YEARLY STATUS REPORT - 2021-2022

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:	9395433471
• 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_2020-21(After%20Review)_Accepted.pdf	
4.Whether Academic Calendar prepared during the year?	**Yes**	
• if yes, whether it is uploaded in the Institutional website Web link:		

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**

6.Date of Establishment of IQAC	**23/01/2004**

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

Institutional/Department /Faculty	Scheme	Funding Agency	Year of award with duration	Amount
Department of Economics	Contingency Grant to Surabi Dutta	UGC	2021-2022 (1 Year)	15000
Womens College, Tinsukia	Fee Waiver Scheme	Director of Higher Education, Assam	2021-2022 (1 Year)	1627699
Womens College, Tinsukia	National Green Corps Programme, Ministry of Environment Forest and Climate Change by Govt. pof India	Nodal Agency, Assam Science Technology and Environment Council, Bigyan Bhawan, G.S Road, Guwahati-5	2021-2022 (1Year)	5000
Womens College, Tinsukia	Special Campaigning Programme (NSS)	Dibrugarh University	2021-2022 (1Year)	45000
Womens College, Tinsukia	Regular Activities (NSS)	Dibrugarh University	2021-2022 (1Year)	44000
Womens College, Tinsukia	Additional Grant (NSS)	Dibrugarh University	2021-2022 (1Year)	8900
Womens College, Tinsukia	Additional Grant (NSS)	Dibrugarh University	2021-2022 (1Year)	8000

8.Whether composition of IQAC as per latest NAAC guidelines	**Yes**
• Upload latest notification of formation of IQAC	[View File](#)

9.No. of IQAC meetings held during the year	26	
• Were the minutes of IQAC meeting(s) and compliance to the decisions have been uploaded on the institutional website?	Yes	
• If No, please upload the minutes of the meeting(s) and Action Taken Report	No File Uploaded	
10.Whether IQAC received funding from any of the funding agency to support its activities during the year?	No	
• If yes, mention the amount		

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

16 Certificate Courses(Dibrugarh University Approved) i.e Weaving; Functional English; Cutting, Knitting and Dress Making; Rural Development; Basic Computer Courses; Tally; Diploma in Computer Application; Pre Primary and Primary Teacher Training; Applied Ethics, Entrepreneurship Development in Small Scale Industries, Numerical Ability and Logical Reasoning; Spoken Hindi; DTP in Assamese, Yoga for Spiritual Development; Art and Craft; Undergraduate Certificate Course in Women's Studies were introduced under the initiative of IQAC.

19 invited lectures from scholars/ academicians were conducted by IQAC as well as in collaboration with different Departments of the College.

12 Workshops were conducted on different areas such as Yoga Satra, Art and Craft, Pickle Making, Vermicompose, Use of Raga in Indian Music, E-Content Making, MOODLE, Automatic Zig Zag Sewing Machine and Computerised Embroidery, Make Up and Fashion Photography, Mehendi Art, Drama respectively.

Composite Weaving Centre was inaugurated on 13.11.2021 in collaboration with Department of Education, Women's College, Tinsukia and Department of Handloom and Textile, Govt.of Assam. Total 000 Gamushas were produced by the trainerstudents in the College handloom.

Under "Go Green Initiative," every Saturday teachers and students participate in cleanliness drive to spread awareness to protect,

save and keep the environment clean and green. Every Tuesday the stakeholders avoid fuel emission vehicles in order to save energy and keep the campus pollution free.

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
A) To introduce more Add-on/certificate courses with the existing courses in different areas of Skill Development and to get approval from the affiliating University.	A) A total of 16 add-on/certificate courses are approved by Dibrugarh University. Along with 03 existing add-on courses, 13 approved courses are newly introduced in this year.
B) To introduce some environment friendly good practices in the college.	B) (i) Programme of 'Weekly Cleanliness Drive' has been introduced where teachers, students and other staff of the college conduct cleanliness drive in the campus on every Saturday. (ii) 'Zero Emmision Day' is observed on every Tuesday where stakeholders of the college avoid fuel-based vehicle and came to college either on foot or by Rickshaw, e-rickshaw or public vehicle.
C) Planned to increase number of ICT enabled Classrooms in order to upgrade teaching-learning Process.	C) Six (06) numbers of Major/Honours Classrooms were newly enabled with ICT Facility. More augmentation process have been going on under RUSA (2.0) Grant.
D) To open a Weaving Centre in the college for skill enhancement of the students & for community service.	D) A Composite Weaving Centre was inaugurated on 13 November 2021 in the new campus of the college and an university approved six months certificate course on 'Weaving' has been started for skill enhancement of the students and for community service. The first batch of the said course is successfully

	completed.
E) To organize more student and teacher centric invited talks/ seminars/ workshop in order to promote academic and intellectual environment of the college.	E) A total of 19 (nineteen) invited lectures and 15 (fifteen) Webinars/workshops on different aspects were organized during the session.
(F) To work in collaboration with different NGOs/ institutions for greater interest of the students and community.	(F) A number of MoUs signed with other institutions & NGOs, and started to organize joint activities like faculty exchange programme, environment awareness programme etc. Also attempted to organize career counsellingprogrammes for students in association with other institutes/organizations.

13.Whether the AQAR was placed before statutory body?	Yes

- Name of the statutory body

Name	Date of meeting(s)
Governing Body, Women's College, Tinsukia	04/02/2023

14.Whether institutional data submitted to AISHE

Year	Date of Submission
2021-22	23/02/2022

15.Multidisciplinary / interdisciplinary

The Vision of the College is in line with the basic values of the NEP.Our Mission is to "produce students who are temporally relevant, educated in the real sense of the term and socially conscious human beings".In the NEP-2020, it has been clearly mentioned that "Education would be aimed at developing all capacities of an individualviz. intellectual, aesthetic, social, physical, emotional, and moral in an integrated/ holistic manner". In consonance with the spirit of the NEP, our institution has been doing its bits, through

meticulous planning and preparations, to remain ready to embrace the NEP-20 without any inconveniences.We have an education model, which is multidisciplinary and holistic in nature. Our plan is to relax the *discipline boundaries*and to make the system flexible enough for students so that they can learn scienceswith humanities and choose a suitable career option for them.

As a first step towards this transformation, we have introduced professional programs like the B.C.A. This, combined with a wide range of Add-on courses on offer, will ensure flexibility and multidisciplinary nature of our curriculum.

An affiliated college like ours, has to remain dependent upon its affiliating university and the state government, for issues related to relaxation of discipline boundaries, introduction of new professional programs etc. But we have explored all possible avenues to make optimum use of resources at our disposal in order to ensure proper implementation of the NEP.

Women's College, Tinsukia has MoU with different institutions such as Makum College, Doom Dooma College, Silapathar College, JDSG College etc. to achieve the NEP goals related to the multidisciplinary/ interdisciplinary curriculum. Moreover, Inter Department exchange lectures and activities are conducted within the College. The infrastructure facilities are made available to the student for their maximum utilization. e.g. Extended hours for computer center and library, sharing of facilities for interdisciplinary and multidisciplinary Programmes.

16.Academic bank of credits (ABC):

Women's College, Tinsukia has tried to register on ABC (www.abc.gov.in) portal. However as of now, only Autonomous institutions and Universities are allowed to register in the said portal, being an affiliated college, our institution is yet to get the permission to register.The faculties of the college have registered under the Academic Bank of Credits portal as an individual.

 It has been made a policy decision to organize regular awareness generating programs amongst the students to encourage them to register for their respective Academic Bank Accounts. Teachers have been sensitized in this regards and they have been asked to explain to the students that – "ABC is a bank for academic purposes on the patterned of commercial banks for financial purposes with students as academic account holders to whom ABC shall provide a variety of

services including credit verification, credit accumulation, credit transfer or redemption and authentication of academic awards". Hand-hold account (ABC) opening sessions have been organized for the students of the college.Using hand hold workshops the *students*of the college were trained to register in the said portal. There are plans to upload data of Student-Credits of the registered students during the academic year 2022-23. Initiatives have been taken to make the students aware of the ABC facility and encourage them and hand-hold them to open an Academic Bank Account on ABC portal.

17.Skill development:

The College offers a wide range of Skill development Certificate courses to enhance employability of the students. The Career Counselling & Placement Cell of the college organizes various short term and long term Coaching programs/ Workshops to enhance employability skills of the prospective job seekers of the college. Campus placement drives have also been organized every year.

The Innovation Incubation Centre of the college has facilitated one Start-Up and has been working in the direction of enhancing the standards of the Skill-Development courses.

The College has been offering 17 numbers of diversified Skill Development courses, that have been designed in the line of the National Skill Qualification Framework (N.S.Q.F). All the courses, except few computer courses have been made free for the students, with a view to attracting more students. It has been made mandatory for all students to get enrolled at least one basic computer course, which is free of cost. WE also have been running one IIT Mumbai sponsored computer course with a very good number of students.

18.Appropriate integration of Indian Knowledge system (teaching in Indian Language, culture,

using online course)

Women's College, Tinsukia offers honours in a number of Indian languages like Assamese, Bengali, Hindi and Sanskrit. The students acquire knowledge not only in these subjects but they study atleast one paper of six credit of other language, like the students of Assamese are taught one Bengali paper and vice versa. Sanskrit is an ancient and one of the richest languages. There are papers of Veda, Upanishod and other ancient epics. The college also offers non formal Sanskrit education to the students who do not have Sanskrit language and this non formal Sanskrit education can be opted by teachers, students and other people of neighbouring areas. The Ethnic Study Centre of the college promotes and preserves various ethnic languages, culture, traditional foods etc that develops a sense of integrity and communal harmony among the students of the college. Showcasing ethnic culture and cultural diversity is one of the good practices in morning assembly. Through this the college authority tries to promote the knowledge of diverse culture among the students community. Besides, there is a museum in the college auditorium which preserves dresses, ornaments, instruments, fishing equipments etc. of various ethnic groups, tribes of the neighboring areas like Tai Khamyang, Karbi, Khamti, Phake, Moran. Mishimi etc. Moreover, there is a "Tribal Studies Corner" in the Central library of the College.

19.Focus on Outcome based education (OBE):Focus on Outcome based education (OBE):

Our College prepares its own Program outcome in consonance with its stated Vision and Mission. In order to achieve that, we undertake enrichment initiatives of the curriculum given to us by the affiliating universityi.e Dibrugarh University. We do so by incorporating various skill based courses to the main stream programs. This blending of Skill based courses with main stream programs helps us achieve the following objectives:

- Complements main stream programs.
- Enhances progression rate.
- Enhances employability.

At the end of every session, our administration and the IQAC, with the departmental heads sit in a series of meetings to analyze the program outcomes. In the event of finding any issue, the same is addressed with top priority so as to attain a better level of achievement in our program outcome for the next session.

Our College believes in Outcome Based Education (OBE). In order to achieve this we have been adopting the following practices –

- The IQAC of the College prepares expected Program Outcome at the beginning of each academic year/ session, which is in proper accordance with the vision & Mission of the institution. At the same time each department prepares their own "Program Specific Outcome", keeping in mind the Add-on Certificate courses that are on offer as a part of their curriculum enrichment initiatives.
- At the end of each academic session/ year, each department is asked to prepare their respective Program Outcome Analysis, to be placed before the IQAC for further action. The IQAC does the final analysis to figure out if the stated outcome has been achieved or not. IQAC then places the same before the college authority and the authority, in consultation with the IQAC decides upon the future course of action on the matter.

20.Distance education/online education:

Vocational and other certificate courses have been designed to operate in blended mode. We have made provisions to offer some Certificate courses in online mode so that we can render our services in Distance Learning mode to outstation students.

Our Computer Science department has developed some Apps associated with the Teaching Learning processes.

- A "Digital Voting App" has been developed and is in use since last five years.
- A MIS (Management Information System) has been developed by our own faculty and is in use since last one year.
- Class O clock is another App that the institution has developed by outsourcing external expertise.
- The following technological tools/ digital platforms are in use at our college for activities related to teaching learning – You Tube, WhatsApp, Screen Reader, Zoom, Web ex, Google Classroom etc.

In view of the NEP 2020, the institution has initiated its preliminary works to remain ready to be able to offer its curriculum in blended mode. A Distance Learning Centre of Women's College, Tinsukia (DLC-WCT) has been created last year (21-05-2021) with Dr. TanusreeSarker as the Coordinator. The DLC has been kept in ready state to introduce Programs in Distance Learning Mode/ Online programs etc. as and when the NEP-2020 is brought into effect by our

affiliating university. As of now it has been entrusted with the responsibility of overseeing the functioning of the programs that are on offer under the DODL, Dibrugarh University. The Centre also has been entrusted with additional responsibility of running some of the Add-on Certificate courses that the college has decided to make open for outstation students/needy but economically disadvantaged aspirants/ dropouts from various institutions (special arrangements like online classes/ classes on holidays/ classes at the doorsteps of the enrolled students/ supply of study materials via e-mail, WhatsApp etc. have been made to accommodate outstation students). This initiative is as a part of our effort to strengthen the all Inclusive nature of our college. The courses are on offer in regular mode and are –

1. Certificate Course in Rural Development
2. Certificate Course of Disaster Management
3. Certificate Course in Functional English
4. Certificate Course in Yoga for Spiritual Development
5. IIT Mumbai sponsored Certificate Course in Libre Office (FOSS)
6. Certificate Course in MS-Office
7. Certificate Course in Internet
8. Certificate Course in Tally
9. Diploma in Computer Application

At present the institution is offering 13 UG programs in Art stream,03 UG programs in Commerce and 01 UG program in Computer Application (BCA). In addition, we have been offering 6 PG programs (Arts and Commerce) in distance mode under the Directorate of Open and Distance Learning (DODL) of the Dibrugarh University. The college has its own IGNOU study Centre, which runs 11 UG programs, 10 PG programs, 4 Diploma programs, 4 PG Diploma programs and 12 Certificate courses at present.

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   **878**

Number of students during the year

File Description	Documents
Data Template	[View File](#)

2.2   **156**

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

File Description	Documents
Data Template	[View File](#)

2.3   **245**

Number of outgoing/ final year students during the year

File Description	Documents
Data Template	[View File](#)

3.Academic

3.1   **46**

Number of full time teachers during the year

File Description	Documents
Data Template	[View File](#)

3.2   **31**

Number of Sanctioned posts during the year

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	878

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	245

File Description	Documents
Data Template	[View File](#)

3.Academic

3.1 Number of full time teachers during the year	46

File Description	Documents
Data Template	**View File**

3.2 Number of Sanctioned posts during the year	**31**

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)	**56.68 Lakh**
4.3 Total number of computers on campus for academic purposes	**164**

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

The College is affiliated to Dibrugarh University, Assam.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 hasits 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://wcttsk.ac.in/uploads/notice/1711202 2_1668675112.pdf

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.

File Description	Documents
Upload relevant supporting documents	View File
Link for Additional information	https://wcttsk.ac.in/uploads/files/ACADEMI C%20CALENDAR%202021-2022.pdf

1.1.3 - Teachers of the Institution participate in following activities related to curriculum   A. All of the above

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

15

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)

7

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

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

791

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

791

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

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 professionalethics, 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 2021-22for 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

02

File Description	Documents
Any additional information	View File
Programme / Curriculum/ Syllabus of the courses	View File
Minutes of the Boards of Studies/ Academic Council meetings with approvals for these courses	View File
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

130

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

1.4 - Feedback System

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

A. All of the above

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

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

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

File Description	Documents
Upload any additional information	View File
URL for feedback report	https://wcttsk.ac.in/uploads/files/Action%20Taken%20on%20Feedback_2021-22_Students_WCT.pdf

TEACHING-LEARNING AND EVALUATION

2.1 - Student Enrollment and Profile

2.1.1 - Enrolment Number Number of students admitted during the year

2.1.1.1 - Number of sanctioned seats during the year

350

File Description	Documents
Any additional information	View File
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

156

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

2.2 - Catering to Student Diversity

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

Students had to face long absence in the institution due to COVID-19 lockdown and during that period, mentors from all the departments used to make contact with the respective students either individually or in small groups to address different issues as raised by the students in addition to regular online classes.

As a part of identifying the slow learners, steps were taken by the mentors and the respective departments by arranging special remedial classes, providing substantial study materials, library guidance, micro counselling sessions etc. were arranged at a regular basis in blended mode. As a result,students were morally up in spirits and they performed well in blended mode examinations. Different skill enhancement courses, seminars, workshops were arranged from time to time. .

For academic development of the students, adoptedprocedures are:

- Arrangement of remedial classes specially for slow learners.
- Study materials are provided in hard and soft copies.
- Standard and international level reference books are given

to the advanced learners.
- Career guidance and counselling sessions are arranged at a regular basis.
- Placement drives are managed by the respective cell.
- For literary development of the students, wall magazine, college magazine, e-magazines are prepared
- Participative/experiential/experimental learning techniques are adopted.

File Description	Documents
Link for additional Information	https://wcttsk.ac.in/uploads/files/Mentor_Mentee_Ratio.pdf
Upload any additional information	View File

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

Number of Students	Number of Teachers
877	46

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

Teaching Learning in the college is basically student centric, with a great deal of innovation meant for making the learning experience enjoyable and impactful.

- Various ICT tools used in our teaching learning are: Smart Board, Smart TV, computers, Mobile, WhatsApp, You tube, etc.ICT platforms used are Moodle, Google classroom, Zoom, Webex, Google meet etc.
- Our teaching learning has the following components integrated into it:
    1. Conventional &Use of ICT components: On the average 55% of the total syllabus is covered under conventional chalk & Talk methods. ICT tools are used for 32% of the syllabus.
    2. Participative: On the average 6% of the syllabus is

covered under participative teaching.

3. **Experiential:** 2% of the syllabus is covered under hands-on or experiential teaching learning.

4. **Experimental and Problem solving methodologies:** 4% of the syllabus is covered by usongExperimental and Problem solving methodologies

File Description	Documents
Upload any additional information	View File
Link for additional information	https://wcttsk.ac.in/uploads/files/Teaching%20and%20Learning.pdf

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 likeGoogle 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/ Xrecorder 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	View File
Provide link for webpage describing the ICT enabled tools for effective teaching-learning process	https://wcttsk.ac.in/uploads/files/Teaching%20and%20Learning.pdf

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

36

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

2.4 - Teacher Profile and Quality

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

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

18

File Description	Documents
Any additional information	View File
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

453.5

File Description	Documents
Any additional information	View File
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.

Mechanism of Internal Assessment (and external assessment) is transparent in our institution. Strict adherence to the guidelines set by the affiliating university is ensured. Students are given ample time and opportunity to place their grievances and redressal system is efficient and time-bound. The Vice Principal and the IQAC coordinator have been given responsibilities to oversee the entire process with a view to ensuring proper assessment of the students.

As far as the external assessment is concerned, it is under the control of the affiliating university. We, on our part, ensure that University guidelines are strictly followed while conducting examinations for external evaluation. As and when a grievance from the student is received, we promptly forward the same to the concerned authority (Controller of Examinations) for swift redressal.

File Description	Documents
Any additional information	View File
Link for additional information	https://wcttsk.ac.in/uploads/notice/221120 22_1669088832.pdf

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 tothe 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 2021-2022, the link is (pp.4-11 of Prospectus 2021-22) : PROSPECTUS_2021-2022.pdf (wcttsk.ac.in) For the programme & course outcome, one can search the following link: https://wcttsk.ac.in/uploads/files/PROSPECTUS_2021-2022.pdf

File Description	Documents
Upload any additional information	View File
Paste link for Additional information	https://assessmentonline.naac.gov.in/storage/app/public/agar/23847/23847_25_52.pdf?1669616951
Upload COs for all courses (exemplars from Glossary)	View File

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

The 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 year226 students graduated from our college. Pass percentage in various programmes of the institution (2021-22: BA: 86.02% (Major); 74.58% (Non-major) and B.Com.: 84.62% reflects well on satisfactory attainment of programme outcome. The analysis shows requirement of more Skill enhancementcourses to be incorporated in the curriculum.

File Description	Documents
Upload any additional information	View File
Paste link for Additional information	https://wcttsk.ac.in/uploads/files/Add%20on%20Courses_Outcome_2021-22.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

226

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/2021.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_%202021-2022.pdf

RESEARCH, INNOVATIONS AND EXTENSION

3.1 - Resource Mobilization for Research

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

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

0.15 lakh

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

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

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

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

16

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

3.2 - Research Publications and Awards

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

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

9

File Description	Documents
Any additional information	[View File]
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

29

File Description	Documents
Any additional information	[View File](#)
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 has its own Extension Activity Cell and under the direct patronage of the college authority, it has been engaging its teachers and students in a number of Extension Activities in nearby areas, villages, Institutions etc. of this region.

Various Units, Cells of the college that are engaged in extension activities are:

- NSS: Blood Donation Camps, Special residential camps in nearby villages, Peer teaching Programs at various schoolsby volunteers, AIDS Awareness Programs, Environment awareness Programs, Disaster Management Programs, Legal Awareness Programs, Health Camps, free toilet for women's at market place etc.
- NCC: Extension programs organized in nearby region - AIDS Awareness Programs, Environment awareness Programs, Disaster Management Programs, Legal Awareness Programs, Health Camps
- Eco Club: Environment awareness Programs, Sapling plantation programs.
- Students' Union Body: AIDS Awareness Programs, Environment awareness Programs, Legal Awareness Programs, Health Camps
- GyanBriksha Mission: Science & Astronomy popularization programs, Free coaching for students of rural and disadvantaged schools etc.
- Xahari: Free Computer Education, Free Mobile Library Service at the doorsteps of different schools/ institutions etc.

File Description	Documents
Paste link for additional information	https://wcttsk.ac.in/data/page/nss/
Upload any additional information	View File

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

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

06

File Description	Documents
Any additional information	View File
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

34

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

1344

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

9

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

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

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

9

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

INFRASTRUCTURE AND LEARNING RESOURCES

4.1 - Physical Facilities

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

Our institution always tries to provide the best possible infrastructure and physical facilities to our students so that they can enjoy the Teaching Learning experience of an entirely different level:

- **Classrooms: At present the college has 36 classrooms, 05 lecture hallsequipped with ICT facilities.**
- **Labortories: The college have 03 Computer Labortories comprising of 200 computers and 01 Labortory each for English, Education and Home Science respectively.**
- **ICT Facilities: All classrooms, Hostels, Administrative building, the Library building and the Computer laboratories have been provided with high speed Wi-Fi internet connectivity. All departments have the basic ICT facilities to maintain a high standard of teaching learning. At present we have 200 computers in total, out of which 164computers are exclusively kept for students' use. There are 21 smart TVs, 3 LED TVs in different class room/ Halls etc. Apart from that we have 4 smart boards and 7 projectors to help us in various activities related to teaching-learning.**
- **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	https://wcttsk.ac.in/data/page/about-the-library/

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 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	https://wcttsk.ac.in/data/page/yoga-centre/

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	[View File](#)
Paste link for additional information	https://wcttsk.ac.in/uploads/files/4_1_3%20Physical%20Facilities.pdf
Upload Number of classrooms and seminar halls with ICT enabled facilities (Data Template)	[View File](#)

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

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

28.18 lakh

File Description	Documents
Upload any additional information	**No File Uploaded**
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	https://wcttsk.ac.in/data/library/

4.2.2 - The institution has subscription for the **A. Any 4 or more of the above** **following e-resources e-journals e-ShodhSindhu Shodhganga Membership e-books Databases Remote access toe-resources**

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)

2,20,602 (Two lakh twenty thousand six hundred two only)

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

58

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	[View File]()
Paste link for additional information	https://wcttsk.ac.in/uploads/files/WCT_MOU_MS%20DEY'S%20COMPUTERS%2C%20TINSUKIA%2001-08-2022.pdf

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	[View File]()
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)

56.68 Lakhs

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	<u>View File</u>
Paste link for additional information	<u>https://wcttsk.ac.in/data/page/computer-center/</u>

STUDENT SUPPORT AND PROGRESSION

5.1 - Student Support

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

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

567

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

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

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

2

File Description	Documents
Upload any additional information	View File
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://wcttsk.ac.in/
Any additional information	**No File Uploaded**
Details of capability building and skills enhancement initiatives (Data Template)	View File

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

878

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

878

File Description	Documents
Any additional information	View File
Number of students benefited by guidance for competitive examinations and career counseling during the year (Data Template)	View File

5.1.5 - The Institution has a transparent mechanism for timely redressal of student

A. All of the above

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	View File
Upload any additional information	**No File Uploaded**
Details of student grievances including sexual harassment and ragging cases	View File

5.2 - Student Progression

5.2.1 - Number of placement of outgoing students during the year

5.2.1.1 - Number of outgoing students placed during the year

83

File Description	Documents
Self-attested list of students placed	View File
Upload any additional information	View File

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

75

File Description	Documents
Upload supporting data for student/alumni	*View File*
Any additional information	**No File Uploaded**
Details of student progression to higher education	*View File*

5.2.3 - Number of students qualifying in state/national/ international level examinations during the year (eg: JAM/CLAT/GATE/ GMAT/CAT/GRE/ TOEFL/ Civil Services/State government examinations)

5.2.3.1 - Number of students qualifying in state/ national/ international level examinations (eg: JAM/CLAT/NET/ SLET/ GATE/ GMAT/CAT/GRE/ TOEFL/ Civil Services/ State government examinations) during the year

23

File Description	Documents
Upload supporting data for the same	*View File*
Any additional information	**No File Uploaded**

5.3 - Student Participation and Activities

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

5.3.1.1 - Number of awards/medals for outstanding performance in sports/cultural activities at university/state/ national / international level (award for a team event should be counted as one) during the year.

26

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

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

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://wcttsk.ac.in/data/page/student-association/
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

259

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

5.4 - Alumni Engagement

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

There is an Alumnae Association in the College, established in the year 2003 consisting of 300 Members +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. The Alumnae association, right from its inception, has been doing its bits both in Cash and Kinds. It has also been engaging itself in various activities to provide legal, health, and other forms of support to our students and other stakeholders of our institution. In the session 2021-22, the association provided financial assistance to the College to fight against COVID.

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

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

A. ? 5Lakhs

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

Our College has its well spelt out (and well displayed) Vision, Mission and Motto and the institutional leadership goes about the governance in accordance with its Vision and Mission. The fact that the college authority gives due respect to the vision and mission of its founders is quite evident in various practices adopted by the administration. For example:

- The administrative set up of the college is such that, it ensures decentralization of power.
- In order to ensure participation of every stake holders in its governance and decision making, the administration includes representatives from the Students, Teachers, Office Staff and parents in every decision making bodies and encourages them to actively participate and contribute to the growth of the institution.
- Various bodies, where participations of various stake holders are ensured are -

1. Governing Body: Teachers, Office Staff, and Parents.
2. Academic Committee: Teachers, Students, Academicians
3. IQAC: Teacher, External member, Students.
4. Grievance Redressal Cell: Teachers, Office staff, Library staff, Students.
5. Anti-Ragging Committee: Teachers, Students.
6. Purchase Committee: Teacher, Office Staff, Librarian
7. Construction Committee: Teacher, Office Staff, Librarian
8. Sexual Harassment Prevention Cell: Teacher, Office Staff, Librarian and Students.
9. Eco Club: Teachers, Students.
10. NCC: Teacher, Students
11. NSS: Teachers, Students.
12. Rangers & Rovers: Teacher, Students
13. Union Body: Teachers (as advisors), Students
14. Magazine Committee: Teachers (as advisors), Students

File Description	Documents
Paste link for additional information	https://wcttsk.ac.in/data/page/mission-vision/
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. The Governing body consisting of President,Principal & Secretary, University's Nominee, Ex-Officio Member, Donor Member,Teachers' Representative Secretary, Teachers' Unit, Guardian Member, Non - Teaching Member, Librarian facililtates in smooth functioning of the instituition by taking active leadership role. 2. All the Academic Departments have been given full autonomy regarding curriculum delivery and teaching-learning. The Principal's role is that of a facilitator. 3. There are different committees/Cells for smooth functioning of academic activities and student affairs, in which college teachers & students take part and assume leadership roles for their smooth functioning. 4. For infrastructural development and augmentation there are Purchase Committee, RUSA Project Monitoring Unit and Infrastructure Development Committee comprising faculty members, office staff, student representatives etc. These Committees enjoy full autonomy as fer as their functioning are concerned and any monetary transaction/ infrastructure development proposals are approved only when they are passed by these committees. 5. 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://wcttsk.ac.in/data/page/governing-body/
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	View File
Paste link for additional information	https://wcttsk.ac.in/uploads/files/Strategic%20Plnning%20Deployment_2021-2022.pdf
Upload any additional information	**No File Uploaded**

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

The Governing Body, IQAC and the Principal work in tandem to ensure effective and efficient functioning of various activities/ programs in the college. The College functions as per well stated policies framed by the State Government, Directorate of Higher Education Assam, the Governing Body, Administrative head, IQAC and Academic Committee. The administrative setup, though apparently looks like a pyramid, in practice the College administration does everything possible to make the administrative and academic processes participative with a great deal of decentralization.

Appointments in the college are governed by guidelines set by the State Government, which is in accordance to that of the UGC. On receipt of permission from the DHE-Assam, the college publishes

advertisement for appointment against any vacancy. Selection committee is formed as per guidelines and interview is held. The name of the selected candidate is approved by the G.B., after which the same is submitted to the Director of Higher Education of Assam for final approval and appointment order.

Service Rules are governed by Assam College Provincialization Act-2005.

The College prepares its Perspective Plans, long term and short term, for overall development of the College and has three pivotal aspectsin it viz. Academic, Infrastructural & Administrative.

File Description	Documents
Paste link for additional information	https://wcttsk.ac.in/data/page/governing-body/
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 College has effective welfare measures in place for its

teaching and non-teaching staff as can be seen from below:

1. Welfare measures for Sanctioned teaching and non-teaching staff are in place as per guidelines of the Government of Assam. The college authority does the needful to ensure that they can avail the same without any hassle.
2. For non-sanctioned (contractual) staff the following welfare measures have been adopted.

* Staff Quarter facility with electricity and running water.
* Ex-Gratia payment during festivals (Durga Puja and Bihu) are provided to all non-sanctioned staff.
* Group Insurance.
* There is a welfare Society for non-sanctioned staff in the name of "Non-sanctioned employees welfare Society". It looks after financial wellbeing of the non-sanctioned staff within its capability.
* Benefit Fund facility: The College has created a Strong fund, courtesy donations from some of its faculty members and a good contribution from the college authority, which has been invested in SBI Mutual fund. A certain amount from the annual interest of the same will be used to provide salaries (in enhanced manner) to the non-sanctioned staff.
* Periodic health checkup.

File Description	Documents
Paste link for additional information	Nil
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

10

File Description	Documents
Upload any additional information	View File
Details of teachers provided with financial support to attend conference, workshops etc during the year (Data Template)	View File

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

1

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	View File
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

38

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. Afteranalyzing 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	**Nil**
Upload any additional information	View File

6.4 - Financial Management and Resource Mobilization

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

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	[View File](#)

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

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

670000

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

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. Monthy 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	**Nil**
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

Pivotal role played by the IQAC in various can be depicted under the following categories:

Planning: The IQAC helps the college authority prepare its Perspective Plans, long term and short term. In doing so the IQAC takes into account various factors that, directly or indirectly, may influence the growth of the college, both academic and infrastructural.

Execution: With a view to ensuring proper execution of various strategic plans, the IQAC of the college supports the college authority by providing it with timely and updated reports on functioning of various cells/ committees. There is a comprehensive monitoring system in place at the college, which under the direct supervision of the IQAC, monitors various activities viz. mentoring, progression and timely completion of curriculum, proper functioning of continuous assessment & evaluation processes in the college, periodic feedback collection and analysis, meetings with various stakeholders, functioning of various student-support services etc.

Reviewing & Remedial action: At the end of every academic session, after the declaration of the results, the IQAC sits with the departmental heads and the academic committee to review and analyze the program outcomes of different programs on offer at the college. The report of the same is submitted to the Principal and accordingly preventive and remedial measures for the next session are adopted.

In order to monitor the progress of the institution there is a system in place, which keeps record of incremental improvements in various spheres as a result of relentless quality enhancement drives of the IQAC.

File Description	Documents
Paste link for additional information	https://wcttsk.ac.in/uploads/files/Minutes%20of%20IQAC%20Meetings_%202021-22.pdf
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

IQAC of the college is active to its full potential and has been instrumental in assuring high quality in the institution's teaching learning processes.

Pivotal role played by the IQAC can be depicted under the following categories:

Planning: The IQAC helps the college authority prepare its Perspective Plans, long term and short term. In doing so the IQAC

takes into account various factors that, directly or indirectly influence the growth of the college, both academic and infrastructural.

Execution: There is a comprehensive monitoring system in place at the college, which under the direct supervision of the IQAC, monitors various activities viz. mentoring, progression and timely completion of curriculum, proper functioning of continuous assessment & evaluation processes in the college, periodic feedback collection and analysis, meetings with various stakeholders, functioning of various student-support services etc.

Reviewing & Remedial action: At the end of every academic session, after the declaration of the results, the IQAC sits with the departmental heads and the academic committee to review and analyze the program outcomes of different programs on offer at the college. The report of the same is submitted to the Principal and accordingly preventive and remedial measures for the next session are adopted.

File Description	Documents
Paste link for additional information	https://wcttsk.ac.in/uploads/files/Minutes%20of%20IQAC%20Meetings_%202021-22.pdf
Upload any additional information	No File Uploaded

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)

A. All of the above

File Description	Documents
Paste web link of Annual reports of Institution	https://wcttsk.ac.in/uploads/files/2021.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

The College is a girls' college, with teaching and non-teaching faculties comprising mixed gender. By the virtue of being a girls' college, the gender equity within the college is not an issue. However, keeping in mind the dire need for gender equity towards women, the weaker gender, we organize special awareness program among our girl students so that they understand the seriousness of the issue and in return make their locality aware of it. Some of the measures adopted by the institution towards gender equity are:

1. **Regular awareness drives on gender equity among the students & faculties.**
2. **Sensitization programs with office staff, library staff and teachers on gender equity and its importance.**
3. **Special arrangements of extra care for weaker/ slow learners.**
4. **Special arrangements and relaxation of working hours for women staff during their mensuration periods.**
5. **Free Sanitary Napkins are given to students and women staff at the time of their need.**

The institution offers full support in implementing all equity initiatives of the government.

File Description	Documents
Annual gender sensitization action plan	https://wcttsk.ac.in/uploads/files/7_1_1_Gender%20Sensitization.pdf
Specific facilities provided for women in terms of: a. Safety and security b. Counseling c. Common Rooms d. Day care center for young children e. Any other relevant information	https://wcttsk.ac.in/uploads/files/7_1_1%20Specific%20Facilities%20provided%20for%20Women.pdf

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

B. Any 3 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. It also has a unit to produce Organic compost from kitchen wastes of the Hostel.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	View File
Geo tagged photographs of the facilities	https://wcttsk.ac.in/uploads/files/7_1_3%20Geo%20tagged%20photographs%20of%20the%20facilities.pdf
Any other relevant information	View File

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

B. Any 3 of the above

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

7.1.5 - Green campus initiatives include

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

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	[View File](#)

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

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

`A. Any 4 or all of the above`

File Description	Documents
Reports on environment and energy audits submitted by the auditing agency	[View File](#)
Certification by the auditing agency	[View File](#)
Certificates of the awards received	**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	<u>View File</u>
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).

The institution's all inclusive nature is evident in its student enrollment itself. Ours is one such institution, which can be considered as a mélangeof all communities (ethnic and non-ethnic), castes, cultural groups and religions of the entire North East India. As an institution we boast of our secular nature, accommodative character and friendly environment. As a result no minority (cultural/ linguistic/ religious) student feels isolated or, neglected. Some of the key initiatives of the institution that depict its true inclusive nature:

1. **Customization of our Add-on (skill based) certificate courses to accommodate outstation students, especially the housewives, dropout students of other institutions and needy women etc.**
2. **Regular sensitization programs on various topics viz. Tolerance to other community and religion, Constitutional obligations, Rights/ Duties and Responsibilities of citizen etc. are organized.**
3. **Showcasing of ethnic culture is done, once in a week at the Morning Assembly of the College.**
4. **Celebration of various ethnic festivals.**
5. **Occasionally programs like Exhibition cum Sale of various ethnic foods are organized in order to promote them.**
6. **It has been made mandatory to use ethnic snacks only during tea break of every Meeting/ workshop/ Seminar.**

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

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

By observing Republic Day, Independence Day, Gandhi 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	View File
Any other relevant information	No File Uploaded

7.1.10 - The Institution has a prescribed code of conduct for students, teachers, administrators and other staff and conducts periodic programmes in this regard. The Code of Conduct is displayed on the website   B. Any 3 of the above

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

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

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.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.

In Academic year 2020-2021, the college celebrated:

Independence Day (15/08/2021); NSS Day (24/09/2021); Mathematics Day (22/09/2021); Republic Day (26/09/2021); National Science Day (28/02/2022); International Women's Day (08/03/2022); World Environment Day (05/06/2022); Education Day (09/06/2022); International Yoga Day (21/06/2022)

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

7.2 - Best Practices

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

The institution has been adopting many good practices over the decades.Out of these, two practices aresingled out as top two best practices:

Best Practice 1: "Solace" - Special Relaxation in working Conditions for women employees during their Menstruation periods and free distribution of Sanitary Napkins to all students and staff.The practice has been adopted as a part of the Gender Equity Policy of the college. It is well understood that women remain in a state of discomfort and despair (physiologically and emotionally) during their Menstruation periods. As a gesture of goodwill and love towards our women employees, these special arrangements have been made by the college authority.

Best Practice 2:"Xahari (?????)"has two major schemes: "Mobile Library" and "Computer Education at your doorsteps", both are created to provide services at the doorsteps of every needy institution. Of late, as a part of this mission, we have been providing free computer educations and mobile library services to inmates of the District Jail of Tinsukia. Our mission is to give the unfortunate inmates a second chance in life by equipping them with means to earn their livelihood after their jail tenure.

File Description	Documents
Best practices in the Institutional web site	View File
Any other relevant information	View File

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

Employability Enhancement: Our graduates are equipped with better employability skills. Strategic planning and execution has helped us enhance employability of our students.

- We analyze the progression rate of students at the end of every academic program. If found unsatisfactory, the IQAC and Academic committee provide suggestions to the authority to introduce complementary skill enhancement courses as Add-ons to various programs, as per their requirements. For example, Functional English course has been introduced mainly for the students with Hindi, Bangla and Assamese Honours in order to enhance their English speaking capability.Computer courses have been offered for all to enhance their grasp in computer, which is another important job skill in modern job market.
- The Career Counselling& Placement Cell (CCPC) of the college organizes career counselling programs, awareness programs, month long crash course/ workshop on employability skills and Campus placement Drives on regular basis.
- Special trainings are imparted so that they can perform well in various entry examinations for their higher studies.

The evidence of success:

- Number of students' progression to higher education: 469
- Number of students who got employment: 205

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

The College is affiliated to Dibrugarh University, Assam.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 hasits 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://wcttsk.ac.in/uploads/notice/17112022_1668675112.pdf

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.

File Description	Documents
Upload relevant supporting documents	[View File](#)
Link for Additional information	https://wcttsk.ac.in/uploads/files/ACADEMIC%20CALENDAR%202021-2022.pdf

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

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

15	
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)

7

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

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

791

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

791

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

1.3 - Curriculum Enrichment

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

The curriculum of the institution is enriched with different courses which integrate cross cutting issues relevant to professionalethics, 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 2021-22for 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

02

File Description	Documents
Any additional information	View File
Programme / Curriculum/ Syllabus of the courses	View File
Minutes of the Boards of Studies/ Academic Council meetings with approvals for these courses	View File
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
130

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

1.4 - Feedback System

1.4.1 - Institution obtains feedback on the syllabus and its transaction at the institution from the following stakeholders Students Teachers Employers Alumni	**A. All of the above**

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

1.4.2 - Feedback process of the Institution may be classified as follows	**A. Feedback collected, analyzed and action taken and feedback available on website**

File Description	Documents
Upload any additional information	View File
URL for feedback report	https://wcttsk.ac.in/uploads/files/Action%20Taken%20on%20Feedback_2021-22_Students_WCT.pdf

TEACHING-LEARNING AND EVALUATION

2.1 - Student Enrollment and Profile

2.1.1 - Enrolment Number Number of students admitted during the year

2.1.1.1 - Number of sanctioned seats during the year

350

File Description	Documents
Any additional information	View File
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

156

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

2.2 - Catering to Student Diversity

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

Students had to face long absence in the institution due to COVID-19 lockdown and during that period, mentors from all the departments used to make contact with the respective students either individually or in small groups to address different issues as raised by the students in addition to regular online classes.

As a part of identifying the slow learners, steps were taken by the mentors and the respective departments by arranging special remedial classes, providing substantial study materials, library guidance, micro counselling sessions etc. were arranged at a regular basis in blended mode. As a result, students were morally up in spirits and they performed well in blended mode examinations. Different skill enhancement courses, seminars, workshops were arranged from time to time. .

For academic development of the students, adoptedprocedures are:

- Arrangement of remedial classes specially for slow learners.
- Study materials are provided in hard and soft copies.
- Standard and international level reference books are given to the advanced learners.
- Career guidance and counselling sessions are arranged at a regular basis.
- Placement drives are managed by the respective cell.
- For literary development of the students, wall magazine, college magazine, e-magazines are prepared
- Participative/experiential/experimental learning techniques are adopted.

File Description	Documents
Link for additional Information	https://wcttsk.ac.in/uploads/files/Mentor _Mentee_Ratio.pdf
Upload any additional information	View File

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

Number of Students	Number of Teachers
877	46

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

Teaching Learning in the college is basically student centric, with a great deal of innovation meant for making the learning experience enjoyable and impactful.

- **Various ICT tools used in our teaching learning are: Smart Board, Smart TV, computers, Mobile, WhatsApp, You tube, etc.ICT platforms used are Moodle, Google classroom, Zoom, Webex, Google meet etc.**
- **Our teaching learning has the following components integrated into it:**
  1. **Conventional &Use of ICT components: On the average 55% of the total syllabus is covered under conventional chalk & Talk methods. ICT tools are used for 32% of the syllabus.**
  2. **Participative: On the average 6% of the syllabus is covered under participative teaching.**
  3. **Experiential: 2% of the syllabus is covered under hands-on or experiential teaching learning.**
  4. **Experimental and Problem solving methodologies: 4% of the syllabus is covered by usongExperimental and Problem solving methodologies**

File Description	Documents
Upload any additional information	[View File](#)
Link for additional information	https://wcttsk.ac.in/uploads/files/Teaching%20and%20Learning.pdf

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 likeGoogle 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/ Xrecorder 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	[View File](#)
Provide link for webpage describing the ICT enabled tools for effective teaching-learning process	https://wcttsk.ac.in/uploads/files/Teaching%20and%20Learning.pdf

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

36

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

2.4 - Teacher Profile and Quality

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

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

18

File Description	Documents
Any additional information	View File
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

453.5

File Description	Documents
Any additional information	View File
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.

Mechanism of Internal Assessment (and external assessment) is transparent in our institution. Strict adherence to the guidelines set by the affiliating university is ensured. Students are given ample time and opportunity to place their grievances and redressal system is efficient and time-bound. The Vice Principal and the IQAC coordinator have been given responsibilities to oversee the entire process with a view to ensuring proper assessment of the students.

As far as the external assessment is concerned, it is under the control of the affiliating university. We, on our part, ensure that University guidelines are strictly followed while conducting examinations for external evaluation. As and when a grievance from the student is received, we promptly forward the same to the concerned authority (Controller of Examinations) for swift redressal.

File Description	Documents
Any additional information	View File
Link for additional information	https://wcttsk.ac.in/uploads/notice/22112022_1669088832.pdf

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 tothe 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 2021-2022, the link is (pp.4-11 of Prospectus 2021-22) : PROSPECTUS_2021-2022.pdf (wcttsk.ac.in) For the programme & course outcome, one can search the following link: https://wcttsk.ac.in/uploads/files/PROSPECTUS_2021-2022.pdf

File Description	Documents
Upload any additional information	View File
Paste link for Additional information	https://assessmentonline.naac.gov.in/storage/app/public/aqar/23847/23847_25_52.pdf?1669616951
Upload COs for all courses (exemplars from Glossary)	View File

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

The 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 year226 students graduated from our college. Pass percentage in various programmes of the institution (2021-22: BA: 86.02% (Major); 74.58% (Non-major) and B.Com.: 84.62% reflects well on satisfactory attainment of programme outcome. The analysis shows requirement of more Skill enhancementcourses to be incorporated in the curriculum.

File Description	Documents
Upload any additional information	View File
Paste link for Additional information	https://wcttsk.ac.in/uploads/files/Add%20on%20Courses_Outcome_2021-22.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

226

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/2021.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_%202021-2022.pdf

RESEARCH, INNOVATIONS AND EXTENSION

3.1 - Resource Mobilization for Research

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

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

`0.15 lakh`

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

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

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

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

16

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

3.2 - Research Publications and Awards

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

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

9

File Description	Documents
Any additional information	[View File](#)
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

29

File Description	Documents
Any additional information	View File
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 has its own Extension Activity Cell and under the direct patronage of the college authority, it has been engaging its teachers and students in a number of Extension Activities in nearby areas, villages, Institutions etc. of this region.

Various Units, Cells of the college that are engaged in extension activities are:

- NSS: Blood Donation Camps, Special residential camps in nearby villages, Peer teaching Programs at various schoolsby volunteers, AIDS Awareness Programs, Environment awareness Programs, Disaster Management Programs, Legal Awareness Programs, Health Camps, free toilet for women's at market place etc.
- NCC: Extension programs organized in nearby region – AIDS Awareness Programs, Environment awareness Programs, Disaster Management Programs, Legal Awareness Programs, Health Camps
- Eco Club: Environment awareness Programs, Sapling plantation programs.
- Students' Union Body: AIDS Awareness Programs, Environment awareness Programs, Legal Awareness Programs, Health Camps
- GyanBriksha Mission: Science & Astronomy popularization programs, Free coaching for students of rural and disadvantaged schools etc.

- • **Xahari: Free Computer Education, Free Mobile Library Service at the doorsteps of different schools/ institutions etc.**

File Description	Documents
Paste link for additional information	https://wcttsk.ac.in/data/page/nss/
Upload any additional information	View File

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

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

06

File Description	Documents
Any additional information	View File
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

34

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

1344

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

9

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

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

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

9

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

INFRASTRUCTURE AND LEARNING RESOURCES

4.1 - Physical Facilities

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

Our institution always tries to provide the best possible infrastructure and physical facilities to our students so that they can enjoy the Teaching Learning experience of an entirely different level:

- **Classrooms: At present the college has 36 classrooms, 05 lecture hallsequipped with ICT facilities.**
- **Labortories: The college have 03 Computer Labortories comprising of 200 computers and 01 Labortory each for English, Education and Home Science respectively.**
- **ICT Facilities: All classrooms, Hostels, Administrative building, the Library building and the Computer laboratories have been provided with high speed Wi-Fi internet connectivity. All departments have the basic ICT facilities to maintain a high standard of teaching learning. At present we have 200 computers in total, out of which 164computers are exclusively kept for students' use. There are 21 smart TVs, 3 LED TVs in different class room/ Halls etc. Apart from that we have 4 smart boards and 7 projectors to help us in various activities related to teaching-learning.**
- **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	https://wcttsk.ac.in/data/page/about-the-library/

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 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	https://wcttsk.ac.in/data/page/yoga-centre/

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	<u>View File</u>
Paste link for additional information	<u>https://wcttsk.ac.in/uploads/files/4_1_3% 20Physical%20Facilities.pdf</u>
Upload Number of classrooms and seminar halls with ICT enabled facilities (Data Template)	<u>View File</u>

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)

28.18 lakh

File Description	Documents
Upload any additional information	**No File Uploaded**
Upload audited utilization statements	<u>View File</u>
Upload Details of budget allocation, excluding salary during the year (Data Template)	<u>View File</u>

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	https://wcttsk.ac.in/data/library/

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)

2,20,602 (Two lakh twenty thousand six hundred two only)

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

58

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	[View File](#)
Paste link for additional information	https://wcttsk.ac.in/uploads/files/WCT_MOU_MS%20DEY'S%20COMPUTERS%2C%20TINSUKIA%2001-08-2022.pdf

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	View File
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)

56.68 Lakhs

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://wcttsk.ac.in/data/page/computer-center/

STUDENT SUPPORT AND PROGRESSION

5.1 - Student Support

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

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

567

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 benefited by scholarships and free ships provided by the Government during the year (Data Template)	**View File**

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

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

2

File Description	Documents
Upload any additional information	**View File**
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://wcttsk.ac.in/**
Any additional information	**No File Uploaded**
Details of capability building and skills enhancement initiatives (Data Template)	**View File**

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

878

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

878

File Description	Documents
Any additional information	View File
Number of students benefited by guidance for competitive examinations and career counseling during the year (Data Template)	View File

5.1.5 - The Institution has a transparent mechanism for timely redressal of student grievances including sexual harassment and ragging cases Implementation of guidelines of statutory/regulatory bodies Organization wide awareness and undertakings on policies with zero tolerance Mechanisms for submission of online/offline students' grievances Timely redressal of the grievances through appropriate committees	A. All of the above

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

5.2 - Student Progression

5.2.1 - Number of placement of outgoing students during the year

5.2.1.1 - Number of outgoing students placed during the year

83

File Description	Documents
Self-attested list of students placed	View File
Upload any additional information	View File

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

75

File Description	Documents
Upload supporting data for student/alumni	View File
Any additional information	No File Uploaded
Details of student progression to higher education	View File

5.2.3 - Number of students qualifying in state/national/ international level examinations during the year (eg: JAM/CLAT/GATE/ GMAT/CAT/GRE/ TOEFL/ Civil Services/State government examinations)

5.2.3.1 - Number of students qualifying in state/ national/ international level examinations (eg: JAM/CLAT/NET/ SLET/ GATE/ GMAT/CAT/GRE/ TOEFL/ Civil Services/ State government examinations) during the year

23

File Description	Documents
Upload supporting data for the same	View File
Any additional information	No File Uploaded

5.3 - Student Participation and Activities

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

5.3.1.1 - Number of awards/medals for outstanding performance in sports/cultural activities at university/state/ national / international level (award for a team event should be counted as one) during the year.

26

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

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

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://wcttsk.ac.in/data/page/student-association/
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

259

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

5.4 - Alumni Engagement

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

There is an Alumnae Association in the College, established in the year 2003 consisting of 300 Members +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. The Alumnae association, right from its inception, has been doing its bits both in Cash and Kinds. It has also been engaging itself in various activities to provide legal, health, and other forms of support to our students and other stakeholders of our institution. In the session 2021-22, the association provided financial assistance to the College to fight against COVID.

File Description	Documents
Paste link for additional information	**Nil**
Upload any additional information	[View File](#)

5.4.2 - Alumni contribution during the year (INR in Lakhs)	**A. ? 5Lakhs**

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

Our College has its well spelt out (and well displayed) Vision, Mission and Motto and the institutional leadership goes about the governance in accordance with its Vision and Mission. The fact that the college authority gives due respect to the vision and mission of its founders is quite evident in various practices adopted by the administration. For example:

- The administrative set up of the college is such that, it ensures decentralization of power.
- In order to ensure participation of every stake holders in its governance and decision making, the administration includes representatives from the Students, Teachers, Office Staff and parents in every decision making bodies and encourages them to actively participate and contribute to the growth of the institution.
- Various bodies, where participations of various stake holders are ensured are -

1. Governing Body: Teachers, Office Staff, and Parents.
2. Academic Committee: Teachers, Students, Academicians
3. IQAC: Teacher, External member, Students.
4. Grievance Redressal Cell: Teachers, Office staff, Library staff, Students.
5. Anti-Ragging Committee: Teachers, Students.
6. Purchase Committee: Teacher, Office Staff, Librarian

7. Construction Committee: Teacher, Office Staff, Librarian
8. Sexual Harassment Prevention Cell: Teacher, Office Staff, Librarian and Students.
9. Eco Club: Teachers, Students.
10. NCC: Teacher, Students
11. NSS: Teachers, Students.
12. Rangers & Rovers: Teacher, Students
13. Union Body: Teachers (as advisors), Students
14. Magazine Committee: Teachers (as advisors), Students

File Description	Documents
Paste link for additional information	https://wcttsk.ac.in/data/page/mission-vision/
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. The Governing body consisting of President, Principal & Secretary, University's Nominee, Ex-Officio Member, Donor Member, Teachers' Representative Secretary, Teachers' Unit, Guardian Member, Non - Teaching Member, Librarian faciliates in smooth functioning of the instituition by taking active leadership role. 2. All the Academic Departments have been given full autonomy regarding curriculum delivery and teaching-learning. The Principal's role is that of a facilitator. 3. There are different committees/Cells for smooth functioning of academic activities and student affairs, in which college teachers & students take part and assume leadership roles for their smooth functioning. 4. For infrastructural development and augmentation there are Purchase Committee, RUSA Project Monitoring Unit and Infrastructure Development Committee comprising faculty members, office staff, student representatives etc. These Committees enjoy full autonomy as fer as their functioning are concerned and any monetary transaction/ infrastructure development proposals are approved only when they are passed by these committees. 5. 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://wcttsk.ac.in/data/page/governing-body/
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	View File
Paste link for additional information	https://wcttsk.ac.in/uploads/files/Strategic%20Plnning%20Deployment_2021-2022.pdf
Upload any additional information	**No File Uploaded**

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

The Governing Body, IQAC and the Principal work in tandem to ensure effective and efficient functioning of various

activities/ programs in the college. The College functions as per well stated policies framed by the State Government, Directorate of Higher Education Assam, the Governing Body, Administrative head, IQAC and Academic Committee. The administrative setup, though apparently looks like a pyramid, in practice the College administration does everything possible to make the administrative and academic processes participative with a great deal of decentralization.

Appointments in the college are governed by guidelines set by the State Government, which is in accordance to that of the UGC. On receipt of permission from the DHE-Assam, the college publishes advertisement for appointment against any vacancy. Selection committee is formed as per guidelines and interview is held. The name of the selected candidate is approved by the G.B., after which the same is submitted to the Director of Higher Education of Assam for final approval and appointment order.

Service Rules are governed by Assam College Provincialization Act-2005.

The College prepares its Perspective Plans, long term and short term, for overall development of the College and has three pivotal aspectsin it viz. Academic, Infrastructural & Administrative.

File Description	Documents
Paste link for additional information	https://wcttsk.ac.in/data/page/governing-body/
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 College has effective welfare measures in place for its teaching and non-teaching staff as can be seen from below:

1. **Welfare measures for Sanctioned teaching and non-teaching staff are in place as per guidelines of the Government of Assam. The college authority does the needful to ensure that they can avail the same without any hassle.**
2. **For non-sanctioned (contractual) staff the following welfare measures have been adopted.**

- **Staff Quarter facility with electricity and running water.**
- **Ex-Gratia payment during festivals (Durga Puja and Bihu) are provided to all non-sanctioned staff.**
- **Group Insurance.**
- **There is a welfare Society for non-sanctioned staff in the name of "Non-sanctioned employees welfare Society". It looks after financial wellbeing of the non-sanctioned staff within its capability.**
- **Benefit Fund facility: The College has created a Strong fund, courtesy donations from some of its faculty members and a good contribution from the college authority, which has been invested in SBI Mutual fund. A certain amount from the annual interest of the same will be used to provide salaries (in enhanced manner) to the non-sanctioned staff.**
- **Periodic health checkup.**

File Description	Documents
Paste link for additional information	**Nil**
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

10

File Description	Documents
Upload any additional information	[View File](#)
Details of teachers provided with financial support to attend conference, workshops etc during the year (Data Template)	[View File](#)

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

1

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	View File
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

38

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. Afteranalyzing 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	Nil
Upload any additional information	View File

6.4 - Financial Management and Resource Mobilization

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

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	View File

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

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

670000

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

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. Monthy 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	Nil
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

Pivotal role played by the IQAC in various can be depicted under the following categories:

Planning: The IQAC helps the college authority prepare its Perspective Plans, long term and short term. In doing so the IQAC takes into account various factors that, directly or indirectly, may influence the growth of the college, both academic and infrastructural.

Execution: With a view to ensuring proper execution of various strategic plans, the IQAC of the college supports the college authority by providing it with timely and updated reports on functioning of various cells/ committees. There is a comprehensive monitoring system in place at the college, which under the direct supervision of the IQAC, monitors various activities viz. mentoring, progression and timely completion of curriculum, proper functioning of continuous assessment & evaluation processes in the college, periodic feedback collection and analysis, meetings with various stakeholders, functioning of various student-support services etc.

Reviewing & Remedial action: At the end of every academic session, after the declaration of the results, the IQAC sits with the departmental heads and the academic committee to review and analyze the program outcomes of different programs on offer at the college. The report of the same is submitted to the Principal and accordingly preventive and remedial measures for the next session are adopted.

In order to monitor the progress of the institution there is a system in place, which keeps record of incremental improvements in various spheres as a result of relentless quality

enhancement drives of the IQAC.

File Description	Documents
Paste link for additional information	https://wcttsk.ac.in/uploads/files/Minutes%20of%20IQAC%20Meetings_%202021-22.pdf
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

IQAC of the college is active to its full potential and has been instrumental in assuring high quality in the institution's teaching learning processes.

Pivotal role played by the IQAC can be depicted under the following categories:

Planning: The IQAC helps the college authority prepare its Perspective Plans, long term and short term. In doing so the IQAC takes into account various factors that, directly or indirectly influence the growth of the college, both academic and infrastructural.

Execution: There is a comprehensive monitoring system in place at the college, which under the direct supervision of the IQAC, monitors various activities viz. mentoring, progression and timely completion of curriculum, proper functioning of continuous assessment & evaluation processes in the college, periodic feedback collection and analysis, meetings with various stakeholders, functioning of various student-support services etc.

Reviewing & Remedial action: At the end of every academic session, after the declaration of the results, the IQAC sits with the departmental heads and the academic committee to review and analyze the program outcomes of different programs on offer at the college. The report of the same is submitted to the Principal and accordingly preventive and remedial measures for the next session are adopted.

File Description	Documents
Paste link for additional information	https://wcttsk.ac.in/uploads/files/Minutes%20of%20IQAC%20Meetings_%202021-22.pdf
Upload any additional information	**No File Uploaded**

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)	**A. All of the above**

File Description	Documents
Paste web link of Annual reports of Institution	https://wcttsk.ac.in/uploads/files/2021.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

The College is a girls' college, with teaching and non-teaching faculties comprising mixed gender. By the virtue of being a girls' college, the gender equity within the college is not an issue. However, keeping in mind the dire need for gender equity towards women, the weaker gender, we organize special awareness program among our girl students so that they understand the seriousness of the issue and in return make their locality

aware of it. Some of the measures adopted by the institution towards gender equity are:

1. Regular awareness drives on gender equity among the students & faculties.
2. Sensitization programs with office staff, library staff and teachers on gender equity and its importance.
3. Special arrangements of extra care for weaker/ slow learners.
4. Special arrangements and relaxation of working hours for women staff during their mensuration periods.
5. Free Sanitary Napkins are given to students and women staff at the time of their need.

The institution offers full support in implementing all equity initiatives of the government.

File Description	Documents
Annual gender sensitization action plan	https://wcttsk.ac.in/uploads/files/7_1_1_Gender%20Sensitization.pdf
Specific facilities provided for women in terms of: a. Safety and security b. Counseling c. Common Rooms d. Day care center for young children e. Any other relevant information	https://wcttsk.ac.in/uploads/files/7_1_1%20Specific%20Facilities%20provided%20for%20Women.pdf

7.1.2 - The Institution has facilities for alternate sources of energy and energy conservation measures Solar energy Biogas plant Wheeling to the Grid Sensor-based energy conservation Use of LED bulbs/ power efficient equipment	B. Any 3 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. It also has a unit to produce Organic compost from kitchen wastes of the Hostel. 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	[View File](#)
Geo tagged photographs of the facilities	https://wcttsk.ac.in/uploads/files/7_1_3%20Geo%20tagged%20photographs%20of%20the%20facilities.pdf
Any other relevant information	[View File](#)

7.1.4 - Water conservation facilities available in the Institution: Rain water harvesting Bore well /Open well recharge Construction of tanks and bunds Waste water recycling Maintenance of water bodies and distribution system in the campus	B. Any 3 of the above

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

7.1.5 - Green campus initiatives include

7.1.5.1 - The institutional initiatives for greening the campus are as follows: 1. **Restricted entry of automobiles** 2. **Use of Bicycles/ Battery powered vehicles** 3. **Pedestrian Friendly pathways** 4. **Ban on use of Plastic** 5. **landscaping with trees and plants**	**A. Any 4 or All of the above**

File Description	Documents
Geo tagged photos / videos of the facilities	View File
Any other relevant documents	View File

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

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

File Description	Documents
Reports on environment and energy audits submitted by the auditing agency	View File
Certification by the auditing agency	View File
Certificates of the awards received	**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).

The institution's all inclusive nature is evident in its student enrollment itself. Ours is one such institution, which can be considered as a mélangeof all communities (ethnic and non-ethnic), castes, cultural groups and religions of the entire North East India. As an institution we boast of our secular nature, accommodative character and friendly environment. As a result no minority (cultural/ linguistic/ religious) student feels isolated or, neglected. Some of the key initiatives of the institution that depict its true inclusive nature:

  1. Customization of our Add-on (skill based) certificate courses to accommodate outstation students, especially the housewives, dropout students of other institutions and needy women etc.

2. **Regular sensitization programs on various topics viz. Tolerance to other community and religion, Constitutional obligations, Rights/ Duties and Responsibilities of citizen etc. are organized.**
3. **Showcasing of ethnic culture is done, once in a week at the Morning Assembly of the College.**
4. **Celebration of various ethnic festivals.**
5. **Occasionally programs like Exhibition cum Sale of various ethnic foods are organized in order to promote them.**
6. **It has been made mandatory to use ethnic snacks only during tea break of every Meeting/ workshop/ Seminar.**

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

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

By observing Republic Day, Independence Day, Gandhi 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	View File
Any other relevant information	**No File Uploaded**

7.1.10 - The Institution has a prescribed code of conduct for students, teachers, administrators and other staff and conducts periodic programmes in this regard. The Code of Conduct is displayed on the website There is a committee to monitor adherence to the Code of Conduct Institution organizes professional ethics programmes for students, teachers, administrators and other staff 4. Annual awareness programmes on Code of Conduct are organized	**B. Any 3 of the above**

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

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.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.

In Academic year 2020-2021, the college celebrated:

Independence Day (15/08/2021); NSS Day (24/09/2021);
Mathematics Day (22/09/2021); Republic Day (26/09/2021);
National Science Day (28/02/2022); International Women's Day
(08/03/2022); World Environment Day (05/06/2022); Education Day
(09/06/2022); International Yoga Day (21/06/2022)

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

7.2 - Best Practices

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

The institution has been adopting many good practices over the decades.Out of these, two practices aresingled out as top two best practices:

Best Practice 1: "Solace" - Special Relaxation in working Conditions for women employees during their Menstruation periods and free distribution of Sanitary Napkins to all students and staff.The practice has been adopted as a part of the Gender Equity Policy of the college. It is well understood that women remain in a state of discomfort and despair (physiologically and emotionally) during their Menstruation periods. As a gesture of goodwill and love towards our women employees, these special arrangements have been made by the college authority.

Best Practice 2:"Xahari (?????)"has two major schemes: "Mobile Library" and "Computer Education at your doorsteps", both are created to provide services at the doorsteps of every needy institution. Of late, as a part of this mission, we have been providing free computer educations and mobile library services to inmates of the District Jail of Tinsukia. Our mission is to

give the unfortunate inmates a second chance in life by equipping them with means to earn their livelihood after their jail tenure.

File Description	Documents
Best practices in the Institutional web site	View File
Any other relevant information	View File

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

Employability Enhancement: Our graduates are equipped with better employability skills. Strategic planning and execution has helped us enhance employability of our students.

- We analyze the progression rate of students at the end of every academic program. If found unsatisfactory, the IQAC and Academic committee provide suggestions to the authority to introduce complementary skill enhancement courses as Add-ons to various programs, as per their requirements. For example, Functional English course has been introduced mainly for the students with Hindi, Bangla and Assamese Honours in order to enhance their English speaking capability.Computer courses have been offered for all to enhance their grasp in computer, which is another important job skill in modern job market.
- The Career Counselling& Placement Cell (CCPC) of the college organizes career counselling programs, awareness programs, month long crash course/ workshop on employability skills and Campus placement Drives on regular basis.
- Special trainings are imparted so that they can perform well in various entry examinations for their higher studies.

The evidence of success:

- Number of students' progression to higher education: 469
- Number of students who got employment: 205

File Description	Documents
Appropriate web in the Institutional website	[View File](#)
Any other relevant information	[View File](#)

7.3.2 - Plan of action for the next academic year

Short Term Plans

- **To take necessary initiative for 3rd cycle of Accreditation of the College by NAAC.**
- **To introduce need based new programmes like Bachelor of Computer Application(BCA) etc.**
- **To open honours in subjects like Home Science, Sociology, History etc.**
- **To expertise ground work to make the college ready for National Education Policy(NEP) 2020.**

Long Term Plan

- **To develop the new campus with a view to introducing science stream and to strengthen the outdoor sports facility of the college.**