students. One state level seminar was organised by the department of English for improving communication skills of the students.

The college introduced the system of visiting library by the teachers and major students together. The teachers advise the students what books should be consulted for what type of questions.

CRITERION - III**RESEARCH, CONSULTANCY AND EXTENSION****3.1. : PROMOTION OF RESEARCH:**

3.1.1 : Is there a Research Committee to facilitate and monitor research activity ? If yes, give details on its activities, major decisions taken (during last year) and composition of the Committee.

- There is a research committee headed by the vice-principal of the college. The HODs of the department of Bengali, Assamese, English and Coordinator of IQAC are the members of the committee. In 2009 five teachers were recommended to take up U.G.C sponsored Minor Research Projects.

3.1.2: How does the institution promote faculty participation in research ? (providing seed money), research grants, leave, other facilities)

- The institution promotes faculty participation in research providing leaves and other facilities like computer, library and internet.

3.1.3: Does the institutional budget have a provision for research and development ? If yes, give details.

- The institutional budget has no provision for research and development. However in special cases G.B. Can provide Ad-hoc grant.

3.1.4: Does the institution promote participation of students in research activities ? If yes, give details.

- As it is a UG college there is no provision for students to participate in research activities.

3.1.5: What are the major research facilities developed on the campus ?

- The major research facilities developed on the campus are library facility computer facility and internet facility

3.1.6: Give details of the initiatives taken by the institution for collaborative research (with national / foreign Universities/ Research / Scientific organisations/ Industries / NGOs)

- At present there is no collaborative research programme in the college.

3.2: RESEARCH AND PUBLICATION OUTPUT

3.2.1: Give details of the reserach guides and research students of the institution (Number of students registered for Ph.D. and M.Pill., fellowship/ scholarship, funding agency, Ph.Ds and M.Phils awarded during the last five years, major achievements etc.,)

- As there are no PG classes in the college, it has no research students.

However three of our teachers have guided M.Phil students of distance education of Madurai Kamraj University and Parier University respectively.

3.2.2: Give details of the following :

a) Departments recognized as research centres

- None of the departments are recognized as Research Centre.

b) Faculty recognized as research guides

- None of the teachers are recognized as Ph.D. research guides. However, three of the teachers have guided students for M.Phil degree of Madurai Kamraj and Perrier University.

c) Priority areas for research

- Priority areas for research areas are literature, comparative study, and socio-economic and cultural life of the people of the area as well as of the state.

d) Ongoing Faculty Research Projects (minor and major projects, funding from the Government, UGC, DST, CSIR, AICTE, Industry, NGO or International agencies)

- There are five UGC sponsored Minor Research Projects going on in the college. They are -

i) 'Jamuguri Baresaharia Bhaona' (Baresaharia Bhaona of Jamuguri) A.K.Deka Deptt. of Assamese.

ii) Performance Appraisal and Prospects of Courier Service in Sonitpur District by R.K.Nath, Deptt. of Commerce.

iii) Entrepreneur Attributes behind the growth of Small Tea Plantation A case study of Sonitpur District by H.K. Deka of commerce Department

iv) 'Influence of the Money lenders on the Economic lives of the Tea Garden Laborer. A case study of Sonitpur District' by A Sarmah of Economics Department.

v) 'Ecotorism and its impact on surrounding Community of Nameri National Park, Assam.' by R.M. Deka, English Department

e) Ongoing Students research Projects (title, duration, funding agency, total funding received for the project)

- None

3.2.3: What are the major achievements of the research activities of the institution (findings contributed to subject knowledge, to the Industry needs, community development, patents etc.

- One Minor Research Project Report on English grammar has contributed to the teaching of English grammar in the vernacular medium schools. The PhD thesis of Dr. G. Barman contributed in enriching the language of the area.

3.2.4 : Are there research papers published in referred journals by the faculty? If yes, give details for the last five years including citation index and impact factor.

- Yes

Dr. K.N.Singh ANUSHILAN, BHARATIYA HINDI PARISHAD, ALLAHABAD UNIVERSITY

3.2.5: Give list of publications of the faculty

a) **Books :** K.N. Singh :i) MUKTIBODH AUR MITHAK,
(ii) HINDI (IN TWO VOLUMES)

b) **Articles :** R.M.Deka, Depertment of English

i) 'Remedial Courses in English' Teaching Technique in

Higher Education published by Cotton College, Guwahati

ii) Remedial Course for Rural Students, ACTA journal.

iii) Mysticism in Wordsworth, ACTA journal.

iv) Role of MIL in creating Job opportunity for students,

Souvanier of a National Seminar at Tezpur College

J. K. Hazarika - Department of Assamese

i) Bhaona Aru Tar Adhunik Tatta

ii) Ankiya Bhaonar Nandanik Dish.

Dr. D.K. Varma - Department of Hindi

i) Editorials of 'Ushajyoti'

ii) Purbaiya - 2 articles

Dr. K.N. Singh - i) Ushajyoti - 5 article

c) Conference/Seminar Proceedings - R.M.Deka, A.Sarmah, Dr.

D.K. Verma, H.K.Sahu, K.N.Singh, B.N. Sarmah, S. Behzed,

B.C. Dev, P. Barman, R. Sarkar, B. Talukdar, D. Sarmah

d) Course materials for Distance Education - K.N.Singh for

K.K.Handique Open University.

e) Software packages or other learning materials

- None

f) Any other (Specify)

- J.Hazarika, K.N.Singh Published books on creative writing

3.3.1: List the broad areas of consultancy services provided by the Institution during the last five years (free of cost and / or remunerative).

Who are the beneficiaries of such consultancy ?

- i) Honorary consultancy services are offered by the IQAC for pursuing (a) Higher Education (b) Self Employment (c) Job informations are provided by the library.

3.3.2: How does the institution publicize the expertise available for consultancy services ?

- The institution publicize the expertise available for consultancy through notices, departmental meetings.

3.3.3: How does the institution reward the staff for the consultation provided by them ?

- The Principal & GB issue appreciation letters to the teachers.

3.3.4: How does the institution utilize the revenue generated through consultancy services ?

- As honorary consultancy is offered, no revenue is generated by it.

3.4. EXTENSION ACTIVITIES :

3.4.1: How does the institution promote the participation of students and faculty in extension activities ? (NSS, NCC, YRC and other NGOs.)

- The College encourages students to participate in various extension activities. Though there are no NSS, NCC or YRC, students are connected with different NGOs. SWAT is such an NGO where all the members are our students or ex-students. The teachers are advisors of the NGOs. It mainly involves in various environmental issues. It organizes seminars, workshops and field works to sensitize the people of the locality. As the college is situated near Nameri National Park and Sonai Rupai Wild Life Sanctuary, there are al-

ways man-animal conflict. The NGO works for preservation of wild animals and the forest.

There is another NGO named Rangapara Development circle which mainly works for public health. The Bivekananda Kendra also organizes extension activities with the college students like meditation camp, health camp etc.

3.4.2: What are the outreach programmes organized by the institution ?
How are they integrated with the academic curricula ?

- The main outreach programmes organized by the college are the Environmental issues, Anti terrorism campaigning, Human Rights and Woman's Education and Literacy Mission.

The B.A.&B.Com IInd year students respectively organize environmental related sensitize Programmes like Man-Elephant Conflict, Deforestation, Pure drinking water, Plantation etc. and these programmes are integrated with their courses of Environmental studies. Besides, other programmes are also integrated with course of literature, Pol Science, History, education and Economics.

The B.A. Political Major students organize extension programme on human rights and woman's education. Popular talk, Lectures, seminars are organizes inviting people from other places (High court, University etc.).

The education department students involve themselves in literacy programmes.

M.I.L. Department organizes discussion on folklore and folk cultures and competitions on folk songs and folk dances among the

tea-tribes and different communities of the area.

3.4.3 : How does the institution promote college neighbourhood network in which students acquire attitude for service and training, contributive to community development ?

- All the students of the college come from the surrounding villages of the area. The college develops relationship with the neighborhood by organising meetings, discussions with various organizations of the areas. Football, Volleyball and Cricket matches are organized between the college team and local teams of neighborhood areas. The college also tries to enhance the relationship with neighboring people by inviting them to various occasions celebrated by the college like College Foundation Day, Saraswati Puja and Independence Day and College week. There are military camps of Indian Army in the neighborhood area of the college. Relationship is maintained with them by organising Football & Volleyball matches. They are also invited to the college in the College Week and Freshman Social's meet. Tea executives are also invited to the college in different occasions.

3.4.4: What are the initiative taken by institution to have a partnership with University/Research institutions/Industries/ NGOs etc. for extension activities?

- NGOs are requested to cooperate in various extension activities like environmental issues, AIDS Prevention and Pure Drinking Water awareness. The tea industry helps the students in organising extension activities among the tea garden people. The college is surrounded by a large number of tea estates. The garden labourers are mostly illiterate and follow different superstitions. Witch craft and belief of black magic is a major problem in the area. The stu-

dents conduct awareness programmes with the help of the tea estates among the people.

3.4.5: How has the local community benefited by the institution? (contribution of the institution through various extension activities, outreach programmes, partnering with NGOs and GOs)

- The major extension works of the college are related to environmental issues. People are sensitized on man-animal conflict. In 2004, 18 wild elephants were killed in the area by poisoning them by farmers as they destroyed crops. The college along with the forest department and SWAT, an NGO, organised several awareness programmes in the area, as a result of which killing of wild elephant has been stopped totally.

With the help of the Govt. Doctors and tea garden doctors the college conducted awareness programmes on malaria and pure drinking water which is a major health hazard in the area.

A number of teachers acted as president, secretary or executive members respectively in various social or cultural organisations of the area which are engaged in extension activities.

3.4.6: How has the institution involved the community in its extension activities? (Community participation in institutional development, institution-community networking etc).

- The institution tries its best to involve the community in its extension activities, specially in the environmental issues and the health and hygiene related issues of the area. The teachers and students take part in the extension activities by local social organisations. Teachers sensitize the students and the people on the issue of Insurgency problem, which is one of the grievous problem of the state as well as the Nation.

3.4.7: Any awards or recognition received by the faculty / students/ Institution for the extension activities ?

- None of the teachers have won awards or recognition

3.5. COLLABORATIONS :

3.5.1: Give details of the collaborative activities of the institution with the following organization :

* Local bodies / community :

- The College organised UGC sponsored Seminar on 'Extremist Activities and Violation of Human Rights' in Collaboration with Balipara Press Club. Awareness Camp of Environment was organised in collaboration with SWAT an NGO.

* State -

- Awareness campaigning was done on 'Man Animal Conflict' in collaboration with the Forest Department of Govt. of Assam

* National

- Extension Activities on afforestation and tree plantation is organised with Indian Army. Health Camp is organised among the people of the local tea garden in collaboration with the Indian Army and the Tea Estates of the locality.

* International

* Industry

* Service Sector

- * Agriculture sector
 - * Administrative agencies
 - * Any other (specify)
- The College organised a UGC sponsored National Seminar On Teaching Technique in Higher Education in collaboration with Kaliabor College of Education. Extension activities on Afforestation and Tree Plantation was organised with Indian Army. Seminar is organised on Human Rights in collaboration with Balipara Press Club. Health Camps are organised among the tea garden people in collaboration with the tea estates of the locality and Indian Army. Extension activities on Man-Animal Conflict is done in collaboration with the local office of the Forest Department of Govt. of Assam.

3.5.2: How has the institutional benefited from the collaboration ?

- a) Curriculum development
- b) Internship
- c) On-the-job training
- d) Faculty exchange and development
- e) Research
- f) Consultancy
- g) Extension
- h) Publication

i) Student Placement

- Helps in curriculum of Environmental studies. As a result of the collaboration, the Indian Army organised training for job in Indian Army. The tea estates employ the students, specially the B.Com students in the tea estates. Forest Department helps the teachers in the Minor Research Projects on Forest and Eco Tourism. The tea garden also helps in Minor Research Project on influence of money lenders on the economic lives of the Tea Garden labour. The Tea Research center of Toklai collaborated in organizing seminar on Small Tea Plantation.

3.5.3: Does the institution have any MoU / MoC / mutually beneficial agreements signed with

* Other academic institutions

* Industry

* Other agencies

- The College has no MoU/MoC/mutually beneficial agreements signed with other Academic Institutions, Industry and other agencies.

3.6: BEST PRACTICES IN RESEARCH, CONSULTANCY AND EXTENSION:

3.6.1: What are the significant innovations/good practices in Research, Consultancy and Extension activities of the institution ?

- Almost all the Research Projects (MRP) are based on local issues

and problems. The surrounding areas of the college has been taken up as field of investigation. The extension activities on the Problem of Insurgency/Terrorism has created a lot of awareness among the students and local youths. The extension activities in Environmental issues has become popular among the local people and the killing of wild elephants have been stopped in the area.

a) Acad In the previous assessment NAAC peer team advised the G.B. to motivate the teachers particularly the younger ones to take up research work to promote the Research culture. Accordingly six of the teachers started UGC sponsored Minor research Projects. Four of the teachers obtained PhD Degree during the last five years (2005 - 2009)

departments having their own departmental rooms, computers and departmental libraries. There are computer and internet facilities in the college for teachers and students. A 30 bedded Women's hostel is constructed in the college campus with grant from U.G.C. The hostel is going to be opened from the session 2010-2011. A boys hostel has also been constructed by the college from its own resource. There are separate urinal and lavatory facilities for both boys and girls students. There are separate facilities for both male and female teachers and staffs. Besides there is a parking place for bi-cycles, scooters and motorcycle of the students. There is also waiting shed for the students. In case of power failure, the college has a generator.

b) Co-curricular activities

For the co-curricular activities there is an auditorium in the college. The college has the basic musical instruments which the students can use.

CRITERION - IV

4. INFRASTRUCTURE AND LEARNING RESOURCES.

4.1 Physical Facilities :

4.1.1 What are the infrastructure facilities available for -

a) Academic activities ?

- For academic activities there are 14 class room, one computer centre and one laboratory, one auditorium in the college. There is a central library alongwith reading rooms for students and faculties. There are eight departments having their own departmental rooms, computers and departmental libraries. There are computer and internet facilities in the college for teachers and students. A 30 bedded Women's hostel is constructed in the college campus with grants from U.G.C. The hostel is going to be opened from the session 2010-2011. A boys hostel has also been constructed by the college from its own resources. There are separate urinal and lavatory facilities for both boys and girls students. There are separate facilities for both male and female teachers and staffs. Besides there is a parking place for bi-cycles, scooters and motorcycle of the students. There is also waiting shed for the students. In case of power failure, the college has a generator.

b) Co-curricular activities ?

- For the co-curricular activities there is an auditorium in the college. The college has the basic musical instruments which the students can use.

c) Extra-curricular activities and sports ?

- There is a large play ground in the college campus. The Annual sports competitions including football, athletics and cricket are held in the play ground. There are separate volleyball court, badminton court and basket ball court. The college provides sport equipments like football, volleyball, cricket ball and bats, stamps, net, badminton racket, javelin, shotput discuss, weight ball, carom board etc. for the students. The play ground is surrounded by wall and there is also a pavilion in the playground. Football jersies and volleyball jersies are provided by the college to the players when they go to play in the inter college or other tournaments.

For other extra-curricular activities there is an auditorium alongwith sound system and musical instruments.

4.1.2: Enclose the Master Plan of the College campus indicating the existing physical infrastructure and the projected future expansions.

- Masterplan is enclosed as enclosure.

4.1.3: Has the institution augmented the infrastructure to keep pace with its academic growth ? If yes, specify the facilities and the amount spent during the last five years.

- With its limited resources the college is trying to keep pace with its academic growth. A class-room was constructed with the help of U.G.C grant during the last five years at a cost of Rs.4,50,000/- A girls hostel is constructed by the financial help of U.G.C at a cost of Rs.27,50,000/-. Rs.8,00,000/- is spent from college sources to construct a boys hostel which is nearing completion. Rangapara

development block has constructed a pavilion in the play ground at a cost of Rs.5,00,000/-. An examination control room is constructed at the cost of Rs.2,00,000/- by the college from its own sources. The college applied to the U.G.C for financial grants to improve infrastructure facilities and the U.G.C has sanctioned a sum of Rs.25,00,000/- to built class rooms, library rooms and a day care centre. In the last five years one hundred pairs of desks and benches have been made at the cost of Rs.1,50,000/- from the college fund.

4.1.4: Does the institution provide facilities like common room, separate rest rooms for women students and staff ?

- There is a separate common room facilities for the girls students in the college. There is a T.V. set, looking mirrors and a few pairs of carom boards in the girls common room. Though there is no separate common room facilities for the female teaching staffs there is a facility for separate dressing room and lavatories for the female staffs in the college. The NACC peer team in its report suggested that common room facilities should be improved. Accordingly the lavatories of the common rooms have been improved by fitting floor tiles and running water. Floor tiles were also fitted on the floor of the common room. Seating capacity is also increased.

There is a boys common room for the male students with seating facilities and indoor games facilities like carom, chess and ludu.

4.1.5: How does the institution plan and ensure that the available infrastructure is optimally utilized ?

- The college tries to ensure that the available infrastructure is opti-

4.2.3 mally utilised. In all the class rooms classes are held regularly. The library is utilised by the students as much as possible. Cultural activities like college week, Freshman's social, college foundation day etc. are held in the college auditorium. Seminars, conferences, meetings etc. are organised in the auditorium. The play ground is used by the students for different activities.

4.1.6 : How does the institution ensure that the infrastructure facilities meet the requirements of the differently abled students ?

4.2: MAINTENANCE OF INFRASTRUCTURE

4.2.1: What is the budget allocation for the maintenance of (last years data).

a) Land - Rs. 14,000/-

b) Building - Rs 4,75,000/-

c) Furniture - Rs 1,50,00/-

d) Equipments - Rs 2,00,000/-

e) Computers - Rs. 1,80,000/-

f) Vehicles - The college does not possess any vehicle.

4.2.2: How does the institution ensure optimal utilization of budget allocated for various activities ?

- The college ensures optimal utilisation of budget allocated for various activities by a core team consisting the Principal, the Vice-Principal, the treasurer and the head assistant. In case of maintenance of building the construction a committee looks after it.

4.2.3: Does the institution appoint staff for maintenance and repair? If not, how are the infrastructure facilities, services and equipment maintained?

- The college has no permanent staff for maintenance and repair. However, there are registered firms who are called for repairing works. In case of the computers there is the system of AMC.

4.3: LIBRARY AS LEARNING RESOURCE

4.3.1: Does the library have a Library Advisory Committee ? What are its major responsibilities ?

- There is a library advisory committee in the college. The committee is constituted as per guidelines of Director of Higher Education, Govt. of Assam.

The advisory committee advise the librarian in -

- i) Purchase of books.
- ii) Preparing the budget for the year.
- iii) Suggests all-round developments of the library.
- iv) Frame policies for maintenance of the books and equipments of the library.

4.3.2: How does the library ensure access, use and security of materials ?

- The library issues one book to a students for a period of 15 days. Major students are issued two books at a time for 15 days. A student can have one extra book for the same period depositing the caution money of Rs.100/-. The library issues books to the

students of different classes on different days. The students can avail the reading room facilities daily without time limit.

To ensure the security of materials, specially the books, insecticides are sprayed at regular intervals. Some herbal products made of neem and neptholine are also used to keep away the insects from destroying the books.

4.3.3: What are the various support facilities available in the library ? (computers, internet, band width, reprographic facilities etc.)

- There are various support facilities available in the library. They include computer, internet and reprographic facilities. There is a book bank in the library.

4.3.4: How does the library ensure purchase and use of current titles, important journals and other reading materials? Specify the amount spent on new books and journals during the last five years.

- To ensure the purchase and use of current titles, important journals and other reading materials, the librarian asks the departments to place their demands. After receiving the demands those are placed in the advisory committee for approval. The librarian informs the departments when booklet of new publication comes to the library

4.3.5: Give details on the access of the on-line and Internet services in the library to the students and faculty ? (hours, frequency of use, subscriptions, licensed software etc.)

- Due to remote location and paucity of fund the college library could not made the students avail the internet facilities. However the limited internet facilities are provided to the students in special cases.

The college has licensed software of SOUL college version and SOUL 2.0 Network version supplied by INFLIBNET.

4.3.6: Are the library services computerized ? If yes, to what extent ?

- The library services are partly computerised i.e, data entry of books have been done.

4.3.7: Does the institution make use of INFLIBNET / DELNET / IUC facilities ? If yes, give details.

- Yes the college has been SOUL software and SOUL 2.0 network version of INFLIBNET.

4.3.8: What initiatives are taken by the library staff to enrich the faculty and students with its latest acquisitions?

- The library staffs circulate the latest acquisitions among the faculty and students. Booklets, brochures, book catalogue of new acquisitions are displayed on a board via the library. The librarian also meet the faculties personally when new acquisitions are made.

4.3.9: Does the library have interlibrary borrowing facility ? If yes, give details of the facility.

- There is no inter library borrowing facility in the college library. However, inter-library borrowing is done among the departmental libraries of the college.

4.3.10: What are the special facilities offered by the library to the visually and physically-challenged persons?

- There are no special facilities offered by the library to the visually

challenged persons. However, the library staffs help the physically challenged students if they visit the library. Separate and feasible seating facilities are provided to them.

4.3.11: List the infrastructural development of the library over the last two years.

- 220 square feet of reading room facilities were increased in the last two years. By this seating capacity for 20 students were increased. During the last two years 10 steel racks and 12 book almirah were purchased to keep the new books.

4.3.12: What other information services are provided by the library to its users?

- Besides lending the books informations of higher educational institutions, job opportunities scholarship informations are provided to the students. The university question papers and question banks are kept for reference.

4.4: ICT AS LEARNING RESOURCES:

4.4.1: Does the Institution have up-to-date computer facility? If yes, give details on the available hardware and software (Number of computers, computer-students ratio, stand alone facility, LAN facility, configuration, licenced software etc.)

- The institution has up to date computer facilities in the administration, departments, account section and in the library. There is a networking to connect the office of the Principal with the departments. There is a computer centre which was donated by the Redhorn Division of Indian Army. There are altogether 26 no of computers in the college with 10 numbers of printers. There is a

laptop for the use of IQAC.

Number of Computers - 26 desktops and one lap top. L.C.D Projector with Screen, video camera, scanner, Fax machine, photo copier (2nos), T.V. Set (2nos). Number of Printers - 10

Configuration - Latest configuration with Pentium 4 Dual-Core Processor.

Software - M.S. office, Windows XP, VISTA, SOUL Software 2.0, college management software.

4.4.2: Is there a central computing facility ? If yes, how is it utilized for staff to students?

- There is central computing facility. However, this facility has been made available for interaction between the Principal and the staff.

4.4.3: How are the faculty facilitated to prepare computer aided teaching/ learning materials? What are the facilities available in the college for such efforts?

- The faculties prepare printing materials in the computer to be distributed among the students. L.C.D projector is also used in the departmental seminars and discussions.

4.4.4: Does the Institution have a website? How frequently is it updated. Give details.

- The institution has its own website www.rangaparacollege.org. It is updated annually. However, in some special cases it is updated whenever it becomes necessary.

4.4.5: How often does the institution plan and upgrade its computer sys-

tem ? What is the provision made in the annual budget for update, deployment and maintenance of the computers in the institution ?

- The college plans and upgrades its computer systems when needs arises for update, deployment and maintenance of the computers there is an annual budget.

4.4.6: How are the computers and their accessories maintained ? (AMC etc)

- The computers and accessories are maintained through AMC system.

4.5: **OTHER FACILITIES :**

4.5.1: Give details of the following facilities :

a) Capacity of the hostels :-

Boys- 20, Girls- 24

b) Occupancy :- Both the hostels will be opened from the next academic session.

c) Rooms in the hostel - Boys:- 10 + dining, common room
+ Kitchen.

Girls:- Six rooms for occupancy, 1 for common room, one for dining.

d) Recreational facilities :- Common room facilities are available.

T.V. sets will be provided when the hostel will start functioning.

e) Sports and Games :- Play ground, basket ball court, badminton

court and indoor games like carom, chess etc are available.

- f) Health and Hygiene (Health Care centre, Ambulance, Nurse, Qualified Doctor) (Full / part time etc.)

- 4.6: - Qualified part-time doctor will be appointed when the hostel starts.

4.5.2: How does the institution ensure participation of women in intra and inter institutional sports competitions and cultural activities ?

- The college encourages the girls students to join in intra and inter institutional sports competition and cultural activities. In the college week sports meet competitions in sports and cultural activities are organised for girls students on different events. Our girls students have shown their activities in sports in National and State level sports competition and cultural competitions including in the youth festival of G.U. and National games.

4.5.3: Give details of the common facilities available with the Institution (Staff room, day care centre, common room for students, rest rooms, health centre, vehicle parking, guest house, Canteen, telephone, internet cafe, transport, drinking water etc.)

- There are separate well furnished rooms for all the departments. All the departments have computer facilities. There is a common room for both male and female faculties with separate lavatory facilities. Separate common room facilities are there for boys and girls students respectively. There are vehicle parking space with bicycle and motor cycle sheds. There is canteen for students and stuffs. There is telephone facility in the Principal's chamber. All the departments are linked with inter coms. Students can avail internet facilities in the computer lab. For pure drinking water there is drinking

water provisions. Acquagaurd facilities in the teacher's common room and in the office of the college are installed. There are water filters in all the departments, girls common room, boys common room and in the library.

4.6: BEST PRACTICES IN INFRASTRUCTURE AND LEARNING RESOURCES.

4.6.1: What innovations/best practices in 'Infrastructure and Learning Resources' are in vogue or adopted/ adapted by the institution?

- The use of L.C.D Projectors, computers and introduction of project reports in environmental science and field survey are some of the innovative learning practices.

These practices were started after the first assessment and accreditation of the college.

The peer team of NAAC advised to improve sports facilities. Accordingly football ground and cricket ground has been developed. Volleyball court is improved and a pavillion is constructed in the sports ground.

The peer team advised to construct the hostels and hostels for both boys and girls' have been constructed and the hostel will be opened from the coming Academic session.

CRITERION - V

STUDENT SUPPORT AND PROGRESSION

5.1 : STUDENT PROGRESSION :

5.1.1 : Give the socio-economic profile (General, SC/ST, OBC etc.,) of the students of the last two batches.

- Socio economic profile of the students of the last two batches are as follows -

	2008	2009
General	153	145
SC	17	31
ST	53	56
OBC	145	219

5.1.2 : What are the efforts made by the Institution to minimize the drop-out rate and facilitate the students to complete the course ?

- The college tries to minimize the drop out rate by offering remedial courses to the weaker students. However, the main cause of the dropout of students in the college is the poor economic condition of the students family for which he or she can not continue studies.

5.1.3 : On an average, what percentage of the students progress to further studies and for employment? Give details for the last two years. (UG to PG to Ph.D and / or to employment)

- The percentage of the students progress to further studies for the

last two years are as follows -

2008 - 42 %

2009 - 46 %

5.1.6 : Give Percentage of the students progress for employment are as follows -

2008 - 3 % IN Govt. job, 40% in Private jobs / self employment.

2009 - 11 % in Govt. job, 44% in private job/ self employment.

5.1.4. : How does the institution facilitate the placement of its outgoing students? What proportion of the graduating students have been employed? (average of last five years)

- There is no placement cell in the college for its outgoing students. However, it provides the students the information about vacancy in different places. A very few percentage of students (approx 10%) employed in Govt. or any other private company jobs. However, good percentage of students (approx 70%) are self employed for which commerce Department provide advice and suggestion.

5.1.5 : How does the institution facilitate and support students for appearing and qualifying in various competitive examinations? Give details on the number of students coached, appeared and qualified in various competitive examinations (Average of last five years) (UGC- CSIR-NET, SLET, GATE, CAT, GRE, TOFEL, GMAT, Civil Services - IAS, IPS, IFS, Central/ State services etc.

- The college library provide information of competitive examination to the students. The library also provide facilities of magazines,, books and News paper to the intending outgoing students.

The UGC has provided the college with financial support to start a coaching class for various state and central Govt. jobs during the 11th plan period. Accordingly the coaching classes will be held from the next academic session.

5.1.6. : Give a comparative analysis of the institutional academic performance with reference to other colleges of the affiliating University and the university average. (Pass percentage, Distinctions, Gold medals and University Ranks, Marks obtained in relation to university average etc. (Last five years' data)

- Comparative analysis of the institutional academic performance of the last five year with other nearby colleges.

Name of College	PPc with year (5 year)					Gold Medal	Union rank
	04-05	05-06	06-07	07-08	08-09		
Gauhati University	69.76%	73.38%	70.27%	68.19%	65.10%		
Rangapara College	67%	72%	66%	71%	72%		
THB College 45 Km. away from the College	76.2%	73.3%	66.3%	71.8%	72.1%		
Tezpur College 40 Km. away from the College	66%	74.6%	57.7%	58.54%	58.59%		

5.2. : STUDENT SUPPORT :

5.2.1 Does the institution publish its updated prospectus, handbook and other student information material annually ? If yes, what is the information disseminated to students through these publications?

- The college publish its updated prospectus annually. It is published just before the commencement of the new academic year. In the prospectus, all informations like aims and objectives of the college, admission procedure fees structure, name of the faculties & staff

5.2.6. rules & regulations regarding maintenance of discipline facilities provided in the college, name of the Departments, Courses offered warning against Ragging are provided.

5.2.2 Does the institution provide financial aid to students? If yes, specify the type and number of scholarships/ freeship given to the students during the last academic year by the institution (Other than those provided by the social welfare departments of the State or Central Governments)

- The college provide financial assistance to 12 BPL students in the form of free admission. Besides, students having less then 5000\/- monthely income and who comes to the college from 8 Kms. away are provided conveyance allowances provided by UGC. SC/ST and OBC (non creamy layer) are provided stipend with the fund sanctioned by UGC.

5.2.3 : Give details of schemes for student welfare? (insurance, subsidized canteen facilities special diets, student counseling support, “earn while you learn” scheme etc.)

- There is a student canteen in the college. But the college cannot provide subsidized canteen facilities due to paucity of fund.

5.2.4: What type of support services are available to overseas for the students?

- There are no overseas students in the college.

5.2.5. : Give details of the placement and counselling services for the students?

- There is no placement cell in the college. However, the library provides job information to the students. Teachers also offer free counselling regarding information of jobs.

5.2.6. : How does the institution encourage and develop entrepreneurial skills among the students ?

- The Commerce Department of the college organises Entrepreneurial Development skills with the help of various agencies like Indian Institute of Entrepreneurship and Industry Department of Assam.

5.2.7 : Does the faculty participate in academic and personal counselling? If yes, give details on services provided during the last academic year?

- The faculties participate in academic counselling during the last five year, Department of Commerce hold academic counselling for the B.Com students.

A group of students were trained by Assam Industrial Development corporation (AIDC) for self employment.

5.2.8. : Is there a separate guidance and counselling centre for women students? If yes, enumerate the activities of the centre.

- There is no separate guidance and counselling centre for women students.

5.2.9 : Is there a Cell/Committee constituted for prevention/action against sexual harassment of women students? If yes, detail its constitution and enumerate its activities (issues addressed during the last two years)

- There is a Disciplinary action committee which is constituted for prevention / action against sexual harassment of women students. Vice Principal is the Chairman of the committee. While two lady teacher are its members. There was no case of sexual harassment in the college during the last two years.

5.2.10.: Does the institution have a grievance redressal cell? If yes, what are its functions? Detail the major grievances redressed during the last two years.

- There is a grievance redressed cell in the college. It takes care of the grievances of any employee and students of the college in their workshop and takes action to redress the grievances. However, there was no cases of grievances during the last two years.

5.2.11.: Is there a provision for acquiring computer skills/ literacy for all students, in the curriculum? If yes, give details on how it is imparted, and level of proficiency.

- There is a provision for acquiring computer skills for all the B.Com students. Students of 1st year B.Com course are trained on basic literacy of computer in the computer centre of the college. In B.Com IInd year, tally courses in the computer center will be started in the next academic session for the students.

5.2.12: What value added courses are introduced by the institution to develop life skills, career training, community orientation, good citizenship and personality development of students?

- To train the students in life skills, community orintation, good citizenship and personality development of students, the college organises training programmes with the help of Prajapita Brahmakumari Ishwariya Viswavidyalaya and Vivekananda Kendra.

5.2.13: How does the institution ensure safety and security of the students, faculty and the institutional assets ?

- The College authority ensure safety and security of the students with the help of the District Administration, Police Station and various social organisation and Association.

There are chowkidars and Night Guards appointed by the College to guard the Institutional assets.

For fire safety, fire extinguishers are installed with the help of Fire prevention Department of Govt. of Assam

5.3.: STUDENT ACTIVITY :

5.3.1: Does the institution have an Alumni Association ? If yes,

- There is Alumni Association of the college -

i) List its current Office bearers

Jayanta Sen Deka - President

Raju Roy - Joint Secretary

Niranjan Nath - Joint Secretary

Besides, there are 12 other executive members.

ii) List its activities during the last two years.

- The Alumni Association visit the college and organises meetings with the student and faculties. It participated in the college foundation Day. In the Silver Jubilee celebration the Alumni extended allround co-operation in the celebration.

iii) Give details of the top ten alumni occupying prominent positions.

- Ten top alumni occupying prominent positions -

Raju Roy - Lecturer, DCB Commerce College, Jorhat.

Biju Roy - Lecturer, J.B. College, Jorhat.

Runumoni Lahkar - Lecturer, KC. Das Commerce College,
Guwahati

Niranjan Nath - Prominent Businessman & Social Worker

Rathindra Dey - Prominent Businessman & Social Worker
and Political leader

Dilip Kujur - ACS Officer (Suptd. of Taxes)

Rupa Debalhikar - Lecturer, Bongaon Girls College

N. Jha - Advocate, Guwahati High Court

Utpal Nath, - Prominent Businessman & Small Tea Planter

Anthony Steinhart - Labour Welfare Officer, Williamson Magor
Tea Company

Silbreius Tirkey - Manager, T. E. Williamson Magor.

iv) The Alumni Association actively participated in the Silver Jubilee Celebration of the College in the year 2005. They have donated twenty pairs of desk and benches to the college. They participate in different occasions like college foundation Day, Freshers Social, annual College week functions and encourages the students in different ways.

5.3.2.: How does the institution encourage its students to participate in extra-curricular activities including sports and games? Give details on the achievements of students during the last two years. (Institution level/inter-collegiate/Inter-University/Inter-state/ National/International)

- The College encourages the students to participate in extracurricular activities including games and sports. Coaching in football & Volleyball is organised by the college.

In 2007 - 08 the college Volleyball team won silver medal (IIInd Position) in the Inter College Volleyball competition of Gauhati University.

The college won 2nd position in Inter College quiz competition of G.U. & Won 3rd position in Rabindra Sangeet in youth Festival in G.U.

Won 2nd position in World Mental Health Day , All Assam Debating Competition.

In 2008 - 09,

Wrestling - Gold medal (under 65 kg group man's category)

- **Silver medal** in 70 kg man's category

- **Bronze medal** in 60 kg women's category in Inter College Arm wrestling competition of G.U.

Won Gold medal in traditional song, silver in speech competition and Bronze in Cartoon drawing competition of Gauhati University Inter College youth festival.

The College cultural team performed folk dance in the Golden jubilee celebration of Assam College teachers Association and won appreciations of college teachers all over Assam.

5.3.3.: How does the institution involve and encourage students to publish materials like catalogues, wall magazines, college magazine, and other material? List the major publications/materials brought out by the students during the previous academic session.

- The College encourages the students to publish wall magazines and College Magazine. Wall magazines are published by all the Department at the time of Freshman's Social and College Week. The College Wall magazine is published quarterly by the magazine Secretary of the College. The College magazines is published annually. During the previous Academic session, the College magazine was published where Pranjal Borah was the editor.

5.3.4: Does the institution have a student Council or any similar body? Give details on its constitution, major activities and funding.

- There is a student council in the College named "Rangapara College students' Union". The Union has one General Secretary, One Vice President, One Cultural Secretary, One Magazine Secretary, One Social Service Secretary, One Debating Secretary, One Major Games Secretary, One Minor Games secretary, One Boy's Common Room Secretary, One Girl's Common Room Secretary, One Senior teacher is appointed by the Principal as President of the Union. The Principal also appoints the teachers officer in-charges of all the portfolios mentioned above. The secretaries of the Union Body are elected by the students through secret ballot.

5.3.5: Give details of the various academic and administrative bodies and their activities (academic and administrative), which have student representations on them.

- List of the committees are enclosed as enclosure.

5.3.6.: Does the institution have a mechanism to seek and use data and feedback from its graduates and from employers, to improve the growth and development of the institution ?

- The Institution does not have a mechanism to seek feed back from its graduates.

5.4. : **BEST PRACTICES IN STUDENT SUPPORT AND PROGRESSION :**

5.4.1 : Give details of institutionsl best practices towards Student Support and Progression ?

- The students of the college are mostly average in merit and they are from weak economic and social background. However, there are talented sports persons and cultural performers amongst them. The college encourages students to take part in games and sports and arranges coaching for Volleyball & Football. Students are encourage to take part in cultural activities organised by G.U. and other organisations. In the college union body's election, students are trained on how to take part in voting. Students are encourage to engage themselves in self employment. In this regard, the Department of commerce takes special initiatives.

CRITERION - VI

6. GOVERNANCE AND LEADERSHIP

6.1.1 State the Vision and Mission statement of the institution and give details on how the institution.

a) Ensures that the vision and mission of the institution is in tune with the objectives of the Higher Education policies of the Nation?

- The vision and mission of the college is in tune with the objectives of the higher educational policies of the nation. The college aims to provide quality education to the students of the economically and socially backward area. It aims to make education relevant to local, national and global needs. Extension of national feelings among the students is one of the major missions of the college.

b) Translate its vision statement into its activities ?

- The College tries its best to translate its vision statement into its activities by imparting quality education and organising conference, seminars, workshops, meeting and other extension activities and best practices.

6.1.2 : Enumerate the Management's commitment, leadership-role and involvement for effective and efficient transaction of the teaching learning processes.

- The college management i.e. the Governing Body is very much supportive in the effective and efficient transaction of the teaching learning processes. It never interferes the autonomy of the faculty in teaching learning process. The Governing Body leads the college in its journey to progress and excellence.

6.1.3 : How does the management and the Head of the institution ensure that responsibilities are defined and communicated to the staff of the institution?

- The management and the head of the institution i.e. the Principal communicate to the staff their responsibilities. It is done through notices office order and by way of holding meetings and discussions. There are two teachers representatives and one staff representative in G.B. The members also communicate the decisions of the G.B. to the teaching community and the office staff.

6.1.4. How does the Management/Head of the institution ensure that adequate information (from feedback and personal contracts etc.) is available for the management, to review the activities of the institution?

- To review the activity of the institution the principal interacts with the teachers students, alumnis and the parents and guardians of the students.

6.1.5 : How does the management encourage and support involvement of the staff for improvement of the effectiveness and efficiency of the institutional processes ?

- The management encourages and supports involvement of the staff by appointing them to different committees.

6.1.6 : Describe the leadership role of the Head of the institution, in governance and management of the institution.

- The Principal of the College takes the leading part in Governance and management of the college. He acts as chair person of different committees of the college as well as of the locality. He is the member Secretary of the G.B.

6.2. : ORGANISATIONAL ARRANGEMENTS :

6.2.1 : Give the organizational structure and details of the academic and administrative bodies of the institution. Give details of the meetings held, and the decisions taken by these bodies, regarding finance, infrastructure, faculty recruitment, performance evaluation of teaching and non-teaching staff, research and extension activities linkages and examinations held during the last two years.

- The College is governed by a Governing Body which is appointed by the Government. The Principal is the member secretary of the G.B. A prominent educationist of the locality is appointed as the President of the G.B. Other members include University nominees, Guardians' representatives, teachers' representative and representative of the non-teaching staff. The G.B. sits at an interval of six months. However in emergency cases G.B. may sit before the stipulated time. Besides the G.B., there are committees like Admission committee, Examination Committee, Grievance Redressal Cell, Construction Committee and a number of other committees to look after the activities like administration, admission, infrastructure and extension activities. The details of the committees are enclosed as Annexure I. Recruitment is done by a committee formed as per direction of the Govt. of Assam and UGC guideline, Following are some of the major decisions taken by the G.B. and other committees :-

- i. Treasurer of the college is advised to prepare Annual budget for the session 2008 - 09 (date of meeting 10 - 05 - 08)
- ii. G.B. approved Rs. 5000/- to each of the Departments to purchase books for Departmental Library (G.B.meeting held on 10 - 5- 08)

iii) Approved the appointment of LDA (meeting held on 30-8-08)

iv) GB approved opening of the study centre of K.K. Handique open University. (G.B. held on 30 - 8- 08)

v) The appointment of P.Barman against the post of lecturer in the Deptt. of History was approved.
(G.B. meeting held on 27 - 12 - 2008)

Discussion of Examination committee :

i) Officer - in- charges of different University. Examinations were appointed (meeting. held on 25 - 11 - 09)

ii) Date of the Unit test were fixed (held on 25 - 11 - 09)

Admission Committee :

i) The admission fees of TDC 1st year (Arts & Com.) fixed.
(meeting held on 25 - 5- 09)

ii) Tuition fee exemption will be given strictly on merit basis to 20 BPL students. (meeting held on 25 - 5 - 09)

6.2.2: To what extent is the administration decentralized ? How does the institution collaborate with different sections/departments and personnel of the institution to improve the quality of its educational provisions ?

- Though G.B., represented by the Principal, is the highest body of administration, there is a system which decentralises the administration. The administration is decentralised in the admission, examination and other academic activities which are done by the dif-

ferent committees. The class routine and running of the classes are looked after by the vice-principal.

6.2.3. : Does the institution have effective internal coordination and monitoring mechanisms ? If yes, specify

- IQAC plays the role of effective internal co-ordination and monitoring mechanism

6.2.4. : Does the institution have a Grievance Redressal Cell for its employees? If yes, what are its functions? List the number of grievances redressed during the last two years.

- The institution has a Grievance Redressal cell for each employees. It looks after the grievances arose among the employees. In the two years the cell did not get any complaint of grievance.

6.2.5. : How many times does the management meet the staff in an academic year? What are the major issues discussed during the last meeting?

- The Principal meets the staff at least twice in an academic year. At least one meeting is arranged between the staff and G.B. in a year. The Principal frequently meets the HoDs to discuss various academic and administrative matters. The major issues discussed in the last meeting of the Principal and the staff are as follows -

i. To prepare the college and the IQAC for reaccreditation.

ii. To start the functioning of the Girls' Hostel in the session 2010-11

iii. To organise the UGC sponsored seminar of Education Department and Pol. Science Department respectively in a smooth way.

6.2.6: Is there a Cell to prevent sexual harassment of women staff? How effective is the functioning of the Cell?

- The grievance Redressal cell looks after the matter of sexual harassment of women staff. However till now the college has not faced such a problem.

6.3. : STRATEGY DEVELOPMENT AND DEPLOYMENT :

6.3.1: Describe the procedure of developing the perspective institutional plan. How are the Teachers, Students and Administrators involved in the planning process?

- The plan of development is discussed in the meeting of the Principal and the teaching and non-teaching staff. Different committees forward suggestions for the development of the college. The principal discusses the development plans with the representatives of the students also, i.e. with the Students Union of the college. After discussion, principal places the suggestions of the staff and union body in the college governing body. The Governing body is the highest body to take decision in the development plan. However, G.B. does not interfere in the Academic Programme and give full autonomy to the staff on academic matters. However, it has to take decisions if financial implication are there. In the case of UGC related development matters, there is a UGC committee who suggests development planning to the G.B. The developmental suggestions put forward by the guardians also taken into consideration.

6.3.2: How are the objectives communicated and deployed to all levels, to ensure individual employee's contribution for the institutional development?

- The objectives of the college is communicated and deployed to all levels by means of meetings, notice, writing of articles, and personal discussions by the principal. The suggestions of the employees regarding the development of the college are taken into account with due weightage.

6.3.3. : List the different committees constituted for the management of different institutional activities ? Give details of the meetings held and the decisions taken, regarding academic management, finance, infrastructure, faculty, research, extension and linkages, and examinations held during the last two years.

- The list of the different committees constituted for the management of different institutional activities are given in *Annexure - I*

The major decisions taken in last two years :

- Officer - in- charges of different University. Examinations were appointed (meeting. held on 25 - 11 - 09)
- Date of the Unit test were fixed (held on 25 - 11 - 09)
- The admission fees of TDC 1st year (Arts & Com.) fixed. (meeting held on 25 - 5 - 09)
- Tuition fee exemption will be given strictly on merit basis to 20 BPL students. (meeting held on 25 - 5 - 09)

6.3.4.: Has the institution an MIS in place, to select, collect, align and intergrate data and information on the academic and aministrative aspects of the institution ?

- There is no MIS in the College.

6.3.5.: Does the institution use the various data and information obtained from the feedback, in decision-making and performance improvement? If yes, give details.

- The data collected from students' feedback are analysed in the meetings of the HoDs and follow up actions are taken.

6.3.6: What are the institution's initiatives for promoting co-operation, sharing of knowledge, innovations and empowerment of the faculty? (Skill sharing across departments, creating/providing conducive environment, etc.)

- Regular meetings are held among the teachers across the Departments. Departmental seminars of a department invite teachers of other departments to deliver lectures and interactions are held among the teachers. The departments of Assamese, Hindi, Bodo and Bengali have a common forum to discuss academic matters and subject related topics, specially topics on Folklore is discussed in the Forum.

6.4. : Human Resource Management :

6.4.1 : What are the mechanisms for performance assessment (teaching, research, service) of faculty and staff? (Self-appraisal method, comprehensive evaluation by students and peers). Does the institution use the evaluations to improve teaching/research of the faculty and service of the faculty by other staff? If yes, how?

- There is a system of feedback from students. The meeting of the HoDs make assessment of the performance of the teachers. The Research committee advises the teachers on research Projects.

6.4.2 : What are the welfare measures for the staff and faculty? (mention only those which affect and improve staff well-being, satisfaction and motivation)

- The support staff of the college are given free uniform.

There are two self funded welfare fund in the college - One is Rangapara College Teachers' and Employees' Welfare Fund (RTEWF) and the other is Sanjukta Kalyan Punji (SKP), which offers loan to the teachers and employees at a vey low rate.

6.4.3.: What are the strategies and implementation plans of the institution, to recruit and retain faculty and other staff who have the desired qualifications, knowledge and skills ?

- To recruit and retain faculty and other staff, the college makes advertisement in news paper.

6.4.4. : What are the criteria for employing part-time/adhoc faculty ? How are the recruitment conditions of part time / adhoc faculty different from that of the regular faculty ? (Eg. salary structure, workload, specialisations)

- Part time / Adhoc faculties are recruited by advertising the posts in News papers and by local advertisements. Part-time lectureare are appointed during the peak session of classes. The parttime lectures have to fulfill the UGC norms at the time of recruitment.

The regular process of advertisment and interview is followed to recruit part time lecturers.

There is a salary structure made by the G.B. for the part-time teachers. Workload is decided by the Principal of the College keeping in view of the need of the students.

6.4.5.: What are the policies, resources and practices of the institution that support and ensure the professional development of the faculty ? (Eg. budget allocation for staff development, sponsoring for advanced study, research, participation in seminars, conferences, workshops etc. and supporting membership and active involvement in local, state, national and international professional associations)

- To ensure the professional development of the faculty, the college authority provides special leaves, to the teachers. There is provision for study leave if a faculty is engaged in advanced study or research. Faculties are provided with T.A. / D.A. and registration fees, if they attend seminars, workshop and conferences sponsored by UGC, NAAC or other organised National or international organisations.

6.4.6: How do you assess the needs of the faculty development? Has the institution conducted any staff development programmes for skill up-gradation and training of the staff ? If yes, give details.

- The college organised NAAC sponsored and UGC sponsored National Seminar respectively for development of the faculties. Faculties are encouraged to attend RC and OC in different Academic staff colleges. The Principal took part in computer training programme organised by the Deptt. of Finance, Govt. of Assam. The Head Assistant of the college attended a professional development programme sponsored by UGC at ASC, Gauhati University in 2009.

The librarian of the college attended workshop at INFLIBNET center at Ahmedabad.

6.4.7.: What are the facilities provided to faculty ? (Well-maintained and functional office, infrastructure and other space to carry out their work effectively etc.)

- The faculties are provided with facilities like well furnished departmental room, separate library reading room and common room with lavatory facilities. Each of the departments is provided with computers for use of the facilities.

6.5.: FINANCIAL MANAGEMENT AND RESOURCE MOBILIZATION :

6.5.1 : Does the institution get financial support from the Government ? If yes, mention the grants received in the last three years under different heads. If no, give details of the sources of revenue and income generated during the last three years?

- Yes, the institution get financial support from the Government. The deficit of grant received during the year 2008 and 2009 are -

	2008	2009
Library	5,00,000/-	-
Financial Assistance (For salary of Ad-hoc-teacher)	2,73,684/-	6,00,000/-

6.5.2 : What is the quantum of resources mobilized through donations? Give information for the last two years.

- After getting deficit grants in aid and the provincialisation status, the college did not get donation from any where. However, the Alumni Association donated some furniture to the college. Ofcourse, the silver jubile celebration of the college in 2005 was managed by

6.6. : public donation and the total donation received from public was Rs. 3,50,000/-

6.5.3. : Is there adequate budget to cover the day-to-day expenses ? If no, how is the deficit met ?

- An amount is allotted in the budget to cover day today expenses. But it is not sufficient to run the expenses of the whole year. So, diverting from other funds of the college day to day expenses are met.

6.5.4 : What are the budgetary resources to fulfil the institution's mission and offer quality programmes ? (Budget allocations over the past two years (provide income expenditure statements)

- Copy of Income Expenditure statement is enclosed as enclosure -

6.5.5. : Are the accounts audited regularly ? If yes, give the details of internal and external audit procedures and the audit reports for last two years.

- Yes, the Accounts are audited regularly. Internal audit is conducted yearly by an Internal auditor appointed locally by the G.B. External Audit is conducted by professional C.A. appointed by G.B. However, sometimes Govt. of Assam send Govt. Auditor audit the Accounts.

6.5.6. : Has the institution computerized its finance management systems ? If yes, give details.

- No, the financial managment system has not been computerized. However, it is in the process of computerization.

6.6. : BEST PRACTICES GOVERNANCE AND LEADERSHIP

6.6.1 : What are the significant best practices in Governance and Leadership carried out by the institution ?

- Significant best practises in Govrnance and leadership carried out by the institution are as follows -

- i) Appointment of Professional C.A. for external audit of the College.
- ii) G.B. meetings held at regular intervals.
- iii) Training of the Head Assistant for professional development.
- iv) The principal attended training programmes organised by the Finance Department of Govt. of Assam
- v) The appointment of UGC nodal officer by the G.B. The nodal office prepared the proformas applying to UGC for financial help under developmental schemes and merged schemes for the 11th plan period. The principal and the nodal officer attended UGC interface meeting and after the meeting an amount of 81.10 lacs on different heads during the 11th plan period (2008 to 2012) has been sanctioned.

All the actions mentioned in 6.6.1 have been taken up after the 1st accreditation of NAAC.

CRITERION - VII

7.1 INNOVATIVE PRACTICES

7.1. INTERNAL QUALITY ASSURANCE SYSTEM

7.1.1 : What mechanisms have been developed by the institution for quality assurance within the existing academic and administrative systems ?

7.1.2 What are the functions carried out by the above mechanisms in the quality enhancement of the institution ?

- For quality assurance within the existing academic and administrative system the college established the Internal Quality Assurance Cell. The main task of the IQAC is to ensure quality in education to Co-ordinate among different academic, extra curricular and extension activities. It also co-ordinates among the departments on academic and other activities. The cell also prepares plan for infrastructure development and puts the suggestions in the G.B. meeting through the Principal and the staff representatives. It also suggests the students for co-curricular and extension activities. Besides, the IQAC keeps the documents of faculty development programmes, Co-curricular activities, examination results, seminars etc. The IQAC also keeps contact with the library, different committees and the students' union, the Alumni Associations, the guardian's forum and other external organisations and institutions. It encourage the students and staff for participation in extension activities.

The different committees of the college also look after the quality development programmes of the college.

7.1.3: What role is played by students in assuring quality of education imparted by the institution ?

- The students play an important role in assuring the quality of education. Most of the students of the college are from economically and socially backward classes, some of them are first generation college goers. The students, inspite of their poor background try to acquire good education. They are disciplined, well mannered and hardworking. They are regular in attending classes and extra curricular activities like cultural activities, sports and games and other extension activities. They attend departmental and other college seminars regularly. A team of students presented paper in National Seminar on Environmental Issues sponsored by UGC at Alipurduar College, West Bengal. They were invited to an International Seminar at Dhaka, Bangladesh to present papers but they could not attend as their passports were not prepared in time.

The Students' Union of the College are very much interested in enhancing quality education and helps the authority and the faculties in smooth running of the college.

7.1.4: What initiatives have been taken up by the institution to promote best practices in the institution ? How does the institution ensure that the Best Practices have been internalized ?

- To promote best practices, the college tries its best to create a congenial atmosphere in the campus. Seminars, discussions, symposium, debating, quiz, cultural programmes are arranged in the College campus. Independence Day, Republic Day, Colleges Foundation Day, Saraswati Puja are celebrated in the college.

The College always tries to maintain a co-ordial relationship with

its neighbours. Extension activities are carried out in the nearby villages, good relationship is maintained with the tea people and tea garden authority of the area. It has a very good relationship with the neighbouring Army Campus.

One of the best practices of the college is that the faculties frequently tries to sensitize the students on terrorism and insurgency, man-animal conflict and other Environmental related activities.

The College advises the faculties to take up Minor Research Projects relating to the issues and problems of the area.

The College authority tries its best to maintain highest percentage of class attendance of the students and to reduce the drop out students.

7.1.5 : In which way has the institution added value to the quality enhancement of students ?

- The College arranged several value added programmes among the students. Youga and meditation camps are arranged for the students in the campus. People from Prajapita Brahmakumari Ishawaria Viswavidyalaya visits the college annually and give lectures and demonstration to the students on spiritual and mental development.
- Vivekananda Kendra, Tezpur, also organises different value added programmes in the college campus. A group of students and teachers of the college attended the programme. "Vijoy hi Vijoy" at Dibrugarh organised by Vivekananda Kendra, Kanyakumari, Tamil Nadu. A meditation centre is started in the college campus by the Deptt. of Education.

7.2 : INCLUSIVE PRACTICES :

7.2.1 : What practices have taken up by the institution to provide access to students from the following sections of the society :

- a) Socially-backward
- b) Economically-weaker and
- c) Differently abled

7.2.1. : What efforts have been made by the institution to recruit 1) Staff from the disadvantaged communities ? Specify ?

- a) teaching
- b) non-teaching

- The College is situated in a socially and economically backward area. Most of the students are socially and economically backward belonging to SC, ST and mostly OBC. To help these students, the college tries its best within its limited resources. 20 students of BPL category are exempted from tuition fees. Scholarship are arranged for the students from the Deptt. of Social Welfare, Govt. of Assam. The College applied to UGC for stipend and conveyance allowances for the economically backward students and UGC has approved Rs. 6,00,000/- and Rs. 10,000,00/- respectively as stipend and conveyance allowances during the 11th plan period.

There are reservation of seats for the differently abled students. Besides, this category of students are given guidance regarding their future higher studies, medical treatment and placement in consultation with the local officers of the social welfare Department, Govt. of Assam.

7.2.2 : What special efforts are made to achieve gender balance amongst students and staff ?

- Women students and staff are given equal opportunity in all the activities of the college. To ensure proper representation of the women students in the college union body, special care is taken by the authority. There is a girls' common room secretary. Various committees of the college are properly represented by the women. There is a Women cell of Assam College teachers' Association in the teachers' unit of the college.

7.2.3 : Has the institution done a gender audit and or any gender-related sensitizing courses for the staff/ students ? Give details.

- There is no gender audit system or gender related sensitizing course in the college. However, the college authority encourages the women teachers to attend such courses and programmes organised by other institution or organizations. Special leave is allowed for such courses or programmes. In the 11th plan period UGC has sanctioned financial grant to the college to open an Equal Opportunity Centre.

7.2.4 : What intervention strategies have been adopted by the institution to promote the overall development of students from rural/tribal backgrounds?

- The College is situated in a rural and backward area dominated by ST and OBC students. The College tries to help the students to receive financial assistance from different Government Agencies. The tribal students receive scholarship from the Integrated Tribal Development Project. In the 11th plan period, UGC has provided conveyance allowances to the economically backward (non-creamy layer) students and stipend to the ST students. The college also

exempts 20 BPL category students each year from tuition and other fees.

7.2.5 : Does the institution have a mechanism to record the incremental academic growth of the students admitted from the disadvantaged sections ?

- The Examination Committee and the meeting of the HODs monitor the academic growth of the disadvantaged classes after the unit tests and remedial coaching is done on the basis of it.

7.2.6. : What initiatives have been taken by the institution to promote social-justice and good citizenship amongst its students and staff ? How have such initiatives reached out to the community ?

- To promote social justice and good citizenship, the College arranges seminar on Right to Information Bill, 2005 and on Terrorism and Violation of Human Rights. Besides, debate and symposiums are organised among the students. The local people and guardians are invited to such programmes and the impact of these programmes reach the community from the participation of the students. A few female teachers took special training in woman's empowerment.

7.3. : STAKEHOLDER RELATIONSHIP :

7.3.1 : How does the institution involve all its stakeholders in planning implementation and evaluation of the academic programmes.

- By giving representation to all the stakeholders in different committees of the college, they are involved in planning and implemented and evaluation of the academic programmes. Even the principals

7.3.1 : of the nearby Higher Secondary Schools, whose students pursue degree courses in the college are taken in the committees of Examination.

7.3.2. : How does the institution develop new programmes to create an overall climate conducive to learning ?

- New programmes are developed in the meeting of the teaching and non-teaching staff. However if there is any financial involvement in developing new programmes, it is placed before Governing Body for approval.

7.3.3 : What are the key factors that attract students and stakeholders to the institution and result in stakeholder satisfaction ?

- The academic atmosphere attracts students and stakeholders to the college. It is the only institution for higher studies in a vast area dominated by socially and economically disadvantaged classes. Easy accessibility is another reason that attracts students to the college.

7.3.4. : How does the institution elicit the cooperation from all stakeholders to ensure overall development of the students, considering the curricular and co-curricular activities, research, community orientation and the personal/spiritual development of the students ?

- The college tries to involve all the stakeholders in curricular, co-curricular activities, research community orientation and personal development of the students. For the purpose, various programmes are organised in and outside the college with the help of NGO and other local organisation where the college tries to make the participation of the stakeholders sure.

7.3.5.: How do you anticipate public concerns in your current and future programme offerings and operations ?

- With the changing time, the public wants the college to open new courses which are related to job market or which helps the students for self employment in future. However, due to scarcity of fund and due to shortage of local trained persons, the college has not become able to start new job oriented courses. During the 10th plan period, the college applied to UGC for grants for opening new courses. But due to late receipt of information from UGC, the college could not attend the scheduled meeting. However, during the 11th plan period, UGC will be approached for assistance to open new courses.

7.3.6.: How does the institution promote social responsibilities and citizenship roles among the students ? Does it have any exclusive programme for the same ?

- One of the mission of the college is to create socially responsible citizens. The institution organises various programmes to create social responsibility among the students. Meetings, seminars, popular talks etc. are organised by the college for the purpose. A seminar on Right to Information Bill, 2005 was organised in the college where prominent advocates from Guahati High Court took part. A UGC sponsored seminar on Terrorism and violation of Human Rights is organised by the Political Science Department. Some of the students took part in a programme "Vijoy Hi Vijoy" organised by Vivekananda Kendra at Dibrugarh. Departmental seminar also tries to sensitize students on social issues.

7.3.7.: What are the institutional efforts to bring in community orientation in its activities ?

- To bring in community orientation in its activities the college organises various programmes in its neighbourhood. Environment related issues like man-animal conflict, pure drinking water, preservation of forest etc. are taken into care and different programmes are taken among the communities. Help of local NGOs are taken in these programmes. Cultural programmes are also organised in the college where folk dance and folk culture of different communities are performed. The college asks the teachers to take up minor research project where communities are involved. At present one UGC sponsored minor research project on Prospects of Ecotourism, one in "Private Money lenders among the Tea garden worker", one in small tea plantation and in Bhaona (a local form of dance drama) respectively are going on in the college. One of the teachers has done her Ph.D on the local dialects of the people of the area.

7.3.8: How do the faculty and students contribute in these activities ?

- The College organises awareness programmes among the neighbourhood communities. People are sensitized in environmental issues, public health issues, superstitions and on their own culture and tradition. Health camps are organised by the help of Army or Govt. and Tea Garden Doctors when disease like Malaria or Diaphorrea breaks out in the locality.

At the time of harvestig of paddy, wild elephants destroy the crops of the people. As a result, man-elephant conflict breaks out. In 2004, 18 elephants were killed by farmers by applying poisons. In such time, the college consult with forest department and local

NGOs to sensitize the communities against killing of wild animals and destruction of forests. Our students visit the nearby villagers as a part of their environmental studies.

Besides, people from different communities are invited to the college foundation Day, college week function, Saraswati Puja and on different other occasions.

7.3.9.: Describe how your institution determines student satisfaction relative to academic benchmarks ? Do you update the approach in view of the current and future educational needs and challenges ?

- Most of the students are from economically and socially backward communities. It is important for them to get higher education for economic and social upliftment. However the college has no mechanism to determine student satisfaction relative to academic benchmark. However, Commerce Department has made an effort to determine student satisfaction by means of meeting students by teachers one to one.

7.3.10.: How do you build relationships ?

- * to attract and retain students
- * to enhance students performance and
- * to meet their expectations of learning
- To enhance students performance in academic and other activities, the teachers build up relationship with students and guides them in the proper direction. To meet the expectation of learning of the students, the teachers help them in the learning, in attending library and in their preparation for future life. Thus a very cordial and

close relationship build up among the students and teachers.

7.3.11: What is your complaint management process ? How do you ensure that these complaints are resolved promptly and effectively ? How are complaints aggregated and analyzed for use in the improvement of the organization, and for better stakeholder-relationship and satisfaction ?

- To meet the complaint of the students, the principal take the help of the students' union of the college. Besides there is grievance redressal cell to look into any genuine grievances. The principal and teachers meet the students union jointly atleast twice in 6 months. Sometimes, special committees are constituted to look into complaint of students or staff. The principal discusses matters with different committees regarding complaint and place them in the G.B. or in the meeting of the Head of Departments. The complaints are good sources for the college to develop a better relationship with the stakeholders and to prepare remedy for future.

○ UGC letter on Release of grants in aid to College Development and Merged Scheme during XI th Plan period

Part - III (Enclouser)

- ☐ Documents Accompanied with Part -I & Part-II
- ☐ Section - 12B of UGC Act 1956
Certificate of recognition u/s12B of UGC Act.1956
- ☐ List of Committee Page 141 - 159
- ☐ Internal Audit Report 2007 - 2008
- ☐ Internal Audit Report 2008 - 2009
- ☐ UGC letter on Release of grants in aid to College Development
and Merged Scheme during XI th Plan period

A) Admission Committee :

Introduction - For smooth and fair conduct of the admission process of the college there is an admission committee. The details of the committee is described below :

1. Name - Admission Committee, Rangapara College.

2. Aims & Objective - The Committee will take decisions :

D. Declaration by the Head of the Institution :

I certify that the data included in this Self-Study Report (SSR) are true to the best of my knowledge.

This SSR is prepared by the institution after internal discussions, and no part there of has been outsourced.

I am aware that the Peer team will validate the information provided in this SSR during the Peer team visit.

Signature of the Head of the Institution

Place : Rangapara

With seal

Date :

3. Composition :-

i) The principal is the chairman of the committee.

ii) One teacher member from each of the departments.

iii) The committee appoints one of the teacher members as the

A) Admission Committee :

Introduction - For smooth and fair conduct of the admission process of the college there is an admission committee. The details of the committee is described below :

1. **Name** - Admission Committee, Rangapara College.
2. **Aims & Objective** - The Committee will take decisions :-
 - i) To ensure a transparent admission process.
 - ii) To involve the teachers in the process of admission.
 - iii) To formulate rules & regulations regarding the admission to various under graduate courses.
 - iv) To look after admission process to various self financing courses.
 - v) To ensure proper representation of SC, ST, OBC, & MOBC, Minority and other socially backward students in the college.
 - vi) To decide the number of seats to different courses.
 - vii) To prepare a prospectus and academic calendar.
3. **Composition** :-
 - i) The principal is the chairman of the committee.
 - ii) One teacher member from each of the departments.
 - iii) The committee appoints one of the teacher members as the convener.

- iv) One member of the library staff and one member from the non-teaching office staff is appointed by the principal as member of the Committee.

4. Power and Functions:

- i) The Committee will function for two years. The principal will appoint a new committee after two years in consultation with staff members.
- ii) The Committee will decide the cut off marks of admission for various courses.
- iii) The Committee will issue admission forms along with prospectus in the beginning of the new academic session.
- iv) The last date of issue of forms, submissions of forms and of admission will be decided by the Committee.
- v) The committee will prepare the list of selected students for admission after scrutinising the application forms.
- vi) All the matters relating to the transfer of students will be taken by the admission committee.
- vii) The committee will make necessary arrangement for registration of the students in Gauhati university as per rule of the University.
- viii) The Committee will keep in touch with the GB regarding all admission matters.
- ix) If any dispute regarding admission arises the Committee will investigate the matter and in all respect the Committee decision will be the final.

- x) The Committee will review the prospectus almost in every year or as and when it feels necessary.

B. Examination Committee :

Introduction - Examination is the most essential part in the present education system. For the smooth conduct of all the internal and external examinations, there is an examination Committee in the College. Rules & regulations regarding composition, power and functions of the Committee are stated below:

1. **Name :-** Examination Committee, Rangapara College.
2. **Aims & objectives of the Committee as to**
 - i) To ensure transparent examination system.
 - ii) To formulate rules and regulations for different internal assessment process and examination.
 - iii) To hold different University examinations smoothly in the college centre.
 - iv) To arrange and formulate policies for meaningful internal examinations.
 - v) To appoint Assistant incharge of University examination with consultation with the principal.
 - vi) To decide the remuneration for University examination with consultation with the principal and the centre Committee formed by the institution as per Gauhati University Act.

3. **Composition :-**

- i) Principal is the chairman of the committee.
- ii) The Principal will appoint the members of the Committee with consultation with the teaching staff.
- iii) There will be atleast one member from each department.
- iv) One of the members will be selected as the convener by the members.
- v) Principal will co-ordinate between the examination committee and any other committee like Centre Committee, Admission Committee, Faculty Development Committee.
- vi) One member will be in the Committee from the non-teaching staff.

4. **Powers and Functions**

- i) The Committee will take decision like the date of examination, months of examination, evaluation and declaration of result etc. of the internal examinations.
- ii) In case of University Examination, the Committee will make arrangement for smooth running of the examination.
- iii) Committee will fix the fee for internal examination.
- iv) Utmost care will be taken by the Committee so that proper evaluation & declaration of result is done timely.
- v) The Committee will supervise the arrangement for the final examinations including seal arrangement, appointment of Assis-

tant incharge of examination and invigilators, drinking water facilities, medical aid and other matter relating to the examination.

- vi) The Committee will be appointed for 2 years. After the expiry of the term, the principal may continue the same committee or may appoint a new committee in consultancy with the teaching staff.
- vii) The principal will keep the Governing Body informed on the activities of the committee.

C. Seminar and Workshop Committee :

1. Seminar and workshop are an integral part in the present day education system. Through seminars, the teachers and students of an institution can exchange their views in an open ways and can get an extensive opening to a particular topic. Workshop also helps the teachers and students to enlighten themselves in important social, political, economic or educational area.

Keeping in view to this, a seminar and workshop Committee is formed in Rangapara College which has been named as Rangapara College Seminar and Workshop Committee

2. Aims/Objective and Functions of the Committee:-

- i) To arrange national level seminars and workshops
- ii) To arrange state level seminars and workshops.
- iii) To arrange inter departmental seminars.
- iv) To encourage various departments to help departmental seminars at regular intervals.

- v) To generate finance from UGC, Government and other organizations for holding of seminars etc...

- vi) To held seminars and workshops to make the people of the locality aware of different problems of the area like the pollution of the environment, man-animal conflict, deforestation, AIDS, malaria and other diseases, insurgency problem, communal harmony, youth unrest, drugs abuse, importance of self employment etc.

3. Function :-

- i) The committee organizes seminars and advice and co-ordinates among different departments to organize seminars, workshops and popular talks.
- ii) It makes necessary contacts with the UGC, Government and non-Government Institutions to arrange seminars etc...
- iii) Advices and contacts the departments in selecting suitable resource persons for the seminars.
- iv) Keeping notice to the society, the Committee organizes seminars outside the institution also.

4. Composition.

- i) The Principal is the chair person of the Committee.
- ii) These members are appointed by the Principal from the lecturers after consultation with the teaching staff.
- iii) One of the members acts as the convener of the committee.

D. Committee for sanitation and drinking water.

Pure drinking water and proper sanitation are basic need for an educational institution. To make pure water easily accessible to the students and other members of the college and for a clean sanitary system, there is a committee in the college.

Aims and Objective:-

- i) To make pure drinking water available to the members of the College family.
- ii) To keep the sanitation of the College campus clean and clear.
- iii) To sensitize the students about the need of pure drinking water.
- iv) To make the students conscious about clean and pollution free environment so that they can make the general people of their locality aware of it.

Composition:-

- i) Six members are appointed by the Principal from the lecturers and non teaching staff to act as active members of the committee.

Functions:-

- i) The committee takes appropriate steps to ensure pure drinking water inside the College compound.
- ii) It tests the quality of drinking water in consultation with the Public Health Department of Government of Assam.

- iii) Supervises the cleanliness of the lavatories, latrines and drinks in the College campus.
- iv) It organizes workshops, seminars and popular talks on the need of pure drinking water and cleanliness to make the people and students of the locality conscious about the need of the two.

E. Literary Society

An Institution for higher studies is a place for various literary activities. Rangapara college is also not an exception to it. There are four literature departments in the college having their own literary societies. Besides those there is a common literary society of the college.

1. **Name:** The name of the society is Rangapara College Literary society.
2. **Aims and objectives :**
 - i) To create literary interest among the students.
 - ii) To encourage the students for various literary activities like creative writing, criticism and meaningful reading.
 - iii) To make arrangement for publication of the writings of the teachers and students.
 - iv) To organise literary discussions amongst the members of different departments.

3. **Composition:**

- i) There will be five members in the committee from the teaching staff.
- ii) The principal of the college is the advisor to the committee.
- iii) The members of the committee will be selected from the staff.
- iv) One of the members will be selected as convener by the members.

4. **Function :**

- i) To advise and guide the students to publish the college magazine and wall magazine.
- ii) It advise different departments to conduct their own literary activities.
- iii) It co-ordinates among the different departments to publish, discuss and hold seminars on different literary and socially important topics.
- iv) It organises literary competition among the students.
- v) It advises the library to purchase books on general literature.
- vi) The committee organises literary competitions in the annual college week and fishermen social and select the best competition for inter college and youth festival organised by the Gauhati University.

F. Campus Cleaning Committee

Rangapara College is situated in the midst of greenery of the tea estates bearing a very clean pollution free atmosphere. Yet, as a College is a place for daily activity for a good number of human-beings, it is bound to be made dirty by them. So, to make the College campus clean and beautiful, there is a Campus Cleaning Committee. The Committee is appointed by the Principal taking three members from the teaching and non-teaching staff. The Committee looks after the College Campus and its surroundings and make necessary arrangements to clean the campus. It also tries to make the students conscious of the aspect of cleanliness. The Committee makes necessary arrangements to clean the College campus before and after holding a function. The Committee also looks after the daily cleaning of the campus, office rooms, class rooms and the library.

G. Gardening Committee

“A thing of beauty is joy forever”. A beautiful surrounding makes the mind happy and cheerful. Keeping this in mind, a Garden Committee is formed in the College. The main aim of this Committee is to maintain the beauty of the College campus. The Committee’s aim is to plant beautiful permanent flower plants and to make the campus beautiful by preparing a garden of season flowers.

The Committee consists of three members of the teaching staff and one member from the non teaching staff. The members are appointed by the Principal for two years after the expiry of which a new Committee is formed. The cost of the flower plantation and maintaining the garden is borne by the authority.

Keeping the already mentioned objectives in mind, the Committee has planted a number of beautiful plants inside the campus. Besides, various seasonal flowers are planted by the garden Committee.

H. Committee for the Educationally Disadvantaged Students:

Rangapara College is situated in a remote and economically backward area. As the College is situated in rural place surrounded by tea gardens, most of the students were from tea tribes. SC, ST, OBC, MOBC, Minority and other economically backward classes. Most of the students are poor and hence educationally disadvantaged. Keeping this in view, a committee is formed to help the educationally disadvantaged students.

Aims and Objectives:

The main aims and objectives of the Committee are: _

- i) To encourage the educationally disadvantaged students for higher studies.
- ii) To arrange extra classes for the disadvantaged students.
- iii) To arrange training camps to help the disadvantaged students to walk together forward along with the brilliant students.
- iv) To arrange tutorial classes for ST, SC, OBC, MOBC and minority students who are educationally backward.
- v) The Committee has also made provision for the arrangement of remedial classes.

Composition:-

The Principal is the advisor of this Committee. He appoints five lecturers as the members of the Committee.

Functions :-

- i) The Committee holds regular meetings to review the academic progress of the educationally weak students.
- ii) It arranges special classes for tea tribes and backward students.
- iii) It holds training programs at regular intervals for the benefit of the ST, SC, OBC, MOBC and minority students. It helps the backward students to prepare themselves for the final examinations.
- iv) Books, journals and newspaper services are extended to these students with consultation with the College library.

I. Extension Committee

Besides imparting education to its students there are other important roles to play by an institution of higher education to the society and the community life. The importance of this role increases when it is situated in a remote and backward area like Rangapara. Realising this, the college family constituted an extension committee for extension activities. The aims and objectives, composition and function of the committee are stated below.

1. **Name:** Extension committee Rangapara College.
2. **Aims and objectives :-**
 - i) To extended activities in the improvement of health and hygiene.
 - ii) To organize cultural programmes highlight folk culture of the area.
 - iii) To organise public meetings and procession to make the people aware about the importance of preserving forest and wild life.
 - iv) To make the people aware on AIDS, abuse of drugs, and other social evils.
3. **Composition**
 - i) The principal is the chairman of the committee.
 - ii) Five members of the committee are appointed from the teachers by the Principal in consultation to the teaching staff.
 - iii) The vice president and general secretary of the students union are also members of the committee.
 - iv) The duration of the committee is two years, the principal appoints a new committee every two years.
4. **Functions**
 - i) The committee organises blood donation camps. A register is maintained on those those students teachers and non-teaching staff who are willing to donate blood.

- ii) The committee organizes public meeting to make the people aware on preservation of trees and wild life. Forest Department and authority of Nameri National Park, wild life conservationists are invited to the meetings.
- iii) The committee organizes cultural programmes on folk songs and folk dances of the area.
- iv) Health check up programmes of the senior citizens are organized in consultation with the health department of Govt. of Assam, local doctors and hospitals of the tea gardens.
- v) AIDS awareness programmes are held in consultation with the local doctors of the area.
- vi) Yoga campos are organised in the college campus with the help of experts on the subject.
- vii) Meditation camps are organised for spiritual awareness of the students.
- viii) Awareness programmes on abuse of drugs are organized.
- ix) Programmes are organized to create opinion on the spread of woman education.
- x) Seminars are held on entrepreneurship development to encourage students on self employment.
- xi) Seminars are organized on the preservation of ancient monuments of the district.
- xii) Wall writings are done to create awareness on AIDS.

- xiii) Workshops are organized with the help of Aptech, NIIT and Epitome to sensitize the students on computer education and IT.

J. Development Committee :-

A development committee was formed at Rangapara college to look after the all round development of the college. The college has to make all round development to keep pace with time. For this there must be proper planning for future. The college family formed a Development Committee with the following aims and objectives, composition and function

- 1) **Name :** Ranagapara College Development Committee.
- 2) **Aims and objectives:** The aims and objectives of the committee are as follows:-
 - i) To prepare plans for future development.
 - ii) To look after the development of the infrastructure with the growing number of students.
 - iii) To advice the different communities for proper developing activities can be intensified.
 - iv) To prepare planning for Academic development including opening of new subjects.
- 3) **Composition**
 - i) Two members from the college Governing Body.
 - ii) Two members from the teaching staff selected by the teachers.

- iii) One members from the non-teaching staff.
 - iv) Principal is the secretary of the Committee
 - v) The local MLA is the advisor of the development committee.
 - vi) The Committee is formed for two years. After the completion of two years, the College Governing Body appoints a new Committee.
- 4) **Functions:-**
- i) All the construction works of the College are under the direct supervision of the Development Committee.
 - ii) It monitors the Developmental activities of the college.

K. Co-ordination Committee:-

There are a number of committees and forums in the College which are directly involved in the development of the infrastructure and academic matters. To enhance the efficiency of the various committees and for smooth running of the activities of the College, there must be co-ordination among the communities. So, there is a Co-ordination Committee in the College for which maintains the co-ordination in the functioning of the various academic and administrative committees.

1. **Name :** Rangapara College Co-ordination Committee
2. **Aims and Objectives :-**
 - i) To maintain co-ordination in the activities of different committees.

- ii) To Co-ordinate between the activity of committee and the College Students Union.
- iii) To Co-ordinate between the activities the activities of the College and the external agencies which wants to develop the institutions.

3. Composition:

- i) The Principal is the president of the Committee.
- ii) There are five members in the committee including the Principal
- iii) The teaching and non teaching staff elect the other four members.
- iv) The Committee will function for two years. After expiry of two years a new committee is formed in the joint sitting of the teaching and non-teaching staff.

4. Functions

- i) The committee co-ordinates in holding the departmental seminars.
- ii) It co-ordinates a joint meeting of the teaching staff and the Governing Body to formulate policies for future development of the College.

L. Grievance Redressal Cell :

The Governing Body of the College is the supreme authority in the management of the College. All the major grievances of its employees are decided by the Governing Body. But the Governing Body does not interfere the students directly and so there is a Grievance Redressal Cell in the College for redressal of the grievances of the students.

1. **Name :-** Grievance Redressal Cell, Rangapara College
2. **Aims and Objectives:-**
 - i) To amicably settle the grievances of the student
 - ii) To settle the grievances of the teachers and employees which are related to Academic and internal matter.
 - iii) To refer those grievances to the Governing Body which it cannot redress.
3. **Composition:-**
 - i) The Principal is the President of the cell.
 - ii) Five senior teachers are appointed as members of the cell by the Principal after consultation with the teaching staff.
 - iii) One of the members is appointed as the convener of the cell.
4. **Functions:-**
 - i) It resolves the controversy that arise regarding the College uniform of the students.

- ii) Solves the differences between the general students and the college students union
 - iii) If it cannot solve some of the grievances of the students, they are referred to the Governing Body by the Committee.
 - iv) The cell takes disciplinary actions on the students who do not follow the general rules and regulations.
 - v) The Committee also looks into the grievances of the teachers and employees within their jurisdiction. The Committee refers the grievances to the Governing body if it cannot redress them.
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