

**The Annual Quality Assurance Report (AQAR) of the IQAC**  
*(For Affiliated/Constituent Colleges)*

Institutions Accredited by NAAC need to submit an Annual self-reviewed progress report i.e. Annual Quality Assurance Report (AQAR) to NAAC, through its IQAC. The report is to detail the tangible results achieved in key areas, specific identified by the IQAC at the beginning of the Academic year. *The AQAR period would be the Academic Year. (For example, July 1, 2017 to June 30, 2018)*

**Part – A**

**Data of the Institution**

*(Data may be captured from IIQA)*

1. Name of the Institution

**RANGAPARA COLLEGE**

- Name of the Head of the institution : **DR. RANJAN KALITA**
- Designation: **Principal**
- Does the institution function from own campus: **Yes**
- Phone no./Alternate phone no.: **03714-291672**
- Mobile no.: **9435180914, 7002355539, 9954387932**
- Registered e-mail: **collegerp@rediffmail.com**
- Alternate e-mail : **[ranjankalita.68@gmail.com](mailto:ranjankalita.68@gmail.com), [ranen.deka@rediffmail.com](mailto:ranen.deka@rediffmail.com)**
- Address : **RANGAPARA COLLEGE**
- City/Town : **RANGAPARA**
- State/UT : **ASSAM**
- Pin Code : **784505**

2. Institutional status:

- Affiliated / Constituent: **Affiliated**
- Type of Institution: Co-education/Men/Women : **Co-education**
- Location : Rural/Semi-urban/Urban: **Rural**
- Financial Status: Grants-in aid/ UGC 2f and 12 (B)/ Self financing (please specify): **UGC 2f and 12 (B)**
- Name of the Affiliating University: **Gauhati University**
- Name of the IQAC Co-ordinator : **Dr. Ranendra Mohan Deka**
- Phone no. : **03714-291672**

Alternate phone no:

**9435180914, 7002355539.**

- Mobile: **9678046727**
- IQAC e-mail address: **collegerp@rediffmail.com**
- Alternate Email address: [ranjankalita.68@gmail.com](mailto:ranjankalita.68@gmail.com), [ranen.deka@rediffmail.com](mailto:ranen.deka@rediffmail.com)

3. Website address: [www.rangaparacollege.com](http://www.rangaparacollege.com)

Web-link of the AQAR: (Previous Academic Year): **2017-18**

Weblink: [http://rangaparacollege.com/uploads/iqac/AQAR\\_2017\\_18.PDF](http://rangaparacollege.com/uploads/iqac/AQAR_2017_18.PDF)

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

Yes/No....., if yes, whether it is uploaded in the Institutional website: **Yes**

Weblink: [http://rangaparacollege.com/uploads/iqac/2018\\_19.PDF](http://rangaparacollege.com/uploads/iqac/2018_19.PDF)

[http://rangaparacollege.com/uploads/iqac/2019\\_20.PDF](http://rangaparacollege.com/uploads/iqac/2019_20.PDF)

#### 5. Accreditation Details:

Cycle	Grade	CGPA	Year of Accreditation	Validity Period	
1 <sup>st</sup>	<b>B<sup>+</sup></b>	<b>78.00</b>	<b>2004</b>	<b>From: 04/11/2004 to:03/11/2009</b>	
2 <sup>nd</sup>	<b>B</b>	<b>2.18</b>	<b>2011</b>	<b>from:30/11/2011 to: 29/11/2016</b>	
3 <sup>rd</sup>				from:	to:
4 <sup>th</sup>				from:	to:
5 <sup>th</sup>				from:	to:

6. Date of Establishment of IQAC: DD/MM/YYYY: **29-09-2004**

#### 7. Internal Quality Assurance System

7.1 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
<b>Regular meeting of the IQAC</b>	<b>01-08-2018, 02-09-2018, 31-12-2018, 26-03-2019</b>	<b>All stake holders</b>
<b>Participation in NAAC Sponsored Workshops organised for New Method of Assessment and Accreditation</b>	<b>01-02-2019 to 02-02-2019</b> <b>20-11-2018</b> <b>24-11-2018</b> <b>24-05-2019</b>	<b>All stake holders</b>

**Note: Some Quality Assurance initiatives of the institution are:**

**(Indicative list)**

- Regular meeting of Internal Quality Assurance Cell (IQAC); timely submission of Annual Quality Assurance Report (AQAR) to NAAC; Feedback from all stakeholders collected, analysed and used for improvements
- Academic Administrative Audit (AAA) conducted and its follow up action
- Participation in NIRF
- ISO Certification
- NBA etc.
- Any other Quality Audit

**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
<b>Rangapara College</b>	<b>Free admission fee reimbursement</b>	<b>State Gove</b>	<b>2018-19</b>	<b>45, 40,909.00</b>
<b>Rangapara College</b>	<b>Infrastructure Devt. Grant</b>	<b>RUSA</b>	<b>2018-19</b>	<b>50, 00, 000.00</b>
<b>Rangapara College</b>	<b>Infrastructure Devt. Grant</b>	<b>MP LAD FUND</b>	<b>2018-19</b>	<b>15, 00, 000.00</b>

**9. Whether composition of IQAC as per latest NAAC guidelines: Yes/No: Yes**

\*upload latest notification of formation of IQAC

Weblink: [http://rangaparacollege.com/uploads/iqac/IQAC\\_Committee.PDF](http://rangaparacollege.com/uploads/iqac/IQAC_Committee.PDF)

**10. No. of IQAC meetings held during the year: 4**

The minutes of IQAC meeting and compliance to the decisions have been uploaded on the institutional website.....

Yes/No: **Yes**

(Please upload, minutes of meetings and action taken report)

Weblink: <http://rangaparacollege.com/uploads/iqac/Minutes.PDF>.

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

If yes, mention the amount: Year:

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

\*Organised programme on “Govt Certification & Employment Opportunities” in collaboration with Assam Skill Development Mission on 28-08-2018.

\*Organised a motivational programme-“Key to Success” for the UG students on 24-09-18.

\*Organised an Outreach Programme in collaboration with Tezpur University on 17-11-18

\*Organised seminar on “Reflection of Tea Tribes in Assamese Novels” on 11-03-2019.

\*Organised workshop on CBCS on 01-06-2019.

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

Plan of Action	Achievements/Outcomes
1. To organise programmes on Career & Counselling.	1. A programme on “Changing Career Opportunities” was held on 21-08-2018. 2. A programme on “Govt. Certification & Employment Opportunities” was held on 28-08-2018. 3. Awareness Programme on “Nursing as a Career” was held on 29-08-2018.
2. To hold a workshop on CBCS.	1. A day long workshop on CBCS organised on 01-06-2019
3. To organise Awareness Programme on Blood Donation.	1. Awareness Programme on “Basic Blood Science & Voluntary Blood Donation” organised on 06-10-2018
4. To organise Yoga Training Programme.	1. A daylong Yoga Training Programme was organised on 12-11-2018.
5. To organise outreach programmes.	1. Two Outreach Programmes were organised in collaboration with Tezpur University & Territorial Army( 166 INF BN, TA)
6. National / International Day observance	1. World Environment Day, International Yoga Day, Earth Day, International Mother Language Day, Voters’ Day etc.
7.To attend the various Workshop organised by NAAC & other institutions on the subject New Procedure of NAAC Assessment & Accreditation	1. Two faculties including the IQAC Coordinator attended the workshop organised by NAAC at Gauhati University on 20 <sup>th</sup> November, 2018. 2. Two faculties including the IQAC Coordinator attended the workshop organised by NAAC at Nowgong College, Nagaon on 24/11/2018 3. Three faculties including the IQAC Coordinator attended the workshop organised by Chaiduar College, Gohpur on 1 <sup>st</sup> & 2 <sup>nd</sup> February, 2019 4. Six faculties of the college attended the workshop organised by NAAC at THB College, Jamugurihat, Sonitpur on 24/05/2019

**14. Whether the AQAR was placed before statutory body? Yes /No: Yes**

Name of the Statutory body: **Governing Body** Date of meeting(s): **03-12-2019**

**15. Whether NAAC/or any other accredited body(s) visited IQAC or interacted with it to assess the functioning?**

**Yes/No: No**

Date: \_\_\_xx\_\_\_

**16. Whether institutional data submitted to AISHE: Yes/No: Yes**

Year: **2019**

Date of Submission: **01-03-2019**

**17. Does the Institution have Management Information System?**

**Yes, Partially**

If yes, give a brief description and a list of modules currently operational.

(Maximum 500 words)

Rangapara College has designed a Software with the help of a local firm to keep the records of the students. Presently, Student's admission is done both online and off line mode. Admission forms are uploaded in the college website & the same can be collected from the office of the college. The AISHE data and the Annual Report data are uploaded in the respective websites regularly. The internal marks feeding process are purely online as per the guidelines of the affiliating University. Similarly, all fees collected from the students are remitted online. But the college has yet to start the process of recording feed back from the students online. However, the system is under process & it is expected that the system will be fully functional by 2020.

**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					
Departmental meetings are held at the beginning of every academic session where detailed analysis of the topics to be taught are discussed & then the topics included in the syllabus are distributed among the teachers. The authority prepares the Time Table for each academic session & the HoDs simply need to distribute the class allotments. The classes are held according to the central routine the teachers keep their records of classes in the Log Book / Teacher's Diary. The lecture notes are given to the students to prepare notes on a given topic and they are advised to visit the Central Library or the Departmental Library for references. Moreover, the Academic Committee advises the Head of the Departments to held Remedial/ Tutorial Classes for the slow learners on regular basis for their academic betterment. As per the Syllabi, Departmental Seminars, Group Discussions, workshop on All Development etc. are organised at the Departmental level & at the College level respectively. For ICT based classes, a proper planning is done to accommodate all the departments to take classes with ICT tools because the college possesses only 3 (Three) number of ICT enabled Classrooms. Besides, Rangapara College has also started Centre for Computer Education from the Academic Session 2018-19 to enable the ICT based learning more effectively. Google classroom is the teaching tool initiated by the teachers.					
Name of the Certificate Course	Name of the Diploma Courses	Date of introduction and duration	focus on employability/ entrepreneurship	Skill development	
<b>DCA</b>	<b>Nil</b>	<b>Nil</b>	<b>Nil</b>	<b>Nil</b>	
1.2 Academic Flexibility					
1.2.1 New programmes/courses introduced during the Academic year					
Programme with Code	Date of Introduction	Course with Code	Date of Introduction		
<b>Nil</b>	<b>Nil</b>	<b>Nil</b>	<b>Nil</b>		
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	UG	PG	Date of implementation of CBCS / Elective Course System	UG	PG
<b>Nil</b>	<b>Nil</b>	<b>Nil</b>	<b>Nil</b>	<b>Nil</b>	<b>Nil</b>
Already adopted (mention the year)					
1.2.3 Students enrolled in Certificate/ Diploma Courses introduced during the year					
	Certificate(DCA)	Diploma Courses			
No of Students	<b>70</b>	<b>Nil</b>			

<b>1.3 Curriculum Enrichment</b>				
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	
<b>Nil</b>	<b>Nil</b>		<b>Nil</b>	
1.3.2 Field Projects / Internships undertaken during the year				
Project/Programme Title		No. of students enrolled for Field Projects / Internships		
1. The students of 3 <sup>rd</sup> / 4 <sup>th</sup> Semester (Arts & Com) undertake a Field based compulsory project on the subject Environmental Study to meet the requirements of GU Syllabus. 2. Department of Bodo undertook a field project on “Comparative study of Meche-Bodo Dialect of West Bengal & standard Vocabulary. 3. Department of Assamese undertook a Field Study of the Temples & Shrines of Hajo, the centre of five shrines. 4. Department of Commerce undertook a project on “An Industrial Visit on the Functioning of the Jute Mill, Silghat: A Study”		1. ENVIS=227 2. BODO=20 3. ASSAMESE=42 4. COMMERCE=78		
<b>1.4 Feedback System</b>				
1.4.1 Whether structured feedback received from all the stakeholders.				
1) Students	2) Teachers	3) Employers	4) Alumni	5) Parents
<b>Yes</b>	<b>No</b>	<b>No</b>	<b>No</b>	<b>No</b>
1.4.2 How the feedback obtained is being analyzed and utilized for overall development of the institution? (maximum 500 words)				
<p>The college maintains the practice of collecting feedback from the final year students &amp; the entire process of collecting the same is done by the IQAC systematically. The self designed feedback forms are printed &amp; distributed among the UG students just before the end of a program. The IQAC, while distributing the feedback forms, requested the students to express their opinion honestly about the teachers who have been assigned the responsibility of handling the semester classes. The purpose is to identify the strengths &amp; weaknesses of the classroom teaching &amp; to find out the remedies for improving the academic standard of the college. Every step has been taken to keep the information of the students a secret. After receiving feedback, the Principal discusses the same with the Head of the Departments &amp; with the IQAC in a joint meeting convened by the Principal. The Principal advises the IQAC to make a detail analysis of the feedback received from the students for the development of the institution. The IQAC does the same &amp; the results are kept in a single format for every academic session.</p> <p>Weblink: <a href="http://rangaparacollege.com/uploads/iqac/Students_Feedback_Analysis.PDF">http://rangaparacollege.com/uploads/iqac/Students_Feedback_Analysis.PDF</a></p>				
<b>CRITERION II - TEACHING-LEARNING AND EVALUATION</b>				
2.1 Student Enrolment and Profile				
<b>2.1.1 Demand Ratio during the year</b>				
Name of the Programme	Number of seats available	Number of applications received	Students Enrolled	
BA(M)	<b>265</b>	<b>240</b>	<b>161</b>	
BA(GEN)	<b>300</b>	<b>356</b>	<b>309</b>	
BCOM(M)	<b>50</b>	<b>44</b>	<b>37</b>	
BCOM(GEN)	<b>150</b>	<b>66</b>	<b>63</b>	

2.2 Catering to Student Diversity					
2.2.1. Student - Full time teacher ratio (current year data): 1 : 46					
Year	Number of students enrolled in the institution (UG)	Number of students enrolled in the institution (PG)	Number of full time teachers available in the institution teaching only UG courses	Number of full time teachers available in the institution teaching only PG courses	Number of teachers teaching both UG and PG courses
2018-19	1334	NA	Full Time: 29 Part Time: 14	NA	NA
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
Full Time: 29 Part Time: 14	17	LCD Projector, Internet & Wi-Fi, Smart Board	03	01	Different Websites, E-Books & Journals, N-LIST Books & Journals
2.3.2 Students mentoring system available in the institution? Give details. (maximum 500 words)					
Yes, Students Mentoring System is in practice. The system was introduced from the recent academic session. Under the system, the Assistant Officer-in-Charge of different semester examinations monitors the student's attendance & performances in the internal & external examinations. Besides extending moral & psychological support to the mentees, the Mentors also involve in counselling, result analysis, identification of slow learners & advanced learners. The mentors also suggest policy measures for the academic improvement of the slow learners. The mentors inspire the students to inculcate the wisdom of National Integration, the value of inclusiveness, equity & equality, brotherhood in nation building, the value of cleanliness & sanitation and to boost up social responsibility within them.					
Number of students enrolled in the institution		Number of fulltime teachers		Mentor: Mentee Ratio	
1334		29		1 : 46	
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	
30	29	01	00	07	
2.4.2 Honours and recognitions 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		
Nil	Nil	Nil	Nil		

**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
<b>BA</b>	<b>A-15229</b>	<b>SEMESTER-VI</b>	<b>19-05-2018</b>	<b>05-07-2018</b>
	<b>A-16229</b>	<b>SEMESTER-IV</b>	<b>31-05-2018</b>	<b>21-08-2018</b>
	<b>A-17229</b>	<b>SEMESTER-II</b>	<b>18-05-2018</b>	<b>30-09-2018</b>
<b>B. COM</b>	<b>C-15229</b>	<b>SEMESTER-VI</b>	<b>16-05-2018</b>	<b>05-07-2018</b>
	<b>C-16229</b>	<b>SEMESTER-IV</b>	<b>31-05-2018</b>	<b>21-08-2018</b>
	<b>C-17229</b>	<b>SEMESTER-II</b>	<b>19-05-2018</b>	<b>30-09-2018</b>

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

The institution follows the evaluation process prescribed by the affiliating university. As per the prescribed format, there is little scope for evaluation reforms. However, the college has introduced project oriented evaluation system for the UG students. The system is meant for the major students only. Some of the academic departments of the college organise Group Discussion, Field Study, Group Project, Departmental Seminars, and Classes on Question Designing on a specific chapter & take Class Tests before and after the scheduled Internal Examinations of the affiliating university. Moreover, Department of Commerce has introduced a system of presenting the Group Projects prepared by the students on PPT mode in order to improve the ICT skills of the students. These reforms have been introduced in order to materialise the objectives of “Students-Centric Learning” process.

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

The Academic Committee of the college prepares Academic Calendar for a given academic session at the beginning of the year. The academic calendar contains the usual information of the University academic calendar as well as the college activities to be held during the session. The Academic Calendar of the college contains the information regarding the tentative dates of commencement of the Odd & Even Semester classes, Internal & external examination, Field Study to be organised by the departments, Freshman Social & Annual College Week, College Excursion & other relevant information by mentioning the University & State Government’s Holidays clearly.

**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 [http://rangaparacollege.com/uploads/iqac/Students\\_Performance.PDF](http://rangaparacollege.com/uploads/iqac/Students_Performance.PDF) )

2.6.2 Pass percentage of students

Programme Code	Programme name	Number of students appeared in the final year examination	Number of students passed in final semester/year examination	Pass Percentage
<b>BA</b>	<b>A-15229</b>	<b>164</b>	<b>101</b>	<b>61.58%</b>
<b>BCOM</b>	<b>C-15229</b>	<b>40</b>	<b>40</b>	<b>100.00%</b>

**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: [http://rangaparacollege.com/uploads/iqac/SSS\\_Report.PDF](http://rangaparacollege.com/uploads/iqac/SSS_Report.PDF) )

Yes, Student Satisfaction Survey has been conducted. Necessary results are uploaded in the college website.



### 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 Academic year
Major projects	<b>Nil</b>	-	-	-
Minor Projects	<b>Nil</b>	-	-	-
Interdisciplinary Projects	<b>Nil</b>	-	-	-
Industry sponsored Projects	<b>Nil</b>	-	-	-
Projects sponsored by the University/ College	<b>Nil</b>	-	-	-
Students Research Projects (other than compulsory by the College)	<b>Nil</b>	-	-	-
International Projects	<b>Nil</b>	-	-	-
Any other(Specify)	<b>Nil</b>	-	-	-
<b>Total</b>	<b>00</b>	-	-	-

#### 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(s)
<b>Nil</b>	<b>Nil</b>	<b>Nil</b>

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

Title of the innovation	Name of the Awardee	Awarding Agency	Date of Award	Category
<b>Nil</b>	-	-	-	-

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

Incubation Centre	Name	Sponsored by
<b>Nil</b>	-	-

Name of the Start-up	Nature of Start-up	Date of commencement
<b>Nil</b>	-	-

#### 3.3 Research Publications and Awards

##### 3.3.1 Incentive to the teachers who receive recognition/awards

State	National	International
<b>Nil</b>	<b>Nil</b>	<b>Nil</b>

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

Name of the Department	No. of Ph. Ds Awarded
<b>NA</b>	<b>NA</b>

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

Department	No. of Publication	Average Impact Factor, if any
National <b>History</b>	<b>01</b>	<b>5.87</b>
International -	-	-

<b>Department</b>	<b>No. of publication</b>
<b>English</b>	<b>02</b>
<b>Commerce</b>	<b>02</b>
<b>Bodo</b>	<b>01</b>
<b>Bengali</b>	<b>02</b>
<b>Education</b>	<b>01</b>
<b>Economics</b>	<b>01</b>
<b>Hindi</b>	<b>01</b>
<b>History</b>	<b>01</b>

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

Title of the paper	Name of the author	Title of the journal	Year of publication	Citation Index	Institutional affiliation as mentioned in the publication	Number of citations excluding self citations
<b>Nil</b>	-	-	-	-	-	-

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

Title of the paper	Name of the author	Title of the journal	Year of publication	h-index	Number of citations excluding self citations	Institutional affiliation as mentioned in the publication
<b>Nil</b>	-	-	-	-	-	-

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

No. of Faculty	International level	National level	State level	Local level
Attended Seminars/ Workshops	<b>01</b>	<b>12</b>	<b>04</b>	<b>03</b>
Presented papers	<b>01</b>	<b>06</b>	<b>00</b>	<b>00</b>
Resource Persons	<b>00</b>	<b>01</b>	<b>00</b>	<b>00</b>

**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 co-ordinated such activities	Number of students participated in such activities
<b>1.Tobacco Control in Assam</b>	<b>Rangapara College NSS Unit in collaboration with</b>	<b>05</b>	<b>30</b>

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	No. of Students benefited	
<b>Tobacco Control in Assam</b>		<b>Achievement Awards in Tobacco Control(Gold)</b>		<b>SAMBANDH Health Foundation &amp; Assam Cancer Care Foundation.</b>	<b>30</b>	
3.4.3 Students participating in extension activities with Government Organisations, Non-Government Organisations and programmes such as Swachh Bharat, Aids Awareness, Gen Issue, etc. during the year						
Name of the scheme		Organising unit/ agency/ collaborating agency	Name of the activity		Number of teachers coordinated such activities	Number of students participated in such activities
Nil		-	-		-	-
<b>3.5 Collaborations</b>						
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	
Nil		Nil	Nil		Nil	
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-To)	participant	
Nil	Nil	-		-	-	
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 and Activities	Number of students/teachers participated under MoUs			
Nil	-	-	-			
<b>CRITERION IV – INFRASTRUCTURE AND LEARNING RESOURCES</b>						
<b>4.1 Physical Facilities</b>						
4.1.1 Budget allocation, excluding salary for infrastructure augmentation during the year						
Budget allocated for infrastructure augmentation			Budget utilized for infrastructure development			
<b>17, 00, 000.00</b>			<b>16, 75,239.00</b>			
4.1.2 Details of augmentation in infrastructure facilities during the year						
Facilities			Existing	Newly added		
Campus area			<b>41 acre</b>	-		
Class rooms			<b>21</b>	<b>02</b>		
Laboratories			<b>02</b>	<b>01</b>		
Seminar Halls			<b>01</b>	-		
Classrooms with LCD facilities			<b>01</b>	-		
Classrooms with Wi-Fi/ LAN			<b>00</b>	-		
Seminar halls with ICT facilities			<b>01</b>	-		
Video Centre			<b>00</b>	-		
No. of important equipments purchased (= 1-0 lakh) during the current year.			Various	-		
Value of the equipment purchased during the year (Rs. in Lakhs)			<b>3,83,260</b>	-		
Others			Nil	<b>00</b>		

<b>4.2 Library as a Learning Resource</b>						
4.2.1 Library is automated {Integrated Library Management System -ILMS}						
Name of the ILMS software	Nature of automation (fully or partially)		Version		Year of automation	
SOUL 2.0	Partially		2.0		2011	
4.2.1 Library Services:						
	Existing		Newly added			Total
	No.	Value	No.	Value	No.	Value
Text Books	14, 037	21,50,776	100	19, 500	14, 137	21,70276
Reference Books	15, 104	21,62,113	184	10, 000	15, 288	21,72113
e-Books	1,39740	6, 000	Nil	Nil	3,13,500	6,000 (Yearly)
Journals	8452	19, 3910	79	4, 155	8, 531	1, 98065
e-Journals	6, 173	Free	-	Free	-	ENLIST
Digital Database	-	-	-	-	-	15, 949
CD & Video						22 Specimen Copy
Library automation	<b>Books</b>	-	-	-	-	-
Weeding (Hard & Soft)	<b>Hard</b>	-	-	-	-	-
Others (specify)	-	-	-	-	-	-

<b>4.3 IT Infrastructure</b>									
4.3.1 Technology Upgradation (overall)									
	Total Comp uters	Comp uter Labs	Intenet	Browsing Centres	Computer Centres	Office	Department s	Available band width (MGBPS)	Others
Existing	39	01	10	01	01	07	10	10	02
Added	02	-	-	-	-	-	-	-	-
Total	41	01	10	01	01	07	10	10	02
4.3.2 Bandwidth available of internet connection in the Inst ion (Leased line)									
<b>10 MBPS /GBPS:</b>					<b>10MBPS BSNL</b>				
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				
<b>E-Journals</b>					<b>Nil</b>				
4.3.4 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		
<b>Nil</b>	-			-			-		

<b>4.4 Maintenance of Campus Infrastructure</b>			
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
<b>60,00,000.00</b>	<b>55,93,008.00</b>	<b>27,00,000.00</b>	<b>25,69,751.96</b>
4.4.2 Procedures and policies for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports complex, computers, classrooms etc. ( <i>maximum 500 words</i> ) (information to be available in institutional Website, provide link)			
<p>Day to day library business is monitored by the librarian. The Library Committee is the apex body in this regard. The infrastructure required for the library are purchased, installed &amp; made available for its users after due approval of the Library Committee headed by the Principal. The indoor sports complex of the college is maintained by the officer-in-charge of outdoor games &amp; the support staff. The officer-in-charge of the outdoor games maintains a log register of the various instruments of the sports complex &amp; the entire stock is monitored by him from time to time. Any shortfall of the instruments/equipments is intimated to the management &amp; the same are supplied. The college computers and the generator are maintained through AMC while the maintenance of the computer lab is the responsibility of the instructor. The items required to run the computer lab are supplied by the administration, the anticipated amount of which has been allocated through budgetary provision. Similarly, the classrooms, campus cleaning &amp; sanitation ground &amp; running water facility etc; are maintained by the management by appointing Grade-IV support staff.</p>			
<b>CRITERION V - STUDENT SUPPORT AND PROGRESSION</b>			
<b>5.1 Student Support</b>			
5.1.1 Scholarships and Financial Support			
	Name /Title of the scheme	Number of students	Amount in Rupees
Financial support from institution	<b>Free ship to Hostel Boarder</b>	<b>01</b>	<b>7000.00</b>
Financial support from other sources			
a) National	-	<b>Nil</b>	<b>Nil</b>
b) International	-	<b>Nil</b>	<b>Nil</b>
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 implementation	Number of students enrolled	Agencies involved
<b>1.Remedial Coaching for UG Students-“Key to Success”</b>	<b>24-09-2018</b>	<b>110</b>	<b>Ramanujan Academy, Nagaon</b>
<b>2.Yoga Training Programme</b>	<b>12-11-2018</b>	<b>150</b>	<b>Blazing Sword Division, Indian Army, Phulbari, Vivekananda Kendra, Guwahati &amp; ACTA, Guwahati</b>

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 by Guidance for Competitive examination	Number of benefited students by Career Counselling activities	Number of students who have passed in the competitive exam	Number of students placed
Nil	-	-	-	-	-
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		No. of grievances redressed		Average number of days for grievance redressal	
Nil		Nil		Nil	
<b>5.2 Student Progression</b>					
5.2.1 Details of campus placement during the year					
<b>On campus</b>			<b>Off Campus</b>		
Name of Organizations Visited	Number of Students Participated	Number of Students Placed	Name of Organizations Visited	Number of Students Participated	Number of Students Placed
Nil	Nil	Nil	Nil	Nil	Nil
5.2.2 Student progression to higher education in percentage during the year : 2018-19					
Year	Number of students enrolling into higher education	Programme graduated from	Department graduated from	Name of institution joined	Name of Programme admitted to
2018	19	BA(Major)	Assamese, Bengali, Bodo, English, Political Science Commerce	Gauhati University, Bodoland University & Dibrugarh University	PG
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		No. of Students selected/ qualifying		Registration number/ roll number for the exam	
NET		Nil		Nil	
SET		Nil		Nil	
SLET		Nil		Nil	
GATE		Nil		Nil	
GMAT		Nil		Nil	
CAT		Nil		Nil	
GRE		Nil		Nil	
TOFEL		Nil		Nil	
Civil Services		Nil		Nil	
State Government Services		Nil		Nil	
Any Other		Nil		Nil	

5.2.4 Sports and cultural activities / competitions organised at the institution level during the year		
Activity	Level	Participants
<b>Cultural Competition(10 Event)</b>	<b>Institutional Level</b>	<b>130</b>
<b>Major Games (12 Event)</b>		<b>85</b>
<b>Minor Games (10 Event)</b>		<b>78</b>
<b>Debating (03 Event)</b>		<b>55</b>
<b>Magazine &amp; Fine Arts (08 Event)</b>		<b>96</b>

### 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	Sports	Cultural	Student ID number	Name of the student
<b>Nil</b>	-	-	-	-	-	-

5.3.2 Activity of Student Council & representation of students on academic & administrative bodies/committees of the institution (maximum 500 words)

Rangapara College Students' Union is a very active union which works for the mutual benefit of the students in particular & for the overall betterment of the college in general. The students' union has a set agenda of different activities to be performed & programmes to be organised within the college campus & outside the college campus. The activities pursued by the Rangapara College Students' Union during the academic year 2018-19 are summarised below:

- Ø Organisation of Fresher's Welcoming Programme.
- Ø Celebration of Teacher's Day.
- Ø Celebration of Sankardev Tithi & Madhabdev Tithi.
- Ø Celebration of Birth & Death Anniversary of Bharat Ratna r. Bhupen Hazarika.
- Ø Celebration of Birth Anniversary of Jyoti Prasad Agarwala(Silpi Divas) & Bishnu Rava (Rava Divas).
- Ø Organising Annual College Week.
- Ø Celebration of Birth Anniversary of Netaji Subhash Chandra Bose.
- Ø The students' union also extends their helping hands to the District Administration. In 2018-19, the students union of the college extended their full support & co-operation to the District Administration during the General Parliamentary Election.
- Ø Providing financial assistance & moral support to the students in collaboration with Teachers & Staff during crisis.

A few members from the students' union are inducted into the different academic & administrative committees of the college. The President & the General Secretary of the students' union are the Ex-officio members of the IQAC Committee, The President & the General Secretary are inducted in the Grievance Redressal Committee while in the Internal Complain Committee; a girl representative from the students' union has been inducted along with the President & the General Secretary.

### 5.3 Alumni Engagement

5.3.1 Whether the institution has registered Alumni Association? Yes/No, if yes give details (maximum 500 words):

**Alumni have not yet been registered. The process is on.**

5.3.2 No. of registered/enrolled Alumni: **NA**

5.3.3 Alumni contribution during the year (in Rupees): **Nil**

5.3.4 Meetings/activities organized by Alumni Association : **NA**

<b>CRITERION VI –GOVERNANCE, LEADERSHIP AND MANAGEMENT</b>
<b>6.1 Institutional Vision and Leadership</b>
6.1.1 Mention two practices of decentralization and participative management during the last year (maximum 500 words)
<p>1. All the Head of the Departments are inducted to the Academic Committee of the college. The co-ordinator of the University Management System is the Ex-Officio member of the academic committee. The committee discusses various matters relating to academic interests of the college which forms the academic policies to be followed &amp; implemented. The policies so designed are shared with the teachers and correction/ modification, if any are accepted on the basis of merit.</p> <p>2. The college constitutes different committees for academic co-ordination. It comprises members from the Management, Teachers, Office Staff, Library Staff &amp; Students. The purpose of this kind of decentralization is to ensure the practice of participative management in its fullest sense.</p>
6.1.2 Does the institution have a Management Information System (MIS)? Yes/No/Partial:
<b>Yes, Partially.</b>
<b>6.2 Strategy Development and Deployment</b>
6.2.1 Quality improvement strategies adopted by the institution for each of the following (with in 100 words each):
<p>✓ Curriculum Development: The College follows the curriculum developed by its affiliating university and hence, it does not enjoy the power to design and modify the existing syllabus of the UG programmes of Arts and Commerce stream. The syllabus of Diploma in Computer Application has been designed in consultation with various experts of the relevant field.</p>
<p>✓ Teaching and Learning: The College follows traditional as well as ICT based methods in teaching and learning. Field Study, Industrial Visit, Seminar Presentation by the students on prescribed topics and Group Discussion are the tools adopted to enhance quality in teaching and learning. The college has made available E-Books and E-Journals for the students to improve learning skills of the students.</p>
<p>✓ Examination and Evaluation: The College follows the examination and evaluation system of the affiliating university. The external examinations and the Sessional examinations are conducted as per the directions of the affiliating university and the students are evaluated accordingly. Besides, the college also conducts Terminal examinations and Class tests to evaluate student's performance. The answer scripts of such examinations are returned to the students with corrective notes, if any and the marks obtained in such examinations are displayed in the departmental notice board.</p>
<p>✓ Research and Development: No research proposal funded by the UGC has been undertaken by the faculties during 2018-19. The faculties of the college have not approached to the other funding agencies with research proposal.</p>
<p>✓ Library, ICT and Physical Infrastructure / Instrumentation: Day to day library business is monitored by the librarian. The Library Committee is the apex body in this regard. The infrastructure required for the library are purchased, installed &amp; made available for its users after due approval of the Library Committee headed by the Principal. The indoor sports complex of the college is maintained by the officer-in-charge of outdoor games &amp; the support staff. The officer-in-charge of the outdoor games maintains a log register of the various instruments of the sports complex &amp; the entire stock is monitored by him from time to time. Any shortfall of the instruments/equipments is intimated to the management &amp; the same are supplied. The college computers and the generator are maintained through AMC while the maintenance of the computer lab is the responsibility of the instructor. The items required to run the computer lab are supplied by the administration, the anticipated amount of which has been allocated through budgetary provision. Similarly, the classrooms,</p>



campus cleaning & sanitation ground & running water facility etc; are maintained by the management by appointing Grade-IV support staff.
<p>✓ Human Resource Management: The Management takes every possible measure for HRM. The faculty members are motivated to participate in the Re-orientation Courses/ Orientation Programmes organised by different university. Seminars and Workshops on relevant topics including Sexual Harassment at Workplace are organised and the faculty members are allowed to participate in the Faculty Development Programmes organised by other universities and colleges. The College also organises different motivational programmes, Career oriented programmes, Anti-Ragging Campaign etc; are organised for building up of sound Human Resource.</p>
<p>✓ Industry Interaction / Collaboration: The process of maintaining Industry Interaction/ Collaboration is on. The Management is leaving no stone unturned to sign MoU with industry and organisations. The recent IQAC meeting has discussed about the maintaining linkage with the ICT Academy and resolved to complete the procedure of becoming a member of the ICT Academy for maintaining a sound interaction/ collaboration linkage. Similarly, the college is making efforts to sign MoU with different colleges and universities for the academic benefit.</p>
<p>✓ Admission of Students: The College maintains online and offline merit based admission process. The entire admission process is based on the reservation policy of the State Government. The students can download the admission form from the college website or they can collect it from the college office. All the fees for the admission collected through Bank Challan and Debit Cards and no amount of cash is accepted from the students for getting admitted into a particular programme.</p>
6.2.2 : Implementation of e-governance in areas of operations:
<p>✓ Planning and Development: The institution is planning to introduce and implement online recording of student's attendance. It has a plan to introduce SMS system for sharing information to the teachers and the students.</p>
<p>✓ Administration: The College maintains a good practice of inviting Tender and Quotations through college website. The college updates the PFMS data regularly by uploading relevant data desired by the Government department. All the Utilization Certificates are submitted timely to the online to the Government departments.</p>
<p>✓ Finance and Accounts: The account branch is fully computerised. The CA appointed by the Governing Body audited the Accounts of the college at regular intervals. All the Accounts of the institution are verified and audited by the GB appointed auditors &amp; the Internal Auditor, Department of Accounts and Treasury, Government of Assam. The fees are collected through Bank Challan &amp; Debit Cards and records for the same are maintained through Bank Statement while the PFMS payments &amp; GST payments records of the vendors are maintained as per the Govt. norms.</p>
<p>✓ Student Admission and Support: The Admission Committee invites application as per the norms of the affiliating university and the State Government norms of reservation. The admission is done online and offline basis. Under the system, the students are required to download the application form directly from the college website or they can collect the same from the college office by paying the necessary fee for the same. The submitted forms are verified by the Admission Committee &amp; the merit list is prepared and displayed in the Notice Board. The students who fulfil all the norms are admitted into a particular programme after making payments for the same.</p>
<p>✓ Examination: The examination system of the college is as per the instructions of the affiliating university. The system is out and out an offline system. Under the system, the online forms of the examination are filled by the students and the college approves their forms. Once the forms are approved, the students make final payments through Bank Challan &amp; Debit Cards. All university fees are remitted through RTGS.</p>

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	
	<b>Nil</b>	-	-	-	
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	Dates (from-to)	No. of participants (Teaching staff)	No. of participants (Non-teaching staff)
	<b>Nil</b>	-	-	-	-
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		Date and Duration (from – to)	
<b>Refresher Course</b>		<b>01</b>		<b>22-11-18 to 12-12-18</b>	
6.3.4 Faculty and Staff recruitment (no. for permanent/fulltime recruitment):					
Teaching			Non-teaching		
Permanent		Fulltime/temporary	Permanent		Fulltime/temporary
<b>Nil</b>		<b>12(Contractual)</b>	<b>Nil</b>		<b>05</b>
6.3.5 Welfare schemes for					
Teaching		<b>Sanjukta Kalyan Punji &amp; Rangapara College Teacher's Welfare Fund</b>			
Non teaching		<b>Puja Jyoti Fund</b>			
Students		<b>Student Free Ship (01) to weaker student by English Department.</b>			
<b>6.4 Financial Management and Resource Mobilization</b>					
6.4.1 Institution conducts internal and external financial audits regularly(with in 100 words each): <b>Internal &amp; external Financial Audit:</b> All the Accounts of the institution are verified and audited by the GB appointed internal auditors & the Govt. Auditor of Department of Accounts and Treasury, Govern of Assam. The audited statement of income and expenditures along with the Audit Report is placed before the G. B. for its approval. The CA Audit is done up to 2018-19 while the local/ Govt. auditor has verified the college accounts up to <b>2016-17</b> & the report is awaited.					
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/ Grants received in Rs.		Purpose	
<b>Nil</b>		<b>Nil</b>		<b>NA</b>	
6.4.2 Total corpus fund generated <b>Nil</b>					
<b>6.5 Internal Quality Assurance System</b>					
6.5.1 Whether Academic and Administrative Audit (AAA) s been done?					
Audit Type	External			Internal	
	Yes/No	Agency	Yes/No	Authority	
Academic	<b>No</b>	-	<b>Yes</b>	<b>G. B.</b>	
Administrative	<b>No</b>	-	<b>No</b>	-	

6.4.2 Activities and support from the Parent – Teacher Association (at least three)				
a. The DHE has appointed three guardian members in the Governing Body of the college who take part in college management & decision making.				
b. The college holds Parent-Teacher Meet at regular intervals.				
c. The college invites suggestions from the guardians for the all-round development of the institution.				
6.5.3 Development programmes for support staff (at least three)				
a. Puja Jyoti welfare fund is maintained for the support staff of the college.				
b. The college has provided ICT training to the select office staff to handle RUSA Fund, PFMS Accounts, Office Accounts, and Online Admission etc.				
c. The management has provided Staff Quarters for Host Grade-IV Employee.				
6.5.4 Post Accreditation initiative(s) (mention at least three):				
<ul style="list-style-type: none"> <li>• Formal Feedback mechanism has been started &amp; the results are analysed.</li> <li>• College website has been improved &amp; redesigned.</li> <li>• NSS Unit has been made functional &amp; the permission to open NCC for Girls has been granted.</li> <li>• Permission to open PG Course in Hindi has been granted by the affiliating university.</li> <li>• Physical &amp; Academic infrastructures have been improved through RUSA, Power Grid, MP LAD &amp; State Government untied fund.</li> <li>• The process of Library automation &amp; installation of Campus Wi-Fi has been initiated.</li> <li>• Computer Lab facility for the students has been initiated with 13 Nos of computers.</li> </ul>				
<b>6.5.5</b>				
a. Submission of Data for AISHE portal : (Yes /No): <b>Yes</b>				
b. Participation in NIRF : (Yes /No): <b>No</b>				
c. ISO Certification : (Yes /No): <b>No</b>				
d. NBA or any other quality audit : (Yes /No): <b>No</b>				
6.5.6 Number of Quality Initiatives undertaken during year				
Year	Name of quality initiative by IQAC	Date of conducting activity	Duration (from----to-- ----)	Number of participants
2018	Outreach Programme	17-11-2018	1 day	80
2019	State Level Seminar	11-03-2019	1 day	60
2019	Workshop on CBCS	01-06-2019	1 day	90

<b>CRITERION VII – INSTITUTIONAL VALUES AND BEST PRACTICES</b>			
<b>7.1 - Institutional Values and Social Responsibilities</b>			
7.1.1 Gender Equity (Number of gender equity promotion programmes organized by the institution during the year)			
Title of the programme	Period (from-to)	Participants	
Nil		Female	Male
Nil			
7.1.2 Environmental Consciousness and Sustainability/Alternate Energy initiatives such as:			
Percentage of power requirement of the College met by the renewable energy sources			
Adequate plantation program has been undertaken to maintain the Green Belt of the college.			
Items Facilities	Yes/No	No. of Beneficiaries	
Physical facilities	<b>No</b>	-	
Provision for lift	<b>No</b>	-	

Ramp/ Rails	<b>Yes, 02 Nos.</b>	-
Braille Software/facilities	<b>No</b>	-
Rest Rooms	<b>No</b>	-
Scribes for examination	<b>No</b>	-
Special skill development for differently abled students	<b>No</b>	-
Any other similar facility	<b>No</b>	-

#### 7.1.4 Inclusion and Situatedness

Enlist most important initiatives taken to address locational advantages and disadvantages during the year

Year	Number of initiatives to address locational advantages and disadvantages	Number of initiatives taken to engage with and contribute to local community	Date and duration of the initiative	Name of the initiative	Issues addressed	Number of participating students and staff
<b>Nil</b>						

#### 7.1.5 Human Values and Professional Ethics

Code of conduct (handbooks) for various stakeholders

Title	Date of Publication	Follow up (maximum 100 words each)
<b>Nil</b>	-	-

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

Activity	Duration (from-----to-----)	Number of participants
<b>Yoga Training Camp</b>	<b>12-11-2018 From 8 AM-5pm</b>	<b>95</b>

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

- Plantation programme to increase the Green Belt of the college.
- Campus cleaning drive by the NSS Unit.
- The college has prepared well for the Green Audit & necessary steps have taken to complete the audit.
- The college takes active part in "Swachh Bharat Abhijan".
- The college management has taken steps to make the campus plastic free & eco friendly.

#### 7.2 Best Practices:

1. All the Head of the Departments are inducted to the Academic Committee of the college. The co-ordinator of the University Management System is the Ex-Officio member of the academic committee. The committee discusses various matters relating to academic interest of the college which forms the academic policies to be followed & implemented. The policies so designed are shared with the teachers and correction/ modification, if any are accepted on the basis of merit.

2. The college constitutes different committees for academic co-ordination. It comprises members from the Management, Teachers, Office Staff, and Library Staff & Students. The purpose of this kind of decentralization is to ensure the practice of participative management in its fullest sense.

N.B. (It has not been uploaded in NAAC website)

Describe at least two institutional best practices

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


Provide the details of the performance of the institution in one area distinctive to its vision, priority and thrust  
Provide the weblink: [http://rangaparacollege.com/uploads/iqac/Institutional\\_Distinctiveness.PDF](http://rangaparacollege.com/uploads/iqac/Institutional_Distinctiveness.PDF) of the institution in not more than 500 words

The vision statements of the college reads as-“Rangapara College stands firm to reach excellence by generating fruitful social, economic, cultural & human resources through promotion of quality education and thus to mould the society for a better world”. Keeping in mind the vision statement, the college is striving to provide Higher Education to the students of the entire region of Rangapara which is socio-economically backward. The college is trying to explore the cultural multiplicity of the remote area dominated by the Tea Tribes & Bodos by creating an environment of participation & co-operation. The college has extended great contribution to the social harmony among the ST, SC & OBC communities especially the Tea garden & Bodo communities. The college teaches its students the values of Gandhian philosophy & good citizenship which encourage them to become a responsible Indian citizen & thus making the college a unique place of higher education. The anti-tobacco movement launched by the college NSS Unit gave the institution a distinct mark & the efforts put by our students was rewarded with “Gold Medal” by the Assam Cancer Care Foundation & Sambandh Health Foundation. The college is free from the evils of tobacco & plastic and the students maintain a healthy lifestyle. The main challenge before the college family is to make the students employed through which the economic condition of the area may be developed. Though a large numbers of passed out students are employed in different economic activities especially in the field of self employment, the college has a lot to do in this field. With the above mentioned activities, the college is trying to fulfil its vision of moulding the students to develop quality human resources so that it can contribute to the overall development of the state as well as the nation and thus moulding the society from the front for a better world.

## 8. Future Plans of action for next academic year (500 words)

The management and the IQAC is very serious in meeting the Teaching-Learning needs & the requirements of the NAAC. In the beginning of the academic session, 2018-09, a joint meeting of the IQAC & Governing Body was held in which the NAAC Peer Team Report was discussed in detail and the future course of action to be taken to meet the shortfalls were shortlisted. They are summarised below:

- a. The College will undertake infrastructure development programs under which 4 number of Assam Type Classroom & a separate Bodo Department building will be constructed with Power Grid Fund & MP LAD Fund respectively.
- b. The AAA & Green Audit to be completed in the next academic session.
- c. More and more extension activities will be carried out & the NSS unit and the college students will be encouraged to carry out such activities.
- d. PG Program in Hindi will be made available for the students in the next academic session.
- e. The process of Library Automation & extension of campus Wi-Fi facility will be completed by the end of the academic session 2019-20.
- f. Workshop on Gender Equity, IPR and Motivational Lectures will be organised.
- g. The affiliating university will be approached to help the college in the new process of NAAC Assessment and Accreditation.
- h. Steps will be taken to sign more MoUs for better institute-industry interaction.
- i. The process of upgrading the college website will be completed in the very first half of the next academic session.
- j. The college will go for its 3<sup>rd</sup> Cycle of NAAC Assessment by the end of the academic session 2019-20.



Dr. Ranendra Mohan Deka  
Co-ordinator, IQAC  
Co-ordinator, IQAC  
Rangapara College

Name: Dr. Ranendra Mohan Deka

Signature of the Coordinator, IQAC



Dr. Ranjan Kalita  
Principal  
Principal  
Rangapara College  
Sonitpur, Assam

Name: Dr. Ranjan Kalita

Signature of the Chairperson, IQAC

\*\*\*

**Abbreviations:**

CAS	-	Career Advancement Scheme
CAT	-	Common Admission Test
CBCS	-	Choice Based Credit System
CE	-	Centre for Excellence
COP	-	Career Oriented Programme
CPE	-	College with Potential for Excellence
DPE	-	Department with Potential for Excellence
GATE	-	Graduate Aptitude Test
NET	-	National Eligibility Test
PEI	-	Physical Education Institution
SAP	-	Special Assistance Programme
SF	-	Self Financing
SLET	-	State Level Eligibility Test
TEI	-	Teacher Education Institution

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For Communication with NAAC

**The Director**

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