The Annual Quality Assurance Report (AQAR) of the IQAC

(For Affiliated/Constituent Colleges)
2016-17

PART– A

Data of the Institution	
1. Name of the Institution	Rangia College
Name of the Head of the institution	Dr. Daksheswar Deka
Designation	Principal i/c
Does the institution function from own campus	Yes
Phone no./Alternate phone no	94355 44088
Mobile no	9864140763
Registered e-mail	principal.rangiacollege@gmail.com
Alternate e-mail	info@rangiacollege.ac.in
Address	Rangia College, Rangia
City/Town	Rangia
State/UT	Assam
Pin Code	781354
2. Institutional status:	
Affiliated / Constituent	Affiliated
Type of Institution	Co-education
Location : Rural/Semi-urban/Urban	Rural
Financial Status	State
Self financing	No
Name of the Affiliating University	Gauhati University
Name of the IQAC coordinator	Dr.Monoj Kr Singha
Phone no	
Alternate phone no	8638794926
Mobile	9954707890
IQAC e-mail address	iqac.rc@gmail.com
Alternate Email address	reiki_sinha@yahoo.com
3.Website address:	
Web-link of the AQAR(Previous academic year)	https://www.rangiacollege.ac.in/iqac/aqar2015-16
4. Whether Academic Calendar prepared during the year.	Yes
if yes, whether it is uploaded in the Institutional website:	https://www.rangiacollege.ac.in/iqac/calendar2016-17
5. Accreditation Details:	

Cycle	Grade	CGPA	Year of	Validity period

			Accreditation	
1st	B++	2.81	2004	4 Nov 2004 to 4 Nov 2009
2nd	B	2.80	2010	8 Jan 2011 to 8 Jan 2016
6. Date of establishment of IQAC			27/04/2004	

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7. Internal Quality Assurance System		
7.1 Quality initiative by IQAC during the year for promoting quality culture		
Item/Initiative by initiative IQAC	Date and Duration	No. of participant / beneficiaries
Orientation programme for fresh students(Arts/Science/Commerce & Other)	6-12 August 2016 16-20 August 2016 23 August 2016	500
Introduce mentoring classes for major students.	13 August 2016	150
IQAC Meeting	23 January 2017	8
IQAC meeting	24 May 2017	8
Assessment & verification of the progress of the RUSA project	4 July 2017	12
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8. Provide the list of funds by Central/ State Government UGC/CSIR/DST/DBT/ICMR/TEQIP/World Bank/CPE of UGC etc.				
Institution/ Deptt./ Faculty	Scheme	Funding agency	Year	Amount
Institution	Institutional Biohub	DBT	2016	5,64,000/-
Physics	Minor research project	UGC	2016	3,00,000/-
Arabic	Minor research project	UGC		2,85,000/-
Institution	Grant received	UGC	2016	6,468,393/-
Institution	Grant received	Central Govt.	2016	3,13,874/-
Institution	Infrastructure grant to college of Assam	RUSA ,Govt. of Assam	2016	88,33,000/-
Institution	Grant received	Local bodies	2017	15,000/-
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9. Whether composition of IQAC as per latest NAAC guidelines	Yes
upload latest notification of formation of IQAC	*View file*
10. No. of IQAC meetings held during the year	2

Upload, minutes of meetings and action taken report	*View file*
11. Whether IQAC received funding from any of the funding agency to support its activities during the year ?	No

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

12.1. Introduce Mentoring and Counseling system for major students.

12.2. M.A. in Arabic department has been introduced.

12.3 Inauguration of the Girls' Hostel on 28th April 20017.

12.4 Inauguration of the drinking water treatment on 17th November 2016

12.5**.** Inauguration of the Meditation Hall on 21 June 2016.

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

Plan	*Action*
Mentoring and Counseling system for major students	A committee is formed to run the programme initially introduce for the major students of the first semester students.
Post graduate course in Arabic	Gauhati University grants permission for the Master degree course in Arabic.
Commission of Girls' hostel	The constructed for the Girls' hostel has been completed with the UGC funding. The first batch of girls admitted according on the basis of merit.
Infrastructural development	Renovation of the college auditorium. The drinking water plant and meditational hall has been completed.
Automation of the admission procedure	Admission process has been made online.

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14. Whether the AQAR was placed before statutory body?	No
15. Whether NAAC/or any other accredited body(s) visited IQAC or interacted with it to assess the functioning?	Yes. Physical verification of the RUSA project has been done on 04 July 2017. The inspection was conducted by the Mission Directorates of RUSA, Govt. of Assam.

16. Whether institutional data submitted to AISHE	Yes
Year:	2016-17
17. Does the Institution have Management Information System?	Yes
If yes, give a brief description and a list of modules currently operational (maximum 500 words)	The leave account of the faculty members are maintained by a Leave Management System (LMS). LMS takes into count the leaves mainly Causal leave, duty leave special leave. It excludes the Child Care Leave and Earned leave.

PART-B

CRITERION I CURRICULUM ASPECTS

1.1 Curriculum Planning and implementation

1.1.1 Institution has the mechanism for well planned curriculum delivery and documentation. (Explain in 500 wards)

Rangia College offers a wide range of programmes under three faculties – Arts, Science and Commerce. The offered programmes include 22 subjects at UG level with 17 of them offering Major courses. While students enrolled in a program are supposed to enjoy flexibility in respect of time frame and non-core options, elective options are available and horizontal mobility within and across a discipline is allowed to a limited extent depending upon the satisfaction of the authorities concerned.

With the thrust area of the college curriculum as designed by the Gauhati University mainly centered on generation and transmission of knowledge, the onus of fulfilling the social responsibility like creating general awareness on the problems of equality, health and hygiene, cleanliness etc. is left to the extension education activities of the college.

The college strictly adheres to the curriculum designed and modelled for different courses under GU, and is fully aware of the methodology adopted in preparing the courses. Self-financing courses has been introduced in Computer applications (PGDCA) and Yoga and Meditation has also been running as part of the regular courses. As for the execution of the courses there is a practice to get feedback from academic peers, notably the retired Principals and retired lecturers. Besides, the Principal as chair person of the IQAC makes it convenient to interact from time to time with the teaching community on vital academic issues. The college maintains a healthy rapport with the neighbourhood on issues of common concern.

It is noteworthy to mention that two faculty members of the College are actively associated with the University for preparation and modification of the syllabus time to time. Further, the college has endeavored to sign MOU with NGOs for exchange of socio-economic and student centric programmes. In the beginning of an academic session the heads of the departments draw out a detailed teaching plan for the whole session. The plan shows unit-wise break-up of the syllabus to be covered and distributed to the other faculty members. It is meant for completing the syllabus within a stipulated period.

With the majority of the students of the college having a very weak socio-economic fabric, it is felt that students by and large would have been more benefited through a series of vocational training in the nature of IGP programmes. With this end in view the college has introduced degree course in vocational education (B.Voc) in two subjects under UGC in the year 2016. The college authority had submitted a proposal to introduce master degree in Arabic. In response to that Gauhati University has granted permission to open master degree in Arabic from the current academic session.

1.1.2 Certificate / Diploma courses introduced during the Academic year

Name of the certificate Course	Name of the Diploma Courses	Date of introduction and duration	Focus on employability /entrepreneurship	Skill development
0	0	0	0	0

1.2 Academic flexibility

1.2.1 New programme / courses introduced during the academic year

Programme with code	Subject specialization	Date of Introduction
M.A.	Arabic	01/08/2016

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1.2.2 Programmes in which Choice Based Credit System (CBCS) / Elective course system implemented at the affiliated college (if applicable) during the academic year.

Name of programme adopting CBCS	UG (Subject)	Date of implementation of CBCS/ Elective Course System
Not Applicable		

1.2.3 Student enrolled in Certificate/ Diploma Courses introduced during the year

No of students	Certificate	Diploma Courses
0	0	0

1.3 Curriculum Enrichment

1.3.1 Value-added courses imparting transferable and life skills offered during the year

Value added courses	Date of introduction	Number of students enrolled

0	0	0

1.3.2 Field studies /Projects / Internship under taken during the year

Project / Programme title	Specialization	No. of students enrolled for field projects /internship
BA	Assamese	31
BA	Bodo	12
B.Sc	Botany	172
BA	Political Science	48
BA	Philosophy	14
B.Sc	Physics	30
BA	English	35
BA	Education	28
B.Sc/BA	Geography	15
EVS (BA, BSc,B.Com, B.Voc, BCA)	Environmental Studies	1012

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1.4 Feedback System

1.4.1 Whether structured feedback received from all the stakeholders

1. Students	2. Teacher	3. Employers	4.Alumni	5. Parents
Yes	No	No	No	No

1.4.2 **How the feedback obtained is being analyzed and utilized for overall development of the institution** ?

Methodology adopted for feedback system in the college

1. A routine is prepared for the purpose and departments are asked to allot a class for the feedback as per routine.
2. A questionnaire is prepared with ten numbers of questions to check the opinion of a student towards his/her teacher.

3. Respective departments are requested not to attend the feedback class during the process of feedback.

4.The questionnaire and the method of giving feedback is explained by the invigilation assigned by IQAC.

5.Students are assured that their feedback is secured in all respect.

6. Students are requested to give the score according to the scale given with dignity and integrity.

7. Answer script are collected and submitted to the coordinator IQAC, RC

8. The questionnaire are analyzed and grade is given according to the feedback received with respect to the teacher.

The following points are included in the student feedback form

1. Relevance to real life situation
2. Extent of coverage of syllabus in class
3. Clarity and relevance of reading material
4. Knowledge base of the teacher
5. Sincerity/Commitment of the Teacher
6. Accessibility of the teacher in & out of the class
7. Timely feedback and further discussion.
8. Communication skill
9. Motivation generated by teacher.
10. Ability to test understanding.

Analysis of the feedback is done by IQAC. The result of the feedback is conveyed to the respective teacher through e-mail.

CRITERION II   TEACHING-LEARNING AND EVALUATION

2.1 Student Enrollment and Profile

2.1.1 Demand Ratio during the year

Name of the Programme	Programme specialization	Number of the seat available	Number of application received	Students enrolled
BA	MIL,EDN,ECO,ENG,GGY,HIS,MAT,PSC,PHLSNS	800	912	831
BSc	BOT,CHE,GGY,MAT, PHY,ZOO	250	312	307
BCom	BMT,IFS,FAC,BED,FIN	150	173	173
BCA	CSC	20	15	15
B.Voc (CTHM)	CT&HM	50	15	15
B.Voc	RM&IT	50	26	26
M.A.	ARB	20	20	20
PGDCA (Diploma)	PGDCA	30	24	24
CCA (Diploma)	CCA	20	15	15

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2.2 Catering to Student Diversity

2.2.1. Student-Full time teacher ratio (current year data)

Year	Number of students enrolled in the institution(U.G)	Number of students enrolled in the institution (P.G)	Number of full time teachers available in the institution only for P.G Courses	Number of teachers teaching both UG & PG
2016	4939	20	0	5

2.3 Teaching –Learning Process

2.3.1 Percentage of teachers using ICT for effecting teaching with Learning Management Systems(LMS), E-learning resources etc . (Current year data)					
Numbers of teachers on roll	Numbers of teachers using ICT	ICT tools and resources available	Number of ICT enable classroom	Number of smart classrooms	E resources and techniques used
84	26	08	03	01	03

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

The college has a student mentoring system. Departments are monitoring the students in semester wise manner .The modalities of the system is worked out and implemented by the departments itself. Some of the common modalities are

A. Mentoring through Attendance

1. Observe the students in the classroom
2. Monitoring the attendance of the student and if found absent continuously for a week
 try to find out the cause of the absence from available sources.
4. Communicate with the student/ parent.
5. Try to sort out the problem if any
5. Call the parent in case of urgency.

B. Mentoring for slow learner

1. If the department finds a student to be a slow learner, special care is taken.
2. Tutorial classes are taken as provided in the class routine.
3. Books are provided from departmental seminar library.

C. Mentoring through psychological counseling

A large number of the students of the college came from economically challenged household and first generation learner. Further, issues of adolescence also stressed them. Department is also perceptive of the problem and care to.
1. Counseling is done personally one to one basis.
2. If needed parents are also involved to overcome the crisis.

Mentoring through Students Union

Rangia College students union is also taking care if a student faced with issues related to
1. Admission related problems
2. Financial problems. The college has a student development fund can that take care of financially changed students.
3. Administrative problem.
4. Academic problem – Guided the students in case of subject change.

IQAC, Extension Education Cell and Self Empowerment Centre (Yoga and Meditation)

organize seminar, talk and workshop to create a positive ambiance for the students and inculcate the moral and ethical values in the students.

Number of students enrolled in the institution	Number of fulltime teachers	Mentor: Mentee Ratio
4939	84	1:58

2.4 Teacher Profile and Quality				
2.4.1 Number of full time teachers appointed during the year				
No. of sanctioned position	No. of filled positions	Vacant position	Position filled during the current year	No. of faculty with Ph.D
77	72	05	02	36
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2.4.2 Honours and recognition received by teachers (Received award, recognition, fellowships at state, National, International level from Government, recognized bodies during the year)				
Year of award	Name of the full time teachers receiving awards from state level, national level and international level.	Designation	Name of the award, fellowship, received from Government or recognized bodies	
2016	Mr. Mukul Kalita	Associate Professor	Appointed as President of G.B. by DHE Assam.	
2016	Dr. Brajendra Saikia	Associate Professor	Appointed as Master Trainer by Election Commission of India	
2016	Dr. Gitimoni Deka	Associate Professor	Nominated as Expert Chair for " Trilingual Fundamental Glossary of Chemistry" organized by HRD, New Delhi.	
2016	Dr. Leena Bardoloi Baruah	Associate Professor	Appointed by G.U. as Subject expert Pandu College, Guwahati.	
2016	Dr. Gitimoni Deka	Associate Professor	Course in charge in 13th State Level Chemistry Olympiad.	
2017	Dr. Ibrahim Ali	Associate Professor	Appointed as Governing Body Member of Pub Kamrup College.	
2017	Dr. Debraj Sarma	Associate Professor	Appointed as Master Trainer by Election Commission of India.	

2017	Dr. Dwijendra Nath Deka	Associate Professor	Appointed as Resource Person of the evaluation of Gunutsob.
2017	Dr. Monoj Kr. Singha	Associate Professor	Appointed as Board of Management of JSS by Govt. of India.
2017	Dr. Mausumi Bhuyan	Assistant Professor	Elected as secretary of Assam Physical Society(APS) , Assam.
2017	Dr. Gitimoni Deka	Associate Professor	Expert Chair for " Trilingual Fundamental Glossary of Chemistry"

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2.5 Evaluation Process and Reform

2.5.1 Number of days from the end of semester-end/ year end examination till the declaration of result during the year.

Programme Name	Programme Code	Semester/Year	Last date of last semester end/ year end examination	Date of declaration of results of semester end/ year end examination
UG	BA	1st SEM	19/11/2016	31/03/2017
UG	BSc	1st SEM	19/11/2016	31/03/2017
UG	B.Com	1st SEM	19/11/2016	31/03/2017
UG	BA	3rd SEM	03/12/2017	13/04/2017
UG	BSc	3rd SEM	03/12/2017	13/04/2017
UG	B.Com	3rd SEM	03/12/2017	13/04/2017
UG	BA	5th SEM	08/12/2017	17/03/2018
UG	BSc	5th SEM	08/12/2017	17/03/2018
UG	B.Com	5th SEM	08/12/2017	17/03/2018
UG	BA	2nd SEM	18/05/2017	09/10/2018
UG	BSc	2nd SEM	18/05/2017	09/10/2018
UG	B.Com	2nd SEM	18/05/2017	09/10/2018
UG	BA	4th SEM	29/05/2017	29/08/2016
UG	BSc	4th SEM	29/05/2017	29/08/2016
UG	B.Com	4th SEM	27/05/2017	29/08/2016
UG	BA	6th SEM	18/05/2017	01/07/2017
UG	BSc	6th SEM	18/05/2018	01/07/2017
UG	B.Com	6th SEM	16/05/2017	01/07/2017
UG	BCA	1st SEM	15/12/2016	07/06/2017
UG	BCA	2nd SEM	15/12/2016	15/06/2016

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

The college has undertaken following CIE

The entire examination process is conducted as per the guideline of the University.

Therefore reform of examination /evaluation has a little scope. However, College took the following steps for continuous internal evaluation in the college

As per instruction of the University the sessional examination is conducted for 20% of the marks of the final examination. The marks have been distributed as follows

1. Attendance -Four marks for attendance above 90%

2. Three marks for attendance above 85%

3. Two marks for attendance above 80% and

4. One marks for attendance above 75% .

2.*Six marks for internal assessment*. The internal assessment marks is given as CIE on the following category

i. Home assignment

ii. Field / Excursion / Project report

iii. Seminar presentation

iv. Group discussion

2.5.3 Academic calendar prepared and adhered for conduct of examination and other related matters (250 wards)

The Annual Academic Calendar is prepared in accordance with the academic calendar of the Gauhati University. The Calendar is published prior to the commencement of the academic year, is incorporate with the prospectus of the college. A committee named "Prospectus Preparation Committee" prepare the prospectus along with

Academic Calendar. The calendar earmarks available dates for activities as follows

1. The calendar started with dates from 1 July 2016 to 30 June 2017.

2. The calendar shows the total teaching days, working days and holidays for the session.

3. Orientation Programmers for the new students, inter-college debate competition, Educational field trip, Election of the Students Union, College Week etc are specified.

4. Sessional Examination for the TDC semester examination is shown in the calendar.

5. The admission for the new session normally commences in the month of June next year. The college authority issues notifications time to time if there are any change of examination and holiday dates.

2.6 Students Performance and Learning outcomes				
2.6.1 Programme outcome, program specific outcomes and course outcomes for all programmes offered by the institution are stated and displayed in website of the institution (to provide web link)				
https://www.rangiacollege.ac.in/students/result2016-17				
2.6.2 Pass percentage of the students				
Programme Code	Programme Name	No. of students appeared in the final examination	No. of students passed in final year examination	Pass percentage
U.G.	BA (Hons)	258	213	82.55
U.G.	BA.(Gen)	290	122	42.06
U.G.	BSc(Hons)	126	65	51.58
U.G.	BSc(Gen)	61	16	26.22
U.G.	B.Com(Hon)	43	22	51.16
U.G.	BCom.(Gen)	31	09	29.03
P.G.	M.A.(ARB)	19	18	94.7
PGDCA (Diploma)	PGDCA	24	11	45.83
CCA (Diploma)	CCA	15	15	100.00
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2.7 Student Satisfaction Survey				
2.7.1 Student Satisfaction Survey (SSS) on overall institutional performance				
Not done. No file uploaded				

Criterion III- Research, Innovations and Extension				
3.1 Resource Mobilization for Research.				
3.1.1 Research fund sanctioned and received from various agencies, industry and other organizations during the academic year				
Name of the project	Duration years	Name of the funding agencies	Total grants sanctioned	Amount received (Lakh)
Major project	5	DBT	58.46	5.64
Minor project -1	2	UGC NERO	3.00	2.25
Minor project -1	2	UGC NERO	2.85	2.13
Industry sponsored project	----	----	----	----
Project sponsored by University/College	-			
Students Research project	----	---	---	----
International project	------	------	-----	------
Any other (Specific)				

3.2 Innovation Ecosystem

3.2.1 Workshops/Seminar conducted on Intellectual Property Right (IPR) and Industry-Academia innovative practices during the year.

Title of the workshop/Seminar	Name of the Deptt.	Date(s)
0	0	0

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3.2.2 Awards for innovation won by institution/Teachers/Research scholars/Students during the year

Title of the innovation	Name of the awardees	Awarding agency	Date of award	Category
Ph.D Thesis Asamiya Bhagavat Sahityar Parampara: Eti Adhyayan	Dr.Bijuli Chakravorty	Gauhati University	2016	Ph.D
Ph.D Thesis A Critical Analysis of the Polices and Programmes of Proverty Allevation in Kamrup District of Assam Since 1991	Dr. Dilip Deka	Gauhati University	2016	Ph.D
Pursuing Ph.D	Mr. Nakaulang Nriame	Gauhati University	2016	FDP

3.2.3 No. of incubation centre crated, start ups incubated on campus during the year

Incubation centre	Name	Sponsored by
0	0	Institute

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Name of the Start-up	Nature of start-up	Date of commencement
0	0	0

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3.3 Research Publications and Awards

3.3.1 Incentive to the teachers who receive recognition/awards

State	National	International
0	0	0

3.3.2 Ph.Ds awarded during the year (Applicable for PG college, Research centre)

Name of the Department	No. of Ph.D awarded

Not Applicable

3.3.3 Research Publications In the Journals notified on U.G.C website during the year

	Department	No. of Publication	Average impact factor, if any
Nationa	Arabic	01	2.246
National	Botany	01	3.02

National	English	01	4.62
International	Mathematics	02	Indexed by Scopus

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3.3.4 Books and Chapters in edited volumes/ Books published, and paper in National/ International Conference Proceedings per Teacher during the year

Departments	No. of publication
Arabic	1
Bodo	3
Botany	1
Economics	1
Geography	1
Physics	1
Political Science	1
Students Union (RCSU)	1
Women's Studies Research cell	1

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

Title of the paper	Name of the author	Title of the Journal	Year of publication	Citation index	Institutional affiliation	No. of citation excluding self citation
On fuzzy normed linear space valued statistically convergent sequences	Dr. Paritosh Das.	Proyecciones Journal of Mathematics ISSN: Universidad Catolica del Norte Antofagasta-Chile	Vol. 36, No 3, pp. 511-527, 2017	Indexed by Scopus	Rangia College. Deptt. of Mathmetics	0
Fuzzy normed linear space valued sequence space $l_p^F(X)$	Dr. Paritosh Das.	Proyecciones Journal of Mathematics	Vol. 36, No 2,pp 245-254,2017	Indexed by Scopus	Rangia College. Deptt. of Mathmetics	0

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

Title of the paper	Name of the author	Title of the Journal	Year of publication	h-index	No. of citations	Institutional

					excludin g self	affiliatio n as
0	0	0	0	0	0	0

3.3.7 Faculty participation in Seminar/. Conference and Symposia during the year

No. of Faculty	International Level	National level	State level	Local level/Institu tional
Attended Seminars/ Workshop	0	46	10	578
Presented Papers	09	31	05	0
Resource Person	0	12	01	22

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3.4 Extension Activities

3.4.1 Number of extension and out reached programme conducted in collaboration with industry, community, and Non government organizations through NSS/NCC/Red Cross/Youth Red Cross(YRC) etc during the year

Title of the activity	Organization unit/ agency collaborating agencies	Number of teachers coordinated such activities	No. of students participated
World Environment Day	Women's Studies Research cell & NSS unit of Rangia College	10	45
Cleanliness drive	NSS unit of Rangia College	1	45
Orientation Programme for the programme officer of NSS	Indian Institute of Entrepreneurship (IIE)	1	10
Orientation programme for NSS students	Kamrup district administration & NSS Unit	1	53
Swachhta Hi Sewa	NCC Unit of Rangia College	3	35

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3.4.2 Awards and Recognition received from external activities from Government and other recognized bodies during the year

Name of the activities	Awards / Recognition	Awarding bodies	No. of students benefited

Independence Day parade 2016	Participation	SDO civil , Rangia Sub division	24
Republic Day parade 2017	Participation	SDO civil , Rangia Sub division	24
North East Graduate Congress 2017	Group Participation	USTM(University of Science & Technology Meghalaya)	47

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3.4.3 Students participating in extension activities with Government Organizations, Non Government Organizations and Programmers such as Swachh Barat, Aids awareness, Gender Issues etc during the year

Name of the scheme	Organizing unit/agency/collaborating agencies	Name of the activities	No. of Teacher coordinate such activities	No. of students participated in such activities (Approx)
Bliss programme	DBT, Govt. of India	Bio control in different plant disease	5	75
Awareness on disaster management	District Disaster Management Unit, DTO of Kamrup ®	Earth Quick And Fire Mock drill for disaster management	3	65
Library activity	Goreswar College Baksa, Assam	Observed Librarians' Day	2	60
Health awareness Programme	4 Seasons Nutrition Wellness Center	Awareness on health issues	3	35
Counseling Club	Photography Club	Workshop on Photography	2	30

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3.5 Collaboration

3.5.1 Number of Collaborative activities for research, faculty exchange, student exchange during the year

Name of the activity	No .of Participant	Source of financial support	Duration(Days)
UGC sponsored workshop for High School Science teacher on Chemistry Syllabus of Class IX and X	30	UGC, New Delhi.	3
3days Drama workshop	10	ICGC, Rangia College	4
Two days workshop on		Commission for	2

Commission for Scientific and Technological terminology	50	Scientific and Technical Terminology (CSTT) of MHRD, Govt of India.	
Talk on Academic Research and Publication	60	Gauhati University	1
UGC sponsored National Seminar on "Quality Issues in school Children with special reference to NE"	45	UGC, New Delhi	6
Orientation for Mentoring Classes.	50	Institution	1
Inauguration of Botanical Garden	35	Under NREGA, Govt. of Assam	1
ACT Concept Test in Chemistry CONTECH 16	36	Assam Chemistry Teacher (ACT)	1
National Graduate Examination of Physics 2017	18	Indian Association of Physics Teacher(IAPT)	1
Annual Conference of All Assam College Employees Association(AACEA)	150	All Assam College Employees Association	3
National Seminar on "Ethics and Moral value in Arabic literature"	70	UGC, New Delhi	2
Workshop on Cashless Transaction	20	State Bank of India, Rangia Branch	1

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3.5.2 Linkages with institutions/ industries for internship, on –the – job training, sharing of research facilities etc during a year

Nature of the linkage	Title of the linkage	Name of the partnering institution / industry/ research lab with contact details	Duration (From-to)	Participation
Internship	Retail Training	BIG BAZAR, Guwahati	2016-17	12

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3.5.3 MOU signed with institutions for national, international importance, other Universities, industries, corporate houses etc. during the year

Organization	Date of MOU	Purpose and	No. of students/teachers

	signed	activities	Participated under MoU
GNRC Limited, Guwahati, Assam	25-05-2015	Training, Research etc	14
AVENUES (INDIA) PVT. LTD.,	08-06-2015	Master Merchant to use the Internet Payment Gateways	N/A
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CRITERION IV INFRASTRUCTURE AND LEAERNING REWSOURCES

4.1 Physical Facilities

41.1 Budget allocation excluding salary for infrastructure augmentation during the year

Budget allocated for infrastructure augmentation	Budget utilized for infrastructure development
1,16,46,790	1,16,46,790
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4.1.2 Details of augmentation in infrastructure facilities during the year

Facilities	Existing	Newly added
Campus area	14.87 Acres	0
Classrooms	23	2
Laboratories	07	0
Seminar Halls	02	0
Classrooms with LCD facilities	02	0
Classrooms with Wi-Fi /LAN	0	0
Seminar Hall with ICT facilities	02	0
Video Centre		
No. of important equipments purchased (>- 1-0 Lakh) during the current year	03	01
Value of the equipment purchased during the year (Rs. In Lakhs)		12.13
Others		
View File		

4.2 Library as a Learning Resource

4.2.1 Library is automated (Integrated Library Automated System –ILAS)

Name of the ILMS software	Nature of automation(Fully or partially)	Version	Year of automation
SOUL 2.0& OPEC	Partially	2.0	2016

4.2.2 Library Services

	Existing		Newly added		Total	
	No	Value	No	Value	No	Value
Text Books	44,979		1921	5,58,045	46,900	6,31,45

						1
Reference Books	18,989	--	807	74,406	19,796	--
E Book	N-List	--	--	--	--	-
Journals	25					30,573
E Journals	N List	Free subscription	--	--	--	--
Digital Database						
CD & Video	51		--	--	51	--
Library automation	--	--				
Weeding (Hard & Soft)						
Others (Specific) 1. Tutorial (DTV)	1					
2. E resource centre	1					

View File

4.3 IT Infrastructure

4.3.1 Technology Up gradation (Overall)

	Total Computer	Com Lab	I Net	Browsing Centre	Com Centre	Office	Deptt.	Available Bandwidth	Other
Existing	64	02	12	12	--	07	24	8Mbph	17
Added	05	01	05	02	--	02	0	--	03
Total	69	03	17	14	--	09	24	01	20

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4.3.2 Bandwidth available of internet connection in the institution (Leased Line)

8 MBPS/GBPS

4.3.3 Facility for e-content

Name of the e content development facility	Provide the link of the video's and media centre and recording facilities
N-List	https://nlist/inflibnet.ac.in

4.3.4 E content developed by teachers such as :e-PG-Pathshala,CEC (Under e PG pathshala CEC (Under Graduate SWAYAM other MOOCs plate form NPYTEL/NMEICT/ any other Government initiative & institutional (LMS etc.

Name of the teacher	Name of the module	Of late form on which module is developed	Date of launching e content
0	0	0	0

4.4 Maintenance of Campus Infrastructure

4.4.1 Expenditure incurred on maintenance of Physical facilities and academic support facilities, excluding salary component during the year

Assigned budget on	Expenditure incurred on	Assigned budget	Expenditure

academic facilities (In Lakh)	maintenance of academic facilities	on physical facilities	incurred on physical facilities
104.32	104.32	12.13	12.13

View File

4.4.2 Procedure and policies for maintaining and utilizing physical, academic and support facilities laboratory, library, sports complex, computers, classrooms etc. (Maximum 500 words) Information to be available in institutional Website provide link

Maintenance of infrastructure facilities, services and equipment's is done as per the following details:

1. The maintenance of the departments is the responsibility of the departments itself. The necessary requirements of the departments such as furniture, Computer ink, and papers official items are supplied by the authority as per the requisition of the departments.

 2. The log book entry for daily classes of teachers, different register books for departmental use, students attendance registers, mentoring class register, club register are also supplied by the authority.

3. The laboratory equipment and chemicals are purchased as per the requirements of the departments having practical through the official procedure. The respective departments conduct a periodic audit to ensure timely corrective action for the proper functioning of the various types of equipment used in the laboratory.

4. The departmental library is maintained by the department. The Central library of the college asked requisitions for the new books list annually. The issue register is maintained by the departments and verified by the Central library annually.

5. The maintenance and cleanness of the campus is maintained by the principal's office.

6. The infrastructure facilities such as class-rooms, buildings, auditorium, seminar halls, hostels, green areas, garage, etc. are maintained by the office of the Principal.

7. All the accounts are   maintained by the accounts departments of the college. The accounts has been computerized phase wise and most of the transactions are made through RTGS,NEFT and Checkbook.

8. Internal and external financial audit is done as per guideline of the GB.

9. Rangia College Students Union addresses the matters related to the students. The union is guided by the teachers in-charge. The portfolios   of the RCTU are allotted 30% of fund from the admission under the head Contribution towards the Students Union.

10. Campus Surveillance Cameras, CCTVs maintained by the equipment providers and security personal are managed by the authority.

C RITERION V- STUDENTS SUPPORT AND PROGRASSION
5.1 Student Support

5.1.1 Scholarships and Financial Support

	Name /Title of the scheme	No. of Students	Amount in Rs
Financial support from institute	1.Student welfare scheme	138	1,35,442
Financial support from other sources			
1. National	IshanUday	51	2,75,400
	SC	59	2,19,340
	ST	216	7,86,850
	OBC	239	7,17,640
2.	Senior Research Fellow (DBT)	1	1,881,60
b. International	0	0	0

View File

5.1.2 Number of capacity enhancement and development schemes such as Soft Skill Development, Remedial coaching , Language lab, Bridge course, Yoga, Meditation, Personal counseling and mentoring

Name of the capacity enhancement scheme	Date of implementation	Number of students enrolled	Agencies involved
Yoga Courses	13/08/2016	20	Self Empowerment Centre
Culture Club-Music	13/08/2016	20	Cultural Club
Photography	13/08/2016	20	Photography Club
Meditation	13/08/2016	20	Meditation Club
Soft skill development	13/08/2016	80	Art & Craft Club Debate & Literature Book Lover's Club Culture Club-Dance Quizzing Club
Counseling Class	13/08/2016	150	Departments
Teacher's Day Celebration	13/08/2016	300	Departments

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5.1.3 Students benefited by guidance for competitive examinations and career counseling offered by the institution during the year

Year	Name of the scheme	No. of benefited students by guidance for competitive examination	No. of students benefited by career counseling activities	No. of examination who have passed	No. of students placed
2017	Career Development Programme	N/A	45	0	0

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5.1.4 Institutional mechanism for transparency , timely redressal of students grievances, Prevention of sexual harassment and ragging cases during the year

Total grievance received	No. of grievances redressed	Average number of days for grievance redressal
2	2	3

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5.2 Student Progression

5.2.1 Details of campus placement during the year

On campus		Off campus			
Name of organization visited	No. of students participated	No. of students placed	Name of organization visited	No. of students participated	No. of students placed
0	0	0	0	0	0

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5.2.2 Student progression to higher education in percentage during the year

Year	No. of students enrolled	Programme graduated from	Department graduated from	Name of institution joined	Name of programme admitted to
2016	04	B.A.	Assamese	Gauhati University	M.A.
2016	11	B.A.	Assamese	KBBS & AU University	M.A.
2016	15	B.A.	Assamese	IDOL	M.A.
2016	10	B.A.	Arabic	Gauhati University	M.A.
2016	02	B.Sc	Botany	Gauhati University	M.Sc
2016	07	B.A.	Bodo	Gauhati University	M.A.
2016	03	B.A.	Bodo	Cotton University	M.A.
2016	01	B.Sc	Chemistry	UST, Meghalaya	M.Sc
2016	02	B.Com	Commerce	IDOL	M.Com
2016		B.A.	Economics	IDOL	M.A. in Economics

2016		B.A.	English	Gauhati University	M.A.
2016	01	B.A.	English	IDOL	M.A.
2016	02	B.A.	Education	Gauhati University	M.A
2016	06	B.A.	Education	KBBS&A University	M.A.
2016	02	B.A.	Geography	Gauhati University	M.A.
2016	06	B.A.	Geography	KBBS&A University	M.A
2016	01	B.Sc	Physics	IIT (G)	M.Sc
2016	01	B.Sc	Physics	Gauhati University	M.Sc
2016	01	B.Sc	Physics	USIC, Gauhati University	M.Sc in Instrumentation
2016	02	B.A.	Pol Science	Gauhati University	M.A
2016	03	B.A.	Pol Science	KBBS&A University	M.A
2016	03	B.A.	Pol Science	IDOL	M.A
2016	02	B.A.	Pol Science	Cotton University	M.A
2016	01	B.A.	Philosophy	KBBS&A University	M.A.
2016	02	B.A.	Sanskrit	Cotton University	M.A
2016	03	B.A.	Sanskrit	KBBS&A University	M.A
2016	02	B.Sc	Zoology	D.El.Ed,NIOS	M.Sc
2016	01	B.Sc	Zoology	Royal Global University	M.Sc

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5.2.3 Students qualifying in state / national / international level examinations during the year .e.g: NET/ SET/ SLET/GATE/CAT/GRE/TOFEL/Civil Service/State Government Service)

Item	No. of students selected/qualifying	Registration number/roll number for the exam.
NET/ SET/ SLET	0	0
GATENIL/ GMAT/TOFEL/GET	0	0
State Government / Civil Services	0	0

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5.2.4 Sports and cultural activities / competitions organized at the institution level during

the year

Activities	Level	Participant
College week	Institutional	300
Bathou Puja (Bodo)	Institutional	150
Farewell function for faculty member & Non teaching staff	Institutional	120
Teachers Day celebration	Institutional	600
Youth motivational Programme	Institutional	200
International Women's Day	Institutional	50
International Literacy Day	Institutional	50
Sidhinath Memorial Inter College Debate Completion organized by the Students' Union	State	18
Participated in the demonstration of Yoga (IYD)	Sub divisional	10
Quiz competitions	Sub divisional	45
Participated Inter College athletic Competition	Under G.U.	8
Participated in Youth Festival	Under G.U.	12
Freshmen social	Organised by RCSU	500
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5.3 Students Participation and Activities

5.3.1 No. of awards / medals / for outstanding performance in sports / culture activities at national / international level (Awards for a team event should be counted as one)

Year	Name of the award/medal	National/ University/ International	Sports	Culture	Students ID number	Name of the student
2017	Participation	Gauhati University Inter College Kabaddi Tournament	Kabbadi	N/A	VF	Kabbadi team
2017	Participation	Gauhati University Inter College Kabaddi Tournament	Kabbadi	N/A	VF	Kabbadi team
2017	Participation	USTM	Volley Ball	N/A	VF	Team
2017	Runners Up, team	Gauhati Commerce College	Debate	N/A		Team

5.3.2 Activities of Student Council & representation of students on academic & administrative bodies/committees of the institution (Maximum 500 wards)

Rangia College Students' Union:

The Rangia College Student Union (RCSU) body which is an elected body of the students constituted as per recommendations of the Lyngdoh Committee and guidelines of the Supreme Court of India. The students' representatives are enthused with the responsibilities of looking after the welfare of the students. The election of the RCTU normally scheduled in the month of November as specified in the academic calendar of the college.

The distribution of the portfolio of the students union is shown below

1. Vice President
2. General secretary
3. Assistant General Secretary
4. Secretary of Boys Common Room
5. Secretary of Girls Common Room
6. Secretary of Culture & Fine Arts
7. Secretary of Games & Sports
8. Secretary of Minor Games
9. Secretary of Social Service
10. Secretary of College Magazine
11. Secretary of Debate and Literature

The President of the union and Teacher-in Charge against its portfolio is nominated by the Principal of the college. The main activities of the RCSU are

1. To look after the welfare of the students.
2. To organize the Freshman Social for the new comers of the college.
3. Organize the Anti Ragging Campaign.
4. Organize The College Week Festival.
5. Organize participant to join Inter College Competitions & Youth Festival under Gauhati University.
6. Organize Siddhi Nath Sarmah Inter College Debate Competition (Yearly event).
7. Publish the College Magazine (yearly)

5.4 Alumni Engagement

5.4.1 Whether the institution has registered Alumni Association? Yes/ No, if yeas give details (Maximum 500 words)

Not yet registered

Rangia College Alumni Association

Rangia College Alumni association was formed on 5th of Aug, 2002 with the objectives of fostering a sense of belonging to the institution and making the Alumni an integral part of the development of the college, both physical and academic. The association has chalked out a comprehensive scheme of activities towards that direction.

Aim & Objectives of Alumni Association:

1.To create a sense of fraternity among all the ex-students of Rangia College.

2. To strive for the academic, cultural and socio-economic upliftment of Rangia College and its neighboring locality.

3. To strive for all round development of the college.

4.To help and co-operate with the college authority in realizing the goals and objectives of the college.

5.To initiate measures for collecting funds and mobilizing resources in various other ways.

6. To create a climate of understanding with the students of the College by way of exchanging thoughts and ideas to provide guidance for the future.

7.   To encourage and motivate the students on various modes of self-employment as part of career guidance programme.

8.. To initiate measures to bring the College closer to the society by highlighting the problems and practices difficulties confronting the College.

9   To take such other steps from time to time as may be deemed necessary for genera improvement of the college.

5.4.2 No. of enrolled Alumni: 82
5.4.3 Alumni contribution during the year: NIL
5.4.4 Meeting / activities organized by Alumni Association : NIL

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CRITERION VI-GOVERNANCE, LEADERSHIP AND MANAGEMNET
6.1 Institutional Vision and Leadership
6.1.1 Mention two practices of decentralization and participative management during the last year. (Maximum 500 words)

1. *Admission Process of the College*

 The Principal of the college constitute an " Admission Committee" with the senior

teacher as a convenor. The committee looks after the whole process of admission specially the first semester admission procedure. The following steps are taken by the committee

1. A general meeting with all the teaching and non teaching staffs is called to lead the general rules and regulations of the admission. In this meeting opinion of the HODs are taken regarding any change of the number of seats available for major as well as general courses in the respective departments. The cut off marks for the major courses and conditions for combinations of subjects are thoroughly discussed.

2. The date for opening and closing of the online admission procedure has been fixed.

3. Fees structure for the different programmes is finalized as per govt. of Assam notifications.

4. Prospectus for the session is made available along with the admission form online and the hard copy made available at the college office.

5. The committee prepares the merit list and put it in the college noticed board before admission.

6. For online admission, the Admission Portal is linked with the college web site: https:// rangiacollege.co.in

 2. Election of the Students Union:

    The Rangia College Student Union (RCSU) body is an elected body of the students constituted for the welfare of the student. The election of the RCTU is normally occurs in the month of November. The Principal of the college appoints a Returning Officer(RO) for the smooth conduct of the election. The election strictly follows the recommendations of the Lyngdoh Committee and guidelines of the Supreme Court of India.

The RO performs the following functions

i. Constitutes an advisory Committee, Supervising committee & Grievance and Redressal committee.

ii . Appoints Polling officers and assign election duties to them for polling day.
iii. Appoints Counting officers and assign election duties to them for polling day.
iv. Appoints staff to scrutinize the nomination papers.
v. Intimates local Police station, fire service and SDO of Rangia subdivision.
vi. Prints Ballot Paper.

The opening and closing date and time of nomination paper, scrutiny of nomination paper, printing of Ballot Paper, preparation of voting centre etc. are done with the consultation of the committee.

Awareness campaign regarding Lyngdoh commission's guideline is done soon after the notification served. Sub divisional Police station, fire service are informed for emergency.

Election of the college is considered as an important and sensible issue. All faculty members, non teaching staff, Library staff and local administration are involved for the smooth conduct of the election.

6.1.2 Does the institute have a Management Informative System (MIS)?

Partially.

6.2 Strategy Development and Deployment

6.2.1 Quality improvement strategies adopted by the institution for each of the following (with in 100 words each)

Curriculum Development

Since inception Rangia College has been following the curriculum of the Gauhati university . During that time few faculty members were involved in designing the curriculum as well as a syllabus for different courses of different programmes. A number of faculty members participated in the curriculum designing bodies, syllabus committees in different departments of the university during this time. The institution aware of the proper implementation of the curriculum so that the maximum benefits could be provided to the students. Regarding this the following steps are taken

1. Formation of an academic committee.

2. Completion of the course syllabus.

3. Departmental logbooks are maintained.

4. Balanced Class routines are prepared ..

5. Orientation programme is arranged for the fresh students of all stream

The institution has few add on courses (Yoga) and self financial courses
  (BCA, PGDCA, CCCA) affiliated to the Gauhati University.
The institution has distance learning centers partner with IGNOU and KKHSOU.

Teaching, Learning and Evaluation:

The college is located in a semi urban area away from the mainstream life of the town. The college being the highest seat of learning in a vast area is looked upon as a centre of learning. So every year a good number of students from the region as well as from outside seek admission into different faculties offered by the college. The admission process is transparent. It is done with the help of an admission committee. Relaxation for SC/ST candidates is as per rule of the college. The admitted students offering Major courses are further required to appear in selection tests conducted by respective departments.

The methodology adopted in case of teaching, learning experience is two-pronged (a) Classroom lectures by teachers who make an in-depth analysis of the information about the subject matter try to encourage inquisitiveness in the students and (b) learning through practical experiments. Here the students learn and get practical experiences through laboratory experiment, fieldwork, projects and excursions etc. Further the methodology is supplemented to some extent by seminars, group discussions etc. The visual aids commonly used are the green boards & LCD projector. A few departments adopt the teaching technique with the help of ICT teaching tools available in the college. The ICT enable seminar hall is used only in case of departmental seminar presentation. Students' knowledge and skills for a particular programme are tested through the departmental evaluation processes in various fields like project work, presentation in departmental seminars, group discussion etc. These help in assessing the knowledge and skills of the students in their chosen fields. It is worthwhile to mention that the college has made an honest endeavor to introduce continuous evaluation in all the departments. The teaching and learning process is not rigid and the teachers exercise academic flexibility.

Advanced learners are encouraged by providing special attention in library and laboratory facilities and fieldwork and excursion activities. They are involved in project works, leadership of the group discussion, excursion, field study etc. Such learners are involved in guiding the new learners in different activities. Advanced learners in some science departments are encouraged for supervising the practical of junior classes in

presence of the concerned teachers. The college has introduced tutorial classes for weaker segments of the students.

Teachers are expected to update themselves in the latest development of knowledge by participating in programmes like Faculty development programmes, orientation courses, refresher courses, short term courses, workshops, seminars and conferences etc. (Regional, National, International etc.).

In case of appointment of teachers against permanent vacancies the UGC norms and guidelines are strictly followed and necessary appointments are made by GB with due approval of the D.H.E.

Another important step for self-analysis is the self-appraisal and feedback from the students by which individual teachers are expected to make a self-assessment to identify the areas of deficiency and measures to be taken for further improvement.

Examination and Evaluation

The college has undertaken following evaluation reforms

Examination committees are formed by the Principal, look the examination evaluation related matters. The committees have five members headed by the Principal. A space used as an office has been equipped with computers, internet, Almirah and necessary official stationary facilities. The committee is guided by the Principal with the consultation with the HOD of the different.

The tasks of the committee are
1. Communicate with the Universities regarding the examinations related matters.

2. Execute the time table of the final examinations as per notification of the G.U.

3. The time table of the Sessional examinations is prepared by the committee.

4. The committee is responsible for the smooth conduct of the examinations and dispatches the script to the university office as per instruction of the university.

5. The evaluation of the Sessional examinations are done by the faculty of the respective departments and accordingly prepare the mark sheets and send to the university.

6. Proper documentation is done and stored.

The committees formed in this session are

1. *Sessional Examination Committee:*
. This year for the major courses the examination was conducted by respective departments. The general courses were conducted by the examination committee.
As per instruction of the University the Sessional examination is conducted for 20% of the marks of the final examination. The marks has been distributed as follows

1. Attendance – 4 marks given for attendance above 90%, 3 marks for attendance above 85% , 2 marks for attendance above 80%   and 1 marks for attendance above 75% .

2. 6 marks for internal assessment such as collaborative group work - field work, excursion reports and student presentations have been made an essential part of some courses. Project work is also done by some departments.

2. *Final examination Committees* conducts the examination under Gauhati University.

Research and Development

The measures are taken by the college to facilitate the smooth progress of research scheme

1. Encourage to join Faculty Improvement Programmers' (FIP), Minor and Major research projects under UGC, DBT etc.
2. Autonomy to the principal investigator.
3. Facilitate official formalities timely.
4. Special leave for faculty for joining Seminar, Workshop, Conference, OR, RC, STC etc.
5. Use of infrastructure available in the institution.
6. Facilitate timely auditing and submission of utilization certificate to the funding authority.
7. Substitute faculty is appointed in case of FIP leave as per UGC norms.
8. Faculty members are encouraged to pursuing Ph.D.

Rangia College library automated in a phase wise manner. It is equipped with

1. E resource centre, Computer, Photocopier, Scanner, Internet etc.

2. The library has subscribed to digital research journals like N-List which help to broaden the perspective of the researchers.

3. Reference books from various disciplines help the students while doing project works.

The college encourages the students in developing scientific temper and research culture among the students. The students of the final semester having a project in the syllabus are encouraged doing their projects with proper research methodology. Departments are requested to note the following points

1. Students are encouraged to select the topic of the project having some innovative ideas.

2. Writing the project report with proper methodology.

3. Presentation of the project in a departmental seminar.

Library and ICT and Physical Infrastructure / Instrumentation

The library is the soul of an academic institution. College authority gives much importance on the development of the library. The library measures 85x 55 square feet and entirely Wi-Fi enabled. The library has

1. A stake room

2. Librarian's room cum reference section

3. Student's reading room

4. Teacher's reading room

5. E resource centre.

The College has a sufficient number of books of all disciplines, few collections of rare books and book corner with special reference to North East India. The acquisition, cataloguing, circulation, serial-control, OPEC database search system are running smoothly through SOUL 2.0 software. Library automation, learning Resources like e-Journals, e-books, e-resource centre, N List are available to faculty and students and can be accessed online also. Budget for infrastructure, library and other learning resources is earmarked annually based on the recommendations of respective library committees constituted for the purpose. Feedback and awareness of infrastructural facilities are carried to increase the number of library user. Best Library user award is given for faculty, non teacher staff and student annually to motivate them and make *Library going a habit*. Each department of the college has a Seminar Library and books/ journals are issued with due permission from the library in charge of the department. For the poor meritorious

students the library has *Book Bank* facilities to support their studies.

College has adequate infrastructure, learning resources including ICT enabled classrooms, seminar hall, auditorium, laboratories, advance laboratory Biohub under Department of Bio-Technology(DBT), computer labs, library and other support facilities etc.

The College has an indoor stadium for sports and other extracurricular activities including a gymnasium. The college has a playground for athletics, cricket, volleyball, football, Kabbadi and badminton. A yoga and meditation hall for mental health. A pond at the entrance of the college gate and scenic beauty with plantation gives the college a green look.

Human Resource Management

The college believes that all the members of the college family are resourceful. The aim of the college is to make optimum use of the available human resources. The rules and regulations laid by the authority are obeyed by all the teaching, non-teaching and students of the college. Besides the best service offered all are involved in different activities of the college.

The appointments of the permanent faculty post and the office staff are made as per norms of the UGC and Directorate of the Higher Education (DHE), Govt. of Assam.

However, additional staff appointed by G.B. on the basis of permanent, temporary or contractual basis.

Faculties are evaluated by a "*Self Appraisal format"* annually by IQAC.

Teachers are encouraged to attend seminars, workshops, conferences as participants, resource person and also, avail UGC-FIP.

Industry Interaction / Collaboration

Rangia College is a traditional degree college having nominal scope for industrial collaboration. The college is trying to associate with other organizations to enhance the educational environment of the college. Industrial trainings are done with the cooperation with the BIG BAZAR, GNRC group for the B.Voc Students.

Admission of students

The digitalized system of admission process had been initiated in the college in the session 2015-2016. Gradually it is updated phase wise. The process has been started with the following steps

Notification of admission:

1. The date for opening and closing date & time of the online admission procedure is notified in the web site, notice board, and banner and on local newspapers.

2. Fees structure for the admission of different programmes is notified along with the documents required for admissions are high lighten.

3. The admission form and the prospectus are uploaded in the website under *"Admission Portal"*

Admission form submission:

1. The online submission of the admission form is only accepted and specified documents for the admission are also need to be uploaded along with the admission form .

2. The applicant received a confirmation slip for successful submission.

3. The opening time and closing time of the admission portal is strictly followed.

4. Merit list of the applicants is hanging in the notice board.

Day of admission:

1. Date, time and venue of admission are announced.

2. The payment will be cashless. All are requested to bring their smart card.

3. The admission took place according to the merit list. The original documents are verified in the process.

4. Students are offered subject flexibility depend on the availability of seats

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6.2.2 *Implementation of e-governance in areas of* operation

No file uploaded. Not applicable

6.3 Faculty Empowerment Strategies

6.3.1 Teacher provided with financial support to attend conference/workshop and towards membership fee of professional bodies during the year

Year	Name of teacher	Name of conference/workshop attended for which financial support provided	Name of the professional body for which membership fee is provided	Amount of support

0	0	0	0	0

6.3.2 Number of professional development / administrative training progranmmes organized by the college for teaching and non teaching staff during the year

Year	Title of the professional development programme organized for teaching staff	Title of the administrative training programme organized for non teaching staff	Date From to	No. of participates (Teaching staff) Approx	No. of participates (Non Teaching staff)
2016	Orientation for Mentoring	N/A	13/08/2016	55	N/A
2016	N/A	Administrative Skill Enhancement	23/12/2016	N/A	12
2017	Promoting Digital Economy	N/A	31/01/2017	47	N/A
2017	Mushroom Cultivation workshop	N/A	25/03/2017 to 7/04/2017	12	N/A

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6.3.3 No. of teacher attending professional development programmes viz., Orientation, Refresher Course, Short Term course, FDP during the year

Title of the professional development programme	Name of the teacher who attended	Date and Duration (From-to)
Orientation Course UGC-HRDC, JNU NEW DELHI	Dr. Abdullah Ahmed.	03/10/2016 to 28/10/2016
Refresher Course UGC-HRDC,GU	Dr. Mausumi Bhuyan.	22/03/2017 to11/04/2017
Refresher Course UGC-HRDC, Lucknow University	Phukan Basumatary	09/12/2016 to 31/12/2016
Refresher Course UGC,HRDC, GU	Kabin Das	06/03/2017 to 26/03/2917

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6.3.4 Faculty and staff recruitment (no. for permanent /full time recruitment)

Teaching		Non teaching	
Permanent	Full time	Permanent	Fulltime/Temporary
02	02	03	03

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6.3.5 Welfare scheme for

	1. Rangia College Thrift and Credit Cooperative

Teaching & Non Teaching :	Society, a registered society, provide loans for different purposes to the faculty members. 2. PF, Gratuity, Medical Insurance as per govt. rule. 3. Health Care Cell (HCC) of the college provides First Aid service for an emergency. 4. Main gates of the college entrance are covered trough security personals appointed by authority. 5. Three night chowkidar for internal security of the college campus. 6. CCTV surveillance at selected points. 7 . Drinking water plant at a central place of the campus. 8. College Canteen. 9. TV for recreation of the teacher.
Students	1. Health Care Cell (HCC) of the college provides First Aid service for an emergency. 2. Patient bed, wheelchair, stretcher are for emergency use. 3. Security inside the campus. 4. CCTV surveillance at selected spots. 5. Drinking water plant at a central place of the campus. 6. College Canteen with a separate room for students. 7. Boys' & Girls' common room for recreation. 8. Motor cycle stands, cycle stands for students.

6.4 Financial Management and Resource Mobilization

6.4.1 Institute conducts internal and external financial management audit regularly (with in 100 words each)

Financial Management

Rangia College conducts both internal and external financial audits on

regular basis. A pre internal audit is done for every payment made by the account branch

of the college. Financial documentation is done as per norms and is kept properly in the

account branch.

The external audit of the college is carried out as per instruction of the G.B.

The tax related matters of the faculty members are consulted with a firm of Chartered

Accountant.

Institutional strategies of mobilization of resources:

Rangia College has well strategized mobilization policies in place. General resources are

mobilized from the following sources

1. Renting of college rooms to out side agencies for organizing different competitive and job related examinations.

2.Taping the UGC allocations under various schemes like MRP, Seminar, Workshop etc.

3.Availing various development sechemes of the state government.

4.Accepting donations from alumni and other well wishers.

5. Sales admission forms/collection of Registration Fee.

6.Collecting hiring charge for using the college as examination centre.

7. Rent from thr college canteen and Photo state centre.

8. Selling the fishes from thr college fishery.

Moreover, the college also collect grants from self financing course like

i. PGDCA
ii.BCA
iii. B.Voc
iv. IDOL
v. KKHSOU etc.

6.4.2 Funds/ Grants received from management, non-government bodies, individuals, philanthropies during the year (not covered in Criterion III)		
Name of the non government funding agencies / individuals	Funds / Grants received in Rs	Purpose
Self financial courses	18,32,760	Development
Other source	52,100	Development

6.4.3 Total corpus fund generated:	**18,84,860**

6.5 Internal Quality Assurance System

6.5.1 Whether Academic and Administrative Audit (AAA) has been done ?

Audit type	External		Internal	
	Yes /No	Agency	Yes/ No	Authority
Academic	NO		NO	
Administrative	Yes.		Yes, Nominated by GB	

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

1. Two guardians are nominated as member of the Governing Body.

2.   Guardians' orientation programme as a part of admission process.

3.   Guardians' are informed and called for if needed.

6.5.3 Development programme for support staff (at least three)

1. Good infrastructure facilities for classroom.
2. Organized FDP, Seminar, Workshop on various topics.
3. Cooperation to run different activities of the institution.
4. Exchanged information related to NAAC, UGC, DHE and other important agencies.
5. Focus on student centric activities like counseling, sports, cultural

6.5.4 Post Accreditation initiative(s) mentioned at least three)
1. Initiative was taken to open P.G courses Under GU .   2. B.Voc (Vocational courses) in two subjects under UGC gets started.   3. Computerized admission procedure has been initiated.   4. Phase wise automation of Library procedure .

6.5.5	
a. Submission of data for AISHE portal	Yes
b. Participation in NIRF	No
c. ISO certificate	No
d. NBA or any other quality audit	No

6.5.6 Number of quality initiative undertaken during the year

Year	Name of the quality initiative by IQAC	Date of conductive activity(From –to---)	Duration Days	Number of participants
2016	Felicitation Program for PHD Holder of the institution.	16 November 2016	1	60
2017	Relevance of Grammar in Sanskrit language	28 March 2017	1	50
2017	Popular talk on Environmental issues	8 April 2017	1	45
2017	IQAC Meeting	23 January 2017	1	8
2017	IQAC Meeting	24 May 2917	1	8
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CRITERION VII- INSTITUTIONAL VALUES AND BEST PRACTICES
7.1 Institutional Values and Social Responsibilities
7.1. Gender Equality (Number of gender equality promotion programmes organized by the institution during the year)

Title of the programme	Period (from-to)	Participation
Seminar on Topic "Women and contemporary Issues"	11/04/2017	35
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7.1.2 Environment Consciousness and Sustainability / Alternate Energy initiatives such as: percentage of power requirement of the College met by the renewable energy sources

NIL		
7.1.3 Differently able (Divyangjan) friendly		
Item facilities	Yes/No	No. of beneficiaries
Physical Facilities	yes	No divyangjan is admitted
Ramp / Rails	No	
Braille Software / facilities	No	
Rest Room	Yes	
Scribes for examination	No	
Social skill development for differently able students	No-	
Any other similar facilities	Nil	

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7.1.4 Inclusion and Situations					
Enlist most important initiative taken to address local advantages and disadvantages during the year					
Year	No. of initiative to address vocational advantage and disadvantages	No. of initiatives taken to engage with and contribute to local community	Date and duration on the initiative Name of the initiative	Issues addressed	No. of participating students and staff (Approx)
2016	N/A	1	14 August 2016	"Swachhta Abhiyan Social Outreach Programme"	35
2016	N/A	1	29 November 2016	Earth Quick And Fire Mock drill, organized by Assam Disaster Management Authority	50

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7.1.5 Human values and Professional Ethics		
Code of conduct (handbooks) for various stakeholders		
Title	Date of Publication	Follow up (Maximum 100 words each)
Prospectus -2016-17	1 July 2017	This book serves as the prospectus of the institution. It also includes the academic calendar of the institution and along with Code and Conducts for the students aimed to

		create healthy atmosphere for teaching and learning process of the institution.
A biennial Journal of Women's Studies Research Cell Vol:V January 2017 ISSN 2278--5590	January 2017	Number of articles published related to women empowerment, human rights and violence against women, gender equality in Assam, status of women in Assam, sexual harassment against women in private sphere, role of educated women in the society etc.
	1 August 2017	Government of Assam has launched a scheme of free admission for higher education for students below poverty line. The campaign is connected to the environmental issues. To trace the activities of a student related to plantation a booklet has been published to record the progress. And verify the same at the end of the semester.

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7.1.6 Activities conducted for promotion of universal and ethics

Activities	Duration (from --to--)	Number of participant (Approximate)
Celebration of "International Yoga Day" in collaboration with by Prajapita Bhahma Kumari Ishwariya Visvavidyalay (BKWSU)	21-06-2016	50
Quiz on "Independence movement of India"	13-08-2016	40
Celebration of Bharat Scout & Guide Day	13-08-2016	50
Celebration of Swaraswati Puja	01/01/2017	300
Celebration of birth anniversary of Hazrat Mohammed	11-02-2017	55

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7.1.7 Initiative taken by the institution to make the campus eco friendly (at least five)

1. Declared college campus as Tobacco Free area.

2. Plantation is an integral part of any college functions.
3. Campus cleanness drives by NCC & NSS time to time.
4. Maintains of the clam environment of the campus.
5. Silence zone in library, corridors of the educational blocks.
7.2 Best Practice
Describe at least two institutional best practices
Upload details of two best practices successfully implemented by the institution as per NAAC format in your institution web site , provide the link
https://www.rangiacollege.ac.in/iqac/bestpractice

7.3 Institutional Distinctiveness (500 wards)

Rangia College is the premier institution of higher education on the north bank of the Brahmaputra in the district of Kamrup. Founded on August 5, 1963, the college has rendered pioneering services to the community by catering to the needs of the vast and extensive area inhabited predominantly by socially and economically backward segments of the population. The college has been a torch-bearer in the domain of higher education of a vast and extensive area and marching on its onward journey with the *solemn pledge of a mission of transmission of knowledge, wisdom, skill and competence from one generation to another.*

Presently the college is running Arts, Science and Commerce stream as regular courses through 22 full-fledged departments with around 2200 students.

The college has a scenic beauty from its inception. The green coverage of the college campus gives a feeling of calm and peace in mind. To keep the environment of the campus intake the college adopted plantation drives as   a regular practice in any college functions and thereby generate awareness on environmental issues among student's, members of the institution and the society at large.

To Promotion of cultural harmony, the college organizes functions related different culture such as Bathou Puja related to Bodo community, lecturers on the day of Fatiha-Eh- Dahham , celebration of Swarawati puja and birth university of Sri Sankardev and Sri Madhab Dev etc. where every spectrum of students are participated with enthusiasm.

Through these college giving a platform to all the members of the college to know the cultural heritage of each other and to enhance mutual understanding towards the national integrity.

Debate competition, modern dance competition, literary and writing competition   new reading competition, go as you like competition , street plays , performances of stage plays by the students in the annual sports and cultural festival is a weeklong function every student are waiting for.
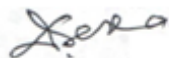
In the sports event participation of faculty members with students such as Cricket match between teachers and students, tag over, music chair etc are those events where faculty and students are participated. These joyful events are an integral part of this annual celebration. These activities encourage the appreciation of aesthetics of art forms amongst the students and also give a platform to get a selection for the participation of the annual youth cultural and sports festival organize by the universities.

The annual inter college state level debate competition in the name of   Siddhinath Memorial debate competition is a bench mark event of the institution. Normally burning issues of the state and the nation chosen as the topic of the debate. Renowned academician, administrator or a renowned personality is invite as a speaker. A running trophy and cash prizes are given to the winners of the competition. The debate is organized by the students union of the institution. The main objective of this debate is to aware students on burning topic of the nation and to give a practical experience of organizing a state level function.

IQAC, Information and Career guidance cell, Extension Education Cell, Self empowerment centre, NCC, NSS, Barat Scout and Guide , Women's Studies Research cell, health care cell etc support the students community in campus and out campus activities.

. The objective behind such practices is the realization of the fact that students can take a determinant role in social formation. The practice has become an integral part of our teaching learning system of the college.

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

1. *Departmental plans*

a. Use of ICT tools in regular classes.

b. Departmental activities as per IQAC instructions.

c. Participation of the faculty members in the institutional functions.

d. Attend OC, RC, STC, MRP, and FDP to enhance the academic career.

e. Guide the students to do projects/seminars with research methodology.

f. Published research papers on UGC indexed/Scopus/web of science Journals.

2. *Students related programmes*

a. Motivated student's participation in sports/ cultural activities organized by University/other organization.

ii. Increase sports & Cultural facilities.

iii. Ease admission procedure.

iv. Digitally enable library system for more facilities.

Chairperson, IQAC   *IQAC Coordinator*

Dr. Daksheswar Deka   *Dr. Monoj Kr Singha.*

Rangia College   Rangia College