



YEARLY STATUS REPORT - 2020-2021

Part A

Data of the Institution

1.Name of the Institution	WOMEN'S COLLEGE, TINSUKIA
• Name of the Head of the institution	Dr. Rajib Bordoloi
• Designation	Principal
• Does the institution function from its own campus?	Yes
• Phone no./Alternate phone no.	03742338826
• Mobile No:	8721877856
• Registered e-mail	iqacwcttsk@gmail.com
• Alternate e-mail	wcttsk@gmail.com
• Address	Rangagora Road, Durgabari, Tinsukia, Assam
• City/Town	Tinsukia
• State/UT	Assam
• Pin Code	786125
2.Institutional status	
• Type of Institution	Women
• Location	Urban
• Financial Status	UGC 2f and 12(B)

• Name of the Affiliating University	Dibrugarh University
• Name of the IQAC Coordinator	Dr. Budul Chandra Das
• Phone No.	7002179026
• Alternate phone No.	9706467330
• Mobile	7002179026
• IQAC e-mail address	iqacwcttsk@gmail.com
• Alternate e-mail address	wcttsk@gmail.com
3.Website address (Web link of the AQAR (Previous Academic Year)	https://wcttsk.ac.in/uploads/files/AQAR_2019-2020_Accepted%20on%2011_11_2020.pdf
4.Whether Academic Calendar prepared during the year?	Yes
• if yes, whether it is uploaded in the Institutional website Web link:	https://wcttsk.ac.in/uploads/files/Academic_Calendars_2020_2021.pdf

5.Accreditation Details

Cycle	Grade	CGPA	Year of Accreditation	Validity from	Validity to
Cycle 2	B++	2.87	2017	30/10/2017	29/10/2022
Cycle 1	B+	76.20	2004	08/01/2004	07/01/2009

6.Date of Establishment of IQAC	23/01/2004
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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
Govt. of Assam	Sanitizer/ Sanitization Goods	DHE, Assam	2020-21 (365 Days)	17,000/-
Assam Science & Technology and Environment Council, Guwahati, Assam	Eco Club	Assam Science & Technology and Environment Council	2020-21 (365 Days)	5,000/-
Dibrugarh University, Dibrugarh	NSS Grant	Dibrugarh University, Dibrugarh	2020-21 (365 Days)	80,100/-

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	17
<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 	View File
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)	
During Covid 19 situation 04 (four) number of Webinars were	

organized in association with Dept. of Economics (14-16 July, 2020), with NSS Unit (21.07.2020), with Dept. of Assamese (17.08.2020), with Dept. of Sociology (21.08.2020)

One Virtual 7 Days Workshop on "Dress Making, Designing and Craft Work" was organized during 24-30 Aug., 2020 where 91 students participated out of 160 registered students.

Covid 19 (RT-PCR) Test Camp has been organized in the Campus on 25.08.2020 & all teaching and non-teaching staff and their families were tested in the camp. All were reported Negative on 2nd Nov., 2020.

Fully Online Admission Process has been activated, and successfully completed the process during 08 June - 31 August, 2020 due to Covid19 Situation; and mechanism of Online Class for all semester students were prepared and Monitored during the Covid Period by the IQAC.

A Power Seminar has been organized on 26.12.2020 in association with ICT Academy, Chennai on the Topic "Job Skill for New Normal Scenario" where 126 students benefitted during Covid Situation.

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
<p>Planned to perform Admission Process in Fully Online Mode by using Electronic Content Management Software (ECMS) developed by DeeTech Sollution.</p>	<p>The Admission process is done in Fully Online Mode during the session using the ECM Software.</p>
<p>Decided to include more dimension to the teaching-learning process by utilizing digital platforms to organize periodic seminars, workshops in online mode. Also decided to request the college authority to allocate more fund to the annual Budget for purchasing of a Professional Digital Platform and other related infrastructure so as to ensure smooth running of virtual classes, virtual meetings, webinars etc,</p>	<p>A Digital Platform (ZOOM) was purchased for smooth running of regular classes, meetings and to organize periodic seminars, workshops in online mode. Teachers also used other Virtual platforms like google meet, Google Classrooms including Zoom to continue regular classes.</p>

<p>In view of prevailing Covid19 Situation the Principal was requested to introduce a separate COVID MANAGEMENT SYSTEM and to allocate separate fund.</p>	<p>Separate Budget is allocated in Annual College Budget for Covid Situation. A COVID MANAGEMENT BODY was formed and other infrastructures like Sanitization Tunnel, Hand Sanitization Machines were also installed at different places of the college to meet the challenges of Covid19 Situation. It is also made mandatory of wearing mask in the college campus for all.</p>
<p>To enhance employability of the students by providing them holistic education, the IQAC decide to request the College Authority to include more Add-on /Value Based /Skill Based/Vocational Certificate Courses.</p>	<p>Initiative has been taken to introduce more Add-on /Value Based /Skill Based/Vocational Certificate Courses. Although, due to Covid Situation smooth execution of the same could not be achieved in 2020-2021, some such courses have been started from the session 2021-2022.</p>
<p>To encourage the students of the institution and those from the other institution of the region, it has been decided to organize more Fenching Coaching Camps by inviting NIS Coaches.</p>	<p>During 04-13 January, 2021, a 10 (ten) Days Fencing Coaching Camp was organized with NIS Coaches in the college campus in association with Office of the District Sports Officers and Anirban Fenching Sports Academy inaugurated by Mr. Lakhya Konwar, (Member Secy. State Level Advisory Committee, Dept. of Sports and Youth Welfare; Vice-president, All India Athletic Federation & Gen. Secretary, Assam Olympic Association.).</p>
<p>13. Whether the AQAR was placed before statutory body?</p>	<p>Yes</p>
<ul style="list-style-type: none"> Name of the statutory body 	

Name	Date of meeting(s)
Governing Body, Women's College, Tinsukia	20/11/2021
14. Whether institutional data submitted to AISHE	
Year	Date of Submission
2019-2020	30/01/2020
Extended Profile	
1. Programme	
1.1 Number of courses offered by the institution across all programs during the year	75 (B.A. - Honours: 27, Non-Honours: 24, and B. Com. 24 as 3 Courses are common to BA & B.Com.)
File Description	Documents
Data Template	View File
2. Student	
2.1 Number of students during the year	959
File Description	Documents
Data Template	View File
2.2 Number of seats earmarked for reserved category as per GOI/ State Govt. rule during the year	156
File Description	Documents
Data Template	View File
2.3 Number of outgoing/ final year students during the year	217/267

File Description	Documents
Data Template	View File
3.Academic	
3.1 Number of full time teachers during the year	31
File Description	Documents
Data Template	View File
3.2 Number of Sanctioned posts during the year	33
File Description	Documents
Data Template	View File
4.Institution	
4.1 Total number of Classrooms and Seminar halls	36
4.2 Total expenditure excluding salary during the year (INR in lakhs)	42.44
4.3 Total number of computers on campus for academic purposes	166

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

Since the college is affiliated to Dibrugarh University, Assam, it cannot develop a curriculum on its own. Within the existing curriculum, the college offers 10 (ten) Honours and 12 (twelve) core subjects to choose from; but, in self Financing programmes like B.Com, the Flexibility is slightly low. However, the Institution has

its own strategy to implement the university planned curriculum by preparing a central Routine of classes for all semesters so that no student either of Honours or Non-honours deprive of shortage of classes. It is also taken care of, when preparing the Class Schedule, that courses of all semesters would complete in due course of time. For recording and monitoring of progression of courses, a system of maintenance of a Teachers' Diary has been implemented where each teacher records their daily progression of courses, in accordance with their Teaching plans those they displays in the departmental Notice Board at the beginning of the classes of each semester. The Vice Principal of the college, being Head of the Academic Committee, monitors the system and verifies the Diaries of the Teachers and preserves the documents in his custody at the end of the Academic year.

File Description	Documents
Upload relevant supporting document	View File
Link for Additional information	https://drive.google.com/drive/folders/ld6Ly_aJsIvRqs9ogolN_OjIiy3D4a7iw?usp=sharing

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

Being affiliated to Dibrugarh University, Assam, the institution has limited scopes for reform on its academic calendar & internal evaluation mechanism as the modalities for the same has been devised by the affiliating university itself. However, the institution adheres to the academic calendar including for the conduct of CIE with some novel initiatives-

- For the benefit of the students, it has been made mandatory to use OMR/MCQ type Questions at least in one paper in Sessional examinations.
- HoDs are requested to ensure that towards the end of every theory classes there must be a SHORT QUIZ SESSION/ CLASS ASSIGNMENT.
- UNIT TESTS are regularly done at the end of every Unit/ Lesson.
- Students on a given topic are to give PRESENTATIONS using ICT tools or to sit for a GROUP DISCUSSION so that Evaluators can figure out the level of their grasps on ICT tools and/or their hold on the subject.

- Few departments also conduct ONLINE EXAMINATIONS as a part of CIE.
- TWO SESSIONAL EXAMINATIONS which are the backbones of the Internal Evaluation process, are conducted in each session. However, due to Covid19 pandemic situation during the session 2020- 2021, only one Sessional examination was conducted.

File Description	Documents
Upload relevant supporting documents	No File Uploaded
Link for Additional information	Nil

1.1.3 - Teachers of the Institution participate in A. All of the above 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

File Description	Documents
Details of participation of teachers in various bodies/activities provided as a response to the metric	View File
Any additional information	View File

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

2

File Description	Documents
Any additional information	View File
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)

0

File Description	Documents
Any additional information	No File Uploaded
Brochure or any other document relating to Add on /Certificate programs	No File Uploaded
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

283

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

283

File Description	Documents
Any additional information	No File Uploaded
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 curriculum of the institution is enriched with different courses which integrate cross cutting issues relevant to professional

ethics, gender, human values and environment and sustainability. To sensitize students on different cross cutting issues the institution organized different programs and formed different cells and committees with the purpose of support service and welfare of the students. The courses on ethics, gender, empowerment of women and participation in social activities through NSS and NCC are embedded in the curriculum of all programs .The institution has a conducive environment for overall development of the girls' students. The students enter in the college with the motto of "Enter here to grow in stature, be a complete woman and serve the mankind" and the college do its best efforts to fulfil this objective. The college has imbibed different types of courses in curriculum (the detail is uploaded as a list in this metric) as well as entrust on different extra-curricular activities for overall development of the students. The detail of activities during the session 2020-21 for holistic development of students are explained in brief in additional information.

File Description	Documents
Any additional information	View File
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

4

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

299

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

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

B. Feedback collected, analyzed and action has been taken

File Description	Documents
Upload any additional information	No File Uploaded
URL for feedback report	https://drive.google.com/drive/folders/1RmlpJuRWqQY0zeaZ69RjI8MW834mL7UY?usp=sharing

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

350

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

237

File Description	Documents
Any additional information	No File Uploaded
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

After first month of beginning of a new session, each department tests the learning level of students through class tests/unit tests and identifies the advanced and slow learners in accordance with

their learning levels. All Departments discuss the matter in their Department Management Committee (DMC) and accordingly takes necessary measures through arrangement of remedial classes, monitoring and counseling and extra guidance for the slow learners. Some Departments like commerce and other teachers also adopt seat-shuffling policy by virtue of which two slow learners are accompanied by one advanced learner in a desk. Moreover, after conduction of 1st sessional exam, the DMCs review the progress of the leaning levels of the students and take more necessary measures as per requirement. Usually the institution has a policy of identification of advanced and slow learners through Academic Performance Monitoring and Counseling Cell (APMC). However during the covid period, although the real time identification was not possible to execute, the IQAC along with the college administration in association with Students Union members did personal verification related to their problems in academics through virtual mode and relief initiatives were taken for those who were found affected due to the pandemic situation.

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
959	42

File Description	Documents
Any additional information	No File Uploaded

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

Due to Covid Pandemic situation, during the session, online classes were continued; hence it was a challenging task to do the needful in this respect. However, the institution takes necessary steps to enhance the learning experiences of students through experiential learning, participative learning, hands on experience etc. Many Departments planned to take students for field visit at different

places such as industries, Banks, Tea Garden Areas, temples etc. to enhance experiential learning of students, and a few departments have successfully done the same as planned. However due to covid pandemic, smooth execution of the plan could not be achieved. Still-

- Students were encouraged to prepare power point presentations on topic of their courses and to make presentation of the same.
- Group discussions on different topics of their courses were arranged by departments.
- Interaction with students during classes on their understanding of the topic is regularly practiced by concerned teachers.
- As digital learning was need of the hour, some teachers to encourage participative learning of use of virtual platforms, directed the students to host the classes and not merely attending it.

File Description	Documents
Upload any additional information	No File Uploaded
Link for additional information	https://drive.google.com/drive/folders/19BsVtTTB9pYYMwe8CcZjKV4SptN0teiP?usp=sharing

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

For effective teaching learning process, ICT enabled tools like Google Classroom, Zoom, Google Meet, Microsoft Teams, Google Forms etc. are used by teachers of different departments. During the covid situation, especially in the session 2020-2021, all teachers of each department were engaged in online classes using power points presentations, Lecture videos made in Screencast/ X-recorder app., write ups in PDF format etc. Some teachers even upload their recorded videos in YouTube for students to take it as reference during revision. In the college also most of the departments use ICT tools in classroom teaching using Smart TVs, Projectors, Smart Boards, Laptops etc. so that teaching-learning process can be made more interesting and effective. Moreover, the college in order to save time in classroom teaching implemented a mobile application "Class O' Clock" to take digital attendance from session 2019-2020.

File Description	Documents
Upload any additional information	No File Uploaded
Provide link for webpage describing the ICT enabled tools for effective teaching-learning process	Nil

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

42

File Description	Documents
Upload, number of students enrolled and full time teachers on roll.	No File Uploaded
Circulars pertaining to assigning mentors to mentees	No File Uploaded
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

31

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

16

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

401.5 Years

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.

Since the institution is affiliated to Dibrugarh University, Dibrugarh, Assam, the modalities of Internal Assessment (IA) is devised by the university itself, and IA is done under three heads as per University Regulation: The marks allotted for IA (20%) in each course is based on the following:

1. Two compulsory sessional written Examinations for UG level are conducted in each semester. After examination of the copies by concerned teacher, students are allowed to check their copies, if asked for the same, to make the system transparent. From each Written Sessional Examinations (I & II), 25% of the marks calculated for IA.

2. One Compulsory Group Discussion / Seminar Presentation is organized in each semester where 25 % of the marks allotted for IA.

3. Attendance of students is monitored for IA marks since 25 % of

the marks allotted for attendance in IA.

- Under these three Heads, each Department Keeps Record of every Student.
- Further, as per University Guidelines IA Marks of each Students are calculated and Marks Sheets are Displayed in Notice Board.
- Excluding the compulsory IA evaluation process, departments arranges Unit tests, class tests etc. so that students can be assessed in accordance with their learning levels

File Description	Documents
Any additional information	View File
Link for additional information	https://drive.google.com/drive/folders/161PHejulIvdcUYcl-xt8HIZbbe821qp-?usp=sharing

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

The mechanism to deal with internal examination related grievances is as follows:

- Since IA Marks of each Student are calculated as per University Guidelines, and Marks Sheets are displayed in Notice Board, hence students get the opportunity to lodge their grievances related to the matter.
- However, there is no provision for "repeat"/ "betterment" in the sessional examination. If a student misses any sessional examination for unavoidable reasons, the concerned teacher may allow the student to appear in a separate examination at his/her own discretion as per University regulation.
- Within one week students have to lodge their grievances, related to IA Marks, if any, to the concerned Head of the Department.

Under such circumstances, Department Management Committee discuss thematter and if any discrepancy found, concerned teachers scrutinize /re-evaluate the answer scripts and declared the marks accordingly within the stipulated time prescribed by the Concerned HoD.

- If the/any grievance could not be resolved by the department, the

Academic Committee take over the responsibility to deal with the matter to resolve it within the stipulated time notified by the affiliating university for submission of IA Marks.

- However, no grievance reported during the session.

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 teachers and students can well aware about the programme and courses offered by the institution in its website. The college declares the Programmes and Courses in its prospectus which is made available in each year before the admission process is started in the college website. One can search for programme and course outcomes also in the College website.

- For the programmes and courses offered by the college during 2020-2021, the link is (pp.4-11 of Prospectus 2020-21) :

[PROSPECTUS_2020.pdf \(wcttsk.ac.in\)](http://wcttsk.ac.in/uploads/files/PROSPECTUS_2020.pdf)

- For the programme & course outcome, one can search the following link:

[wimcol.org \(http://wimcol.org/uploads/Programme_Outcome.pdf\)](http://wimcol.org/uploads/Programme_Outcome.pdf)

Additional information:

- Link for Prospectus of other years (2019-2020 & 2020-2021) :

[wimcol.org \(http://wimcol.org/uploads/PROSPECTUS_2019.pdf\)](http://wimcol.org/uploads/PROSPECTUS_2019.pdf)

https://wcttsk.ac.in/uploads/files/PROSPECTUS_2020.pdf

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for Additional information	http://wimcol.org/uploads/Programme_Outcome.pdf
Upload COs for all courses (exemplars from Glossary)	No File Uploaded

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

The Institution evaluates the programme outcome and course outcome which is reflected in University Results, students progression to higher education and in placement into different jobs/employment opportunities. It has been observed from our programme outcome analysis that progression to higher education is more than immediate placement of our graduate students in a job.

During last academic year, out of 217 graduated students from our college, a total number of 115 students progressed to higher education or other professional programmes (Data uploaded with AQAR-2019-2020: Metric No. 5.2.2) and 42 graduates got employment in various sectors. (Data in accordance with NIRF participation). The good pass percentage in various programmes of the institution (2019-20: BA: 90.18% (Major); 67.33% (Non-major) and B.Com.: 100%/ & 2020-21: BA: 100% (Major); 99% (Non-major) and B.Com.: 100%/) reflects well on satisfactory attainment of programme outcome. The analysis shows requirement of more Skill enhancement courses to be incorporated in the curriculum.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for Additional information	http://wimcol.org/uploads/Programme_Outcome.pdf

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

274

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	https://wcttsk.ac.in/uploads/files/ANNUAL%20REPORT%202020.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)

[https://wcttsk.ac.in/uploads/files/SSS%20REPORT WCT %202020-2021.pdf](https://wcttsk.ac.in/uploads/files/SSS%20REPORT%20WCT%202020-2021.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)

NIL

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)	No File Uploaded

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

NIL

File Description	Documents
List of research projects and funding details (Data Template)	No File Uploaded
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

10

File Description	Documents
Report of the event	No File Uploaded
Any additional information	View File
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

8

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

41

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

The institution carried out certain extension activities in the neighborhood community and also to sensitizing students to different social issues for their holistic development. Teachers and students of the college, under the banner of NSS, NCC and Women's studies and development Cell (WSDC) also organized few extension activities in the neighbourhood community time to time. There were few online awareness programme organized to sensitize students in issues like protection of environment, legal awareness, health and hygiene etc. On 21/7/2020, a workshop was organized by NSS and IQAC on cleanliness, pandemic and students' responsibility. On 08/03/2021 a legal awareness programme was organized in an adopted village (Itakhuli Block) in collaboration with District Legal Services Authority on the eve of International Women's Day where the Women's of the village became aware about their responsibilities as well as the villagers learn about their rights, and to enjoy their rights with legal protection. These programmes helped the students also to awarefor their holistic development. Such programmes impact the neighborhood communities and so they justify the Women's College, Tinsukia as a premier institution in this area.

File Description	Documents
Paste link for additional information	https://drive.google.com/drive/folders/1S8ogWLIe7Rh2ud0wLckTDkHGEGlIiVZ8?usp=sharing
Upload any additional information	No File Uploaded

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

04

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

14

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

655

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

06

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

03

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 institution has the following infrastructure and physical facilities for teaching learning :

- **Classroom and Seminar Hall:** We have 34 Number of Classrooms out of which 05 are ICT enabled, 03 are classroom cum Seminar Halls, 04 are facilitated with smart Board. We also have 01 Auditorium and 01 Conference Hall with ICT facility.

- **Labortories:** The college have 04Computer Labortories comprising 200 computers and 01 Labortory for Education Dept.

- **Library:** The library is fully automated with installation of SOUL 1.0 version. The Total number of Books recorded in SOUL database is 44,206.

Hostel: The girls' hostel has a seat capacity of 150. A New extension of the hostel has come up with a seat capacity of 28.

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

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

The institution has the following facilities for cultural activities, sports, games etc.

- **Cultural:** There is a Music center with the provision of ceratin musical Instruments and to encourage the students for cultural activities, a Music Teacher has been appointed. As a Multi Utility Infrastructure, the college Auditorium is used for organizing different cultural activities which is well equipped with Audio amplifiers, LCD Projectors, Electricity backups and with more than 500 seat capacity. An Ethnic museum has also been created in it.

- **Sports:** The College has a very small play ground where there are arrangements for outdoor sports like Volley ball, Kho Kho etc. Indoor sports like Badminton, Carom, chess etc. are played inside the multi purposed auditorium. The college also has a Fencing

Training Centre under Tinsukia District Fencing Association where regular fencing training is given by NIS coaches.

- **Gymnasium:** There is a gymnasium in the college comprising various exercise machines.

- **Yoga Centre:** The college has a Yoga Centre and from the session 2021-22 it will start a certificate course on Yoga and Spirituality.

Since the facilities cannot be said to be adequate, hence the college is trying to develop its New campus with adequate facilities at Bajaltali Area, Tinsukia.

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.

36

4.1.3.1 - Number of classrooms and seminar halls with ICT facilities

36

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

20,93,985 (20.94)

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 process of library automation was started in the year 2008 with the installation of Soul 1.0. Presently, SOUL 2.0 has been installed which is an upgraded version of SOUL 1.0. The library is Fully automated. The functions covered under automation are Cataloguing, Circulation, Current Awareness Service, OPAC search (Online Public Access Catalogue) and Reference Service. The Total number of Books recorded in SOUL database is 44,206. The Specific required Details as Follows:

- Name of ILMS software : SOUL
- Nature of automation (fully or partially) : Fully automated
- Version : 2.0
- Year of Automation :2008

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

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	View File
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)

0.59

File Description	Documents
Any additional information	No File Uploaded
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

29

File Description	Documents
Any additional information	View File
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

The Institution regularly updates its IT facilities (processors, softwares, internet connectivity, Wi-Fi etc.). A MoU has been signed with an IT farm, the "Dey's Computer, Tinsukia". As a part of this MoU, Day's Computer periodically checks and updates all IT infrastructures in the college under active monitoring and

supervision of the ICT Committee and the Principal. The computers are checked periodically once in six months for expiry of its software and necessary updates are done. Similarly all the hardware are checked for any fault or malfunctioning and necessary repair are done. The College has majority of its sections covered by Broadband internet Wi-Fi. The service provider along with the Day's Computer does periodic maintenance to ensure smooth running of the same.

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

4.3.2 - Number of Computers

200

File Description	Documents
Upload any additional information	View File
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)

21,50,326/- (21.50)

File Description	Documents
Upload any additional information	No File Uploaded
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.

1. **Laboratory:** The laboratory of the Education Department is maintained by the support staff of the department.
2. **Library:** The books and the book shelves are regularly maintained by the library staff. SOUL and other software are periodically updated and maintained by the Librarian with the help of the outsourced technical person.
3. **Sports Ground:** All the sports facilities have been periodically maintained by the college authority by outsourcing required technical persons from local farms.
4. **Computers:** Computers are maintained periodically under direct supervision of the faculties of the Computer science department. For hardware maintenance, the college has outsourced one technical person from a computer farm and as per MoU with the farm the technical staff periodically does the hardware maintenance.
5. **Classroom and Infrastructure facilities:** The class rooms/lecture halls are painted/whitewashed once in a year. Maintenance of different furniture are done as and when necessity arise. For maintenance of the electrical utilities/equipments, we have outsourced one technical person (Electrician) on contractual basis for regular maintenance. The diesel gen sets are periodically maintained by technical persons from respective companies. A private firm "DeeTechSollutions, Guwahati" has been outsourced for maintenance of the College Website.
6. **Hostel:** Maintenance is done periodically.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	https://drive.google.com/drive/folders/1kdBdWgQUnL5UB3mRbH1bQGS9SOD4SGvU?usp=sharing

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

1160

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 benefitted by scholarships, free ships, etc provided by the institution / non- government agencies during the year

1160

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)	View File

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	https://drive.google.com/drive/folders/1kdBdWgQUnL5UB3mRbH1bQGS9SOD4SGvU?usp=sharing
Any additional information	View File
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

245

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

245

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

A. All of the above

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

File Description	Documents
Minutes of the meetings of student redressal committee, prevention of sexual harassment committee and Anti Ragging committee	No File Uploaded
Upload any additional information	View File
Details of student grievances including sexual harassment and ragging cases	No File Uploaded

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

23

File Description	Documents
Self-attested list of students placed	View File
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

91

File Description	Documents
Upload supporting data for student/alumni	No File Uploaded
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

09

File Description	Documents
Upload supporting data for the same	View File
Any additional information	View File

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.

17

File Description	Documents
e-copies of award letters and certificates	No File Uploaded
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)

The Students' Union of the college works tandem with the college administration and the IQAC. It sits with the IQAC periodically to discuss different students related academic issues as well as extracurricular activities and the IQAC accordingly discusses the matters with the authority to deal with the issues as per necessity. The Union observes different occasions in the college such as Teachers' Day, Fresher's Social, Farewell Meeting and different occasions of national importance/social significance. It also organizes the Annual College festival where different competitions are held among students and ensures participation of the students in various university level/ state level /national level competitions. The Union also keeps strict vigil on matters related to students' welfare, safety, security, grievances etc. The college as a part of its stated policy of ensuring participative governance always ensures participation of student bodies in various statutory/ nonstatutory bodies of the college., for example, IQAC, Project Monitoring Unit (RUSA:2.0) of the college etc. In Women's College, Tinsukia, there is a scope for students' representatives to be included as members of bodies like Internal Complaint Committee, Sexual Harassment prevention Cell, Anti Ragging Cell etc. The other Major Activities of the Students' Union are added in additional information.

File Description	Documents
Paste link for additional information	https://drive.google.com/drive/folders/1EnsAaEx-hZpNSyWo4-AoeceB4Qwe2euL?usp=sharing
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

File Description	Documents
Report of the event	No File Uploaded
Upload any additional information	No File Uploaded
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

Women's College Alumnae Association was established in the year 2003 consisting of 300 Members. The main objective of the organisation is to work for the betterment of the community and to raise funds for the development of the college. Women's College Alumnae Association was established in the year 2003 consisting of 300 Members. The main objective of the organisation is to work for the betterment of the community and to raise funds for the development of the college. But, Alumni Association of the College could not contribute anything for the session 2020-2021 due to Covid pandemic. Although, the association donated few masks, hand sanitizer for the students of the College. It also attended two meetings in this session to discuss about how to work for the greater interest of the students of the college. The members of the association participated in different webinar and workshop organised by various department of the college. Mamoni Sinha, an active member of the association trained present students of the college in a seven days workshop organised by the department of Education on 24/08/2020-30/08/2020.

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

5.4.2 - Alumni contribution during the year (INR in Lakhs) E. <1Lakhs

File Description	Documents
Upload any additional information	View File

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 Vision of the college is to become the center of excellence and to contribute in nation building and its Mission is to produce graduates; temporally relevant and true assets of the nation.

The institutional leadership puts forward its strategic efforts towards upliftment of the institution which are, in line with its stated Vision and Mission. In order to enhance its hard earned reputation as the premier institution for higher education in this region, the college authority with active support from the IQAC and faculty members-

- Ensures multi dimensional Teaching-Learning incorporating innovations viz. ICT, Participatory Learning, Experiential/ Experimental Learning etc.
- "Students' Diary", "Teachers Diary" are used for monitoring of teaching-learning. Also there is a special Cell for monitoring and counseling purpose.
- A robust Feedback system ensures that there is no slackness in intensity of quality teaching-learning.
- Employability enhancement programmes/ special workshops/ coachings etc. are regularly organized with a view to enhancing employability of the students.
- Various forms of Value Education are imparted by organizing relevant programmes regularly.
- To inculcate a sense of national pride, various programmes on National importance are organised on regular basis.
- Teachers and Students are given enough scopes to take part in various decision making bodies.

File Description	Documents
Paste link for additional information	https://drive.google.com/drive/folders/1RNqRhE6U0vHiVHzao5PkCHc5We6bIPvV?usp=sharing
Upload any additional information	View File

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

Management runs the institution adopting decentralization and participative policy:

1. All the Academic Departments have been given full autonomy regarding curriculum delivery and teaching-learning. The Principal role is that of a facilitator.
2. There are different committees/Cells for smooth functioning of academic activities and student affairs, in which college teachers take part and assume leadership roles for their smooth functioning.
3. For infrastructural development and augmentation there are Purchase Committee, RUSA Project Monitoring Unit and Infrastructure Development Committee Constituted by faculty members, office staff, student representatives. These Committees enjoy full autonomy as per as their functioning are concerned and any monetary transaction/ infrastructure development proposals are approved only when they are passed by these committees.
4. And the entire policy making and futuristic plans are look after by the IQAC which is an independent statutory body formed as per NAAC guidelines and the college administration does not interfere with functioning of these cells/committees etc. On the average more than 50% teachers, office staff take part in these committees at various capacity.

File Description	Documents
Paste link for additional information	https://drive.google.com/drive/folders/13BfiZeC7uVZvaJlrlmgOCGFCY1bQA8_t?usp=sharing
Upload any additional information	View File

6.2 - Strategy Development and Deployment

6.2.1 - The institutional Strategic/ perspective plan is effectively deployed

The institution always tries to provide Skill based education to the students of the college. As a part of the strategic planning to increase it, the authority planned during the session 2020-2021 to create a Composite Weaving Centre. It was a dream project of our college to train up the students of the college along with a few needy and interested women of the neighboring areas. The main aim of this project is to train up the target group in weaving so that they can become financially self-dependent. In respect of this plan, the institution approached to the Department of Handloom and Textile, Govt. of Assam to provide maximum assistance in order to make the plan successful. Accordingly, with positive response and support from the Tinsukia Division of the said Department, the college successfully inaugurated a Weaving Centre at the New Campus of the College (Bajaltali Area) on 13th of November, 2021.

File Description	Documents
Strategic Plan and deployment documents on the website	No File Uploaded
Paste link for additional information	https://drive.google.com/drive/folders/1GofgOPzclnLW2aNWZu03t9bKA16l3S9F?usp=sharing
Upload any additional information	View File

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 administration is headed by the Governing Body which is formed by the Directorate of the Higher Education, Assam. The DHE appoints the Principal who is the DDO and Administrative Head of the Institution and functions under the direct supervision of the Governing Body. There is a complete administrative set up consisting Grad-III and Grade-IV staff to assist the Principal in various administrative and financial matters. The Vice-principal is there to assist the principal in various college activities specially the academic affairs. Vice-principal coordinates with different departments with a view to ensuring smooth transaction of the academic curriculum. The IQAC is a statutory body formed as per the UGC guidelines to look after quality in overall activities of the college. It does necessary planning, analyze programme outcomes, takes feedbacks from stakeholders and ensures optimum participation

of teachers and students in various college affairs. The departments headed by the HoDs offer various specific programmes approved by the University and enjoy good deal of independence. There are various powerful committees that assist the Principal in financial and infrastructure matters to ensure transparency in the same. The robust student support services are present to assist students in their academic and overall developments.

File Description	Documents
Paste link for additional information	Nil
Link to Organogram of the Institution webpage	https://wcttsk.ac.in/uploads/files/Organogram_WCT_Tinsukia.pdf
Upload any additional information	View File

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	No File Uploaded
Screen shots of user interfaces	View File
Any additional information	No File Uploaded
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

The existing welfare measures for teaching and non- teaching staff of the college are-

- For Teachers: 1) There is a scheme named Employees' Mutual Benefit Fund, which provides financial assistance to needy teachers in the forms of loans. 2) The College provides Free Ambulance service Facility to the Teaching Community during emergency. 3) Time to time

few free Health check-up camps are organized in the college in association with Govt. Health centers both for teaching and Non-teaching staffs.

• For non-teaching staffs: 1) Non-teaching staffs are also covered under the Employees' Mutual Benefit Fund Scheme and they can avail similar benefit as enjoyed by the teaching staff. 2) The College Administration provides housing accommodation to Grade IV employees on minimal rent. This is, keeping in view, their weak financial condition. 3) The College provides Free Ambulance service Facility to the Non-teaching staff also during emergency. 4) Free Electricity and Running Water Facility also has been provided to the Support staff of the college in the staff quarters.

File Description	Documents
Paste link for additional information	https://drive.google.com/drive/folders/1EPYsIUzISW31S-7DotYi2IU263ZCeWPU?usp=sharing
Upload any additional information	View File

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

00

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

03

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)	View File

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

16

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	No File Uploaded
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

The functioning status of the Performance Appraisal System in the college is as follows:

1. The IQAC has prepared a Specific Format for Performance Appraisal. In that Format every year a Report of Performance Appraisal from each teaching staff is collected by the IQAC. After

analyzing all the data regarding Publication, Presentation in Seminars/Webinars/Workshops etc. by individual teachers, a Summary of different activities performed by the faculties are prepared for submission to NAAC through AQARs and Reports are preserved in IQAC for Record.

2. The Authority in order to appraise the performance of the teaching community collects feedback from students through IQAC and on the basis of the feedback collected from students, takes necessary measures. Time to time the Vice-principal also asked the Heads of the departments to submit progress report of Courses and accordingly arranges additional classes if found necessary. The authority has given the priority to 100% course completion in each semester.

3. The Principal of the college regularly monitors the performance of the non-teaching staff by direct supervision of different official works/documents. Through the feedback collection system from the non-teaching staff, the authority accounts the performance of the staff and takes necessary steps wherever necessary.

File Description	Documents
Paste link for additional information	https://drive.google.com/drive/folders/1SQtuWpmtSFKB7KhhzplnZOHGT4isUOy-?usp=sharing
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

The institution conducts internal as well as external audits regularly:

1. The Internal Audit: The audit includes the examination of the internal controls, accounting and financial reporting. It is done by the institution in each financial year. After preparation of Cash Book, Ledger of the various fund of the college, the college authority calls local Registered CA for Internal Audit. CA and his Associates check and verify all the documents of various funds. Finally local Charter Accountant submits his final report to college authority in the form of statement of receipt payment account for each financial year from April to March.

2. **The External Audit:** After Internal Audit, the college authority communicated to local audit (State Govt.) for further proceedings. The Director of Audit (Local fund), Guwahati depute Audit officer for physical verification and check all the books and vouchers like Cash book, Ledger, Bank Statement, fee collection register etc. of every financial year. After the completion of audit works the Govt. Auditor raise audit objection to the college authority, if any, and the college authority meet the same. If they satisfy with the Accounts, they recommend for final report to the Director of Audit, Govt. of Assam.

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

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)

NIL

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

The college has diversified resource mobilization strategy. Apart from utilizing a certain fraction of students' fee (regular mode) as per Govt. guideline for development and student related purposes, the college generates financial resources from the following sources on permanent basis:

1. Fees collected from self-financing programmes/courses.
2. Monthly rent from SBI ATM stationed in the college premises.

3. Monthly rent from JIO for providing space for its hardwares.
4. Monthly rent from Grade-IV Staff Quarters.
5. Exam Hall Rent from IGNOU and ICAI during holding of exams.
6. Periodic earnings from computer laboratories and associated infrastructure (Holding of Online Exams)
7. Earnings from Xerox Machines and Stationary Store of the college.

File Description	Documents
Paste link for additional information	https://drive.google.com/drive/folders/1Oub8DAVIgSEvgBCclFY_FYFAuTiXWae?usp=sharing
Upload any additional information	View File

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

1. **ICT Enabled classrooms:** To make the teaching-learning process more effective, IQAC requested the authority to make classrooms ICT enabled. Accordingly the principal has taken initiative to make some classrooms ICT enabled with installation of Smartboards and Smart TVs. Out of its 34 Number of Classrooms, 05 were made enable with Smart TVs, 04 (classroom cum Seminar Halls) with smart Boards, and most of the classrooms are made accessible to internet facility through Wi-Fi connectivity. It has been made mandatory for all teachers to ensure optimum use of ICT tools in their teaching. In view of COVID induced constrains during the session 2020-21, a robust virtual learning system (with specific quality guidelines) has been developed and made use of while transacting curriculum. The Auditorium and the Conference Hall are also facilitated with ICT facility.

2. **Introduction of Add-on Certificate Courses:** To enhance learning outcome of the students and make them employable, the institution has made a strategy to introduce a number of add-on courses from the session 2021-22 (already implemented) so that every students of B.A. and B.Com. can develop their employability skill along with their graduation programme. These courses will help them to be a good

entrepreneur also.

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

After declaration of final degree result, the college authority with the IQAC comprehensively reviews the learning outcome. This, in combination with feedback analysis collected from stakeholders give a clearer picture in connection with effectiveness of teaching-learning processes adopted by the institution.

For examples:

The learning outcome analysis of the session 2019-20 has reviewed that the

1) students are performing below our expectation in the fields like Computer literacy, Progression to higher education etc.

2) **Employability:** The institution follows conventional courses which lack employability opportunities in the era of information-technology. To address this scenario, the following steps have been initiated:

- Arrangement of Remedial classes.
- Employability enhancement Certificate courses have been introduced and students have been encouraged to take these courses.
- More programmes related to employment have been organized. In session 2020-21 we arranged Webinar on "Job Skills for New Normal Scenario" (26.12.2020), Workshops on: Cooking (22.02.2021), Spoken Sanskrit (9-13 Feb. 2021), Dress Making, Designing and Craft Work (24-30 Aug., 2020).
- Students were encouraged to participate in LEARNATHON 2020 organized by ICT Academy, Chennai to learn some new courses in its initiative. Participation in Off-campus Placement Opportunity Drive

during July-Aug.2020.

- Continuing the Career Guidance programme under Tata Consultancy Services. Etc.

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

6.5.3 - Quality assurance initiatives of the 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)

B. Any 3 of the above

File Description	Documents
Paste web link of Annual reports of Institution	https://wcttsk.ac.in/uploads/files/ANNUAL%20REPORT%202020.pdf
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

Gender sensitivity is an inherent value in the cultural ethos of the institution and its neighboring community. The institution organizes a number of programmes each year in association with Women's Studies and Development Cell and NSS Unit of the college. Besides, the College provides following facilities for safety and security of the

students:

- Extensive surveillance network with 24x7 monitoring by installation of CCTV cameras in the campus.
- Ramp for girls and women teachers in different buildings of the campus.
- Awareness campaigns is regularly done for women's security including legal support through legal awareness programmes/camps, street play etc.
- Well-furnished Girls' common room.
- Sufficient numbers of toilets for females in each building of the college.
- Further, the institution has constituted a number of committees like Internal Complaint Committee to prevent sexual harassment of women and grievances to protect the students and women employees from different gender issues.

File Description	Documents
Annual gender sensitization action plan	Nil
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	https://drive.google.com/drive/folders/liGE6niv6sd-Fcupg2c-U_yPeMp-LbULs?usp=sharing

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

C. Any 2 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

The institution is conscious about environment and tries its best to generate less waste and dispose in proper place with the help of Municipal authority. The college has segregated wastes into two parts:

1) Solid Waste:

The waste is generated by all sorts of routine activities carried out in the college that includes plastic, paper, glass, metals, food etc. The waste is segregated in each level and source. In each classroom dustbins are placed and the waste collected from classrooms in designated time intervals. The 'Safai workers' collect, clean, segregate and compile the waste in green and blue dustbins provided in specific places. Every morning, the workers from Municipal Boards collect the waste, segregate them, recycle them and dispose them at the landfills authorized by the Government.

2) E-Waste management:

Memory chips, motherboard, cartridges etc. generated by electronic equipment such as computers, phones, printers, photocopy machines are segregated properly. However, instead of buying a new machine buy-back option is adopted for technology upgradation. The e-waste generated from hardware which are stored in proper place.

File Description	Documents
Relevant documents like agreements/MoUs with Government and other approved agencies	No File Uploaded
Geo tagged photographs of the facilities	https://drive.google.com/drive/folders/1q07z7_eeNpCPOzTs-hif0BUutNoy5NqW?usp=sharing
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 C. Any 2 of the above

campus

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:

A. Any 4 or All of the above

- 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**

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

C. Any 2 of the above

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

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

B. Any 3 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	No File Uploaded
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).

Institution provides an inclusive environment for everyone with tolerance and harmony towards cultural, linguistic, socio-economic and other diversities. Different sports and cultural programmes organized in the campus to promote harmony towards each other. Institution observes various day like Women's Day, Yoga Day, AIDS Day, Shilpi Divas, Rabindra Jayanti, Birth and Death anniversaries of great personalities of the country and region etc. This creates positive interaction among the students of different cultural background. There is a Grievance Redressal Cell and a Women's Cell that deal with grievances without considering anyone's cultural or communal background. The health care unit of the institution provides medical care to each one whenever necessary without discriminating their caste, race or community. The code of ethics of the college is applicable for all irrespective of their culture, religion or community. It is worth mentioning that the students of the college is comprises of multi-cultural and multi-linguistic background which strengthen our practices on tolerance and harmony

towards cultural, regional, communal socioeconomic and other diversities of the society towards an inclusive environment.

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

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

By observing Republic Day, Independence Day, Gaijndhi Jayanti etc. in presence of Students, teaching and non-teaching staffs within the college campus, all are sensitized to the constitutional values, rights, duties and responsibilities. In each such occasions, the Principal, Vice-principal, Teachers and employees speaks on such issues in different dimensions. Students are also encouraged to share their views on such issues. The NCC cadres and volunteers of NSS Units of the college with proper dress code participate in such occasions. With a centrally controlled sound system, patriotic songs are played in the academic Block of the college. We observe Constitution Day and read the preamble, display posters and drawings, painting etc. about rights and duties of the citizens for sensitization and awareness of the students. Students also perform Street Plays on certain sensitive issues to make people aware. The college also organizes some awareness programmes on Voting Right, Cleanliness etc. to sensitize and inculcate the students to become responsible citizens of the country. The college has a strong belief that celebrating festivals and organizing national and international days allow the students to bloom, blossom, giving them the right platform to work towards becoming a responsible citizen.

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

7.1.10 - The Institution has a prescribed code of conduct for students, teachers, administrators and other staff and conducts periodic programmes in this regard. The Code D. Any 1 of the above

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	No File Uploaded
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	View File

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

The college believes in celebrating events and festivals. It is an integral part of learning and building a strong cultural belief among the students. The college organizes various national and international days, events and festivals throughout the year.

In Academic year 2020-2021, the college celebrated: (01) International Yoga Day (21/06/2021), (02) World Environment Day (05/06/2021), (03) International Women's Day (08/03/2021), (04) National Science Day (28/02/2021), (05) Republic Day(26/01/2021), (06) National Mathematics Day (23/12/2020), (07) World AIDS Day (01/12/2020), (08) Constitution Day (26/11/2020), (09) Gandhi Jayanti (02/10/2020), (10) Birth Anniversary of Radhakrishnan (05/09/2020), (11) Independence Day (15/08/2020). But, due to pandemic some of the events of this academic session were observed in virtual mode. The college has a strong belief that celebrating festivals and organizing national and international days will allow the students to bloom, blossom, giving them the right platform to work towards becoming a responsible citizen.

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

7.2 - Best Practices

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

BEST PRACTICE - 1

1. Title of the Practice: "Rigorous ICT Teaching Learning Practice" (RITLP) - Amidst Covid-19 Pandemic during the session 2020-21 it was need of the hour to transit from offline to online mode, so it was decided to introduce RITLP impromptu.

2. Objectives of the Practice: This was introduced with the aim to meet the challenge to the teaching-learning process due to the abrupt pandemic situation of Covid-19. The intended outcome of this practice was-

- a. To continue the Teaching-learning process through virtual mode.
- b. To bring out students community from the newly created situation of anxiety and depression in the field of education due to pandemic through regularity in classes.
- c. To complete the courses of different programmes in due course of time.
- d. To make students and teachers friendly with Virtual mode of learning.

3. The Context: In the running educational environment the sudden appearance of Covid-19 Virus affected badly the entire world. In purview of that situation the Govt. of India declared lockdown on 24th March 2020. Such a sudden disruption in the educational environment created havoc and teacher-student community were in break down. To face the situation the college authority decided to introduce "Rigorous ICT Teaching Learning Practice" (RITLP). In the early stage, both students and teachers faced difficulty to cope up

with the abrupt changing scenario. However, on the other hand the teaching community has the responsibility to impart and complete the course on time. Hence in the initiative of the Principal and IQAC, the college succeeded to cope up with the situation with full cooperation from the teaching fraternity. Within a short period, most of the faculties succeeded in bringing out the students from the unexpected situation of teaching environment created due to COVID19 and continued the teaching-learning process through virtual mode successfully.

4. The Practice: (a) Uniqueness of the Practice: RITLP is unique for its prompt launching and adoption by students and teachers of the institution. On its inception it was hard to believe its success rate but it proved everyone wrong when 100% course completion is reported by various departments. The entire practice was to deliver classes using virtual platforms like: - Zoom, Google Meet, Microsoft Meet, Google Classroom, Cisco Webex, Screen Recorder etc. All these modes were new for students and teachers but experimental learning was seen and even tutorial videos were also shared with students to acquaint them with the use of aforesaid. (b) Constraints / Limitations: (i) Network connectivity was biggest limitation to us in the beginning but latter it was decided that recorded classes can be shared with the students so that they can see through the classes as and when the network is available. (ii) Another limitation to the practice was non-availability of required gadgets (smart phones, laptop etc.) with some students residing in remote areas or hailing from economically weaker section of society. This could not be resolved in the real sense but few students could arrange for the same in the coming days. (iii) Electricity was also another constraint as uninterrupted electricity was not available for students residing in remote areas/ in the flood affected areas.

5. Evidence of Success:

- 100% Course was completed on time.
- Students were contended with course completion as it got reflected in Students feedback.
- All the teachers became well versed with the use of Virtual Class.
- Students were also well versed with the use of virtual classes as they were asked to schedule and manage classes.
- Personal monitoring by authority (by joining in the live classes) found that the quality of the virtual classes were satisfactory.
- Good pass percentage in various programmes of the institution during the session 2020-21(BA: 100% (Major); 99% (Non-major)

and B.Com.: 100%/) reflects well on satisfactory outcome.

The result of the implementation of RITLP indicates the following-

- Any unexpected situation created in teaching-learning process can be tackled by sincere dedication and effort.
- Due to time constraint, if it seems not possible to complete a course in offline mode, one can cover it up through Blended mode.
- It upgrades the skills of teachers-students in digitization of education.
- Creation of Digital materials (Lecture video, PPTs, PDF study materials etc.) is one of the best outcomes of this practice.

6. Problems Encountered and Resources Required:

The following problems were encountered in implementing the practice-

- From Teachers point of view it was seen sometimes that they had also limited access to internet.
- Few teachers (Specially Ad-hoc/Contractual) were also found bearing extra financial burden of buying teaching assisting equipment/gadgets (laptop, Smartphone, Dongle, Tripod stand etc.)
- Students also faced the same issue with regard to internet, Smartphone, laptops etc.
- Department of Computer science assisted as a facilitator to the practice but the number of faculties can be increased to get more assistance in the coming days.
- High speed Wi-Fi connectivity in the campus was helpful to implement the practice smoothly.

7. Notes (Optional): The Institution is continuously trying to upgrade its teaching-learning process by increasing the use of ICT tools in classroom teaching. The Covid 19 Pandemic situation was taken by the institution as an opportunity to upgrade the learning environment. As the college authority has provided ICT tools in different classrooms for making the teaching-learning process more interesting and effective, the implementation of the RITLP practice in the session 2020-21 proved helpful as it appears that during the current session 2021-22, number of classes taken by teachers using ICT tools have been remarkably increasing. Some departments even requested the authority to provide ICT tools in their other classrooms or to provide them the same if they have not such facility in their departments. Authority also, in order to upgrade

the teaching-learning process, preparing to provide more ICT facilities to such departments. So, the RITLP practice of the college has proved relevant for the changing scenario.

BEST PRACTICE - 2

1. Title of the Practice: "GYAN VRIKSHA"- A mission to provide academic resources to the underprivileged schools and thereby to ensure eradication of academic disparity among privileged and underprivileged institutions.

2. Objectives of the Practice: Gyan Vriksha is a long term mission with the following goals-

- To adopt schools of this region and to provide necessary academic and infrastructural help to these underprivileged academic institutions.
- To bring the vast Library resources of the College to the doorsteps of the academic institutions of the region (Mobile Library under Gyan Vriksha Mission).
- To provide the services of the Guest Lecturers at the institutions of the region.
- To undertake a sustainable drive to Popularize science and Mathematics in the region
- To popularize Astronomy among the masses in order to eradicate superstitions related to celestial events

3. The Context: The feeder region to this College is one such region where mostly the socio economically disadvantaged people dwell. Social unrest, poverty, susceptibility of the youths to the lure of anti social and anti national elements, superstition, witchhunt etc. are the major ailments that have been crippling the society. It is believed that Academic development of the region can solve these to a good extent. Being an academic institution with sufficient resources and trained manpower, it is our duty to help them.

4. The Practice: The Mission has a multifarious Character, and hence has multi dimensional activities of its different wings:

(a) Adoption of School:

- MoUs have been signed with some schools.
- Students of the said schools are invited to the College and free coaching/ training are given on various topics of their need.
- Students from these schools are invited to Exposure Camps that are organized in the College and are given exposure to various fields.
- Helps are provided in establishing science laboratories in the schools
- Visiting lecturer are sent periodically to these schools

(b) Mobile Library: It is an Extension service wing of the College library. Interested institutions have to apply for and acquire Institutional Membership (free). On their request 50 books are provided to them (delivered in their door steps) on loan basis for one month. Spot Reading and Story Telling programs are organized for the kids in schools.

(c) Knowledge Resource Centre:

- Expert Man power, Guest faculties are provided to various schools on request.
- Proper experimental procedures are demonstrated
- Teachers are trained in their respective fields
- Exposure Camps are organized
- Disadvantaged schools are provided technical help to establish science laboratories.
- Free access to our digital resources is provided.

(d) Exposure Camps:

- Held twice in a year, the Summer Exposure Camp and the Winter Exposure Camp. The camps are of duration ranging from one week to one fortnight.
- Selected students from various schools from the surrounding regions are invited to the camps with their teachers.
- Exposures to different fields viz. Humanities, Science and

technology, Environment protection, sports, music, health care, Yoga etc. are provided.

- Topics of their syllabi are also discussed using various teaching aids.

(e) Popularization Camps on Science and Astronomy:

- Organized in remote schools, clubs mainly in rural areas
- Resource persons from the College go there and perform various day long activities to popularize science and astronomy among the masses, especially among the kids.
- During Eclipses activities are organized in a rigorous manner to remove misconceptions and eradicate superstitions.

5. Evidence of Success:

- Phobias among the students about science and mathematics have been minimized.
- Interest in observational Astronomy have been growing
- Environmental awareness is on the rise
- Superstitions related to solar eclipse have declined

6. Problems Encountered and Resources Required:

- The College and persons involved in the mission have to bear a substantial financial burden in organizing Exposure camps, Popularization camps.
- Communication to the remote schools is an issue of concern as sometimes we find that the roads are not motorable. In such cases it becomes difficult to carry our instruments/ teaching aids.
- The Social backgrounds of some participating students are so poor that the motivations that they get in the camps are lost as soon as they enter their homes.
- The teachers of some schools are ill equipped and most of them are not trained.

7. Notes (Optional): During the Session 2020-2021, due to lockdown

it was not possible for the institution to properly execute most of the aspects of the practice. However,

(a) The National Science Day on 28.02.2021 was observed in this session at Kordoiguri Girls' ME School, Kordoiguri, Tinsukia Assam.

i.)The Principal of the college Dr. Rajib Bordoloi on the occasion presented a fruitful, effective and motivational lecture on C.V.Raman's life, works and contribution towards the Nation and presented an audio-visual presentation on "Raman Effect".

1. A Science Model Competition was organised where 07 (seven) groups of students participated.
2. More than 75 (seventy five) teachers and students participated in the programme.

(b) The Principal of the college Dr. Rajib Bordoloi offered a speech in ALL INDIA RADIO, DIBRUGARH in 'University Broadcast' session on the topic "NACKED EYE ASTRONOMY AND STAR GAZING" which was broadcasted on 02.04.2021 at 9 PM.

(c) Some teachers of Women's College, Tinsukia visited Makum College, Makum to share some view on academic matters on 15.10.2020.

(d) IQAC coordinator of the college Dr. Budul Ch. Das shared the experiences with a team of Makum College, Makum regarding the matter of preparation of AQAR for NAAC Accreditation and has given a preliminary roadmap plan for the same from 12 PM to 3 PM on 12.03.2021.

(e) The Mobile Library, a unique concept run by the central library (to make its resources available at the doorsteps of other needy institutions) of the college, during the session 2020-21 has visited Gopal Krishna Girls' High School, Makum, Tinsukia, Assam which is 10 KM away from the college on 20.01.2021. A total number of 56 books have been issued to the school for 30 (thirty) days and approximately 250 students were benefitted.

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

QUALITY TEACHING LEARNING ENVIRONMENT: As a premier institution for girls' education, we have an exemplary teaching learning environment. Our basic motto is "Student first". We have a very strong pool of talented teachers, who give their hundred percent to the students. Within our limited infrastructure most of the classrooms are ICT enabled. The entire campus is covered under high speed wifi internet. Our Library is one of the best in the entire region. Our Canteen provides homely food at reasonable price. We have more than enough sophisticated water filters at every corner of the college. The Toilets are modern and clean. Office staff and support staff are ready to help the students all the time. We are very strict with attendance. 80 percent attendance is required to enable students to sit in the university examinations. We make sure that 100 percent course completion is achieved in each semester in time. Remedial classes, tutorials, continuous evaluations are done with 100 percent transparency and perfection. All these efforts together ensure that our students perform brilliantly in university examination. With pride we state that our results over a period of 10 years have been the best among all other colleges of the district.

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

The Future Plan of Action for the academic Session 2021 2022 of the Institution are:

Short Term Plans:

1. To introduce some Add-on/Value based/ Skill based courses for students so that they can complete their graduation with some additional skills and knowledge within the stipulated time. This has been done as a follow up action on the " Programme Outcome Analysis" done by the IQAC for session 2020-21 and two earlier sessions.
2. To develop a Digital Repository of E-content at the college library in order to help the students (especially slow learners) so that they can learn the topics of their curriculum at their own convenience and pace.
3. To enhance ICT Facility for teaching-learning process in order to increase Use of ICT in teaching.
4. To organize academic programmes for enhancement of the knowledge domain of the students.

Long Term Plans:

1. To initiate necessary planning and infrastructural augmentation with a view to upgrading the college to a PG College Status.
2. To introduce an Innovation and Entrepreneurship Development Cell to create an aura of innovation in the college among the students and teachers with the aim to promote entrepreneurial ventures leading to create self-employment.