



## Yearly Status Report - 2019-2020

### Part A

#### Data of the Institution

1. Name of the Institution	UJANI MAJULI KHERKATIA COLLEGE
Name of the head of the Institution	Dr. Jahnabee Lahkar Boruah
Designation	Principal
Does the Institution function from own campus	Yes
Phone no/Alternate Phone no.	03775271577
Mobile no.	7086205104
Registered Email	u.m.k.college@gmail.com
Alternate Email	umkcollege1973@gmail.com
Address	Principal, UMK College, P.O-Ratanpur Miri
City/Town	Majuli
State/UT	Assam
Pincode	785105

<b>2. Institutional Status</b>																			
Affiliated / Constituent			Affiliated																
Type of Institution			Co-education																
Location			Rural																
Financial Status			state																
Name of the IQAC co-ordinator/Director			Mr. Ajit Khanikar																
Phone no/Alternate Phone no.			03775271577																
Mobile no.			7002812620																
Registered Email			ajit.khanikar12@gmail.com																
Alternate Email			vidhan.kumar66@gmail.com																
<b>3. Website Address</b>																			
Web-link of the AQAR: (Previous Academic Year)			<a href="https://www.umkcollege.in/images/AQAR/AQAR-2018-19.pdf">https://www.umkcollege.in/images/AQAR/AQAR-2018-19.pdf</a>																
<b>4. Whether Academic Calendar prepared during the year</b>			Yes																
if yes,whether it is uploaded in the institutional website: Weblink :			<a href="https://www.umkcollege.in/index.php/academics/academic-calendar">https://www.umkcollege.in/index.php/academics/academic-calendar</a>																
<b>5. Accreditation Details</b>																			
<table border="1"> <thead> <tr> <th rowspan="2">Cycle</th> <th rowspan="2">Grade</th> <th rowspan="2">CGPA</th> <th rowspan="2">Year of Accreditation</th> <th colspan="2">Validity</th> </tr> <tr> <th>Period From</th> <th>Period To</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>C+</td> <td>61.40</td> <td>2005</td> <td>01-Mar-2005</td> <td>28-Jan-2010</td> </tr> </tbody> </table>						Cycle	Grade	CGPA	Year of Accreditation	Validity		Period From	Period To	1	C+	61.40	2005	01-Mar-2005	28-Jan-2010
Cycle	Grade	CGPA	Year of Accreditation	Validity															
				Period From	Period To														
1	C+	61.40	2005	01-Mar-2005	28-Jan-2010														
<b>6. Date of Establishment of IQAC</b>			01-Aug-2005																
<b>7. Internal Quality Assurance System</b>																			
<table border="1"> <thead> <tr> <th colspan="3">Quality initiatives by IQAC during the year for promoting quality culture</th> </tr> <tr> <th>Item /Title of the quality initiative by IQAC</th> <th>Date &amp; Duration</th> <th>Number of participants/ beneficiaries</th> </tr> </thead> <tbody> <tr> <td>IQAC Meeting</td> <td>20-Nov-2019</td> <td>16</td> </tr> </tbody> </table>						Quality initiatives by IQAC during the year for promoting quality culture			Item /Title of the quality initiative by IQAC	Date & Duration	Number of participants/ beneficiaries	IQAC Meeting	20-Nov-2019	16					
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IQAC Meeting	20-Nov-2019	16																	

	1	
IQAC Meeting	15-Feb-2020 1	16
Feedback Collection	10-Feb-2020 1	60
Feedback Collection	24-Mar-2020 1	50
<a href="#">View File</a>		

**8. Provide the list of funds by Central/ State Government- UGC/CSIR/DST/DBT/ICMR/TEQIP/World Bank/CPE of UGC etc.**

Institution/Department/Faculty	Scheme	Funding Agency	Year of award with duration	Amount
Institution	Inter College DU	Dibrugarh University	2019 4	60000
Institution	Admission Fee	Govt. of Assam	2020 365	1153240
Institution	Sports	Govt. of Assam	2020 2	40000
Institution	Toilet	RMSA	2019 30	23068
Institution	Girls Common Room	Govt. of Assam	2019 30	100000
Institution	ICT Room 1st Ins..	OIL	2019 60	427800
<a href="#">View File</a>				

<b>9. Whether composition of IQAC as per latest NAAC guidelines:</b>	Yes
Upload latest notification of formation of IQAC	<a href="#">View File</a>
<b>10. Number of IQAC meetings held during the year :</b>	2
The minutes of IQAC meeting and compliances to the decisions have been uploaded on the institutional website	Yes
Upload the minutes of meeting and action taken report	<a href="#">View File</a>
<b>11. Whether IQAC received funding from any of the funding agency to support its activities during the year?</b>	No
<b>12. Significant contributions made by IQAC during the current year(maximum five bullets)</b>	

Formation of Committees for NAAC Assessment Mentoring System Introduction Audit of Accounts Completed up to date Assessment of Academic Activities Assessment of Extra Curricular Activities of the College A

[View File](#)

**13. Plan of action chalked out by the IQAC in the beginning of the academic year towards Quality Enhancement and outcome achieved by the end of the academic year**

Plan of Action	Achivements/Outcomes
NCC	New Cadets enrolled as per the intake to build career through NCC. Students were encouraged to take part in NCC and to pass "B" "C" Certificate level of Exams. Every year NCC girls students have been enrolled and qualified for "B" "C" certificate. In this year our NCC cadets have conducted various activities which were organized during corona pandemic . Our students played a very significant role in creating awareness among village people to wear MASK, follow Corona Guidelines, observed International Day of yoga on 21st June 2019, tree plantation drive on 8th August 2019, Mega pollution awareness Pakhwada from 17th Sept to 2nd Oct 2019, observed world environment day on 5th June, International Day of yoga on 21st June 2020
Remedial Classes	Remedial Classes were arranged to complete courses and help slow learners
Online Classes	Online Classes were arranged for BA Honours Students
Sports	Students were encouraged to participate in various Sports events at College, University, State and National level competitions. Our college has organized the Inter College Volleyball Competition under Dibrugarh University on 15 16 Oct 2019 where total 29 college team has participated [19 male team and 10 female team]. Our college has also participated in the event comprising of one male team and one female team.
NSS	1] Cleanliness Regular Cleanliness Campaigns are carried out by NSS Students and College Staff under the Swachha Bharat Abhiyan. 2]. Tree Plantation To keep the campus

	ecofriendly Trees were planted in the college campus were carried out throughout the year. 3] Voting Awareness Programme Voting awareness programme was carried out by NSS Team to make students aware about their rights and duties. 4] Cleanliness Campaign - Cleanliness Drive was carried out in the college campus and its neighbouring areas on a regular basis throughout the year.5] Plastic Free Campus Campaign - Both NCC and NSS took initiative to make the college campus plastic free.
Ragging free campus	Anti-ragging committee was formed as per the guideline of Hon. Supreme Court. Regular observation of Campus by the Members of the committee, Attitude of Quick, on the spot solution if the problem arises. Students are abide to stay away from any kind of ragging following the printed code of conduct of the College
Implementation of Academic calendar	Completion of syllabus, Examination, Assessment, Assignments, Declaration of results cocurricular activities in time.
<a href="#">View File</a>	

14. Whether AQAR was placed before statutory body ?	Yes				
<table border="1"> <thead> <tr> <th>Name of Statutory Body</th><th>Meeting Date</th></tr> </thead> <tbody> <tr> <td>Governing Body, UMK College, Majuli</td><td>10-Aug-2019</td></tr> </tbody> </table>		Name of Statutory Body	Meeting Date	Governing Body, UMK College, Majuli	10-Aug-2019
Name of Statutory Body	Meeting Date				
Governing Body, UMK College, Majuli	10-Aug-2019				
15. Whether NAAC/or any other accredited body(s) visited IQAC or interacted with it to assess the functioning ?	No				
16. Whether institutional data submitted to AISHE:	Yes				
Year of Submission	2022				
Date of Submission	21-Feb-2022				
17. Does the Institution have Management Information System ?	No				

### Part B

### CRITERION I – CURRICULAR ASPECTS

## 1.1 – Curriculum Planning and Implementation

1.1.1 – Institution has the mechanism for well planned curriculum delivery and documentation. Explain in 500 words

1.1.1 The College has well-planned mechanism for implementing the curriculum prepared by Dibrugarh University. The curriculum is prepared and planned by Academic Council of the University. As far as the delivery and implementation of the curriculum is concerned, the responsibility becomes collective. University through its Academic Calendar prepares and sets the tentative dates, time and duration for delivery and implementation of curriculum. However, College enjoys a limited autonomy concerning the implementation of the curriculum. Curriculum implementation includes lectures, seminars, Home Assignment, group discussions and field work. College, in its Academic Council meetings, decides about how and when curriculum set by the University is to be implemented. Routines are prepared; dates and time are set by the college for internal examinations. Academic Council meetings are called on to assess the progress of curriculum covered and on the basis of it, decisions are made for smooth completion of the curriculum. Meetings are also summoned to analyze and understand the results of the students in final examinations and on the basis of it, decisions are taken. A systematic documentation of the curriculum delivery is made by the respective departments such as displaying of class routine, routine for sessional Examinations, records of sessional examinations etc. Apart from the departments, College centrally maintains the record of mark sheets of the students. The Heads of Departments distribute the syllabi and among the teachers and record in course distribution register. Two meetings are held in every semester by the head of the department to assess the progress of the course. Additional classes are arranged to completed the course. Each head of the Dept. holds a meeting of teachers in the Dept. in the beginning of the academic session. The units of the curriculum are distributed among the teachers for teaching according to their specialization and choice . The teaching of the syllabus is completed within the stipulated time frame of the Academic calendar. Every teacher maintains a class dairy in which teaching contents are recorded. Mid-term examinations called sessional tests are held twice in a semester course. Results are published on Notice Boards. Students with poor performance are helped by mentors with proper counseling and teaching in order to improve their results in next sessional tests. Seminars, group discussions and home assignments are conducted / given for internal assessment. Special/Remedial classes are conducted by the Dept. to teach syllabic contents in entirety.

1.1.2 – Certificate/ Diploma Courses introduced during the academic year

Certificate	Diploma Courses	Dates of Introduction	Duration	Focus on employ ability/entreprene urship	Skill Development
No Data Entered/Not Applicable !!!					

## 1.2 – Academic Flexibility

1.2.1 – New programmes/courses introduced during the academic year

Programme/Course	Programme Specialization	Dates of Introduction
No Data Entered/Not Applicable !!!		
No file uploaded.		

1.2.2 – Programmes in which Choice Based Credit System (CBCS)/Elective course system implemented at the affiliated Colleges (if applicable) during the academic year.

Name of programmes adopting CBCS	Programme Specialization	Date of implementation of CBCS/Elective Course System
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BA	Honours	01/08/2019
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1.2.3 – Students enrolled in Certificate/ Diploma Courses introduced during the year

	Certificate	Diploma Course
Number of Students	0	0

### 1.3 – Curriculum Enrichment

1.3.1 – Value-added courses imparting transferable and life skills offered during the year

Value Added Courses	Date of Introduction	Number of Students Enrolled
No Data Entered/Not Applicable !!!		
No file uploaded.		

1.3.2 – Field Projects / Internships under taken during the year

Project/Programme Title	Programme Specialization	No. of students enrolled for Field Projects / Internships
BA	Sociology	20
BA	Education	22
BA	History	30
BA	Political Science	25
BA	Assamese	30
<a href="#">View File</a>		

### 1.4 – Feedback System

1.4.1 – Whether structured feedback received from all the stakeholders.

Students	Yes
Teachers	Yes
Employers	Yes
Alumni	Yes
Parents	Yes

1.4.2 – How the feedback obtained is being analyzed and utilized for overall development of the institution?  
(maximum 500 words)

Feedback Obtained
<p>College has a well structured feedback system for students, teachers, guardians, alumni and employers. Each year, students, teachers, guardians, employer, and Alumni give their feedback about the completion of courses, department, teachers, institution, library, Canteen, Hostel, administration and so on. These feedbacks are important for overall development of the college. Students feedback have been obtained and analyzed and they expressed their satisfaction on syllabus coverage, competencies of the teacher to inform students about course outcomes, teachers approach and also teachers encouragement to participate extra-curricular activities. They are satisfied with the extra-curricular facilities available in the college like NCC,NSS, playground ,indoor facilities etc. They are satisfied with the overall teaching-learning process of the institution. Students wants the introduction the Boys NCC in the college and expressed their dissatisfaction regarding limited number of books in the library. The teachers expressed their satisfaction of college admission process, facilities of drinking water, toilet facilities, sports infrastructure ,administration's sincerity for the development of the college and it's accessibility. Teachers have reservation regarding employability of</p>

the curriculum and they point out following weaknesses of the institution such as (1) No proper boundary (2) Limited faculty members (3) Insufficient smart class (4) insufficient accommodation 5] lack of job oriented courses 6] insufficient library books as per syllabus and reference books 7] Limited sports infrastructure. Guardians are satisfied on teaching learning environment of the institution, regularity of classes, co-operation and support from college administration, extra care taken by the college. Parents want extensive ICT devices in classroom teaching and proposed to issue more books to their children and also to introduce more job oriented courses. The Alumni suggest better functioning of Career Counseling and Guidance Cell, introduction of basic computer courses and other vocational courses. The Employer suggests that all the faculty members should be enable to use ICT tools in the teaching learning process. The feedback report has been submitted to the Principal for taking necessary action after due approval of the G.B.

## CRITERION II – TEACHING- LEARNING AND EVALUATION

### 2.1 – Student Enrolment and Profile

#### 2.1.1 – Demand Ratio during the year

Name of the Programme	Programme Specialization	Number of seats available	Number of Application received	Students Enrolled
BA	Honours	300	215	147
<a href="#">View File</a>				

### 2.2 – Catering to Student Diversity

#### 2.2.1 – Student - Full time teacher ratio (current year data)

Year	Number of students enrolled in the institution (UG)	Number of students enrolled in the institution (PG)	Number of fulltime teachers available in the institution teaching only UG courses	Number of fulltime teachers available in the institution teaching only PG courses	Number of teachers teaching both UG and PG courses
2019	294	0	16	0	16

### 2.3 – Teaching - Learning Process

#### 2.3.1 – Percentage of teachers using ICT for effective teaching with Learning Management Systems (LMS), E-learning resources etc. (current year data)

Number of Teachers on Roll	Number of teachers using ICT (LMS, e-Resources)	ICT Tools and resources available	Number of ICT enabled Classrooms	Number of smart classrooms	E-resources and techniques used
16	12	6	1	1	0
<a href="#">View File of ICT Tools and resources</a>					
<a href="#">View File of E-resources and techniques used</a>					

#### 2.3.2 – Students mentoring system available in the institution? Give details. (maximum 500 words)

There is system of Students mentoring in the college. Departments are assigned to divide the students among the teachers according to the convenience. The respective teachers look after the progress of the students on regular basis and tries to understand the barriers (both physical and psychological) hindering the development and progress of the students. Attempts are made by the teachers and departments to resolve the problems of the students. Departments in association with the institution try to facilitate students with potentials in different fields by giving mental as well as moral support. Normally, there is one group of 20 students mentored by each teacher. There is a group leader of students who organizes a particular group for counseling by the teacher. A weaker student in the department is given proper suggestions for betterment of his or her performance in the



internal examinations, group discussions and seminars. If the department has 20 or less than 20 students, a single group is formed for mentoring by any one of the teachers in the department. In larger classes like Assamese and English there are groups of 50 students to be mentored by each teacher of the department. The outcome of mentoring students is recorded by each department to take further initiatives to benefit slow learners and to upgrade intelligent students for achieving better results in the examination.

Number of students enrolled in the institution	Number of fulltime teachers	Mentor : Mentee Ratio
294	16	1:18

## 2.4 – Teacher Profile and Quality

### 2.4.1 – Number of full time teachers appointed during the year

No. of sanctioned positions	No. of filled positions	Vacant positions	Positions filled during the current year	No. of faculty with Ph.D
16	16	0	0	3

### 2.4.2 – Honours and recognition received by teachers (received awards, recognition, fellowships at State, National, International level from Government, recognised bodies during the year )

Year of Award	Name of full time teachers receiving awards from state level, national level, international level	Designation	Name of the award, fellowship, received from Government or recognized bodies
No Data Entered/Not Applicable !!!			
No file uploaded.			

## 2.5 – Evaluation Process and Reforms

### 2.5.1 – Number of days from the date of semester-end/ year- end examination till the declaration of results during the year

Programme Name	Programme Code	Semester/ year	Last date of the last semester-end/ year-end examination	Date of declaration of results of semester-end/ year- end examination
BA	Nil	6th Semester	06/05/2019	16/07/2019
<a href="#">View File</a>				

### 2.5.2 – Reforms initiated on Continuous Internal Evaluation(CIE) system at the institutional level (250 words)

Continuous Evaluation is the hallmark of the CBCS system of higher education introduced in this college in 2019. Evaluation of students at regular intervals creates continuous consciousness towards regularity and punctuality in the class, progress of syllabi and improvement in their quality. Continuous Evaluation is the primary objective focused in the Choice Based Credit [CBCS] system of education implemented during this year. In every semester two sessional tests are held before the End-Semester examination. Home Assignment/ Seminar/Group Discussion is another criteria of evaluation included in the process. Regular attendance is also given due credit for internal assessment. Five marks are allotted for each category of Test Exams, that is, five marks for each test, five marks for Seminar/ Group Discussion etc and five marks for attendance. Internal assessment is done for 20 marks out of which a student must score 40 percent as qualifying marks. In case a student fails to appear in the Tests scheduled by the college, he/she is given one special chance to appear in the special tests, organized by the Departments concerned. In a nutshell, End Semester examination of each subject/ program of the B.A Course consists of 80 marks and Internal Assessment consists of 20 marks. A student, who fails to secure 40 marks in both types of assessments, is declared

unsuccessful. In other words, qualifying marks for each and every subject/program is 40. In some subjects like Environmental Study 20 marks is allotted for Field Study. The rules of the Internal Evaluation System are governed by the University, which are strictly adhered to by the college in letter and spirit. If a student fails in the internal examinations, he/she is declared unsuccessful in the overall result of the University. The rules and regulations of the Internal Evaluation System are explained to students at the beginning of the classes.

#### 2.5.3 – Academic calendar prepared and adhered for conduct of Examination and other related matters (250 words)

**Academic Calendar 2019-20 June:** The academic session begins with form fill-up and admission, along with an inaugural address of the principal. The admission process incorporates a career counseling session by Career Counseling Cell, in order to familiarize the newly admitted students with the courses offered by the college. The Principal and teaching staff interact with the freshers, which is followed by general freshmen social. **August:** Classes commence after the notification of class routine in the first week. With the commencement of the semester and HS classes after summer break, classes resume by the first week. Registration forms for the semester examinations are submitted by first semester students. In the third week, the first sessional examination of undergraduate courses and unit test of HS classes are conducted. **September:** By the second week, the Student Union Election is conducted. Internal Assessments are organized by 15th September. By the third week, HS Final Year Examination forms should be submitted. The Career Counseling Cell organizes a counseling session for the students. **October:** On the second week, examination forms are to be submitted by the students. The second sessional examination of undergraduate courses and terminal examination of HS classes commence in the third week. Examination scores are to be notified on the last week, with which the odd semester classes come to an end. **November:** The end semester examinations begin, as notified by Dibrugarh University in the first week. The evaluation process of the end semester exams begins in the last week. **December:** Departmental Excursions, tours and field studies are arranged. Evaluation of answer scripts are done during this month. **January:** In the first week, even semester classes begin and pre-final tests of HS classes are conducted. Class routines and course plans are notified. College week commences by the second week. First sessional examination begins for the undergraduate courses by the first week. HS Final Examination commences on the third week. Career counseling programme for undergraduate students is organized by the Career Counseling Cell. Guardian Meet is arranged by the last week. **March:** First sessional examination scores are notified by the second week. Internal Assessments begin by the third week. Second sessional examinations are held by the last week. **April:** Two orientation programmes for students are conducted by IQAC of the college regarding the student awareness of courses, examinations, internal assessment and the college code of conduct. Apart from these, All National and State holidays are observed as per notifications by the concerned authorities. Each employee can avail two restricted holidays in a year, as per University Academic Calendar.

#### 2.6 – Student Performance and Learning Outcomes

2.6.1 – Program outcomes, program specific outcomes and course outcomes for all programs offered by the institution are stated and displayed in website of the institution (to provide the weblink)

**No Data Entered/Not Applicable !!!**

#### 2.6.2 – Pass percentage of students

Programme Code	Programme Name	Programme Specialization	Number of students appeared in the	Number of students passed in final year	Pass Percentage
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			final year examination	examination	
NIL	BA	All BA Courses	111	42	37.8
<a href="#">View File</a>					

## 2.7 – Student Satisfaction Survey

2.7.1 – Student Satisfaction Survey (SSS) on overall institutional performance (Institution may design the questionnaire) (results and details be provided as weblink)

[https://www.umkcollege.in/images/SSS/Students\\_Satisfaction\\_Survey-2019-2020.pdf](https://www.umkcollege.in/images/SSS/Students_Satisfaction_Survey-2019-2020.pdf)

## CRITERION III – RESEARCH, INNOVATIONS AND EXTENSION

### 3.1 – Resource Mobilization for Research

3.1.1 – Research funds sanctioned and received from various agencies, industry and other organisations

Nature of the Project	Duration	Name of the funding agency	Total grant sanctioned	Amount received during the year
No Data Entered/Not Applicable !!!				
No file uploaded.				

### 3.2 – Innovation Ecosystem

3.2.1 – Workshops/Seminars Conducted on Intellectual Property Rights (IPR) and Industry-Academia Innovative practices during the year

Title of workshop/seminar	Name of the Dept.	Date
No Data Entered/Not Applicable !!!		

3.2.2 – Awards for Innovation won by Institution/Teachers/Research scholars/Students during the year

Title of the innovation	Name of Awardee	Awarding Agency	Date of award	Category
No Data Entered/Not Applicable !!!				
No file uploaded.				

3.2.3 – No. of Incubation centre created, start-ups incubated on campus during the year

Incubation Center	Name	Sponsored By	Name of the Start-up	Nature of Start-up	Date of Commencement
No Data Entered/Not Applicable !!!					
No file uploaded.					

### 3.3 – Research Publications and Awards

3.3.1 – Incentive to the teachers who receive recognition/awards

State	National	International
0	0	0

3.3.2 – Ph. Ds awarded during the year (applicable for PG College, Research Center)

Name of the Department	Number of PhD's Awarded
No Data Entered/Not Applicable !!!	

3.3.3 – Research Publications in the Journals notified on UGC website during the year

Type	Department	Number of Publication	Average Impact Factor (if
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any)

No Data Entered/Not Applicable !!!

No file uploaded.

3.3.4 – Books and Chapters in edited Volumes / Books published, and papers in National/International Conference Proceedings per Teacher during the year

Department	Number of Publication
Economics	3
Political Science	4
<a href="#">View File</a>	

3.3.5 – Bibliometrics of the publications during the last Academic year based on average citation index in Scopus/ Web of Science or PubMed/ Indian Citation Index

Title of the Paper	Name of Author	Title of journal	Year of publication	Citation Index	Institutional affiliation as mentioned in the publication	Number of citations excluding self citation
No Data Entered/Not Applicable !!!						
No file uploaded.						

3.3.6 – h-Index of the Institutional Publications during the year. (based on Scopus/ Web of science)

Title of the Paper	Name of Author	Title of journal	Year of publication	h-index	Number of citations excluding self citation	Institutional affiliation as mentioned in the publication
No Data Entered/Not Applicable !!!						
No file uploaded.						

3.3.7 – Faculty participation in Seminars/Conferences and Symposia during the year :

Number of Faculty	International	National	State	Local
Attended/Seminars/Workshops	0	5	1	0
Presented papers	0	4	0	0
<a href="#">View File</a>				

### 3.4 – Extension Activities

3.4.1 – Number of extension and outreach programmes conducted in collaboration with industry, community and Non- Government Organisations through NSS/NCC/Red cross/Youth Red Cross (YRC) etc., during the year

Title of the activities	Organising unit/agency/ collaborating agency	Number of teachers participated in such activities	Number of students participated in such activities
orientation programme on swachha bharat summer internship programme UNICEF TEAM swachha bhart grameen programme	UNICEF TEAM (SWACHHA BHARAT GRAMEEN PROGRAMME)	10	100
<a href="#">View File</a>			

### 3.4.2 – Awards and recognition received for extension activities from Government and other recognized bodies during the year

Name of the activity	Award/Recognition	Awarding Bodies	Number of students Benefited
No Data Entered/Not Applicable !!!			
No file uploaded.			

### 3.4.3 – Students participating in extension activities with Government Organisations, Non-Government Organisations and programmes such as Swachh Bharat, Aids Awareness, Gender Issue, etc. during the year

Name of the scheme	Organising unit/Agency/collaborating agency	Name of the activity	Number of teachers participated in such activities	Number of students participated in such activities
ICT APPLICATION COURSE	IQAC, U.M.K.COLLEGE	ORIENTATION	16	50
alumni association general meeting	U.M.K.COLLEGE	Meeting	5	50
DIBRUGARH UNIVERSITY INTER COLLEGE VOLLEYBALL CHAMPION	DIBRUGARH UNIVERSITY	VOLLEYBALL CHAMPION	29	174
NSS ORIENTATION PROGRAMME	NSS	ORIENTATION	10	100
swachha bharat summer internship programme ( One month)	NSS VOLUNTEERS	Internship	10	90
<a href="#">View File</a>				

## 3.5 – Collaborations

### 3.5.1 – Number of Collaborative activities for research, faculty exchange, student exchange during the year

Nature of activity	Participant	Source of financial support	Duration
No Data Entered/Not Applicable !!!			
No file uploaded.			

### 3.5.2 – Linkages with institutions/industries for internship, on-the- job training, project work, sharing of research facilities etc. during the year

Nature of linkage	Title of the linkage	Name of the partnering institution/ industry /research lab with contact details	Duration From	Duration To	Participant
No Data Entered/Not Applicable !!!					
No file uploaded.					

3.5.3 – MoUs signed with institutions of national, international importance, other universities, industries, corporate houses etc. during the year

Organisation	Date of MoU signed	Purpose/Activities	Number of students/teachers participated under MoUs
No Data Entered/Not Applicable !!!			
No file uploaded.			

## CRITERION IV – INFRASTRUCTURE AND LEARNING RESOURCES

### 4.1 – Physical Facilities

4.1.1 – Budget allocation, excluding salary for infrastructure augmentation during the year

Budget allocated for infrastructure augmentation	Budget utilized for infrastructure development
527800	527800

4.1.2 – Details of augmentation in infrastructure facilities during the year

Facilities	Existing or Newly Added
Seminar halls with ICT facilities	Existing
Classrooms with LCD facilities	Existing
Seminar Halls	Existing
Class rooms	Existing
Campus Area	Existing
<a href="#">View File</a>	

### 4.2 – Library as a Learning Resource

4.2.1 – Library is automated {Integrated Library Management System (ILMS)}

Name of the ILMS software	Nature of automation (fully or patially)	Version	Year of automation
ULMS	Partially	NA	2019

4.2.2 – Library Services

Library Service Type	Existing		Newly Added		Total	
Text Books	9000	184680	555	84810	9555	269490
Reference Books	4200	158250	55	22000	4255	180250
Journals	7	3830	2	1150	9	4980
Digital Database	1	2500	0	0	1	2500
CD & Video	2	1500	2	1500	4	3000
<a href="#">View File</a>						

4.2.3 – E-content developed by teachers such as: e-PG- Pathshala, CEC (under e-PG- Pathshala CEC (Under Graduate) SWAYAM other MOOCs platform NPTEL/NMEICT/any other Government initiatives & institutional (Learning Management System (LMS) etc

Name of the Teacher	Name of the Module	Platform on which module	Date of launching e-
---------------------	--------------------	--------------------------	----------------------

		is developed	content
No Data Entered/Not Applicable !!!			
No file uploaded.			

#### 4.3 – IT Infrastructure

##### 4.3.1 – Technology Upgradation (overall)

Type	Total Computers	Computer Lab	Internet	Browsing centers	Computer Centers	Office	Departments	Available Bandwidth (MBPS/GBPS)	Others
Existing	10	0	1	1	1	2	6	20	0
Added	1	0	0	0	0	0	0	0	0
Total	11	0	1	1	1	2	6	20	0

##### 4.3.2 – Bandwidth available of internet connection in the Institution (Leased line)

100 MBPS/ GBPS
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##### 4.3.3 – Facility for e-content

Name of the e-content development facility	Provide the link of the videos and media centre and recording facility
No Data Entered/Not Applicable !!!	

#### 4.4 – Maintenance of Campus Infrastructure

##### 4.4.1 – Expenditure incurred on maintenance of physical facilities and academic support facilities, excluding salary component, during the year

Assigned Budget on academic facilities	Expenditure incurred on maintenance of academic facilities	Assigned budget on physical facilities	Expenditure incurred on maintenance of physical facilities
2395431	1169749	500000	264521

##### 4.4.2 – Procedures and policies for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports complex, computers, classrooms etc. (maximum 500 words) (information to be available in institutional Website, provide link)

The Procedures and Policies for maintaining all types of academic and support facilities including Library, Sports, Computer, Class-rooms etc are guided by the Governing Body of the college. Books are purchased for the library at the beginning of each semester programme considering the requirements prepared by the every department. Books on the changed curriculum are given preference to make it convenient for the teachers and students in proper delivery of curriculum. The requirements of indoor and outdoor games are proposed by Committee concerned and approved by the Finance Committee for sanction of fund by the Governing Body. Similarly fund required for maintenance of computers, class-rooms, teaching and learning equipments, repair of infrastructure, maintenance of NSS, NCC, Extension activities etc are managed through Program Officers headed by the Principal and approved by the Governing Body. The NSS Programme Officer maintains stock -registers of books and equipments purchased along with expenditures incurred on maintenance and programmes undertaken. The Students' Union has a separate fund for various activities like sports, common-rooms, festivals and for organizing competitions in Games and Sports, Seminars, Quizzes etc belonging to curricular and extracurricular fields. The management of Girls' Hostel is done by the Superintendant in consultation with the Head of the Institution. Professors' in-charge of various portfolios of Students' Union



provide proper suggestions and guidance in functioning of the Students' Union.

The Examination Committee looks after the management of the examinations properly. Physical Facilities : [Infrastructure / stadium] - The college has a well-planned mechanisms for maintaining physical facilities like proper maintenance of classrooms, ICT Room, sports stadium, i.e, indoor and outdoor games facilities. Drinking water of aqua guards and filtering systems are maintained by the infrastructure committee. Toilets and bathrooms are regularly cleaned to provide a hygienic service to students, teachers and all other users. 2] Academic Facilities : [ Library, Classroom, Curriculum] All the Heads of the Dept. are members of the library and ICT committee of the college.

Purchase and maintenance of books, newspapers, journals and all the requirements relating to the library are managed by the library committee. The construction committee looks after the maintenance of classrooms, blackboards and problems of students like those of electricity, fans, lights etc.3] Support Facilities : [National Cadet Corps / National Social Service /Computer/Sports] The National Social Service programme officer and the National Cadet Corps CTO have to carry out a number of activities like sanitation, sanitization, vaccination, organizing awareness, meetings, campus beautification, plantation and swachhata abhiyan. To maintain a neat and clean campus , free plastic, garbage etc the NSS and the NCC of the College keep a constant watch. The student union of the college organize sports events and Prof-in-charge of the Union presents a budget for college week, sports competitions and purchasing equipments.

## CRITERION V – STUDENT SUPPORT AND PROGRESSION

### 5.1 – Student Support

#### 5.1.1 – Scholarships and Financial Support

	Name/Title of the scheme	Number of students	Amount in Rupees
Financial Support from institution	Students Aid Fund	1	10000
Financial Support from Other Sources			
a) National	ISHAN UDAY	1	45000
b) International	Nill	Nill	Nill
<a href="#">View File</a>			

#### 5.1.2 – Number of capability enhancement and development schemes such as Soft skill development, Remedial coaching, Language lab, Bridge courses, Yoga, Meditation, Personal Counselling and Mentoring etc.,

Name of the capability enhancement scheme	Date of implemetation	Number of students enrolled	Agencies involved
Yoga, Meditation	21/06/2019	100	Vigen Indian
<a href="#">View File</a>			

#### 5.1.3 – Students benefited by guidance for competitive examinations and career counselling offered by the institution during the year

Year	Name of the scheme	Number of benefited students for competitive examination	Number of benefited students by career counseling activities	Number of students who have passedin the comp. exam	Number of studentsp placed



2019	Career Counselling	29	29	Nil	Nil
<a href="#">View File</a>					

5.1.4 – Institutional mechanism for transparency, timely redressal of student grievances, Prevention of sexual harassment and ragging cases during the year

Total grievances received	Number of grievances redressed	Avg. number of days for grievance redressal
0	0	0

## 5.2 – Student Progression

5.2.1 – Details of campus placement during the year

On campus			Off campus		
Name of organizations visited	Number of students participated	Number of students placed	Name of organizations visited	Number of students participated	Number of students placed
No Data Entered/Not Applicable !!!					
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5.2.2 – Student progression to higher education in percentage during the year

Year	Number of students enrolling into higher education	Programme graduated from	Department graduated from	Name of institution joined	Name of programme admitted to
2020	2	BA	Assamese, Sociology	Dibrugarh University	MA
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5.2.3 – Students qualifying in state/ national/ international level examinations during the year (eg:NET/SET/SLET/GATE/GMAT/CAT/GRE/TOFEL/Civil Services/State Government Services)

Items	Number of students selected/ qualifying
No Data Entered/Not Applicable !!!	
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5.2.4 – Sports and cultural activities / competitions organised at the institution level during the year

Activity	Level	Number of Participants
Outdoor Games	Inter College Dibrugarh University	16
Literary	Institution	24
Cultural Events	Institution	21
Indoor Games	Institution	29
Outdoor Games	Institution	22
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## 5.3 – Student Participation and Activities

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

Year	Name of the award/medal	National/ International	Number of awards for	Number of awards for	Student ID number	Name of the student
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			Sports	Cultural		
No Data Entered/Not Applicable !!!						
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5.3.2 – Activity of Student Council & representation of students on academic & administrative bodies/committees of the institution (maximum 500 words)

The Students' Union of the College is an elected body of representatives of students. Every year, the Union Body is constituted through General Election in which all the students have Voting Right. Normally, there are President, General Secretary, Games Sports Secretary, Cultural Secretary, Magazine Secretary, Social Service Secretary etc who look after different activities like organizing events of sports and cultural competitions in the college from time to time. For academic progression of the students, debate competitions, literary competitions [recitation, on the spot essay writing, poem competition, extempore speech and lecture ]etc are organized on prominent dates of Great Writers and Poets, Birth and Death anniversaries of eminent personalities to inspire learners for excellence in writing and speech. In the composition of IQAC, there is a representative of the Students' Union of the College. Students have also their participation in mentoring unit, Election Committee, Anti - Ragging Committee etc. Administrative Bodies : Students are a part and parcel of the institution. They are the primary stakeholders of the college. They also represent student community in the Governing Body of the College. Guardians' representative is also a member of the GB. Committees of the Institution: Existing students and Alumni are members of various committees of the institution. In the Anti- ragging committee, Women's cell and welfare committee, students members represent the student community. Day by day students representation in various committees has been an important initiative of the College.

**5.4 – Alumni Engagement**

5.4.1 – Whether the institution has registered Alumni Association?

No

5.4.2 – No. of enrolled Alumni:

120

5.4.3 – Alumni contribution during the year (in Rupees) :

38000

5.4.4 – Meetings/activities organized by Alumni Association :

Meetings of the Alumni Association are organized annually. Discussions on overall development of the institution are made regularly. Motivation programmes are organized to update the students of the institution with the latest development in different fields.

**CRITERION VI – GOVERNANCE, LEADERSHIP AND MANAGEMENT**

**6.1 – Institutional Vision and Leadership**

6.1.1 – Mention two practices of decentralization and participative management during the last year (maximum 500 words)

The Academic Committee of the College comprising all the HOD [Heads of Departments] have a participation in the overall administration of the College. The problems related to the appointment of contractual teachers and non-teaching staff takes stock of the process of selection and appointment. There

is a Purchase Committee constituted by the Governing body of the College to make plan and estimates of necessary procurement of equipments related to academic and infrastructure requirements of the College. Decentralization of Management: There are various committees constituted by the Governing body of the college. For instance, we have library committee, construction committee, academic committee, finance committee and so on. All these committees comprise of Heads of different departments, other teachers and students who have their participation in various committees and thereby conform to the concept of decentralization of college management. In the procurement of books, infrastructure materials teaching aids etc the recommendations of these committees are implemented by the Governing Body. The college teachers' unit and the welfare fund committee are also examples of internal democracy and decentralization in the college. Participative Management : Although the college is headed by the Principal and the Administrative Body is headed by the President of the Governing body, there are adequate representations of teachers , guardians, students and local student organizations along with academicians, university nominees and Govt. nominees. All the stakeholders and social groups have proper participation in the college management.

6.1.2 – Does the institution have a Management Information System (MIS)?

No

## 6.2 – Strategy Development and Deployment

6.2.1 – Quality improvement strategies adopted by the institution for each of the following (with in 100 words each):

Strategy Type	Details
Admission of Students	In the prevailing Corona Virus Pandemic, the Admission process of the College has been made online. Students may avail online Admission anywhere out of campus or in our College Office. In the earlier phase, students were also given offline admission.
Examination and Evaluation	Continuous evaluation is the best strategy for improvement of quality in the institution. Personal counseling of students for better performance of results is given due emphasis. Teachers have been asked to deliver lectures related to questions asked in previous examinations. Both intensive and extensive teaching based on Question Banks is given priority in every program.
Library, ICT and Physical Infrastructure / Instrumentation	Students are encouraged to study in the library regularly. Their daily attendance in the library is recorded by the librarian. Visit of teachers and study hours is also recorded. Students are trained to learn ICT based study contents in the library. For greater number of students and their participation in learning e-books, journals and newspaper they are given enough space in the library room and ICT room.

Teaching and Learning	Student mentoring program is a recently adopted strategy for quality empowerment. Every faculty member has been assigned the responsibility of mentoring to 10 to 20 students as per the enrolment of students in the department. Home assignment is given to every student in order to assess the progress of teaching and delivery of curriculum
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#### 6.2.2 – Implementation of e-governance in areas of operations:

E-governance area	Details
Finance and Accounts	All Accounts are maintained digitally as well as manually. University Fees and other transactions are made online. Salary disbursement and grant of funds are received in respective Accounts through FIN Assam and the concerned Treasury.
Student Admission and Support	All admissions are accepted in the online mode. Category-wise admissions of students are managed via online data management. Weaker and financially poor students but meritorious ones are supported by Student Aid Fund by providing study materials from the library.
Examination	Examination Form Fill-up is completed in the online mode. Online teaching has been done by teachers of the Departments with a limited number of students. Results and marksheets can be downloaded from the University website. 6.3.3 Teachers attending Professional Development Program, RC,OC, Short Term Course etc during 2019-20
Administration	Bio-metric Attendance was recorded by the teaching and non-teaching staff of the college. However, due to Covid-19 Pandemic, restrictions imposed by the Govt. the process discontinued during the lockdown period. Admission, Form Fill -up, Notification etc are done in the online mode.
Planning and Development	Online platform is used for planning and tendering under Assam Government Finance Department.

### 6.3 – Faculty Empowerment Strategies

6.3.1 – Teachers provided with financial support to attend conferences / workshops and towards membership fee of professional bodies during the year

Year	Name of Teacher	Name of conference/ workshop attended for which financial	Name of the professional body for which membership	Amount of support
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		support provided	fee is provided	
No Data Entered/Not Applicable !!!				
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6.3.2 – Number of professional development / administrative training programmes organized by the College for teaching and non teaching staff during the year

Year	Title of the professional development programme organised for teaching staff	Title of the administrative training programme organised for non-teaching staff	From date	To Date	Number of participants (Teaching staff)	Number of participants (non-teaching staff)
No Data Entered/Not Applicable !!!						
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6.3.3 – No. of teachers attending professional development programmes, viz., Orientation Programme, Refresher Course, Short Term Course, Faculty Development Programmes during the year

Title of the professional development programme	Number of teachers who attended	From Date	To date	Duration
Use of ict tools for classroom teaching	1	24/02/2020	28/02/2020	5
BEHAVIOURAL REMODELLING AND USE OF ICT TOOLS	1	05/01/2020	10/01/2020	6
<a href="#">View File</a>				

6.3.4 – Faculty and Staff recruitment (no. for permanent recruitment):

Teaching		Non-teaching	
Permanent	Full Time	Permanent	Full Time
16	16	2	2

6.3.5 – Welfare schemes for

Teaching	Non-teaching	Students
Teachers Welfare Fund is active	Teachers Welfare Fund is active	Students Welfare fund is active

## 6.4 – Financial Management and Resource Mobilization

6.4.1 – Institution conducts internal and external financial audits regularly (with in 100 words each)

There are two tier financial audit system in the college. One is internal or local audit and the other is Govt. of Assam. All the Accounts are audited regularly by these two agencies. The local auditors are appointed by the G.B. The Principal is the Secretary of the College, who is responsible for all the expenditures incurred during a particular Financial Year. The Internal Audit of Funds from 2011 to 2020 has been done. The details are as follows.
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6.4.2 – Funds / Grants received from management, non-government bodies, individuals, philanthropies during the year(not covered in Criterion III)

Name of the non government funding agencies /individuals	Funds/ Grnats received in Rs.	Purpose
Nill	0	0
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6.4.3 – Total corpus fund generated

0
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## 6.5 – Internal Quality Assurance System

6.5.1 – Whether Academic and Administrative Audit (AAA) has been done?

Audit Type	External		Internal	
	Yes/No	Agency	Yes/No	Authority
Academic	No	Nill	No	Nill
Administrative	Yes	govt. of assam	Yes	G.B

6.5.2 – Activities and support from the Parent – Teacher Association (at least three)

Meetings of Parents and Teachers held at the beginning of the Academic Session Feedback received from Parents and Teachers. Regularity of students was ensured by Parents.
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6.5.3 – Development programmes for support staff (at least three)

1] Teachers encouraged to attend Professional Development Programmes. 2] Financial support provided through Teachers Employees Welfare Fund. 3] Accommodation provided to teachers in the College premises.
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6.5.4 – Post Accreditation initiative(s) (mention at least three)

1]Improvement of infrastructure like Auditorium, Indoor Stadium, ICT Centre, Administrative Building, Women's Hostel etc . 2] Facilitating Teachers' Employees' for various loans from Banks. 3] Remedial Coaching for academically weaker students'.
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6.5.5 – Internal Quality Assurance System Details

a) Submission of Data for AISHE portal	Yes
b)Participation in NIRF	No
c)ISO certification	No
d)NBA or any other quality audit	No

6.5.6 – Number of Quality Initiatives undertaken during the year

Year	Name of quality initiative by IQAC	Date of conducting IQAC	Duration From	Duration To	Number of participants
2019	ORGANISING REMEDIAL CLASSES	10/10/2019	14/10/2019	29/10/2019	50
2019	ORGANISING QUIZ AND ESSAY COMPETITION	18/11/2019	18/11/2019	19/11/2019	2
2020	ARRANGEMENT	04/06/2020	05/06/2020	30/06/2020	25

OF ONLINE  
CLASSES  
DURING  
LOCKDOWN  
PERIOD

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## CRITERION VII – INSTITUTIONAL VALUES AND BEST PRACTICES

### 7.1 – Institutional Values and Social Responsibilities

7.1.1 – Gender Equity (Number of gender equity promotion programmes organized by the institution during the year)

Title of the programme	Period from	Period To	Number of Participants	
			Female	Male
NATIONAL GIRL CHILD DAY	24/01/2020	24/01/2020	52	67
INTERNATIONAL WOMEN'S DAY	18/03/2020	18/03/2020	47	31

7.1.2 – Environmental Consciousness and Sustainability/Alternate Energy initiatives such as:

Percentage of power requirement of the University met by the renewable energy sources
Replacement of tube lights with CFL lights. USE OF LPG GAS IN THE CANTEEN and induction stove, electric water heater etc to save power.

7.1.3 – Differently abled (Divyangjan) friendliness

Item facilities	Yes/No	Number of beneficiaries
Ramp/Rails	Yes	3
Rest Rooms	Yes	1

7.1.4 – Inclusion and Situatedness

Year	Number of initiatives to address locational advantages and disadvantages	Number of initiatives taken to engage with and contribute to local community	Date	Duration	Name of initiative	Issues addressed	Number of participating students and staff
2020	Nil	2	20/11/2020	03	SWACHHA BHARAT ABHIJAN	CAMPUS CLEANING AND VILLAGE SANITATION	97

No file uploaded.

7.1.5 – Human Values and Professional Ethics Code of conduct (handbooks) for various stakeholders

Title	Date of publication	Follow up(max 100 words)
Institutional Code of Conduct and Professional Ethics	05/01/2019	The booklet on the college code of conduct is meant to reform the behaviour of students in the college campus, their

relations with the teaching and non-teaching staff. Secondly the code of conduct purports to make the teachers and the non-teaching staff aware of their relationships with the students and responsibilities towards the institution. It sums up all the rules and regulations for teachers, students and the non-teaching staff. It prohibits ragging, advises students to wear proper uniform, masks etc and behavioural do's and don'ts. It is well -circulated in the library, student union office and other offices of the college. During orientation of students the code of conduct and ethics of the college are introduced to students every year in B.A 1st Semester.

#### 7.1.6 – Activities conducted for promotion of universal Values and Ethics

Activity	Duration From	Duration To	Number of participants
celebration of gandhi jayanti.	02/10/2019	02/10/2019	105
Internationa Yoga day	21/06/2019	21/06/2019	125
CELEBRATION OF TEACHERS DAY	05/09/2019	05/09/2019	200
CELEBRATION OF INTERNATIONAL WOMENS DAY	18/03/2019	18/03/2019	150
WORLD ENVIRONMENT DAY	05/05/2019	05/05/2019	130
<a href="#">View File</a>			

#### 7.1.7 – Initiatives taken by the institution to make the campus eco-friendly (at least five)

1] PLANTATION WORK BY THE NSS AND NCC 2] REPLACEMENT OF FIREWOOD BY LPG 3] MAKING THE COLLEGE CAMPUS A PLASTIC FREE ZONE 4] USE OF LED, CFL AND TUBELIGHTS 5] SAVE WATER AND SAVE ENERGY INITIATIVE

## 7.2 – Best Practices

#### 7.2.1 – Describe at least two institutional best practices

1] Title of the Practice: Inclusion of Parents in the Holistic Development of the College. 2] Objectives of the Practice: a] To involve the local society in



the overall development of the college. b] To strengthen the social base of the Institution. c] To create awareness in the Parents towards the regularity and punctuality of students' in the College and their learning process. 3] The Context: In the rural and tribal dominated area from where our students' come is educationally backward. Many students are found irregular in contact classes. They have no Android Mobile Phones, through which they can study in the online mode. Therefore, it is the need of the hour that parents take care whether their wards are regular in attending classes and provide phones to avail online classes in the present context of Covid-19 situation. 4] The Practice: Regular meetings of Parents have been organized to create awareness among them. Students are asked to inform Parents regarding the meeting. The Principal and teachers of the College collect the list of students who are negligent and Guardians are informed about the performances of students and their attendance. 5] Evidence of Success: Continuous intimations with Parents about students have resulted in the successful implementation of the practice. Students have become more regular in comparison with previous years. Students' Union of the College, local TMPK, ASSU etc have come forward to discuss issues related to the improvement of the academic environment of the College. A drastic change in the teaching -learning activities has taken place after adopting the practice of inclusion. 6] Problems Encountered and Resources Required: Every good initiative in the society never takes place without some problems. Therefore, this practice of Parent awareness also faced certain problems. There are some Parents, who are reluctant to spare time for their wards or activities related to this practice. Their attendance in meetings has not been found satisfactory. So, they have been persuaded to attend meetings and take the matter of Students' progress and regularity with due seriousness. Many students need to be supported financially by the Government in procuring books for the newly introduced courses. The Library needs to be digitally upgraded and audio-visuals and smart class-room need to be furnished.

**BEST PRACTICE - II**

1] Title of the Practice: AWARENESS DRIVE FOR COVID-19 PANDEMIC

2] Objectives of the Practice: a] To make the students, teachers and the society aware of the fatal consequences of the Novel Corona Virus-19. b] To convince all the stakeholders of the Institution to wear masks, to keep two meter distance from others and clean hands and mouths frequently. c] To co-operate with the local administration and Health Department in the implementation of Covid-19 Protocol. d] Hand sanitizing device installed in offices, library and faculty building. 3] The Context: Covid-19 Pandemic is World's greatest health hazards ever witnessed and faced by the World. The College remained closed from 16th March to 31st August 2020. When the classes resumed on 1st September 2020, students were instructed to follow Covid-Protocol in letter and spirit. The spread to Covid -19 [Delta Plus Variant] was in severe form I September/October, 2020. The infection rate and death rate of patients was also very high. In this scenario the students were the most vulnerable groups that needed to be protected on priority basis. 4] The Practice: Eligible age groups of students were encouraged to get vaccinated at the earliest. The College prepared a list of vaccinated students and masks were distributed to every student at the entry- point of the College. Regular sanitization of offices and classrooms was managed by the College. Soaps and hand sanitizers were used by students in the College premises. Meetings were held to sensitize the students to fight the Covid -19 Pandemic and observe necessary precaution as mandatory in the College. 5] Evidence of Success: The students always complied with the instructions of the College regarding precautions related to the spread of Covid-19. During Rapid Antigen Test [RAT] of students, no one was found positive in the 2nd round, whereas three students were positive in the 1st round of RAT. Use of masks and other precautions observed by students and teachers produced great success. As a result Corona virus infection was never reported in the College premises. 6] Problems Encountered and Resource Required: In the initial stage, students were not

accustomed to using masks or sanitizers, but gradually they started following the Protocol as instructed by the College. Some students and guardians were found reluctant to get their wards vaccinated and not ready to send them to College. Continuous awareness strategies removed this problem and parents and students came for vaccination. The College managed sanitizers, masks and regular medical check-up that required resources. These problems of implementation and resources were solved with collective effort of all the stakeholders of the College.

Upload details of two best practices successfully implemented by the institution as per NAAC format in your institution website, provide the link

### 7.3 – Institutional Distinctiveness

7.3.1 – Provide the details of the performance of the institution in one area distinctive to its vision, priority and thrust in not more than 500 words

**Institutional Distinctiveness:** The vision and priority of the Institution are centered round the tribal community development and their academic advancement. Education is the only sector that needs to be strengthened to ensure their development. Although the literacy rate among the tribal students is above 70, the improvement of quality in results and overall education is still very poor. In spite of the facilities and reservations in jobs for Scheduled Tribe [ST] category, majority of our students are deprived of jobs. Therefore it is the challenge of the Institution to provide quality education and produce students with good quality, so that they can be employed in Government and private sector jobs. For this purpose, continuous counseling of students for preparation of competitive examinations have been conducted from time to time. There is an NCC group of cadets who are continuously motivated for physical fitness and equipped themselves for jobs in the Defence sector. Some of the students have also got jobs in Assam Police and the Army. In the Education sector also, there are School Teachers, Assistant Professors among the Alumni of the College. Initiatives have been taken to inspire students and parents to ensure maximum regularity and punctuality in classes. Parents meetings have been organized to achieve this objective. Nearby Institution have been consulted and rather contacted to send students to this College for admission in B.A programmes. Students have been given counseling in respect of self-employment for engagement in vegetable firms, fishery, business and other small scale industries. Some of our students are engaged in these self dependent occupations.

Provide the weblink of the institution

### 8.Future Plans of Actions for Next Academic Year

Digitalization of the College Library and Office is the first future plan of action envisaged by the College Authority. Without proper computerization smooth functioning of the library and the office is not possible. That is why the system will be fully computerized to achieve desired objectives. It will save time of students and the staff, who operate the function of the library and the office. Although, all the books, journals etc have been recorded in the library, we have not been able to facilitate prompt delivery of duties by the Library staff. N-List software is proposed to be installed in the Library and similar software is proposed to be installed in the office for admission. Form Fill-up, Financial Record keepings and so on. The College has propose to introduce 'Science' and 'Commerce' streams for the expansion of imparting education in the College. The introduction of Science and Commerce will facilitate education to students in the said streams and fulfill the long pending demand of students and the public. The

construction of the College Auditorium will be completed during the next academic year. The auditorium will also fulfill a great requirement for large meetings, classes, conferences, seminars and workshops. The College will take necessary steps in managing separate rooms for the Departments of Economics and Education. Renovation of classrooms, indoor and outdoor stadium and all other buildings will be completed during the next academic year. Preparations for the second cycle of NAAC Accreditation will be completed next year.