Yearly Status Report - 2019-2020

Part A	
Data of the Institution	
1. Name of the Institution	**RANGIA COLLEGE**
Name of the head of the Institution	**Dr. Brajendra Saikia**
Designation	**Principal**
Does the Institution function from own campus	**Yes**
Phone no/Alternate Phone no.	**+919435544088**
Mobile no.	**9864140763**
Registered Email	**principal.rangiacollege@gmail.com**
Alternate Email	**naac.rangiacollege@gmail.com**
Address	**Rangia College. P.O: Rangia**
City/Town	**Rangia**
State/UT	**Assam**
Pincode	**781354**

2. Institutional Status

Affiliated / Constituent	**Affiliated**
Type of Institution	**Co-education**
Location	**Semi-urban**
Financial Status	**state**
Name of the IQAC co-ordinator/Director	**Dr. Monoj Kr. Singha**
Phone no/Alternate Phone no.	**+918638794926**
Mobile no.	**9954707890**
Registered Email	**iqac.rc@gmail.com**
Alternate Email	**naac.rangiacollege@gmail.com**

3. Website Address

Web-link of the AQAR: (Previous Academic Year)	https://rangiacollege.ac.in/images/AQAR%202018-19/AQAR_2018-19.pdf
4. Whether Academic Calendar prepared during the year	**Yes**
if yes,whether it is uploaded in the institutional website: Weblink :	https://rangiacollege.ac.in/images/AC%202019-20/AC2019-20.pdf

5. Accrediation Details

Cycle	Grade	CGPA	Year of Accrediation	Validity	
				Period From	Period To
1	**B++**	**2.81**	**2004**	**04-Nov-2004**	**03-Nov-2009**
2	**B**	**2.8**	**2010**	**08-Jan-2011**	**07-Jan-2016**

6. Date of Establishment of IQAC

27-Apr-2004

7. Internal Quality Assurance System

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	**27-Feb-2020**	**9**

	1		
IQAC Meeting	23-May-2020 1		7
Seminar on Quality assurance	04-Jun-2019 1		199
Submission of AISHE report 2019-20	29-Apr-2019 1		2
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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
Faculty	Minor Research Project	UGC	2020 365	15000
Faculty	Salary Substitute Grant	UGC	2019 365	381392
Institution	Excursion grant	DHE, Assam	2019 365	100000
Departments	Tools, equipment/Chemicals for science	DHE, Assam	2019 365	240000
Library	Reimbursement grants of books to college library.	DHE, Assam	2019 365	200000
Institution	Girls' Common Room	DHE, Assam	2019 365	100000
Institution	Awareness campaign	Assam Science and Technology Counsel	2019 365	5000
Institution	Entrepreneurship Awareness Grant	Entrepreneurship Development of India	2019 365	30000
Institution	Seminar, Conference/ Workshop	National Counsel of Promotion of Urdu Language, New Delhi	2019 365	100000
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9. Whether composition of IQAC as per latest NAAC guidelines:	**Yes**
Upload latest notification of formation of IQAC	[View File](#)

10. Number of IQAC meetings held during the year :	**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	[View File](#)
11. Whether IQAC received funding from any of the funding agency to support its activities during the year?	**No**

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

1.P.G course in Bodo has been introduced.

2.Organizing Guardians' meet for the academic discussion.

3.Orientation program for faculty and student.

4.Orientation programs for fresh CBCS students.

5.Managing mentoring and counseling systems beyond the classroom.

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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
Planning for organize guardian meet to involve more in the teaching learning process.	**1. A general Guardian meet has been organized. 2.Department of physics and Geography organized departmental guardian meet to discuss problem and prospect of the changing scenario of education.**
Increasing collaboration with other institution specially information and technology sector.	**MOU has been signed with Sky campus, an ICT pioneer on online education.**
Awareness campaign on COVID 19 pandemic in neighboring areas of the institution.	**Awareness programmes was organized in nearby villages.**
Webinar to be organized on different topics.	**Two webinars have been organized.**
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14. Whether AQAR was placed before statutory body ?	No
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	2019
Date of Submission	29-Apr-2019
17. Does the Institution have Management Information System ?	Yes
If yes, give a brief descripiton and a list of modules currently operational (maximum 500 words)	The admission process has been run by a module jointly by a payment gateway. Information to various student-related parameters viz. streamwise students list, caste wise (ST, SC, OBC, Minority) students list, genderwise students list, major subject wise students list, subject combination wise student lists, etc. along with home address, phone number, and email ID. The online admission system was introduced in the institution from the academic system 2015 2016. Since then the system was gradually updated and a database of the students is created which in turn help in many academic aspects of the institution The library management information system is based upon the SOUL software, Version 2.0 through OPEC. It was introduced in the library in the year 201516. The institution provides a fully automated service of book borrowing, Internet surfing, OPEC database search system, Digital library service, and N list services. The leave account of the faculty members is maintained by a Leave Management System (LMS) since 2015. LMS takes into account the leaves mainly Causal leave, duty leave special leave. It excludes the Child Care Leave and Earned leave. The online alumni registration facility linked to the institutional website to create the database of the alumni members. The provision for online feedback

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

Rangia College offers a wide range of programs under three faculties – Arts, Science and Commerce. The offered programs include 22 subjects at the UG level with 17 of them offering Major courses. This year Gauhati University has introduced the Choice Based Credit System (CBCS) in affiliated colleges like us. While students enrolled in a program are supposed to enjoy flexibility in respect of time frame and non-core options, elective options are available and horizontal mobility within and across a discipline are allowed to a limited extent depending upon the satisfaction of the authorities concerned. With the thrust area of the college curriculum as designed by the Gauhati University mainly centered on generation and transmission of knowledge, the onus of fulfilling the social responsibility like creating general awareness on the problems of equality, health, and hygiene, cleanliness, etc. is left to the extension education activities of the college. The college strictly adheres to the curriculum designed and modeled for different courses under GU and is fully aware of the methodology adopted in preparing the courses. Self-financing courses have been introduced in Computer applications (PGDCA) and Yoga and Meditation have also been running as part of the regular courses. As for the execution of the courses, there is a practice to get feedback from academic peers, notably the retired Principals and retired lecturers. Besides, the Principal as chairperson of the IQAC makes it convenient to interact from time to time with the teaching community on vital academic issues. The college maintains a healthy rapport with the neighborhood on issues of common concern. It is noteworthy to mention that two faculty members of the College are actively associated with the University for preparation and modification of the syllabus from time to time. Further, the college has endeavored to sign MOU with NGOs for the exchange of socio-economic and student-centric programs. At the beginning of an academic session, the heads of the departments draw out a detailed teaching plan for the whole session. The plan shows a unit-wise break-up of the syllabus to be covered and distributed to the other faculty members. It is meant for completing the syllabus within a stipulated period. With time college introduces more degree and postgraduate courses for the benefit of the students of the locality. The college has introduced a degree course in vocational education (B.Voc) in two subjects in the year 2016 and Physical education (PHE) in 2018. Postgraduate courses in Arabic (2015), and Bodo in the year 2018 received good responses from the students. This year the college planning to introduce three more vocational courses and apply for the same to the U.G.C.

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 !!!		

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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
No Data Entered/Not Applicable !!!		

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 !!!		
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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	Arabic	14
BA	Bodo	12
BSc	Botany	48
BA	Philosophy	18
BSc	Physics	18
BA	Education	73
BA	Economics	66
BA	Geography	16
BA	History	12
BSc	Zoology	24
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1.4 – Feedback System

1.4.1 – Whether structured feedback received from all the stakeholders.

Students	Yes
Teachers	
Employers	
Alumni	
Parents	

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

Feedback Obtained
The methodology adopted for feedback system in the college 1. A routine is prepared for the purpose and departments are asked to allot a class for the feedback as per routine. 2. A questionnaire is prepared with ten numbers of

questions to check the opinion of a student towards his/her teacher. 3. Respective departments are requested not to attend the feedback class during the process of feedback. 4.The questionnaire and the method of giving feedback is explained by the invigilation assigned by IQAC. 5.Students are assured that their feedback is secured in all respect. 6. Students are requested to give the score according to the scale given with dignity and integrity. 7. Answer script are collected and submitted to the coordinator IQAC, RC 8. The questionnaire is analyzed and grade is given according to the feedback conveyed with respect to the teacher. The following points are included in the student feedback form 1. Relevance to the real-life situation 2. Extent of coverage of syllabus in class 3. Clarity and relevance of reading material 4. Knowledge base of the teacher 5. Sincerity/Commitment of the Teacher 6. Accessibility of the teacher in out of the class 7. Timely feedback and further discussion. 8. Communication skill 9. Motivation generated by the teacher. 10. Ability to test understanding. Analysis of the feedback is done by IQAC. The result of the feedback is conveyed to the respective teacher through e-mail.

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
MA	BODO	20	20	20
MA	ARABIC	20	8	8
BPES	BPE	20	9	9
BVoc	RM&IT	50	48	48
BVoc	CT&HM	50	18	18
BCA	BCA	20	20	20
BCom	BMT,IFS,FAC,BED,FIN	150	148	148
BSc	BOT,CHE,GGY,MAT, PHY,ZOO	250	225	225
BA	MIL,EDN,ECO,ENG,GGY,HIS,MAT, PSC,PHLSNS	600	656	601
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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	2567	62	69	0	10

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 | Number of | ICT Tools and | Number of ICT | Numberof smart | E-resources and |

Teachers on Roll	teachers using ICT (LMS, e-Resources)	resources available	enabled Classrooms	classrooms	techniques used
69	47	7	7	0	4

View File of ICT Tools and resources
View File of E-resources and techniques used

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

A. Mentoring through Attendance 1. Observe the students in classroom 2. Monitoring the attendance of the student and if found absent continuously for a week trying to find out the cause of the absence from available sources. 4. Communicate with the student/ parent. 5. Try to sort out the problem if any 5. Call the parent in case of urgency. B. Mentoring for slow learner 1. If the department finds a student to be a slow learner, special care is taken. 2. Tutorial classes are taken as provided in the class routine. 3. Books are provided from the departmental seminar library. C. Mentoring through psychological counseling A large number of the students of the college came from economically challenged households and first-generation learners. Further, issues of adolescence also stressed them. Department is also perceptive of the problem and cares too. 1. Counseling is done personally one to one basis. 2. If needed parents are also involved to overcome the crisis. Mentoring through Students Union Rangia College student union is also taking care of if a student faced with issues related to 1. Admission related problems 2. Financial problems. The college has a student development fund can that take care of financially changed students. 3. Administrative problem. 4. Academic problem – Guided the students in case of subject change. Next level of mentoring and counseling As Mentoring and counseling of Students is imperative for the holistic development of the students, in 2016-17, IQAC and Extension Education Cell of the college decided to initiate a structured program for the same. The program was designed as follows: 1. A committee was constituted with the following members: a. Chairperson- Principal b. Coordinator, Extension Education Cell. c. Coordinator, IQAC d. Mentors as members. e. General members. Two Programmes were designed- Mentoring Counselling and Extra-Curricular Club Activity. The former aimed to forge a one to one relationship between the teacher and students to support and guide them to achieve their personal goals and to inculcate values in them. The latter Programme encouraged students to participate in the Extra-Curricular Activities of their choice and provide them with a platform to showcase their talent. Ten verified fields of interest were selected for extracurricular activities. Each interest of the field was called a CLUB. 1. The first semester students join a club of their choice. 2.Each club has a coordinator from among the teachers and three to six teacher members. 3.A period within the College Time-Table is allotted to hold the club session (currently 9:45 am every Wednesday) and Classrooms are earmarked for each Club. 4. The Club coordinators maintain a logbook provided by the committee and record all the activities during the session. At the end of the session, the service of the club Coordinators is acknowledged with an Appreciation Letter. 5. Counselling sessions have been allotted to the departments. The departments hold the sessions for their respective Major students. A time slot is allotted for

Number of students enrolled in the institution	Number of fulltime teachers	Mentor : Mentee Ratio
2567	69	3720

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
77	69	6	2	37

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
2019	Dr. Rujab Muchahary	Assistant Professor	Sahita Akademy Yuva Puruskar 2019

2019	Mr. Mukul Kalita	Associate Professor	President, G.B. PBA Mahavidyalaya, Assam. Appointed by DHE, Govt. of Assam
2019	Dr. Ibrahim Ali	Associate Professor	V.C nominee as Governing Body Member of the Pub Kamrup College, Kamrup
2019	Dr. Apurba Kr Goswami	Associate Professor	Governing Body Member Manabedra Sarma Girls' College Gauhati University, Assam
2019	Dr. Monoj Kr. Singha	Associate Professor	Appointed as Coordinator UG-CCS, (Electronics) Department of Physics, G.U
2019	Dr. Dinesh Lahkar	Associate Professor	GU nominee to the Governing Body of Rangia Teachers' Training College
2019	Dr. Mausumi Bhuyan	Assistant Professor	Elected as secretary of Assam Physical Society(APS) , Assam.
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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
BCom	UG	5 SEM	06/01/2020	22/05/2020
BSc	UG	5 SEM	06/01/2020	22/05/2020
BA	UG	5 SEM	06/01/2020	22/05/2020
BCom	UG	3 SEM	23/12/2019	22/05/2020
BSc	UG	3 SEM	23/12/2019	22/05/2020
BA	UG	3 SEM	23/12/2019	22/05/2020
BCom	UG	1 SEM	28/01/2020	18/09/2020
BSc	UG	1 SEM	28/01/2020	18/09/2020
BA	UG	1 SEM	28/01/2020	18/09/2020
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2.5.2 – Reforms initiated on Continuous Internal Evaluation(CIE) system at the institutional level (250 words)

The college has undertaken the following CIE The entire examination process is

conducted as per the guideline of the University. Therefore there is little scope for reform of examination /evaluation has a little scope. However, College took the following steps for continuous internal evaluation in the college As per instruction of the University the sessional examination is conducted for 20 of the marks of the final examination. The marks have been distributed as follows 1. Attendance -Four marks for attendance above 90 2. Three marks for attendance above 85 3. Two marks for attendance above 80 and 4. One marks for attendance above 75. 2.Six marks for internal assessment. The internal assessment marks are given as CIE on the following category i. Home assignment ii. Field / Excursion / Project report iii. Seminar presentation iv. Group discussion

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

The Annual Academic Calendar is prepared in accordance with the academic calendar of the Gauhati University. The Calendar is published prior to the commencement of the academic year, is incorporated into the Prospectus of the college. A committee named "Prospectus Preparation Committee" prepares the prospectus along with Academic Calendar. The calendar earmarks available dates for activities as follows 1. The calendar started with dates from 1 July 2019 to 30 June 2020. 2. The calendar shows the total teaching days, working days and holidays for the session. 3. Orientation Programmers for the new students, inter-college debate competition, Educational field trip, Election of the Students Union, College Week, etc are specified. 4. Sessional Examination for the TDC semester examination is shown in the calendar. 5. The admission for the new session normally commences in the month of June next year. The college authority issues notifications from time to time if there are any changes in examination and holiday dates.

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)

https://rangiacollege.ac.in/images/Result/R_2019-20.pdf

2.6.2 – Pass percentage of students

Programme Code	Programme Name	Programme Specialization	Number of students appeared in the final year examination	Number of students passed in final year examination	Pass Percentage
UG	BCom	BCom (Regular) CBCS-1 SEM	40	10	25.0
UG	BCom	BCom (Hons) CBCS-1 SEM	81	37	45.67
UG	BSc	BSc(Regular) CBCS-1 SEM	28	10	35.71
UG	BSc	BSc(Hons) CBCS-1 SEM	152	96	60.5
UG	BA	BA.(Regular) CBCS-1 SEM	231	126	54.54
UG	BA	BA (Hons) CBCS-1 SEM	316	219	69.30
UG	BA	Major	266	235	88.34

UG	BA	General	204	151	74.01
UG	BSc	Major	132	98	74.24
UG	BSc	General	54	28	51.85

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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)

Not done.

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
Minor Projects	760	UGC	5.6	0.15

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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
Ph.D thesis	Dr. Dinesh Lahkar	Gauhati University	19/11/2019	Ph.D
Ph.D Thesis	Dr. Kanailal Bhattacharyya	Gauhati University	30/10/2019	Ph.D
Ph.D thesis	Dr. Dibyalata Devee	Gauhati University	05/07/2019	Ph.D

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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 !!!					
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3.3 – Research Publications and Awards

3.3.1 – Incentive to the teachers who receive recognition/awards

State	National	International
00	00	00

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

Name of the Department	Number of PhD's Awarded

00	0

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

Type	Department	Number of Publication	Average Impact Factor (if any)
National	Arabic	1	5.98
National	Education	4	5.50
National	History	2	0
National	Mathematics	1	0
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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
Political Science	1
Physics	1
History	3
Arabic	3
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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
Altruistic Behaviour among High School Students of Assam in relation to their Gender, Area and Type of School.	Ms.Juri Das.	Universal Review ISSN NO : 2277-2723	2019	0	Rangia College	0
Problems in Developing Skill among Youngster Through Vocational Education in India.	Ms.Juri Das.	Journal of Emerging Technologies and Innovative.	2019	5.87	Rangia College	0
On the class of fuzzy	Dr.Paritosh Ch.Das	Songklanakarin Journal of	2019	0	Rangia College	0

number sequences by pF		Science and Techno logy.				

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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
Relationsh ip between Emotional Maturity and Altruistic Behaviour among High School Students	Ms Juri Das	Internatio nal Journal of Recent Technology and Engine ering (IJRTE)	2020	17	11	Rangia College
Proficienc y in English Language Among Assamese Medium High School Students.	Ms Juri Das	Adalya Journal Issn No: 1301-2746	2019	4	53	Rangia College
Present Status of Women Education in India.	Ms Juri Das	Adalya Journal Issn No: 1301-2746	2019	4	53	Rangia College

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

Number of Faculty	International	National	State	Local
Attended/Semina rs/Workshops	2	80	3	166
Presented papers	1	15	0	0
Resource persons	0	0	2	3

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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

Motivational programme	Deptt. of Political Science	1	35
Guardians' Meet	Deptt. of Physics	2	16
Interaction with Alumni	Deptt. of English	2	16
Swatchh Mahotsav 2019	ICGC	2	12
Swacha Bharat Abhijan	ICGC	2	45
RUN FOR FITNESS Mini Marathan	Deptt. Physical Education	1	60
India Fitness Movement Programme	Sports club, EEC	1	9
India Fitness Movement Programme	IQAC	3	45
Swachh Survekshan Grameen 2019,	IQAC	1	22
Workshop on Capacity building of youth	NSS	1	14
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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
Independence Day parade 2019	Participation	SDO civil , Rangia Sub division	21
Republic Day parade 2020	Participation	SDO civil , Rangia Sub division	21
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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 activites	Number of students participated in such activites
Educate to Illuminate.	Way Foundation (NGO) Guwahati, Assam	Training of Students to teach English, Hygiene Human Values.	2	26
Celebration of College foundation Day.	IQAC GU	Invited talk on " Introduction of CBCS at UG level in GU"	1	65
Birth Day celebration of Mr. S.R. Ranganathan.	Bamunkuyuchi L P School.	Celebration of Librarian Day	1	40

Awareness Programme.	All Bodo Students' Union.	Motivational Get together.	5	75
A quiz competition for student.	RC Students Union	Swardhanjali to Late Kamala Barman.	1	50
Awareness Programme	District Level Service Authority WSRC.	Quiz competition	3	35
An Outreach programme .	P.B. Kaniha HS School.	Synthesis and flow of energy in plants by the mechanism of photosynthesis and respiration	5	70
Popular talk	DBT	Understanding Ecosystem and its Services	2	43
A popular talk	DBT	Chromosomal Mutation and Chromosomal Aberrations	1	50
Popular talk	KBVSASU and Department of Education	Western Philosophy of Education	5	60
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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
Ten days Short Term Summer Training on Basic Techniques of Microbiology,Sterilization, Media preparation ,Identification and staining Techniques.	29	DBT	10
Olympiad Examination Assam Physical Society.	71	Assam Physical Society.	1
Entrepreneurship Awareness Camp.	25	National science and technology entrepreneurship development board.	3
General Meeting.	71	General meeting Rangia College Thrift and Credit Cooperative Society.	1

Celebration of Constitution Day Speech Competition.	50	Department of Political science.	2
National Seminar on " Arabian Poetry: Ancient and Modern	40	UGC	2
Celebration of Science Day 2020.	100	IQAC ICGC	2
Fit India Campaign.	120	Sports Club, EEC	2
Awareness programme on online E Resources" Organized by Assam College Librarians' Association and Rangia College, library.	60	Online webninar	1
Field trip.	30	Deptt. of Botany	1

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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
Internship	Retail Training	BIG BAZAR, Guwahati	01/08/2019	31/07/2020	34

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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
GNRC Limited, Guwahati, Assam.	25/05/2019	Training, Research etc.	27

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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
6147350	6147350

4.1.2 – Details of augmentation in infrastructure facilities during the year

Facilities	Existing or Newly Added
Value of the equipment purchased	Existing

during the year (rs. in lakhs)	
Seminar halls with ICT facilities	Existing
Classrooms with LCD facilities	Existing
Seminar Halls	Existing
Laboratories	Existing
Class rooms	Newly Added
Campus Area	Existing
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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
OPEC SOUL 2.0	Partially	2.0	2015

4.2.2 – Library Services

Library Service Type	Existing		Newly Added		Total	
Text Books	46939	0	1065	0	48004	0
Reference Books	19818	0	451	0	20269	0
e-Books	1	5800	0	0	1	5800
Journals	25	0	0	0	25	0
CD & Video	56	0	0	0	56	0
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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 is developed	Date of launching e-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	81	3	45	3	0	10	22	8	19
Added	0	0	0	0	0	0	0	0	5
Total	81	3	45	3	0	10	22	8	24

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

8 MBPS/ GBPS

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 incurredon maintenance of physical facilites
1154710	1154710	4992640	4992640

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)

Maintenance of infrastructure facilities, services, and equipment is done as per the following details: 1. The maintenance of the departments is the responsibility of the departments itself. The necessary requirements of the departments such as furniture, Computer ink, and papers official items are supplied by the authority as per the requisition of the departments. 2. The logbook entry for daily classes of teachers, different register books for departmental use, students attendance registers, mentoring class register, club register are also supplied by the authority. 3. The laboratory equipment and chemicals are purchased as per the requirements of the departments having practical through the official procedure. The respective departments conduct a periodic audit to ensure timely corrective action for the proper functioning of the various types of equipment used in the laboratory. 4. The departmental library is maintained by the department. The Central library of the college asked requisitions for the list of the new books annually. The issue register is maintained by the departments and verified by the central library annually. 5. The maintenance and cleanness of the campus are maintained by the principal's office. 6. The infrastructure facilities such as classrooms, buildings, auditorium, seminar halls, hostels, green areas, garage, etc. are maintained by the office of the Principal. 7. All the accounts of the institute are maintained by the accounts department of the college The accounts has been computerized phase-wise and most of the transactions are made through RTGS and NEFT. RUSA UGC accounts are maintained through PFMS. 8. Internal and external financial audit is done as per the guideline of the GB. 9. Rangia College Students Union addresses the matters related to the students. The union is guided by the teachers in-charge. The portfolios of the RCTU are allotted 30 of funds from the admission under the head Contribution towards the Students Union. 10. Campus Surveillance Cameras, CCTVs maintained by the equipment providers and security personal are managed by the authority.

https://rangiacollege.ac.in/images/Maintenance%20Policy%20of%20infrastruture.pdf

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	Student welfare scheme	0	0
Financial Support			

from Other Sources			
a) National	Ishan Uday, SC,ST,OBC, Minority.	621	7181298
b)International	0	0	0
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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
Teacher's Day Celebration	05/08/2019	250	All Departments
Counseling Class	03/08/2019	200	All Departments
Soft skill development	12/08/2019	80	Art Craft Club Debate Literature Book Lover's Club Culture Club-Dance Quizzing Club.
Meditation Club	08/08/2019	20	Meditation Club
Photography	08/08/2019	35	Photography Club
Culture Club-Music	08/08/2019	20	Cultural Club
Yoga Courses	01/08/2019	30	Self Empowerment Centre
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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	One Day Special Interactive Session with Mr.Mrinal Haloi /54 rank holder in APSC examination 2018.	55	0	0	0
2019	Awareness on Airmen Recruitment Rally	22	0	0	0
2020	Scope in digital Marking and Hospital Adm	35	0	0	0

| 2020 | Workshop on "Employability Skill Training for banking and Finance" in collaboration with ICT Academy and Reliance Pvt. Limited | 15 | 0 | 0 | 0 |
| 2020 | Basic Training course on Banking and Insurance Sector (200 Hours) in association with ICT Academy | 55 | 0 | 0 | 0 |

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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		
Nameof organizations visited	Number of students participated	Number of stduents placed	Nameof organizations visited	Number of students participated	Number of stduents placed
00	0	0	00	0	0

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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	Depratment graduated from	Name of institution joined	Name of programme admitted to
2019	1	B.A	Assamese	Gauhati University	M.A
2019	1	B.A	Assamese	Nalbari College	M.A
2019	9	B.A	Arabic	Gauhati University	M.A
2019	1	B.Sc	Botany	Gauhati University	M.A. in Microbiology

2019	1	B.Sc	Botany	Gauhati University	Masters in information Technology
2019	1	B.Sc	Botany	Royal Global University.	M.Sc
2019	1	B.Sc	Botany	University of Science and Technology, Meghalaya (USTM)	M.Sc
2019	1	B.A	Bodo	Gauhati University	M.A
2019	4	B.A	Bodo	Cotton University	M.A
2019	2	B.A	Bodo	Rangia College	M.A

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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
NET	1
SET	1
SLET	1

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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
College week	Institutional	200
Library Visit Usage Guidance for fresher's. Department of English.	Department of English.	32
Farewell function organized by RCTU.	Institutional	60
Freshman Social	Institutional	500
Farewell and Felicitation of Mr. Sarat Kalita and Dr. Rujab Muchahary(For Sahitya Academy Yuva Puraskar 2019).	Institutional	45
Wall Magazine titled "JANAMAT" was released on 5th September, 2019.	Department of Political Science	35
Biswakarma Puja.	Institutional	200
College Election 2019.	Institutional	1200
Bhiswa Navi Hajarat Janma Jayanti	Institutional	65

Bathou Puja	Institutional	120

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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/ Internaional	Number of awards for Sports	Number of awards for Cultural	Student ID number	Name of the student
2019	Third Best Debater.	National	0	1	00	Trishna Kalita.

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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)

Rangia College Students' Union: The Rangia College Student Union (RCSU) body is an elected body of the students constituted as per recommendations of the Lyngdoh Committee and guidelines of the Supreme Court of India. The students' representatives are enthused with the responsibilities of looking after the welfare of the students. The election of the RCTU is normally scheduled in the month of November as specified in the academic calendar of the college. The distribution of the portfolio of the students union is shown below 1. Vice President 2. General secretary 3. Assistant General Secretary 4. Secretary of Boys Common Room 5. Secretary of Girls Common Room 6. Secretary of Culture Fine Arts 7. Secretary of Games Sports 8. Secretary of Minor Games 9. Secretary of Social Service 10. Secretary of College Magazine 11. Secretary of Debate and Literature The President of the union and Teacher-in-Charge against its portfolio is nominated by the Principal of the college. The main activities of the RCSU are 1. To look after the welfare of the students. 2. To organize the Freshman Social for the newcomers of the college. 3. Organize the Anti Ragging Campaign. 4. Organize The College Week Festival. 5. Organize participants to join Inter College Competitions Youth Festival under Gauhati University. 6. Organize Siddhi Nath Sarmah Inter College

5.4 – Alumni Engagement

5.4.1 – Whether the institution has registered Alumni Association?

No

5.4.2 – No. of enrolled Alumni:

140

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

0

5.4.4 – Meetings/activities organized by Alumni Association :

Rangia College Alumni Association Rangia College Alumni association was formed on the 5th of Aug, 2002 with the objective of fostering a sense of belonging to the institution and making the Alumni an integral part of the development of the college, both physical and academic. The association has chalked out a comprehensive scheme of activities towards that direction. Aims Objectives of Alumni Association: 1.To create a sense of fraternity among all the ex-students of Rangia College. 2. To strive for the academic, cultural, and socio-economic upliftment of Rangia College and its neighboring locality. 3. To strive for all-

round development of the college. 4.To help and co-operate with the college authority in realizing the goals and objectives of the college. 5.To initiate measures for collecting funds and mobilizing resources in various other ways. 6. To create a climate of understanding with the students of the College by way of exchanging thoughts and ideas to provide guidance for the future. 7. To encourage and motivate the students on various modes of self-employment as part of a career guidance program. 8.. To initiate measures to bring the College closer to the society by highlighting the problems and practicals difficulties confronting the College. 9 To take such other steps from time to time as may be deemed necessary for genera improvement of the college.

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)

1. Admission Process of the College The Principal of the college constitutes an " Admission Committee" with a senior teacher as a convenor. The committee looks after the whole process of admission especially the first-semester admission procedure. The following steps are taken by the committee: 1. A general meeting with all the teaching and non-teaching staff is called to lead the general rules and regulations of the admission. In this meeting opinion of the HODs is taken regarding any change of the number of seats available for major as well as general courses in the respective departments. The cut off marks for the major courses and conditions for combinations of subjects are thoroughly discussed. 2. The date for opening and closing of the online admission procedure is fixed. 3. Fees structure for the different programs is finalized as per govt. of Assam notifications. 4. The necessary documents to be uploaded by the students along with the admission form are finalized. 5. The procedure of admission for those seeking free admission as per Govt. circular is finalized. 6. State Bank of India is communicated for cashless transactions. 7. Prospectus for the session is made available along with the admission form online and the hard copy made available at the college office. 8. The committee prepares a merit list and puts it up on the college notice board before admission. 9. For online admission, the Admission Portal is linked with the college web site: https:// range college.ac.in 10. Faculty and non-teaching staff are involved in the day admission for the different programmes. 2. Election of the Students Union: The Rangia College Student Union (RCSU) body is an elected body of the students constituted for the welfare of the students. The election of the RCTU normally occurs in the month of November. The Principal of the college appoints a Returning Officer (RO) for the smooth conduct of the election. The election strictly follows the recommendations of the Lyngdoh Committee and the guidelines of the Supreme Court of India. The RO performs the following functions i. Constitutes an advisory Committee, Supervising committee Grievance, and the Redressal committee. ii. Appoints Polling and assign election duties to them for polling day. iii. Appoints Counting officers and assign election duties to them for polling day. iv. Appoints staff to crutinize the nomination papers. v. Intimates local Police station, fire service, and SDO of Rangia subdivision. vi. Prints Ballot Paper. The opening and closing date and time of nomination paper, scrutiny of nomination paper, the printing of Ballot Paper, preparation of voting center, etc. are done with the consultation of the committee. Awareness campaign regarding Lyngdoh commission's guideline is done soon after the notification served. Sub-divisional Police station, fire service is informed for an emergency. The election of the college is considered an important and sensible issue. All faculty members, non-teaching staff, Library staff and local administration are involved for the smooth conduct of the election.

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

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
Research and Development	The following measures are taken by the college to facilitate the smooth progress of the research work 1. Encourage to join Faculty Improvement Programmers' (FIP), Minor, and Major research projects under UGC, DBT, etc. 2. Autonomy to the principal investigator. 3. Facilitate official formalities timely. 4. Special leave for faculty for joining Seminar, Workshop, Conference, OR, RC, STC, etc. 5. Use of infrastructure available in the institution. 6. Facilitate timely auditing and submission of utilization certificate to the funding authority. 7. Substitute faculty is appointed in case of FIP leave as per UGC norms. 8. Faculty members are encouraged to pursuing a Ph.D. 9. Any other. Rangia College library is automated in a phase wise manner. It is equipped with 1. E resource center, Computer, Photocopier, Scanner, Internet, etc. 2. The library has subscribed to digital research journals like N-List help to broaden the perspective of the researchers. 3. Reference books from various disciplines help the students while doing project works. The college encourages the students to develop a scientific temper and research culture among the students. The students of the final semester having a project in the syllabus are encouraged to do their projects with proper research methodology. Departments are requested to note the following points 1. Students are encouraged to select the topic of the project has some innovative ideas. 2. Writing the project report with proper methodology. 3. Presentation of the project in a departmental seminar. 4. Science students are encouraged to do their project in an advanced lab like Bio Hub, Gauhati University, or IIT-G, etc.
Examination and Evaluation	Examination committees are formed by the Principal, look at the examination evaluation related matters. The committees have five members headed by

the Principal. A space used as an office has been equipped with computers, internet, Almirah, and necessary official stationary facilities. The committee is guided by the Principal with the consultation with the HOD of the different. The tasks of the committee are 1. Communicate with the Universities regarding the examinations related matters. 2. Execute the time table of the final examinations as per notification of the G.U. 3. The timetable of the Sessional examinations is prepared by the committee. 4. The committee is responsible for the smooth conduct of the examinations and dispatches the script to the university office as per the instruction of the university. 5. The evaluation of the Sessional examinations is done by the faculty of the respective departments and accordingly prepare the mark sheets. 6. Proper documentation is done and stored. The committees formed in this session are 1. Sessional Examination Committee: . This year for the major courses the examination was conducted by respective departments. The general courses were conducted by the examination committee. As per instruction of the University the Sessional examination is conducted for 20 of the marks of the final examination. The marks have been distributed as follows 1. Attendance – 4 marks given for attendance above 90, 3 marks for attendance above 85, 2 marks for attendance above 80, and 1 marks for attendance above 75. 2. 6 marks for internal assessment such as collaborative group work - fieldwork, excursion reports, and student presentations have been made an essential part of some courses. Project work is also done by some departments. The Google classroom has been introduced this year initiated by IQAC for the major students as part of the ICT delivery system. Teachers are assigning short questions and home assignments through Google classroom. The assignment has been evaluated as a part of the continuous evaluation system.The assessment and evaluation end with The end of the semester examinations in theory papers And practical papers in the subjects having

		laboratory practicals. 3. 10 marks allotted for the written examination run centrally by the committee. 2. Final examination Committees for First Semester, Third Semester, and Fifth Semester examinations conducted by Gauhati University.
	Teaching and Learning	The college is located in a semi-urban area away from the mainstream life of the town. The college is the highest seat of learning in a vast area is looked upon as a center of learning. So every year a good number of students from the region as well as from outside seek admission into different faculties offered by the college. The admission process is transparent. It is done with the help of an admission committee. Relaxation for SC/ST candidates is as per the rule of the college. The admitted students offering Major courses are further required to appear in selection tests conducted by respective departments. The methodology adopted in the case of teaching, learning experience is two-pronged (a) Classroom lectures by teachers who make an in-depth analysis of the information about the subject matter try to encourage inquisitiveness in the students and (b) learning through practical experiments. Here the students learn and get practical experiences through laboratory experiments, fieldwork, projects, and excursions, etc. Further, the methodology is supplemented to some extent by seminars, group discussions, etc. The visual aids commonly used are the green boards LCD projector. A few departments adapt the teaching technique with the help of ICT teaching tools available in the college. The ICT enable seminar hall is used only in case of a departmental seminar presentation. Students' knowledge and skills for a particular program are tested through the departmental evaluation processes in various fields like project work, presentation in departmental seminars, group discussion, etc. These help in assessing the knowledge and skills of the students in their chosen fields. It is worthwhile to mention that the college has made an honest endeavor to introduce continuous evaluation in all the departments. The teaching and

	learning process is not rigid and the teachers exercise academic flexibility. Advanced learners are encouraged by providing special attention in library and laboratory facilities and fieldwork and excursion activities. They are involved in project works, the leadership of the group discussion, excursion, field study, etc. Such learners are involved in guiding the new learners in different activities. Advanced learners in some science departments are encouraged for supervising the practical of junior classes in presence of the concerned teachers. The college has introduced tutorial classes for weaker segments of the students. Teachers are expected to update themselves in the latest development of knowledge by participating in programs like Faculty development programs, orientation courses, refresher courses, short-term courses, workshops, seminars, and conferences, etc. (Regional, National, International, etc.). In case of appointment of teachers against permanent vacancies, the UGC norms and guidelines are strictly followed and necessary appointments are made by GB with due approval of the D.H.E. Another important step for self-analysis is the self-appraisal and feedback from the students by which individual teachers are expected to make a self-assessment to identify the areas of deficiency and measures to be taken for further improvement.
Curriculum Development	Curriculum Development Since inception Rangia College has been following the curriculum of Gauhati university. In August 2019 Choice Based Credit System (C.B.C.S) has been introduced in this college under Gauhati University. This has been challenging for the institution to adapt to the change but some faculty members participated in the curriculum designing bodies, syllabus committees in different departments of the university on the new system. The institution is aware of the proper implementation of the curriculum so that the maximum benefits could be provided to the students. Regarding this, the following steps are taken 1. Formation of an academic committee to look at the mater. 2. Emphases are given for 100 completion

	of the syllabus. 3. Departmental logbooks are maintained. It provides information of the distribution of classes and topics of the syllabus under the supervision of the head of the department. 4. Class routines are so prepared that the distribution of classes in three streams is equal including tutorial classes, mentoring, and club classes. 5. Orientation program is arranged for the awareness of the CBCS by IQAC for the students and the faculty members as well. The institution has a few add on courses (Yoga) and self financial courses (BCA, B.Sc (Computer Science as general subject) PGDCA, CCCA) affiliated to the Gauhati University. The institution has distance learning centers partner with IGNOU and KKHSOU.
Library, ICT and Physical Infrastructure / Instrumentation	The library is the soul of an academic institution. College authority gives much importance to the development of the library. The library measures 85x 55 square feet and is entirely Wi-Fi enabled. The library has 1. A stake room 2. Librarian's room cum reference section 3. Student's reading room 4. Teacher's reading room 5. E resource center. The College has a sufficient number of books of all disciplines, few collections of rare books, and a book corner with special reference to North-East India. The acquisition, cataloging, circulation, serial-control, OPEC database search system are running smoothly through SOUL 2.0 software. Library automation, learning Resources like e-Journals, e-books, e-resource center, N-List are available to faculty and students and can be accessed online also. Budget for infrastructure, library, and other learning resources is earmarked annually based on the recommendations of respective library committees constituted for the purpose. Feedback and awareness of infrastructural facilities are carried to increase the number of library users. Best Library user award is given to faculty, non-teacher staff, and student annually to motivate them and make Library going a habit. Each department of the college has a Seminar Library and books/ journals are issued with due permission from the library in charge of the department. For the poor meritorious

	students, the library has Book Bank facilities to support their studies. The college has adequate infrastructure, learning resources including ICT-enabled classrooms, seminar hall, auditorium, laboratories, advanced laboratory Biohub under the Department of Bio-Technology(DBT), computer labs, library, and other support facilities, etc. The College has an indoor stadium for sports and other extracurricular activities including a gymnasium. The college has a playground for athletics, cricket, volleyball, football, Kabaddi, and badminton. A yoga and meditation hall for mental health. A pond at the entrance of the college gate and scenic beauty with plantation gives the college a green look. Faculty are encouraged to use e platform such as Google classroom and assign homework as part of their internal assessment. Faculty is also encouraged to join the workshop, seminar-like LMS, MOOCs, SWAYAM, etc. Feedback of students, parents are taken to improve the quality of teaching, infrastructural development, and integrated it for the upgrade of the same.
Human Resource Management	The college believes that all the members of the college family are resourceful. The aim of the college is to make optimum use of the available human resources. The rules and regulations laid by the authority are obeyed by all the teaching, non-teaching, and students of the college. Besides the best service offered all are involved in different activities of the college. The appointments of the permanent faculty post and the office staff are made as per norms of the UGC and Directorate of the Higher Education (DHE), Govt. of Assam. However, additional staff appointed by G.B. on the basis of permanent, temporary or contractual basis. Faculties are evaluated by a "Self Appraisal format" annually by IQAC. Teachers are encouraged to attend seminars, workshops, conferences as participants, resource persons, and also, avail of UGC-FIP.
Industry Interaction / Collaboration	Rangia College is a traditional degree college having nominal scope for industrial collaboration. The college

	is trying to associate with other organizations to enhance the educational environment of the college. Such as 1. Organized Seminars, workshops in collaboration with Institutional bio hub under DBT, New Delhi 2. Career Counseling Programme in association with different institutions. 3. Yoga Training Camp organized by Vivekananda Kendra in collaboration with SEC, RC. 4. National Graduate Examination of Physics in collaboration with IAPT, Dehradun, India. 5. Industrial training is done with the cooperation with the BIG BAZAR, GNRC groups for the B.Voc Students. 6. National Olympiad Examination of Chemistry in collaboration with Chemical Society, India.
Admission of Students	The digitalized system of admission process had been initiated in the college in the session 2015-2016. Gradually it is updated phase-wise. In the present session, the admissions of all semester are done online and cashless. The process has been started with the following steps Notification of admission: 1. The date for opening and closing date time of the online admission procedure is notified on the website, notice board, and banner and on local newspapers. 2. Fees structure for the admission of different programmes is notified along with the documents required for admissions are high lighten. 3. The admission form and the prospectus are uploaded to the website under "Admission Portal" Admission form submission: 1. The online submission of the admission form is only accepted and specified documents for the admission are also need to be uploaded along with the admission form. 2. The applicant received a confirmation slip for successful submission. 3. The opening time and closing time of the admission portal is strictly followed. 4. Merit list of the applicants is hanging in the notice board. Day of admission: 1. Date, time, and venue of admission are announced. 2. The payment will be cashless. All are requested to bring their smart card. 3. The admission took place according to the merit list. The original documents are verified in the process. 4. Students are offered

6.2.2 – Implementation of e-governance in areas of operations:

E-governace area	Details
Planning and Development	Not done.

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 support provided	Name of the professional body for which membership fee is provided	Amount of support
2020	00	00	00	0

No file uploaded.

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)
2019	Workshop on 'Mentoring - A Means of Enhancing Personal, Social Org anisationa l Well Being'.	N/A	04/06/2019	04/06/2019	36	0
2019	One week FDP on "Bi havioral remodeling and use of ICT tools for classroom delivery of teachers	N/A	24/06/2019	29/06/2019	29	0
2019	An Entrepr eneurship programme on Production Techniques of	N/A	16/09/2019	16/09/2019	24	0

| | Mushroom and Vermic ompost. | | | | |

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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
One week FDP	4	19/08/2020	25/08/2020	7
One week FDP	1	26/06/2020	01/07/2020	7
One week FDP	1	07/05/2020	13/05/2020	7
One week FDP	1	28/04/2020	02/05/2020	7
Three Days FDP	1	26/02/2020	28/02/2020	3
One week FDP	9	24/06/2019	29/06/2019	7
One week FDP	1	01/06/2020	07/06/2020	7
One week FDP	1	29/06/2020	03/07/2020	7
STC	1	20/07/2020	27/07/2020	7

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

Teaching		Non-teaching	
Permanent	Full Time	Permanent	Full Time
2	0	1	0

6.3.5 – Welfare schemes for

Teaching	Non-teaching	Students
1. Rangia College Thrift and Credit Cooperative Society, a registered society, provide loans for different purposes to the faculty members. 2. PF, Gratuity, Medical Insurance as per govt. rule. 3. Child care leave for female faculty. 4. Health Care Cell (HCC) of the college provides First Aid service for an emergency. 5. B.P, Blood sugar, weight can be measured in the HCC. 6. Patient bed, wheelchair, stretcher are for emergency use. 7. Main gates of the college entrance are covered trough security personals	1. Rangia College Thrift and Credit Cooperative Society, a registered society, provide loans for different purpose to the faculty non teaching members. 2. PF, Gratuity, Medical Insurance as per govt. rule. 3. Child care leave for female faculty. 4. Health Care Cell (HCC) of the college provides First Aid service for an emergency. 5. B.P, Blood sugar, weight can be measured in the HCC. 6. Patient bed, wheelchair, stretcher are for emergency use. 7. Main gates of the college entrance are covered trough security personals	1. Health Care Cell (HCC) of the college provides First Aid service for an emergency. 2. B.P, Blood sugar, weight can be measured in the HCC. 3. Patient bed, wheelchair, stretcher are for emergency use. 4. Main gates of the college entrance are covered trough security personals appointed by authority. 5. Three night chowkidar for internal security of the college campus. 6. CCTV surveillance at selected spots. 7. Drinking water plant at a central place of the campus. 8. College Canteen with a separate

appointed by authority. 8. Three night chowkidar for internal security of the college campus. 9. CCTV surveillance at selected points. 10 Drinking water plant at a central place of the campus. 11. College Canteen with a separate room for teacher. 12. LCD TV and Trade mill for recreation of the teacher. 13. A guest room with a kitchen for the guest teacher. 14. 25 car shade for parking teachers' vehicle.	appointed by authority. 8. Three night chowkidar for internal security of the college campus. 9. CCTV surveillance at selected spots. 10 Drinking water plant at a central place of the campus. 11. College Canteen with a separate room for teaching non teaching staff. 12. Car shade for parking vehicle.	room for students. 9. Boys' Girls' common room for recreation. 10. Motor cycle stands, cycle stands for students.

6.4 – Financial Management and Resource Mobilization

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

Financial Management Rangia College conducts both internal and external financial audits on regular basis. A pre internal audit is done for every payment made by the account branch of the college. Financial documentation is done as per norms and is kept properly in the account branch. The external audit of the college is carried out as per the instruction of the G.B. The tax-related matters of the faculty members are consulted with a firm of Chartered Accountant. Institutional strategies of mobilization of resources: Rangia College has well-strategized mobilization policies in place. General resources are mobilized from the following sources 1. Renting of college rooms to outside agencies for organizing different competitive and job-related examinations. 2.Taping the UGC allocations under various schemes like MRP, Seminar, Workshop, etc. 3.Availing various development schemes of the state government. 4.Accepting donations from alumni and other well-wishers. 5. Sales admission forms/collection of Registration Fee. 6.Collecting hiring charge for using the college as an examination center. 7. Rent from the college canteen and Photo state center. 8. Selling the fishes from the college fishery. Moreover, the college also collect grants from a self-financing course like i. PGDCA ii.BCA iii. B.Voc iv. IDOL v. KKHSOU etc..

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
Revenue generated by the institution by Self financing courses.	1356261	Development of the institution.
No file uploaded.		

6.4.3 – Total corpus fund generated

1356261

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	Yes	Govt. of Assam	Yes	Nominated by GB
Administrative	No		Yes	IQAC

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

1. Representative of the guardians is the member of the Governing Body. 2. Guardians' meetings are organized to discuss academic matters, personal matters of an individual student. 3. Give feedback and communicative when necessary. 4. Guardians are invited to the department s to clarify doubts regarding admission, course, etc.

6.5.3 – Development programmes for support staff (at least three)

1. Provide ICT infrastructure (Classroom studio) for classroom facilities. 2. Sign MOU with the organization for online-based support. 3. Prompt official proceedings for teachers related work (offline/online).

6.5.4 – Post Accreditation initiative(s) (mention at least three)

1. P.G courses in Arabic(2015) and Bodo (2018) has been started. 2. Vocational courses in two subjects are running since 2016. 3. On-line admission procedure was initiated in the year 2016. 4. Library procedure has made automated. 5. Mini stadium for sports has been commissioned. 6. Girls' hostel with fifty seats has been stared.

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	Guardians' Meeting	10/08/2019	10/08/2019	10/08/2019	36
2019	Orientation programme On "Use of ICT in classroom teaching"	26/08/2019	26/08/2019	27/09/2019	120
2019	Workshop on Google Classroom	11/09/2019	11/09/2019	11/09/2019	36
2019	Interaction with DHE Officials.	28/09/2019	28/09/2019	28/09/2019	68
2020	Extended IQAC meeting with Academic Cell.	17/02/2020	17/02/2020	17/02/2020	46
2020	Online IQAC meeting	23/05/2020	23/05/2020	23/05/2020	9

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
No Data Entered/Not Applicable !!!				

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
NIL

7.1.3 – Differently abled (Divyangjan) friendliness

Item facilities	Yes/No	Number of beneficiaries
Physical facilities	Yes	0
Rest Rooms	Yes	0

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
2019	0	1	21/08/2019	1	Awareness Programme on Menstrual Hygiene.	1	12
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)
Information Broucher-2019-20	01/07/2019	This book serves as the the prospectus of the institution. It also includes the academic calendar of the institution and along with Code and Conducts for the students aimed to create healthy atmosphere for teaching and learning process of the institution.
Hand Book on Plantation named "My Plant My	15/07/2019	Department of higher education, the Government

of Assam is running a programme of free admission for higher education for students below the poverty line. In this connection, students are asked to plant a tree and look after the same during his stay in the institution. In this regard, the college published a booklet (log book) to help the students to record the development systematically.

Responsibility"			

7.1.6 – Activities conducted for promotion of universal Values and Ethics

Activity	Duration From	Duration To	Number of participants
Celebration of "International Yoga Day"	21/06/2019	21/06/2019	56
Food Relief from the college.	27/07/2019	27/07/2019	12
Celebration of Teachers' Day	05/09/2019	05/09/2019	250
Quiz On Life of Mahatma Gandhi On Google Class	01/10/2019	01/10/2019	95
World Mothers Day Essay Competition My Mother Language , My Identity.	22/02/2020	22/02/2020	10
International Women's Day Celebration.	10/03/2020	10/03/2020	22
View File			

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

1. Awareness campaign for COVID 19 pandemic. 2. Plantation on the college campus. 3. Declared college campus as Tobacco Free area. 4. Awareness for the eco-friendly environment-Plastic free campus. 5. Awareness of sound pollution.

7.2 – Best Practices

7.2.1 – Describe at least two institutional best practices

Best Practice 1: Objective To develop a support system beyond classroom teaching through the physical, mental, and spiritual development of a student to face the challenges in life and empower them to reach their personal potential and make positive choices in life to fulfill their personal dreams. Introduction The modern world is a highly challenging one. Students are faced with challenges in every phase and aspect of their life. They have to cope with a rapidly changing scenario in their academic environment while in college, as well as grapple with an ever-competitive world and a complex society, when out of it. Moreover, as adolescents, they have to deal with physical and

psychological changes within themselves. Therefore, it is of utmost necessity to guide and counsel students during this vulnerable time of their lives. The mentoring and counseling program is aimed at providing this support and guidance to the students to equip and empower them to face the challenges they are met with. The mentors strive to forge a one to one relationship with the mentees to support, guide, and motivate them to identify their personal goals and work towards them. The Extra-curricular Activity Program is introduced to provide a platform to showcase their talent and also aims to train the students to play leadership roles in society and participate constructively in social issues. The Road Map-Planning and execution: Mentoring and counseling are done in college as a general practice. The following norms of mentoring and counseling in the college are given below: A. General Pattern of Counseling of the teachers 1. Observe the students in the classroom. 2. Monitor the attendance of the student and if found absent continuously for a week, try to find the cause of the absence from available sources. 3. Communicate with the student/ parent. 4. Try to sort out the problem if any. 5. Call the parent in case of urgency. B. Counseling for slow learners 1. If the department finds a student to be a slow learner, special care is taken. 2. Tutorial classes are taken as provided in the class routine. 3. Books are provided to aid the student through the departmental seminar library. C. Mentoring through Psychological Counseling A large number of students of the college come from economically challenged households and are first-generation learners. Further, problems of adolescence also stress them.The Department is perceptive of such issues and reaches out to the students. The teachers take the following steps: 1. Counsel personally on one to one basis. 2. If needed, parents are also involved to overcome the crisis. D. Mentoring through Students Union Rangia College Students Union also takes care if a student is faced with issues related to: 1. Admission 2. Finance-the college has a student development fund for financially challenged students. 3. Administrative problems 4. Academic problems – they guide the students in case of subject change. Next level of mentoring and counseling As Mentoring and counseling of Students is imperative for the holistic development of the students, in 2016-17, IQAC and Extension Education Cell of the college decided to initiate a structured program for the same. The program was designed as follows: 1. A committee was constituted with the following members: a. Chairperson- Principal b. Coordinator, Extension Education Cell. c. Coordinator, IQAC d. Mentors as members. e. General members. Two Programmes were designed- Mentoring Counselling and Extra -Curricular Club Activity. The former aimed to forge a one to one relationship between the teacher and students to support and guide them to achieve their personal goals and to inculcate values in them. The latter Programme encouraged students to participate in the Extra-Curricular Activities of their choice and provide them with a platform to showcase their talent. Ten verified fields of interest were selected for extracurricular activities. Each interest of the field was called a CLUB. 1. The first semester students join a club of their choice. 2.Each club has a coordinator from among the teachers and three to six teacher members. 3.A period within the College Time-Table is allotted to hold the club session (currently 9:45 am every Wednesday) and Classrooms are earmarked for each Club. 4. The Club coordinators maintain a logbook provided by the committee and record all the activities during the session. At the end of the session, the service of the club Coordinators is acknowledged with an Appreciation Letter. 5. Counselling sessions have been allotted to the departments. The departments hold the sessions for their respective Major students. A time slot is allotted for the sessions,(currently, 11:15 am, every Friday). These time slots have been scheduled in the Class routine. The departments choose the mentors from among themselves for the respective mentee group, belonging to the same department. 8. If a student (Male/Female) needs personal counseling. The coordinator nominates a mentor depending on the type of problem to be handled. 9. The mentees are provided with a record card wherein they record certain

information and personal data. 8.Orientation programs and workshops are organized for the mentors by the committee. 9. Workshops / Seminars are organized by the Clubs, inviting external Resource Persons or Resource Persons from within the Institute faculty. 10. The IQAC manages the financial aspects. 11. Feedback is taken from the mentee. Best Practice 2: Green Practice In 2010 when the NAAC team has visited the college they praised the greenery of the college campus in the exits meeting. From the inception of the college has scenic beauty. The college continues to focus to keep the greenery of the campus. To enhance the greenery of the campus, the college makes plantation a habit. The Verity of species is planted in different areas of the campus. The following initiative has been taking by the authority a. There are approximately 150 varieties of species on the campus. All plants have been labeled with local and scientific names. b. The sericulture garden is converted as ECO Zone. Variety of butterfly and migratory birds, insects have visited the ecozone making a hot spot of Flora and Fauna for the students especially studying live science. The botany department uses the reach biodiversity elements for its practical and project work. c. A Botanical garden under the Department of Botany is under construction. d. A pond at the entrance of the college campus enhances biodiversity with the presence of a verity of fish, amphibians, reptiles, etc. It also gives shelter to many watery bodies of the campus. e. The cleanness of the campus and good drainage system keep the campus clean. f. World environment day and environmental-related seminars, popular talks are organized in the campus. g. Environmental Studies is a compulsory subject for first semester students. Therefore, environmental classes are regularly taken by the department. h. The campus has been declared a Tobacco-free zone. The initiative has been taken to reduce the use of paper in official work by digitalizing the administration. Overall a sense of awareness towards cleanness is seen among students.

Upload details of two best practices successfully implemented by the institution as per NAAC format in your institution website, provide the link
https://rangiacollege.ac.in/images/Best%20Practice.pdf

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

Rangia College is the premier institution of higher education on the north bank of the Brahmaputra in the district of Kamrup. Founded on August 5, 1963, the college has rendered pioneering services to the community by catering to the needs of the vast and extensive area inhabited predominantly by socially and economically backward segments of the population. The college has been a torch-bearer in the domain of higher education of a vast and extensive area and marching on its onward journey with the solemn pledge of a mission of transmission of knowledge, wisdom, skill, and competence from one generation to another. Presently the college is running Arts, Science and Commerce stream as regular courses through 22 full-fledged departments, two postgraduate courses, two vocational courses, and two diploma courses with around 3000 students. The college has a scenic beauty from its inception. The green coverage of the college campus gives a feeling of calm and peace in mind. To keep the environment of the campus intake the college adopted plantation drives as a regular practice in any college functions and thereby generate awareness on environmental issues among students, members of the institution, and the society at large. To Promotion of cultural harmony, the college organizes functions related to different culture such as Bathou Puja related to the Bodo community, lecturers on the day of Fatiha-Eh- Dahham , the celebration of Saraswati puja and birth university of Sri Sankardev and Sri Madhab Dev, etc. where every spectrum of students have participated with enthusiasm. Through

these college giving a platform to all the members of the college to know the cultural heritage of each other and to enhance mutual understanding towards the national integrity. Debate competition, modern dance competition, literary and writing competition new reading competition, go as you like competition, street plays, performances of stage plays by the students in the annual sports and cultural festival is a weeklong function every student is waiting for. In the sports event participation of faculty members with students such as Cricket match between teachers and students, tag over, music chair, etc are those events where faculty and students have participated. These joyful events are an integral part of this annual celebration. These activities encourage the appreciation of aesthetics of art forms amongst the students and also give a platform to get a selection for the participation of the annual youth cultural and sports festival organize by the universities. The annual inter-college state-level debate competition in the name of " Siddhinath Memorial debate competition is a benchmark event of the institution. Normally burning issues of the state and the nation was chosen as the topic of the debate. Renowned academician, administrator, or a renowned personality is invited as a speaker. A running trophy and cash prizes are given to the winners of the competition. The debate is organized by the students union of the institution. The main objective of this debate is to aware students of the burning topic of the nation and to give practical

Provide the weblink of the institution
https://rangiacollege.ac.in/images/Institutional%20distinctiveness.pdf

8.Future Plans of Actions for Next Academic Year

With the sudden change in the academic environment due to the COVID 19 pandemic, the mode of teaching and learning has changed dramatically. In the last academic session, the institute has introduced online teaching like Google classroom, WhatsUp group, etc. This prior knowledge about the online teaching techniques helps the students to cope with the situation arises due to the pandemic. More awareness and orientation is needed for the online teaching classes and the online examination procedure. Therefore IQAC is to communicate with the students and try to figure out the disadvantage they are facing in online classroom initiatives. Teachers are requested to attend webinars and online FDP as per their choice to meet the requirement of their promotion related matters. They are asked to produce e-content in their respective subjects and submit the same to the IQAC. IQAC is planning for two classroom studios for the preparation of e-content on the campus itself. All the institutional facilities that could be made online will provide through the website portal of the institution.