



YEARLY STATUS REPORT - 2020-2021

Part A

Data of the Institution

1.Name of the Institution		RANGAPARA COLLEGE
• Name of the Head of the institution		DR. RANJAN KALITA
• Designation		PRINICIPAL
• Does the institution function from its own campus?		Yes
• Phone no./Alternate phone no.		03714291672
• Mobile No:		7002355539
• Registered e-mail		rangaparacollege01@gmail.com
• Alternate e-mail		ranjankalita.68@gmail.com
• Address		RANGAPARA COLLEGE
• City/Town		RANGAPARA
• State/UT		ASSAM
• Pin Code		784505
2.Institutional status		
• Type of Institution		Co-education
• Location		Rural
• Financial Status		UGC 2f and 12(B)

• Name of the Affiliating University	GAUHATI UNIVERSITY
• Name of the IQAC Coordinator	MR. ATUL SARMAH
• Phone No.	6000816214
• Alternate phone No.	9435277905
• Mobile	6000816214
• IQAC e-mail address	atulsarmah609@gmail.com
• Alternate e-mail address	rangaparacollege01@gmail.com
3.Website address (Web link of the AQAR (Previous Academic Year)	http://rangaparacollege.com/uploads/iqac/AQAR_2019-20.pdf
4.Whether Academic Calendar prepared during the year?	Yes
• if yes, whether it is uploaded in the Institutional website Web link:	http://rangaparacollege.com/uploads/iqac/2019_20.PDF

5.Accreditation Details

Cycle	Grade	CGPA	Year of Accreditation	Validity from	Validity to
Cycle 1	B+	78.00	2004	04/11/2004	03/11/2009
Cycle 2	B	2.18	2011	30/11/2011	29/11/2016

6.Date of Establishment of IQAC

29/09/2004

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

Institutional/Department /Faculty	Scheme	Funding Agency	Year of award with duration	Amount
STATE GOVERNMENT	SENSITIZATION OF COLLEGE	ACCOUNT AND GENERAL (A&E)	2021	17000
STATE GOVERNMENT	STUDENTS FEE REIMBURSEMENT	ASSAM GOVERNMENT	2021	7398872

8.Whether composition of IQAC as per latest NAAC guidelines

Yes

<ul style="list-style-type: none"> • Upload latest notification of formation of IQAC 	View File
9.No. of IQAC meetings held during the year	9
<ul style="list-style-type: none"> • Were the minutes of IQAC meeting(s) and compliance to the decisions have been uploaded on the institutional website? 	Yes
<ul style="list-style-type: none"> • If No, please upload the minutes of the meeting(s) and Action Taken Report 	No File Uploaded
10.Whether IQAC received funding from any of the funding agency to support its activities during the year?	No
<ul style="list-style-type: none"> • If yes, mention the amount 	
11.Significant contributions made by IQAC during the current year (maximum five bullets)	
1. Successfully conducted second Academic and Administrative Audit in February, 2021.	
2. Conducted Green Audit for the college and participated in NIRF.	
3. Organised an International Webinar on "Facts, Fiction and Myths about Covid-19" on 31th July, 2020.	
4. Organised "Free Teacher Eligibility Test" Coaching from September 13 to October 9, 2021.	
5. Organised Webinar on " Career Opportunities in Future" in co-operation with ICT Academy on June 20, 2021.	
12.Plan of action chalked out by the IQAC in the beginning of the Academic year towards Quality Enhancement and the outcome achieved by the end of the Academic year	

Plan of Action	Achievements/Outcomes
1. Preparation for 3rd Cycle of NAAC Accreditation for the College	1. The process of preparation of the IIQA and SSR is going on in full swing.
2. To conduct econd Academic and Administrative Audit	2. Successfully conducted second Academic and Administrative Audit in February, 2021.
3. To organise free coaching camp for Teacher Eligibility Test.	3. Organised Free Coaching for TET
4. To organise at least two Career Counselling programmes.	4. Organised Webinar on Career opportunities in future in co-operation with ICT Academy on 20-06-2021 and Career Opportunities in E-Commerce on 25-09-2021
5. To organise seminar on Social Integration	5. Organised a seminar on 'Sankardeva's ideology in Social Integration of Assam
13. Whether the AQAR was placed before statutory body?	Yes
<ul style="list-style-type: none"> Name of the statutory body 	
Name	Date of meeting(s)
GOVERNING BODY	28/12/2021
14. Whether institutional data submitted to AISHE	
Year	Date of Submission
2019-2020	31/12/2021

Extended Profile

1. Programme

1.1 505

Number of courses offered by the institution across all programs

during the year

File Description	Documents
Data Template	View File

2.Student

2.1 1406

Number of students during the year

File Description	Documents
Data Template	View File

2.2 427

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

File Description	Documents
Data Template	View File

2.3 216

Number of outgoing/ final year students during the year

File Description	Documents
Data Template	View File

3.Academic

3.1 43

Number of full time teachers during the year

File Description	Documents
Data Template	View File

3.2 52

Number of Sanctioned posts during the year

Extended Profile

1. Programme

1.1	505
Number of courses offered by the institution across all programs during the year	

File Description	Documents
Data Template	View File

2. Student

2.1	1406
Number of students during the year	

File Description	Documents
Data Template	View File

2.2	427
Number of seats earmarked for reserved category as per GOI/ State Govt. rule during the year	

File Description	Documents
Data Template	View File

2.3	216
Number of outgoing/ final year students during the year	

File Description	Documents
Data Template	View File

3. Academic

3.1	43
Number of full time teachers during the year	

File Description	Documents
Data Template	View File

3.2	52
Number of Sanctioned posts during the year	

File Description	Documents
Data Template	View File

4.Institution	
4.1	40
Total number of Classrooms and Seminar halls	
4.2	130.83
Total expenditure excluding salary during the year (INR in lakhs)	
4.3	40
Total number of computers on campus for academic purposes	

Part B

CURRICULAR ASPECTS

1.1 - Curricular Planning and Implementation

1.1.1 - The Institution ensures effective curriculum delivery through a well planned and documented process

Rangapara College is a Govt. provincialized college affiliated to Gauhati University. The structure of the curriculum is designed by the university and is implemented by the college under the directive guidance of the university. The college adopts appropriate measures to conduct a smooth academic session in terms of effective curriculum delivery. In the beginning of the session, the academic committee calls upon a meeting with the HODs and the parents. In this meeting, parents are briefed about the performance of their ward in the previous semester and they are made aware of the college rules and university guidelines regarding academic procedures. In addition, the meeting decides about the commencements of classes, academic calendar and class routine. Departmental meetings are conducted to discuss about the syllabus distribution, work load and departmental academic calendar. Teachers are requested to maintain log records of classes. The department identifies the norms for slow and fast learners and schedules remedial classes. Science faculties conduct

workshop on safety measures for the use of laboratory equipments.

Each department conducts a special orientation programme for the newly admitted students. The Principal and the Academic Committee of the College sits with the HODs and teachers to discuss about the academic progress.

File Description	Documents
Upload relevant supporting document	View File
Link for Additional information	Nil

1.1.2 - The institution adheres to the academic calendar including for the conduct of Continuous Internal Evaluation (CIE)

In the beginning of the session, departmental meetings are conducted. Since the college is affiliated to Gauhati University, the university academic calendar is followed for all academic purposes. The departmental academic calendar is in line with the university academic calendar. The departmental calendar contains information on the conduct of sessional and unit test examinations, observation of special days and departmental seminars/workshops, field trips and educational tours.

Each of the departments adopts various modes of internal assessment. In addition to the sessional examinations/tests, the departments organize field trips, presentation seminars, workshops, report writing, etc. as creative assignments for the students.

The college adopts the results of the CIE as the benchmark of finding out the slow and advanced learners. Accordingly, remedial classes and tutorials are arranged. To find out the progress of the slow learners, departments organize class seminars and group discussions and arrange separate class tests for them.

During the Covid Pandemic, online classes were taken followed by online tests. Online Mock Tests are being organized to make the students aware and acquainted with the OTBE of Gauhati University.

File Description	Documents
Upload relevant supporting documents	View File
Link for Additional information	Nil

1.1.3 - Teachers of the Institution participate in following activities related to curriculum development and assessment of the affiliating University and/are represented on the following academic bodies during the year. Academic council/BoS of Affiliating University Setting of question papers for UG/PG programs Design and Development of Curriculum for Add on/ certificate/ Diploma Courses Assessment /evaluation process of the affiliating University

B. Any 3 of the above

File Description	Documents
Details of participation of teachers in various bodies/activities provided as a response to the metric	View File
Any additional information	No File Uploaded

1.2 - Academic Flexibility

1.2.1 - Number of Programmes in which Choice Based Credit System (CBCS)/ elective course system has been implemented

1.2.1.1 - Number of Programmes in which CBCS/ Elective course system implemented

4

File Description	Documents
Any additional information	No File Uploaded
Minutes of relevant Academic Council/ BOS meetings	No File Uploaded
Institutional data in prescribed format (Data Template)	View File

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

1.2.2.1 - How many Add on /Certificate programs are added during the year. Data

requirement for year: (As per Data Template)

1

File Description	Documents
Any additional information	View File
Brochure or any other document relating to Add on /Certificate programs	View File
List of Add on /Certificate programs (Data Template)	View File

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

89

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

60

File Description	Documents
Any additional information	View File
Details of the students enrolled in Subjects related to certificate/Add-on programs	View File

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

The college adheres to the Gauhati University syllabus in its curriculum. However, there are few courses where there is a scope to implement the aforesaid cross-cutting issues. The courses in literature and humanities have integrated crosscutting issues on human values and gender equality. Professional ethics focused by every department in their classes. Moreover, there are courses which are concerned with the environment and sustainability. The college in its own capacity organizes seminars, workshops and activities which deal with the aforesaid issues. The students of NSS actively participate in programs which promote human values. The NSS team and the hostel boarders often unite together for the college cleanliness which make them aware of the environment and sustainability. The College is situated near

Nameri National Park and the foothills of Arunachal Pradesh. There are a large number of forest villages and tea gardens in the area where the man - elephant conflict is a common problem in the cropping seasons. The college provides an elephant corridor for safe passage of elephants. Besides, awareness camps to avoid man - elephant conflict are incorporated with the curriculum of Environmental Studies.

File Description	Documents
Any additional information	No File Uploaded
Upload the list and description of courses which address the Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum	View File

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

10

File Description	Documents
Any additional information	No File Uploaded
Programme / Curriculum/ Syllabus of the courses	View File
Minutes of the Boards of Studies/ Academic Council meetings with approvals for these courses	No File Uploaded
MoU's with relevant organizations for these courses, if any	No File Uploaded
Number of courses that include experiential learning through project work/field work/internship (Data Template)	View File

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

619

File Description	Documents
Any additional information	View File
List of programmes and number of students undertaking project work/field work/ /internships (Data Template)	View File

1.4 - Feedback System

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

A. All of the above

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

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

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

File Description	Documents
Upload any additional information	No File Uploaded
URL for feedback report	http://rangaparacollege.com/uploads/igac/IQAC_63.pdf

TEACHING-LEARNING AND EVALUATION

2.1 - Student Enrollment and Profile

2.1.1 - Enrolment Number Number of students admitted during the year

2.1.1.1 - Number of sanctioned seats during the year

870

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

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

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

699

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

2.2 - Catering to Student Diversity

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

The learning skill of a student pertains to six different ways namely, visual, aural, verbal, physical, logical and social. Out of these, the visual, verbal and aural aspects are concerned with the learning via visual aids, listening and by reading a written material. These may be further thought to be the traditional style of learning. The old system of education was based on these methodologies. The modern system of education, however, implements all six set of learning styles. Especially, emphasize is growing on the physical, logical and social mode of learning. In these three styles, a student learns best through physically doing a task, by logical reasoning and working in groups respectively.

The faculties are concerned with the assessment of the slow learners in his/her class. The assessment is based on the observation and student's performance. After assessing the class, the teacher organizes special sessions with those students and motivates them to actively participate in the learning process. It should be noticed that the assessment is purely known to the teacher and the students are not made aware of being slow or fast learners to maintain the integrity of the classroom.

File Description	Documents
Link for additional Information	Nil
Upload any additional information	No File Uploaded

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

Number of Students	Number of Teachers
1406	43

File Description	Documents
Any additional information	View File

2.3 - Teaching- Learning Process

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

The teaching methodology adopted at Rangapara College is strongly dependent on experiential and participative learning. The students of the college are engaged with various other activities which enhances their learning experiences. Few of such activities are -

1. Students of the literature stage drama and recitation. Performing of Folk Dance, Folk Songs and holding of discussion on Literary topics is a regular practice.
2. Students of the political science organises voter awareness programmes in the Assembly and parliamentary Elections.
3. The students contributed to the Green Audit Report by doing the necessary surveys, naming the plants and herbs, and identifying the birds, animals, butterflies and insects of the college Campus.
4. Several departments adopted nearby villages for various activities such as awareness in health and hygiene..
5. Students of Botany made hand sanitizer & distributed to their adopted village and nearby areas.
6. In physics, the course on Mathematical Physics-I comes with a computation lab. As a part of the lab activity the

students are encouraged to solve real world physics problems such as the radioactive decay, finding the value of pi using Monte-Carlo method, solving transcendental equations etc.

7. Department of Commerce organises field studies and industrial visits, case study session to enhance the learning experiences.

File Description	Documents
Upload any additional information	View File
Link for additional information	Nil

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

All the departments of the college are actively engaged in using ICT enabled tools for effective teaching. The college has eight ICT enabled classrooms and one fully ICT equipped Seminar Hall where live classes may be conducted with all modern facilities of powerpoint presentations and Audio-Visual systems.

The current pandemic situation has pushed the teachers to take their ICT skills even a step forward. The teachers have started to record their classes using appropriate tools such as OBS studio or Screencast-O-Matic. The recorded classes are uploaded on YouTube. Moreover, each batch of students is connected on Google classroom. The faculty members release learning materials such as notes and the recorded link of the lectures systematically on Google Classroom. Quizzes using Google form are distributed among the students to facilitate and evaluate the depth of learning.

In this regard, the college authority organized a workshop in association with Tezpur University Teaching Learning Centre as "Online Workshop on Use of ICT Tools for Effective Teaching" on 05-06th May 2021. All faculty members have actively participated in the workshop and developed the required skills on ICT use.

File Description	Documents
Upload any additional information	No File Uploaded
Provide link for webpage describing the ICT enabled tools for effective teaching-learning process	http://rangaparacollege.com/index.php?home/it_facilities

2.3.3 - Ratio of mentor to students for academic and other related issues (Data for the latest completed academic year)

2.3.3.1 - Number of mentors

43

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

2.4 - Teacher Profile and Quality

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

43

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

2.4.2 - Number of full time teachers with Ph. D. / D.M. / M.Ch. /D.N.B Superspeciality / D.Sc. / D.Litt. during the year (consider only highest degree for count)

2.4.2.1 - Number of full time teachers with Ph. D. / D.M. / M.Ch. /D.N.C Superspeciality / D.Sc. / D.Litt. during the year

18

File Description	Documents
Any additional information	No File Uploaded
List of number of full time teachers with Ph. D. / D.M. / M.Ch./ D.N.B Super specialty / D.Sc. / D.Litt. and number of full time teachers for year(Data Template)	View File

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

2.4.3.1 - Total experience of full-time teachers

349

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

2.5 - Evaluation Process and Reforms

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

The college has adopted a robust and highly transparent internal assessment system. The internal assessment is two-fold. The first one is evaluation through a sessional examination and the second one is through participative process such as assignment, presentation, group discussion, project submission, field trips etc. For the Honours courses, both of these two are conducted. There are usually two sessional examinations or tests conducted for the Honours category and the best out of the two is considered towards grading. This shows the robustness of the internal assessment. Individual teachers conduct test on the improvement of students after finishing a particular syllabus.

Regarding the transparency, all the sessional marks are displayed to the students and the copies are duly scrutinized. Any doubts in the marking are clarified with full attention. One more step

towards the transparency is that the internal marks are discussed in the parent teacher meet of a concerned department.

File Description	Documents
Any additional information	No File Uploaded
Link for additional information	Nil

2.5.2 - Mechanism to deal with internal examination related grievances is transparent, time- bound and efficient

The internal examination of the college is conducted through a well defined mechanism. To make the entire process students friendly, the month and date of holding internal examination are fixed on the basis of the Academic Calendar of the affiliating university and college. The authority, having been fixed the date and month of holding internal examinations, notify a central program for the same. The academic departments also notify the students about the internal examinations by displaying the program at the departmental notice board. The entire process has been monitored by the Office of the Assistant Examination Officer,.

In respect of related grievances of internal examination, each academic department preserves the answers scripts . The students if not satisfied with their performance and marks obtained in the Internal Assessment are allowed to see their own copies to verify the marks immediately after declaration of the results (the result is generally declared within a week after the end of the examination). Thus, the institution has a time bound and efficient mechanism to deal with internal examination related grievances.

File Description	Documents
Any additional information	No File Uploaded
Link for additional information	Nil

2.6 - Student Performance and Learning Outcomes

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

The CBCS semester system of Gauhati University clearly makes a statement about the outcome of the different course. On the basis

of the stated out comes, the academic department prepare COs, PO & PSO & the summarized from of which is uploaded in the college website . The college organizes orientation programme on COs POs .Each department communicates about the COs to the students during the introductory class. The academic departments also make provision for the distribution of the COs along with Teaching Plan prepared as per the guidelines of the university. The academic departments, after stating the COs, POs, make provision for calculating the Course Outcomes. Format for calculation of the COs is being developed by the institution. Presently, the academic departments are calculating the COs by taking class test, internal examinations and sessional examinations on the basis of the objectives stated in the syllabus of the different courses and the results are analyzed at the departmental level. The results of the calculated COs are communicated to the students of each department. This gives the teachers an opportunity to identify the advanced and slow learners and to take measures for the slow learners to raise their academic standard.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for Additional information	http://rangaparacollege.com/index.php?home/igac_co_po
Upload COs for all courses (exemplars from Glossary)	View File

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

. The academic departments of the college prepare the course outcomes (COs) of different courses taught under a programme on the basis of the student's performance in the unit test, class test, home assignments, quiz, project work/ seminar presentation, laboratory practical, sessional examination etc. By doing so, the academic departments aim at having a clear idea about the student's knowledge and skills so that the slow and advanced learners can be identified and remedial measures can be taken up.

The departments prepare a detail descriptive list of the COs and the POs & calculates the attainment level .The attainment level is calculated on scale 3 by considering the marks secured in the unit test, class test, home assignments, sessional examinations etc. The calculation is done on Excel Sheet and the method of calculation is summarized as-

- **Attempts:** Number of students appeared the test.
- **Score above 45%:** The number of students able to score above 45% of the maximum marks (Here, the threshold limit is set as 45%). The limit is set uniformly and the quality is directly related to the threshold limit.
- **Attainment %:** Score above 45% / Attempts.
- **Attainment on scale 3=** Attainment % X (3/100) %

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for Additional information	http://rangaparacollege.com/index.php?home/igac_co_po

2.6.3 - Pass percentage of Students during the year

2.6.3.1 - Total number of final year students who passed the university examination during the year

216

File Description	Documents
Upload list of Programmes and number of students passed and appeared in the final year examination (Data Template)	View File
Upload any additional information	No File Uploaded
Paste link for the annual report	http://rangaparacollege.com/uploads/igac/IQAC_41.pdf

2.7 - Student Satisfaction Survey

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

http://rangaparacollege.com/uploads/igac/IQAC_26.pdf

RESEARCH, INNOVATIONS AND EXTENSION

3.1 - Resource Mobilization for Research

3.1.1 - Grants received from Government and non-governmental agencies for research projects / endowments in the institution during the year (INR in Lakhs)

3.1.1.1 - Total Grants from Government and non-governmental agencies for research projects / endowments in the institution during the year (INR in Lakhs)

0.7

File Description	Documents
Any additional information	No File Uploaded
e-copies of the grant award letters for sponsored research projects /endowments	No File Uploaded
List of endowments / projects with details of grants(Data Template)	View File

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

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

6

File Description	Documents
List of research projects and funding details (Data Template)	View File
Any additional information	No File Uploaded
Supporting document from Funding Agency	No File Uploaded
Paste link to funding agency website	Nil

3.1.3 - Number of Seminars/conferences/workshops conducted by the institution during the year

3.1.3.1 - Total number of Seminars/conferences/workshops conducted by the institution during the year

32

File Description	Documents
Report of the event	View File
Any additional information	No File Uploaded
List of workshops/seminars during last 5 years (Data Template)	View File

3.2 - Research Publications and Awards

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

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

24

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

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

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

11

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

3.3 - Extension Activities

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

Rangapara College promises to transform the lives of the neighborhood community through extension activities. The goals said by the institution clearly mentions that the broad purpose of

the institute to conduct various programmes in rural areas of the surroundings to enhance the overall awareness and participation in higher education. It also promises to conduct various awareness programmes for disseminating scientific knowledge in the neighborhood communities. The extension activities conducted over the years have resulted in enhancing overall awareness on different Socio-Economic issues like Superstition, man elephant conflict, environmental protection, issues relating to health and hygiene etc. It has been observed that with the rapid expansion of extension activities, students from Socio-Economically disadvantaged community in higher education has increased significantly along with a sizeable no. of girl students. Some of the extension activities carried out during the year are:

- Awareness Programme on Eco-Friendly Diwali
- Saarv Janik Shauchalaya Safai Janbhagidari Amrit Utsav (Swachh Bharat Abhiyan)
- Community Linkage Programme
- Environment Day Celebration
- Swachh Bharat Abhiyan
- Fit India Movement (Govt. Scheme)
- Bodo Merdium School Teacher Meet
- Awareness Programme on Hunan Rights
- Awareness against Phising Attack
- Importance of Mental Health among the Adolescents
- Awareness on COVID-19 & Distribution of Hand sanitizer

File Description	Documents
Paste link for additional information	http://rangaparacollege.com/uploads/igac/IQAC_53.pdf
Upload any additional information	View File

3.3.2 - Number of awards and recognitions received for extension activities from government / government recognized bodies during the year

3.3.2.1 - Total number of awards and recognition received for extension activities from Government/ government recognized bodies during the year

2

File Description	Documents
Any additional information	No File Uploaded
Number of awards for extension activities in last 5 year(Data Template)	View File
e-copy of the award letters	View File

3.3.3 - Number of extension and outreach programs conducted by the institution through NSS/NCC/Red cross/YRC etc., (including the programmes such as Swachh Bharat, AIDS awareness, Gender issues etc. and/or those organized in collaboration with industry, community and NGOs) during the year

3.3.3.1 - Number of extension and outreach Programs conducted in collaboration with industry, community and Non- Government Organizations through NSS/ NCC/ Red Cross/ YRC etc., during the year

15

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

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

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

532

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

3.4 - Collaboration

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

6

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

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

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

9

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

INFRASTRUCTURE AND LEARNING RESOURCES

4.1 - Physical Facilities

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

The college has adequate facilities for conducting regular theory classes and practicals. The college provides a sound environment for conducting the computing classes. With 13 computers, we are capable of handling the number of students taking computer based courses. The computer laboratory, in addition caters to the need of the students opting computing courses in Physics and Mathematics as well.

For conducting the regular theory classes, the college has an adequate number of classroom facilities. Out of a total 37 well furnished classrooms, 10 classrooms extend ICT facilities. Each stream viz. Arts, Commerce and Science has separate buildings and well organized classrooms. Besides the classrooms, there are separate common rooms for boys and girls students respectively with adequate washroom facilities. There is a common canteen for the students and teachers for light refreshment and snacks.

The stream of science is a new addition to the college, commenced on 2nd November, 2020. Laboratories for the Department of Physics, Chemistry, Zoology and Botany have been fully functional.

ITC enabled seminar halls, central and departmental libraries, uninterrupted power supply etc are some of the physical facilities available in the teaching learning process of the college.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	http://rangaparacollege.com/uploads/igac/IQAC_51.pdf

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

The college believes in the all round development of a student and caters to the needs of the students in this aspect. The college has an auditorium of 5000 sq.feet to organise different cultural events and competitions. The auditorium was established in 2004 with the financial help of the State Government. An honorary Sports and Health Officer appointed by the college authority looks after the Sports, Yoga, Gym and other physical and mental health related issues of the students. He is assisted by the Games incharge, Gym instructor and Yoga instructor appointed by the Principal and the Indoor Games and Outdoor Games secretaries respectively.

The college possesses good infrastructure for Sports and Yoga practices. The college has a big Indoor Sports Training Facility Center covering 9600 sq.feet. Badminton, Yoga, Table Tennis, Powerlifting, Weightlifting, Armwrestling, Karate, Taekwondo and Kabbadi. The College has a good Gymnasium Hall measuring 1200 sq. feet with modern and upto date equipment which were bought with the

financial help of RUSA in 2017-18. The college possesses a big Playground with facilities for football, cricket and athletics. It also extends the facility of Volleyball and Basketball Court to the players of these two sports respectively inside the college campus.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	Nil

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

1

4.1.3.1 - Number of classrooms and seminar halls with ICT facilities

13

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	http://rangaparacollege.com/uploads/igac/IQAC_42.pdf
Upload Number of classrooms and seminar halls with ICT enabled facilities (Data Template)	View File

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

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

80.01

File Description	Documents
Upload any additional information	View File
Upload audited utilization statements	View File
Upload Details of budget allocation, excluding salary during the year (Data Template)	View File

4.2 - Library as a Learning Resource

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

The College has an excellent Library and Information Centre, one of the central support services of the institution. The library acts as a primary source for the information seekers. The library is well equipped with the modern facilities and up to date resources in the form of both physical and digital.

The Library has a collection of 27673+ books, 9140 no of periodicals/ newspapers and provides access to 199500 e-books and e-papers under the N-List Program.

The Library is equipped with CCTV camera for surveillance. Internet facilities and access to N-List facilities from INFLIBNET are available in the library.

The library has switched over from ILMS to KOHA 20.05 on 20/04/2021 and the catalogue database is reconstructed. Institutional Repository software (DSpace) and data migration is available.

OPAC Kiosk is available in the library. , The library has installed JAWS and NVDA Screen reader software for blinds.

The Library has access to the N-List program Initiated by the (MHRD).

File Description	Documents
Upload any additional information	View File
Paste link for Additional Information	http://117.240.77.20:8085/

4.2.2 - The institution has subscription for the following e-resources e-journals e-ShodhSindhu Shodhganga Membership e-books Databases Remote access toe-resources

A. Any 4 or more of the above

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

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

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

3.22

File Description	Documents
Any additional information	View File
Audited statements of accounts	View File
Details of annual expenditure for purchase of books/e-books and journals/e- journals during the year (Data Template)	View File

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

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

63

File Description	Documents
Any additional information	No File Uploaded
Details of library usage by teachers and students	View File

4.3 - IT Infrastructure

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

In The ICT scenario of Rangapara College, the Library & Information centre of the college plays a great role as a stakeholder. The Library is currently upgraded to operate its daily household work in a fully automated manner. The library is using Koha 20.05 as the main ILMS (Integrated Library Management Software) through which all the household operation viz. Acquisition, cataloguing, circulation, accounts & book keeping of the library are being done in an automated manner.

To enhance and speed up the documents/ resource searching process, the library has installed a dedicated OPAC (Online Public Access Catalogue) Kiosk, where the user can search the availability and location of a specific document just using a simple search box by them. The Kiosk is being operated by using the OPAC Module of the Koha Software. It is built with a big LED/LCD screen and a good keyboard for better experience. The OPAC facility of the library is also available over the web.

The college is Wi-Fi enabled with eight numbers of ICT enabled classroom. Besides, there are two numbers of Digital Conference Hall and a Digital Classroom for different cademic activities of the college.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	Nil

4.3.2 - Number of Computers

61

File Description	Documents
Upload any additional information	No File Uploaded
Student – computer ratio	View File

4.3.3 - Bandwidth of internet connection in the Institution

A. ? 50MBPS

File Description	Documents
Upload any additional Information	No File Uploaded
Details of available bandwidth of internet connection in the Institution	View File

4.4 - Maintenance of Campus Infrastructure

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

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

43.12

File Description	Documents
Upload any additional information	View File
Audited statements of accounts.	View File
Details about assigned budget and expenditure on physical facilities and academic support facilities (Data Templates)	View File

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

For maintaining and utilizing physical, academic and support facilities, college has formulated its own policy with the approval of the Governing Body. All the facilities are maintained annually on a regular basis. Fund is allotted in the Annual College Budget for the maintenance of laboratory, library, sports complex, computers and classrooms. For maintenance of the computers and other electronic devices, Annual Maintenance

Contracts are made with competent firms. To maintain the physical fitness of the students and the faculty members of the college, the Gymnasium Centre started from 7th January, 2021. The other physical facilities are maintained by the college itself by engaging competent workforce. The part-time electrician of the college looks after the maintenance of the electrical facilities. There are permanent employees to clean the classrooms and washrooms respectively. The white washing and coloring of the buildings are done by college appointing contractual labors. The water supply system is looked after by contractual plumbers. The day-to-day maintenance of the laboratories are done by the permanent employees appointed for the purpose. The ILMS, IR software and OPAC Kiosk through a third party, the firm engaged will take care of all the physical equipment.

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

STUDENT SUPPORT AND PROGRESSION

5.1 - Student Support

5.1.1 - Number of students benefitted by scholarships and free ships provided by the Government during the year

5.1.1.1 - Number of students benefitted by scholarships and free ships provided by the Government during the year

1650

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

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

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

0

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

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

A. All of the above

File Description	Documents
Link to institutional website	http://rangaparacollege.com/index.php?home/skill
Any additional information	No File Uploaded
Details of capability building and skills enhancement initiatives (Data Template)	View File

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

414

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

414

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

5.1.5 - The Institution has a transparent mechanism for timely redressal of student grievances including sexual harassment and ragging cases Implementation of guidelines of statutory/regulatory bodies Organization wide awareness and undertakings on policies with zero tolerance Mechanisms for submission of online/offline students' grievances Timely redressal of the grievances through appropriate committees	B. Any 3 of the above
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File Description	Documents
Minutes of the meetings of student redressal committee, prevention of sexual harassment committee and Anti Ragging committee	View File
Upload any additional information	No File Uploaded
Details of student grievances including sexual harassment and ragging cases	View File

5.2 - Student Progression

5.2.1 - Number of placement of outgoing students during the year

5.2.1.1 - Number of outgoing students placed during the year

0

File Description	Documents
Self-attested list of students placed	No File Uploaded
Upload any additional information	No File Uploaded

5.2.2 - Number of students progressing to higher education during the year	
5.2.2.1 - Number of outgoing student progression to higher education	
27	
File Description	Documents
Upload supporting data for student/alumni	View File
Any additional information	No File Uploaded
Details of student progression to higher education	View File
5.2.3 - Number of students qualifying in state/national/ international level examinations during the year (eg: JAM/CLAT/GATE/ GMAT/CAT/GRE/ TOEFL/ Civil Services/State government examinations)	
5.2.3.1 - Number of students qualifying in state/ national/ international level examinations (eg: JAM/CLAT/NET/ SLET/ GATE/ GMAT/CAT/GRE/ TOEFL/ Civil Services/ State government examinations) during the year	
6	
File Description	Documents
Upload supporting data for the same	View File
Any additional information	No File Uploaded
5.3 - Student Participation and Activities	
5.3.1 - Number of awards/medals for outstanding performance in sports/cultural activities at university/state/national / international level (award for a team event should be counted as one) during the year	
5.3.1.1 - Number of awards/medals for outstanding performance in sports/cultural activities at university/state/ national / international level (award for a team event should be counted as one) during the year.	
4	

File Description	Documents
e-copies of award letters and certificates	View File
Any additional information	No File Uploaded
Number of awards/medals for outstanding performance in sports/cultural activities at university/state/national/international level (During the year) (Data Template)	View File

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

Rangapara College Students' Union (RCSU) was officially formed in the year 1984 for facilitating students' representation and engagement in various administrative, co-curricular and extracurricular activities. The representatives of the students union were chosen by the students in the general election conducted as per the election rules of the college. The system of electing students representatives to various administrative, co-curricular and extracurricular bodies of the college continued to be the same till 2006. With the publication of the Lyngdoh Committee's recommendation, the college election has been conducted as per the guidelines set by the aforesaid committee and the elected students' representatives (mostly president and general secretary) are included in different committees constituted for the all round development of the college. Following are the list of some of the committees in which the college authority ensures students representation and engagement in various bodies:

1. IQAC Committee
2. Library Service Committee
3. Health and Personal Development Council
4. Merit Scholarship Committee
5. First Aid, Health Watch, Red Ribbon, Youth Red Cross Club
6. Canteen Committee
7. Discipline & Anti-Ragging Committee
8. RUSA Committee

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	View File

5.3.3 - Number of sports and cultural events/competitions in which students of the Institution participated during the year (organized by the institution/other institutions)

5.3.3.1 - Number of sports and cultural events/competitions in which students of the Institution participated during the year

17

File Description	Documents
Report of the event	View File
Upload any additional information	View File
Number of sports and cultural events/competitions in which students of the Institution participated during the year (organized by the institution/other institutions) (Data Template)	View File

5.4 - Alumni Engagement

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

The Alumni association of the college has not been registered. The president and the secretary of the association have applied for the same and the approval from competent authority is awaited. Though the association is not registered, the association has been contributing significantly by extending some support services for the betterment of the college. Some of the significant contributions are listed below:

1. A resting shed has been constructed for the students
2. Organized Yoga camp in the college
3. Organized a grand alumni meet
4. Donated some dustbins for garbage collection
5. Celebrated World Environment Day in collaboration with Balipara Foundation

6. Submitted a memorandum to the competent authority for introduction of integrated B.Ed course in the college.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	View File

5.4.2 - Alumni contribution during the year (INR in Lakhs)

E. <1Lakhs

File Description	Documents
Upload any additional information	No File Uploaded

GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.1 - Institutional Vision and Leadership

6.1.1 - The governance of the institution is reflective of and in tune with the vision and mission of the institution

The founders of Rangapara college set the vision of the college as to reach the zenith of excellence in higher education by generating exemplary human resources to serve the nation and the humanity. To fulfil the vision, a set of Mission was prepared and the college is dedicatedly working for the implementation of the vision and mission. The governance of the college tries to row the institution at the right direction to fulfil the mission and vision. With the coming of the National Education Policy (NEP)2020, the institution must fix its goal to implement the policy for which a long-term planning is inevitable. Hence, the college has fixed its visionary goal with an aspiration of making it one of the best colleges of the country. For the purpose, an academic plan has been prepared in consultation with the teachers, in line with the NEP, 2020, which mandates each Higher Education Institutes(HEIs) to award degree and offer courses autonomously by 2035. For the purpose, guidelines have been prepared to design course curriculum, creation of Centres for advance studies and skill development, push for PG programmes etc.

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

6.1.2 - The effective leadership is visible in various institutional practices such as decentralization and participative management.

The Principal is the head of the institution. He is also the Secretary of the Governing Body, the supreme authority in the management of the administrative affairs of the college. The Principal is regarded as the leader of the college who has to work tirelessly for the development of the college. In the process he has to take the help of the teaching community from top to bottom in the matter of academic, administrative and student welfare measures. For the purpose the Principal of Rangapara College has constituted 40 (forty) number of committees consisting of teaching staff, non-teaching staff, students' union, and the NSS volunteers to create an atmosphere of decentralised and participative management in the running of the affairs of the college. It has created a vibrant atmosphere in the campus leading to holistic development of the institution.

The authority appointed a committee on Healthy Practices and Green Club to create a green and clean environment of the college campus. Dr. Ranendra M. Deka, Associate Professor, was appointed as the chairman of the committee. Dr. Gitartha Kaushik, Assistant Professor, and Ms. Joonmoni Haloi, Assistant Professor were appointed as convenors. The President and General Secretary of the RCSU also included in some committees.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	View File

6.2 - Strategy Development and Deployment

6.2.1 - The institutional Strategic/ perspective plan is effectively deployed

The College tries to effectively deploy the institutional strategies through different cells, committees and the IQAC. The IQAC plans the institutional strategies taking the suggestions of

different committees formed by the college administration. After discussion in the IQAC, strategies and perspective plans are adopted. The vision and mission of the college is always kept in mind in the preparation of the strategies. As most of the students of the college are socially and economically backward, care is taken in the planning of the strategies and in their implementation.

Strategies for Teaching, Learning and Research:

1. To increase of intake capacity as the socially and economically backward students are unable to go for higher education outside their locality
2. To increase the number of ICT enabled classrooms to make ICT mandatory in teaching learning process
3. To increase the number of computers and other ICT facilities including Language Lab, total digitalization of the library

Strategies for Governance and Infrastructure development:

- To introduce e-governance in the day-to-day affairs of the college including admission, accounts, examination, fees-payment, leave records etc
- To increase the internet speed to 50 MBPS
- To construct a seminar hall with latest ICT facilities

File Description	Documents
Strategic Plan and deployment documents on the website	View File
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

6.2.2 - The functioning of the institutional bodies is effective and efficient as visible from policies, administrative setup, appointment and service rules, procedures, etc.

The effectiveness and efficiency of the functioning of the college is visible from the policies, administrative set up, appointment and service rules and procedures. The College Governing Body (G.B.) is on the top of the administrative set up. Overall planning and development of the college is done by the GB. The G.B. is constituted as per state government guidelines. The President of the Governing Body, who must be a prominent academician, is appointed by the state Government. The principal is the member

secretary of the G.B. Two members from G.B. are appointed by the Vice Chancellor of the affiliating university. Two members are elected by the guardians of the students and two members are elected by the teachers of the college respectively amongst themselves. One member is elected from the non-teaching staff. One donor member is selected by the GB in its first meeting. The Vice-Principal, the librarian and the local MLA are ex-officio members of the governing body. The governing body looks after the implementation of the academic as well as the administrative policies of the college. Different committees are appointed from teaching staff, non-teaching staff, guardians, students and alumnus. It is reflective of the decentralisation of the administration.

File Description	Documents
Paste link for additional information	Nil
Link to Organogram of the Institution webpage	http://rangaparacollege.com/index.php?home/organogram
Upload any additional information	No File Uploaded

6.2.3 - Implementation of e-governance in areas of operation Administration Finance and Accounts Student Admission and Support Examination

A. All of the above

File Description	Documents
ERP (Enterprise Resource Planning) Document	View File
Screen shots of user interfaces	View File
Any additional information	View File
Details of implementation of e-governance in areas of operation, Administration etc (Data Template)	View File

6.3 - Faculty Empowerment Strategies

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

As the institution is a provincialized college both the permanent

teaching and non-teaching staff can enjoy the welfare measures like pension, family pension, pension under NPS, GPF, GIS, gratuity, earned leave, medical leave, maternity and child care leave, leave encashment of saved earned leaves, special leave on death of parents and several others. The faculties enjoy summer vacation and winter vacation as per the rules of the affiliating university.

Another welfare measure for the faculties is the financial support by the authority to pursue research projects based mainly on the socio-economic, environment, art, culture, folklore, and literature of the surrounding areas of the college.

The authority provides the faculties the facility of reimbursement of membership fees of professional bodies or for attending National or International seminars, workshops and conferences.

There are two welfare funds created by the teaching and non-teaching staff of the college with due permission of the college authority. The funds provide instant loans to its members in low rate of interest in time of need.

Free wi-fi facility is provided to all the employees of the college. Canteen facility is available in the college campus in concessional rate.

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

6.3.2 - Number of teachers provided with financial support to attend conferences/ workshops and towards membership fee of professional bodies during the year

6.3.2.1 - Number of teachers provided with financial support to attend conferences/workshops and towards membership fee of professional bodies during the year

0

File Description	Documents
Upload any additional information	No File Uploaded
Details of teachers provided with financial support to attend conference, workshops etc during the year (Data Template)	No File Uploaded

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

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

0

File Description	Documents
Reports of the Human Resource Development Centres (UGCASC or other relevant centres).	No File Uploaded
Reports of Academic Staff College or similar centers	No File Uploaded
Upload any additional information	No File Uploaded
Details of professional development / administrative training Programmes organized by the University for teaching and non teaching staff (Data Template)	No File Uploaded

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

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

37

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

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

Rangapara College has an institutional performance appraisal system for its teachers and employees. As the college is a provincialized college it follows the UGC and government guidelines and a policy of its own in assessing the performances of the teaching staff specially for the purpose of maintaining the overall quality in teaching, learning and research.

The performance of each of the teaching and nonteaching staff is assessed annually after completion of one year of service. The objective of the appraisal system is to evaluate the performance of the teaching and non-teaching staff and to identify the potential aspects of improvement. Promotions of the teachers are based on performance-based appraisal system (PBAS) form for UGC Career Advancement Scheme (CAS) that is based on the API score.

The performance appraisal of the non-teaching staff is done annually and the staff availing the least number of leaves is rewarded by the college authority. The college authority makes an appraisal of the non teaching staff through the set guidelines of Modified Assured Career Progression Schemeregularly. The Principal maintains the performance appraisal of the non-teaching staff yearly and submit it to the GB for next grade of the scale.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	View File

6.4 - Financial Management and Resource Mobilization

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

Rangapara College has a mechanism for internal and external audit to ensure financial compliance. The account branch of the college maintains the annual accounts and audit. The expenditure concerning the college excluding the salary, are budgeted in the beginning of the financial year by a budget committee comprised of senior faculties and members from Accounts Branch.

Two agencies conduct regular financial audit of the college- Auditors of the Department of Finance and Accounts, and Chartered Accountants

Auditors of the Finance and Accounts Department audit the accounts of the college at regular intervals. Any query raised in the process of audit is attended with supporting documents within the prescribed time limit. The audit of the previous years has been completed and replies have been submitted to their satisfaction.

Chartered Accountants and internal auditor conduct regular accounts audit and certifies its Annual Financial Statements. All utilisation certificates submitted to various funding agencies are also countersigned by the CA.

Internal Audit is conducted by an internal auditor appointed by the Governing Body of the college. All vouchers are audited by the internal auditor. The expenses incurred under different heads are thoroughly checked by verifying the bills and vouchers.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	View File

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

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

0

File Description	Documents
Annual statements of accounts	No File Uploaded
Any additional information	No File Uploaded
Details of Funds / Grants received from of the non-government bodies, individuals, Philanthropers during the year (Data Template)	No File Uploaded

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

Rangapara College is a Government Provincialised college. It receives fund from the state government as well as from UGC. Apart from these two sources, in the last five years the college has mobilised grants from the following sources:

1. RUSA grants for infrastructure development
2. Grants from North Eastern Power Corporation Limited (NEPCO)
3. Grant from ICSSR to organise national seminar
4. Grant from research agencies like Science and Research Board (SERB), Govt. of India
5. Grant from the state government
6. Grant from MP area development fund

Besides these external funds, the college mobilises funds from its internal sources likethe followings:

1. Fee from students
2. Contribution from Alumni
3. Rent from Jio mobile tower
4. Rent from Canteen
5. Tender fee
6. Contribution from permanent teachers.

An inherent financial discipline is maintained to make optimal utilisation of the resources.A transparent system is built up in utilisation of the resources.Timely reviews are made in regular basis by the budget committee and the Governing Body to ensure the proper utilisation of the resources. Care is taken not the cross the budgetary limitation in utilisation of the fund.Different committees of the college monitor fund generation and utilisation process during the financial year.

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

6.5 - Internal Quality Assurance System

6.5.1 - Internal Quality Assurance Cell (IQAC) has contributed significantly for institutionalizing the quality assurance strategies and processes

The IQAC of Rangapara College was constituted on 29-09-2004. Since its inception it has been working for quality assurance of the college in different fields like teaching learning process, research, governance, documentation, extension activities, adoption of best practices and several others. The IQAC plays a vital role in maintaining and enhancing the quality of the college and suggests the quality improvement measures. Significant improvements in quality have been made by institutionalizing the following IQAC initiatives:

1. AQAR preparation
2. Preparation of Self Study Reports of various accreditation bodies like NAAC, institutional data base preparation for NIRF, surveillance audit for ISO, Annual Institutional report submission of AISHE and to ensure registration in IRINS and updating of research publication of faculties in Vidwan.
3. Improvement in quality of teaching-learning and research by regular monitoring and collecting feedback from different stakeholders like students, teachers, alumnus and guardians.
4. Optimization and integration of modern methods (like the use of ICT, online classes, blended mode of teaching-learning, participative and experiential learning etc.) of teaching and learning.
5. Monitoring of overall progress by conducting Academic and Administrative Audit, Green Audit, Energy Audit, Hostel Audit and Library Audit.
6. Documentation of the various programmes and activities leading to quality improvement.
7. Digitalization of the central library of the college.

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

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

As the college is affiliated to Gauhati University, it follows the Academic Calendar prepared by the university. However, a separate academic calendar is prepared making some addition calendar just before starting of a new academic year. The academic calendar is strictly followed during the academic year.

At the beginning of a new academic year a joint meeting of the guardians, students and teachers is convened by the IQAC. In the meeting students and guardians are briefed about the rules and regulations of the college, teaching learning process, the system of continuous evaluation, the required percentage of class attendance, facilities available in the campus, various cocurricular activities and discipline of the college.

IQAC advises the departments to find out the slow learners and advance learners from the performance in the internal assessment, group discussions, and departmental seminars. After finding out the slow learners, remedial or tutorial classes are arranged for them. Advance learners are also guided by the departments for further improvement, entry into higher education and for career advancement.

Feedback from the students is taken online, analysed and remedial measures are taken. The teaching learning process is reviewed periodically and improvements are implemented on the basis of the recommendations made by the IQAC.

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

6.5.3 - Quality assurance initiatives of the

A. All of the above

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

File Description	Documents
Paste web link of Annual reports of Institution	http://rangaparacollege.com/index.php?home/iqac_AOAR
Upload e-copies of the accreditations and certifications	View File
Upload any additional information	View File
Upload details of Quality assurance initiatives of the institution (Data Template)	View File

INSTITUTIONAL VALUES AND BEST PRACTICES

7.1 - Institutional Values and Social Responsibilities

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

Rangapara College is always a strong advocate for gender equity. It extends the feeling of adequate safety and security on the college campus, creating an environment of love and respect for the girl students and women employees. We are fortunate that 50.78% of our students are girls and women belonging to SC(2.77%), ST(12.09%), OBC (29.08%), and General category (6.89%). 38% of the faculty members and 41% of the office staff are female. . College has three Women Hostels where the girls themselves maintain the mess. Girl students are given equal opportunities in various college cultural and sports activities. The College has a female football team, a volleyball team, and a kabaddi team. More than 50% of the college students' union members are girls. There is an Internal Complaint Committee (ICC) with 84% female members to protect the female students and female employees of the college from any type of harassment, thus creating an atmosphere and feeling of safety and security. There is a Girls' Common Room with an attached washroom for the female students. Besides, there are adequate numbers of separate washroom facilities for the girl

students and women employees on the college campus.

File Description	Documents
Annual gender sensitization action plan	http://rangaparacollege.com/uploads/igac/IQAC_57.pdf
Specific facilities provided for women in terms of: a. Safety and security b. Counseling c. Common Rooms d. Day care center for young children e. Any other relevant information	http://rangaparacollege.com/uploads/igac/IQAC_58.pdf

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

A. 4 or All of the above

File Description	Documents
Geo tagged Photographs	View File
Any other relevant information	No File Uploaded

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

Solid wastes in the campus consist of leaf litter, waste paper, and solid waste from the college hostel kitchen. Solid waste from college hostel and college canteen is of two types - Degradable like vegetable waste and non-degradable like plastic and glass. The college has two separate large constructed pits for both degradable and nondegradable waste. The college requests the Town Committee of nearby Rangapara Town to remove non-degradable waste from the college campus.

For liquid waste management of the hostel and canteen, a few pits are constructed with a suitable lid so that no bad smell can disturb the atmosphere. The liquid waste of the laboratory is also

disposed of in the same way as the hostel and canteen.

To dispose of the e-waste and hazardous Chemicals and radioactive waste management, the college has signed an MOU with J.N. Associates, H.B. Road, Arunodoi Path, Hengarabari Guwahati, an E-materials and Chemicals Supplier, and E-waste and Hazardous Chemical and Radioactive waste management Agency.

File Description	Documents
Relevant documents like agreements/MoUs with Government and other approved agencies	View File
Geo tagged photographs of the facilities	http://rangaparacollege.com/uploads/igac/IQAC_52.pdf
Any other relevant information	No File Uploaded

7.1.4 - Water conservation facilities available in the Institution: Rain water harvesting Bore well /Open well recharge Construction of tanks and bunds Waste water recycling Maintenance of water bodies and distribution system in the campus

B. Any 3 of the above

File Description	Documents
Geo tagged photographs / videos of the facilities	View File
Any other relevant information	No File Uploaded

7.1.5 - Green campus initiatives include

7.1.5.1 - The institutional initiatives for greening the campus are as follows:

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

A. Any 4 or All of the above

File Description	Documents
Geo tagged photos / videos of the facilities	View File
Any other relevant documents	No File Uploaded

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

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

A. Any 4 or all of the above

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

7.1.7 - The Institution has disabled-friendly, barrier free environment Built environment with ramps/lifts for easy access to classrooms. Disabled-friendly washrooms Signage including tactile path, lights, display boards and signposts Assistive technology and facilities for persons with disabilities (Divyangjan) accessible website, screen-reading software, mechanized equipment 5. Provision for enquiry and information : Human assistance, reader, scribe, soft copies of reading material, screen reading

A. Any 4 or all of the above

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

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

The students of Rangapara College belong to diverse communities of linguistic, cultural, social, and economic backgrounds. At the time of admission, the reservation policy and guidelines of the Government are fully implemented. Teachers of the college extend a few economically disadvantaged students financial support to pursue their studies. The college takes utmost care and effort to maintain an atmosphere of harmony and tolerance. To remove the feelings of regional, linguistic, cultural, and economic inequality, there is a common dress code for the students. However, in the celebration of any events of cultural, and linguistic importance, students are encouraged to wear the traditional dress of the particular community. Department of Bodo has a diploma course where the students and teachers of the college can learn spoken Bodo. These Departments take tremendous efforts to improve the harmony of different cultural and linguistic communities. In the Annual College week, care is taken so that all the linguistic and cultural communities get proper representation. Some of such events are Cultural Procession on the beginning day, traditional dress competitions, folksong competitions, folk dance competitions etc. As an initiative of promoting linguistic tolerance and harmony, Vishwa Matribhasa Divas and Hindi Divas is celebrated in college every year.

File Description	Documents
Supporting documents on the information provided (as reflected in the administrative and academic activities of the Institution)	View File
Any other relevant information	No File Uploaded

7.1.9 - Sensitization of students and employees of the Institution to the constitutional obligations: values, rights, duties and responsibilities of citizens

Being an institution of higher education, Rangapara College organizes different awareness programmes on constitutional obligations like values, rights, duties and responsibilities of citizens. Teachers and employees of the college perform various duties like Master Trainers, Trouble Shooters, Presiding Officers, Polling Officers and Counting officers and counting supervisors during the Lok Sabha Election, Assembly Elections, Panchayat and Municipality Elections. To develop the sense of democracy the college held the election of the Students' Union through a secret ballot system where a bonafide student can contest the election for a portfolio or can vote for the candidates.

To develop the sense of respect and duties to the constitution, various events are celebrated in the college. Independence Day and Republic Day is observed in the college every year. National flag hoisting, distribution of sweets among the students and Football match among the college students are some of the regular features of these events. The College also observes National Human Rights Day (10th December), National Voters' Day (25th January), and Constitution Day (26th November). Through the celebration of these days the college tries to inculcate among the students the values for being responsible citizens as reflected in the Constitution of India.

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

7.1.10 - The Institution has a prescribed code of conduct for students, teachers, administrators and other staff and conducts

C. Any 2 of the above

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

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

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

A number of National and International commemorative events and festivals are organised and celebrated in the college. India's Independence Day is observed in the college with great celebrations. After the hoisting of the National flag, sweets are distributed among the students and children of the nearby villages. Football matches are being organised among the students and nearby villages and Army Camps. Republic Day of India is celebrated every year by the students, teachers and employees of the college with pageantry and splendor. Unfurling of the National Flag is done by the principal of the college. Singing of patriotic songs by the students take place after unfurling of the National flag. Saraswathi Pujais celebrated every year in the college with devotion and spiritually.. Constitution Day is observed in the college every year to commemorate the adoption of Indian Constitution, Rangapara College also celebrates the National Voters' Day on 25th January every year. Besides, Teachers' Day , Hindi Divas , National HRights Day ,National Youth Dayis celebrated in the college to commemorate the birth anniversary of Swami Vivekanand. Besides, International Yoga day, World Environment Day, and International Language Day are also celebrated in the campus.

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

7.2 - Best Practices

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

Name of the practice: Community Based Practices.

Objective of the practice:

To develop the society of the surroundings by doing community services.

The Context:

In its endeavour to reach the community and to understand issues of disadvantages

and for redressal, the following programmes were taken up:

- Adoption of nearby villages.
- Funding of Community based projects.

The Practices:

- Five number of villages were adopted to improve the quality of life of the villagers.
- Four teachers were provided funds to conduct community-based projects in the surrounding areas of the college.

Evidence of Success:

- As a result of the endeavour taken up by the college, these

five villages have been brought under Unnat Bharat Abhijan (UBA) of Government of India and fund has been provided by the government to implement the action plan.

- The College has extended financial grants to five teachers to take up projects based on the surrounding areas of the college. The projects are investigating the superstitious belief of witch-hunting, implementation of MGNREGA schemes, supervision practices of primary schools and checking the quality of fishes of the area.

Problems Encountered and resources required:

Paucity of fund is main hindrance in such practices. The sanction from UBA and funding from the college authority helped in implementing the practices.

File Description	Documents
Best practices in the Institutional web site	View File
Any other relevant information	No File Uploaded

7.3 - Institutional Distinctiveness

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

Rangapara College has played a pivotal role in providing higher education to the rural areas of its surroundings.

Surrounded by lush green of the tea gardens, the green campus of the college is endowed with natural beauty, serenity and tranquility. High ratio of girl students, under privileged ST, OBC and Tea-tribe students, high-quality research publications, good academic infrastructure, sports and cultural infrastructure, community-based policies etc. are some of the distinctiveness of the college.

One of the most important area distinctive to its priorities and thrust area is the introduction of E-Governance. The online admission process of the college has already been started with adequate number of help desks for the rural students. Fee payment system has been made online. Call for tenders, quotations, advertisement of posts has been made online. Introduction of ICT enabled class rooms and seminar halls with internet connectivity of 50 mbps are some of the steps of E-Governance. On line application and approval of leave, and biometric attendance system

have been introduced. The feed back of different stakeholders is also taken through online system. On line classes and internal examinations and online meetings have been introduced.

File Description	Documents
Appropriate web in the Institutional website	View File
Any other relevant information	No File Uploaded

7.3.2 - Plan of action for the next academic year

- Introduction of Certificate course in Spoken English
- Introduction of Honours course in History
- Construction of a Digital Seminar Hall
- Scheme for Fishery in college campus for resource generation by Dept. of Fisheries, Govt. of Assam under Amrit Sarovar Yojana
- Initiative for filling up of vacant positions of teaching and non-teaching staff
- Village adoption under UBA scheme of Govt. of India
- Introduction of online system for leave application and approval for teaching and non-teaching staff
- Introduction of online feedback system for different stakeholders of the College
- Opening of hostels for Boy's and Girl's respectively funded by the Tea Tribes Welfare Department
- Adoption of scheme under MGNREGA for plantation of valuable trees like, sandalwood, agar etc.
- Installation of high mast solar light in the college campus
- Installation of 10 KV solar power plant (off grid) in the library.