The Annual Quality Assurance Report (AQAR) of the IQAC

(For Affiliated/Constituent Colleges)

2017-18

PART A

Data of the Institution	
1. Name of the Institution	Rangia College
Name of the Head of the institution	Dr. Bhaben Ch. Lahkar
Designation	Principal i/c
Does the institution function from own campus	Yes
Phone no./Alternate phone no	94355 44088
Mobile no	9101829733
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 Co-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/aqar2016-17
4. Whether Academic Calendar prepared during the year.	Yes
if yes, whether it is uploaded in the Institutional website:	https://www.rangiacollege.ac.in/calander2017-18
5. Accreditation Details:	

Cycle	Grade	CGPA	Year of Accreditation	Validity period
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 April 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
IQAC meeting	1st August 2017	09
Computerized admission procedure	15th July 2017	600
Formulation of structured Mentoring & Counseling classes.	1st August 2017	200
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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/Department/ Faculty	Scheme	Funding agency	Year of award with duration	Amount
Faculty	Minor Research Project	UGC		10,000.00
Institute	Salary Substitute Grant	RUSA		491,964.00
Institute	Contingency Grant	UGC		15,000.00
Departments	Excursion Grant	Director of Higher Education, Govt. of Assam		100,000.00
Departments	Tools/Equipments Chemical for Science lab	Director of Higher Education, Govt. of Assam	2017-18	150,000.00
Institute	Connectivity of Wi-Fi facility	Director of Higher Education, Govt. of Assam		50,000.00
Institute	Faculty Development Programme Grant	Entrepreneurship Development Institute of India		157,500.00
Arabic	Seminar/Workshop/ Conference Grant	National Council for Promotion of Urdu Language, New Delhi		112,500.00
History	ICHR Grant	Indian Council of Historical Research, New Delhi		39,374.00

NSS	Implementation of Regular activities and Special Campaign Programme	Grant from National Service Scheme, Gauhati University		44,500.00
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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	1
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 Orientation program for newly admitted students. 13/8/2018 (BA)/18& 20/08/2019(B.Sc)/21/08/2018 (B.Com)	
12.2 Digitalization of admission process with case less facilities.	
12.3 Infrastructures for ICT classrooms, seminar hall.	
12.4 Promote environmental awareness campaign into a best practice of the institution.	
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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
1. Structured Counseling classes for major students.	1. Counseling classes are introduced into the routine. Departments are requested to do one class per week for the major students.
2. Mentoring classes are made effective.	2. Every Friday at 9.45 a.m. mentoring classes are done by the mentors. Ten clubs are introduced and students are requested to join at least one club as per their choice.
3. Departments are requested to prepare the Departmental profile.	3. Departmental profiles are requested to submit in the prescribed format given by IQAC,
4. Teachers are requested to submit the	4. Format is made available in the web site.

personal updates in the format of the Self Appraisal and submit the same in the month of December.	
5. Departments are requested to do student centric activities.	5. Students seminars are conducted. Wall magazine and field visits are done by the students.
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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.
16. Whether institutional data submitted to AISHE	Yes
Year:	2017-18
17. Does the Institution have Management Information System?	Partially.
If yes, give a brief description and a list of modules currently operational (maximum 500 words)	1. The admission process has been run by a module jointly by a payment gate way. All the payment related to students is done under this module. 2. The leave account of the faculty members is maintained by a Leave Management System (LMS) since 2015. 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 are 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 has submitted a proposal to GU for the introduction of a bachelor degree course in Physical education for the benefits of students of the locality.

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	Programe specialization	Date of Introduction
0	0	0

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	PG	Date of implementation of CBCS/ Elective Course System	UG	PG
0	0	0	0	0	0
Not applicable					

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

	Certificate	Diploma Courses

No of students	Nil	Nil	Nil	
0	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 Projects / Internship under taken during the year

Project / Programme title	Specialization	No. of students enrolled for field projects /internship
B.Sc	Botany	121
B.A	Bodo	15
B.A.	English	11
B.A.	Education	36
B.Sc/B.A	Geography	18
B.A.	Political Science	111
B.Sc	Physics	18
EVS	Environmental Studies	898

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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	Yes

1.4.2 How the feedback obtained is being analyzed and utilized for overall development of the institution ? (Maximum 500 words)

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 Ration during the year

Name of the Programme	Programme specialization	Number of the seat available	Number of application received	Students enrolled
B.A.	MIL,EDN,ECO,ENG,GGY,HIS,MAT, PSC,PHLSNS	650	701	667
B.Sc	BOT,CHE,GGY,MAT, PHY,ZOO	250	258	254
B.Com	BMT,IFS,FAC,BED,FIN	150	170	166
B.C.A.	CSC	20	20	20
B.Voc	CT&HM	50	04	04
B.Voc	RM&IT	50	14	14
M.A.	ARB	20	18	18
CCA	CCA	10	7	7
PGDCA	PGDCA	30	30	30

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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
2017	2901	38	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

83	29	08	05	01	03

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

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
2901`	83	1:35

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	71	06	0	38

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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 / recognition from state level.	Designation	Name of the award, fellowship, received from Government or recognized bodies
2017	Mr. Mukul Kalita	Associate Professor	President, G.B. PBA Mahavidyalaya, Assam Govt. of Assam, Directorate of Higher Education
2017	Dr. D.N. Deka	Associate Professor	Resource Person in the workshop Commission for Scientific & Technical Terminology, HRD Govt. Of India
2017	Dr. Debraj Sarma	Associate Professor	Certificate of Excellence of reviewing
2017	Dr. Saranga Pani Saikia	Associate Professor	Governing Body Member Manabedra Sarma Girls' College , nominated by Gauhati University, Assam
2017	Dr. Apurba Kr. Goswami	Associate Professor	Governing Body Member Manabedra Sarma Girls' College nominated by Gauhati University, Assam
2017	Mrs. Ranu Choudhury	Associate Professor	Member of selection committee as Subject Expert nominated by V.C, Guwahati University.
2017	Mrs. Ranu Choudhury	Associate Professor	Member of General Council Sankardev Sishi Neketan
2018	Dr. D.N. Deka	Associate Professor	Resource Person in the workshop on Commission for Scientific & Technical Terminology, HRD Govt. Of India
2018	Dr. Gitimoni Deka	Associate Professor	Certificate of Appreciation for Centre in Charge-2018 State level Chemistry Olympiad 2018 (SLCO 2018)
2018	Dr. Mausumi Bhuyan	Assistant Professor	Secretary, Assam Physical Society ,Assam Physical Society, Assam
2018	Mr. Nakaulung Niame	Assistant Professor	Member of the Academic Counsel, Deptt. Of History, GU ,Gauhati University, Assam
2018	Mr. Nakaulung Niame	Assistant Professor	President of the Zeme Heraka

			Literature & Research Society, Lodi, Haflong, Dima Hasao, Assam. (Since June, 2018
2018	Mr. Nakaulung Niame	Assistant Professor	Adviser of the Zeliangrong Students' Union, Guwahati
2018	Dr. Monoj Kr Singha	Associate Professor	Center in Charge of National Graduate Physics Examination, Organized by Indian Association of Physics Teacher
2018	Mrs. Ranu Choudhury	Associate Professor	Member of selection committee as Subject Expert nominated by V.C, Guwahati University, Goreswar College
2018	Dr. Rina Barman	Associate Professor	Member of selection committee as Subject Expert nominated by V.C, Guwahati University, Pandu College
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2.5 Evaluation Process and Reforms

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	15/12/2017	11/06/2018
UG	BSc	1st SEM	15/12/2017	11/06/2018
UG	B.Com	1st SEM	15/12/2017	11/06/2018
UG	BA	2nd SEM	18/05/2018	23/08/2018
UG	BSc	2ND SEM	18/05/2018	23/08/2018
UG	B.Com	2nd SEM	19/05/2018	23/08/2018
UG	BA	3rd SEM	01/12/2017	17/03/2018
UG	BSc	3rd SEM	01/12/2017	17/03/2018
UG	B.Com	3rd SEM	01/12/2017	17/03/2018
UG	BA	4th SEM	29/05/2018	23/08/2018
UG	B.Sc	4th SEM	29/05/2018	23/08/2018
UG	B.Com	4th SEM	27/05/2018	23/08/2018
UG	BA	5th SEM	16/12/2017	17/03/2018
UG	BSc	5th SEM	16/12/2017	17/03/2018
UG	B.Com	5th SEM	14/12/2017	17/03/2018
UG	BA	6th SEM	18/05/2017	01/07/2017
UG	BSc	6th SEM	18/05/2017	01/07/2017
UG	B.Com	6th SEM	16/05/2017	01/07/2017
UG	BCA	1st SEM	27/12/2017	07/06/2018
UG	BCA	3rd SEM	28/12/2017	17/06/2018

UG	BCA	5th SEM	27/12/2017	15/06/2018
MA	ARB	4th SEM	20/06/2018	13/10/2018
MA	ARB	3rd SEM	23/12/2017	10/05/2018
MA	ARB	2rd SEM	20/06/2018	01/11/2018
MA	ARB	1st SEM	23//12/2017	27/04/2018

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

Internal Evaluation system of the college

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

Therefore the there is a little scope for the change of evaluation in the written

examination. However, the Sessional examination is conducted by the college. In this

process some measures are taken to do the continuous evaluation of the students as

Internal Assessment. The steps taken for the same are

i. Home assignment

ii. Field / Excursion / Project report

iii. Seminar presentation

iv. Group discussion.

This is done department wise and the records are documented.

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 published prior to the commencement

of the academic year, is incorporate with the Prospectus of the college. The calendar

earmarks available dates for activities such as

1. The calendar started with dates from 1 July 2017 to 30 June 2018.

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/result2017-18

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 (M)	252	222	88.0
U.G.	BA.(G)	304	182	59.8
U.G.	BSc(M)	110	64	58.2
U.G.	BSc(G)	73	25	34.2
U.G.	B.Com(M)	50	22	44.0
U.G.	B.Com(G)	23	07	30.4
U.G.	B.C.A.	01	01	100
U.G.	B.Voc (CTHM)	16	00	00
U.G.	B.Voc(RM&IT)	03	03	100
P.G.	M.A.(ARB)	10	08	80.0

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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

Name of the project	Duration	Name of the funding agencies	Total grants sanctioned	Amount received during the academic year
Major project	Bio Hub	DBT	43,52,414	5,85,844
Minor project	2 years	UGC NERO	5,90,000	10,000
Interdisciplinary project	Excursion	DHE, Assam	100,000	100,000
Industry sponsored project	---	----	----	-----
Project sponsored by University	--	----	--	----
Students Research project				
International project	----	-----	-----	------
Any other (Specific)	---			

Total			50,42,414	6,95,844

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3.2 Innovation Ecosystem

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

Title of the workshop/Seminar	Name of the Department	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
A Study on the Verb Structure of Bodo and Assamese.) Specialization: Language & Linguistics	Dr. Phukan Basumatary Deptt. Of Bodo	Gauhati University	2017	PhD
The novels of Prafulla Roy: His themes and multiphase dimensions	Dr. Papri Sen Deptt. Of Bengali	Gauhati University	2017	PhD
"Proteomics and functional analysis of the outer membrane vesicles of Acinetobacter baumannii reveals the molecular basis of multidrug resistance"	Mrs. Bina Agarwal, Research Scholar, Bio Hub.	2nd Annual Conference Indian Society of Nano medicine (ISNM) poster award on Nano medicine	6th -8th December, 2017.	Poster presentation

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

Incubation centre	Name	Sponsored by
0	0	0

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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

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

Name of the Department	No. of Ph.D awarded
0	0

No data uploaded

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
National	Bodo	3	0
National	Economics	1	5.97
National	History	1	3.545
National	Mathematics	1	0
National	Physics	1	0
International	0	0	0

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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
Assamese	2
Arabic	1
Bodo	1
English	1
Economics	1
History	2
Physics	1
Commerce	1
Women's Studies Research cell, Rangia College	1
Rangia College Students Union(RCSU)	1

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3.3.5 Bibliometrics 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 Ch. Das	Proeccines Journal of Mathematics	Vol. 36, No 3, 2017	Indexed by SCOPUS	Rangia College	0
"Fuzzy normed linear space valued sequence space $l_p^F(X)$"	Dr Paritosh Ch. Das	Proyeccones Journal of Mathematics	Vol. 36, No 2, 2017	Indexed by SCOPUS	Rangia College	0
On the Class of Fuzzy number sequences	Dr Paritosh Ch. Das	Songklarakarin J.Sci Technology	41(4). 934-941	Indexed by SCOPUS	Rangia College	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 excluding self	Institutional affiliation as mentioned in the

						publications
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
Attended Seminars/ Workshop	2	14	08	468
Presented Papers	4	09	0	0
Resource Person	0	04	0	08

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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
Summer Camp	Rangia College, NCC	1	12
Awareness program	EAP(Entrepreneur Awareness Programme 22 September 2017	1	50
Awareness program	EAP(Entrepreneur Awareness Programme 25-27 October 2017	1	65

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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
Participated in Republic Day parade at New Delhi, 2018	Represented the North East Region in the Republic Day parade in New Delhi, 2018	N/A	1
Republic Day celebration, Rangia 2018	Won the best marching Contingent in centrally held Republic Day	SDO civil, Rangia Subdivision in 2018.	15
Independence Day parade , Rangia sub division 2017	Participation	SDO civil, Rangia Subdivision in 2018.	15

3.4.3 Students participating in extension activities with Government Organizations, Non Government Organizations and Programmes 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
Environmental Awareness Campaign	Women's Studies Research Cell, RC	Day 5th World Environmental Day	6	50
Literary Festival	Sahitya Academy, Bodo Sahitya Sava	2nd Bodo Writers Festival	5	22
Literary Festival	The Bhrahmaputra Literary festival, organized by Govt. of Assam	Participation	3	15
Student Felicitation function	Pravat Chandra Srutikar Memorial trust	Felicitation program for Subhana Azmi for her Outstanding result	5	65
Work shop on Bio Diversity portal	Assam Bio diversity Portal	Work shop on Bio Diversity portal	2	25
Celebration of 71st Independence Day	SDO, Rangia sub division	Quiz Competition	2	57
Awareness Programme	Rangia Police Station, Rangia	Awareness Programme on topic : **Blue whale Game**	1	60
Drama Competition	Assam Jana Kalyan Samiti	For the awareness and financial aids to cancer Patient	1	50
Awareness Programme	Kamrup District Administration	Awareness Programme on **Swachchta Hi Sewa**	1	50
Inter College State level debate competition	Debate and cultural Secretary, Rangia College Students' Union	Siddhinath Sarma Memorial All Assam inter college Debate Competition	1	18
Workshop on Photography	Assam Sports Journalist Association and Rangia Press Club.	Sports Journalism & Photography	2	45

International Women Day celebration	Parijat Academy, Guwahati	Health and Hygiene & a Free Medical Health Camp	5	25
World Poetry Day Celebration	Invited Poets from Rangia subdivision	Self written poetry recitation	3	20
5th NE Graduate Congress	USTM, Meghalaya	Sports, culture, literature related activities	1	230

View File

3.5 Collaboration

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

Name of the activity	Participant	Source of financial support	Duration (Days)
Higher Educational Tour to China	7	Self	6
Workshop on Basic science for Higher Secondary Students	20	Bliss Project	2
Faculty Exchange	1	Sankardev Sishu Nikatan	1
Popular talk	41	DBT, GOI	1
Popular talk	18	DBT,GOI	1
Popular talk	45	DBT,GOI	1
Popular talk	50	DBT,GOI	1
Faculty Exchange	1	Rangia Girls' H.S. School	1
Faculty Exchange	1	Rangia Boys' H.S. School	1
Faculty Exchange	1	SDO, Rangia	1
Faculty Exchange	1	Rangia Raijmal Krishak Sriti Sakshak Samite	2
Faculty Exchange	1	MS Girls' College	1
Faculty Exchange	1	Manabendra Sarma Girls College	1
Faculty Exchange	1	Assam Higher Secondary Education Council (AHSEC)	1
Faculty Exchange	1	Manabendra Sarma Girls College	1
Faculty exchange	2	N/A	1
Educational tour	19	Institute	1
Faculty exchange	7	Master Trainer, Election Commission of India	5

View File

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	2017-18	13

No file uploaded

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

Organization	Date of MOU signed	Purpose and activities	No. of students/teachers participated under MoU
GNRC Limited, Guwahati, Assam	25-05-2015	Training, Research etc	12
AVENUES (INDIA) PVT. LTD.,	08-06-2015	Master Merchant to use the Internet Payment Gateways	N/A

CRITERION IV INFRASTRUCTURE AND LEAERNING REWSOURCES

4.1 Physical Facilities

4.1.1 Budget allocation excluding salary for infrastructure augmentation during the year

Budget allocated for infrastructure augmentation	Budget utilized for infrastructure development
6,673,500	6,673,500

View File

4.1.2 Details of augmentation in infrastructure facilities during the year

Facilities	Existing	Newly added
Campus area	14.87 Acres	---
Classrooms	23	10
Laboratories	03	05
Seminar Halls	02	0
Classrooms with LCD facilities	02	03
Classrooms with Wi-Fi /LAN	0	0
Seminar Hall with ICT facilities	02	03
Video Centre	01	0
No. of important equipments purchased (>- 1-0 Lakh) during the current year	14	24
Value of the equipment purchased during the year (Rs. In Lakhs)	0	17.33 Lakh
Others: LCD-TV, Book reader		

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
OPEC& SOUL 2.0	Partially	2.0	2017

4.2.2 Library Services

	Existing		Newly added		Total	
	No	Value	No	Value	No	Value
Text Books	45,617		638	1,82,956	46,255	
Reference Books	19,259		270	1,30,633	19,529	
E Book	N list	--	Renewed			
Journals	25					
E Journals	N list	5800	--	Renewed		5800
Digital Database						
CD & Video	56				56	
Library automation						
Weeding (Hard & Soft)						
Others (Specific)	1.DTV 2. E resource				1 1	

<div align="center">*View File*</div>

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	69	02	Yes	02	01	Yes	24	8Mbph	16
Added	10	01	--	01	--	--	---	--	03
Total	79	03	Yes	03	--	Yes	24		19

<div align="center">*View File*</div>

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

<div align="center">8 MBPS/GBPS</div>

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
0	0

<div align="center">*No data available*</div>

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	Platform 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 academic facilities (In Lakh)	Expenditure incurred on maintenance of academic facilities	Assigned budget on physical facilities. (In Lakh)	Expenditure incurred on physical facilities

66.73	66.73	17.00	17.00

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 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 of the institute are maintained by the accounts department of the college. The accounts have been computerized phase wise and most of the transactions are made through RTGS and NEFT. RUSA & UGC accounts are maintained through PFMS.

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.

CRITERION 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	Poor Fund Other sources	202 10	1,30,758 19,964
Financial support from other sources			
a. National	Scholarship for ST,SC and OBC students	294	8,26,910
	Ishan Uday (2017-18)	51	8,26,200
	Senior Research fellow(DBT)	1	1,88,160
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	01/08/2017	20	Self Empowerment Centre
Mentoring Class	09/08/2017	175	Club activity
Counseling Class	11/08/2017	100	Extension Education Cell
Teachers' Day Celebration	05/09/2017	250	All Departments
International Yoga Day	26/06/2017	55	Self Empowerment Centre
View File			

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 in the competitive examination	No. of students placed
2017	Field Visit	16	16	N/A	N/A
2017	Physics Olympiad 2017	70	N/A	N/A	N/A
2018	Concept Test in Chemistry	19	19	N/A	N/A
2018	workshop on how to face	N/A	63	N/A	N/A

	Competitive Examination				

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
0	0	0
No data uploaded		

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
No data uploaded					

5.2.2 Student progression to higher education in percentage during the year

Year	No. of students enrolling in higher education	Programme graduated from	Department graduated from	Name of institution joined	Name of programme admitted to
2017	12	B.A.	Assamese	Gauhati University	M.A.
2017	12	B.A.	Assamese	KBBS & AU University	M.A.
2017	15	B.A.	Assamese	IDOL	M.A.
2017	15	B.A.	Arabic	Gauhati University	M.A.
2017	2	B.Sc	Botany	Assam University	M.Sc
2017	1	B.Sc	Botany	NEHU	M.Sc
2017	05	B.A.	Bodo	Gauhati University	M.A.
2017	02	B.A.	Bodo	Cotton University	M.A.
2017	01	B.Sc	Chemistry	Gauhati University	M.Sc
2017	01	B.Sc	Chemistry	Down Town University	M.Sc
2017	02	B.Com	Commerce	Gauhati University	M.Com
2017	03	B.A.	Economics	Gauhati University	M.A. in Economics
2017	01	B.A.	Economics	Gauhati University	M.A in Sociology
2017	04	B.A.	Economics	Gauhati University	PGDCA, ITI, DL.Ed
2017	01	B.A.	English	Kaziranga	M.A.

				University	
2017	01	B.A.	English	IDOL	M.A.
2017	01	B.A.	Education	Gauhati University	M.A
2017	04	B.A.	Education	KBBS&A University	M.A.
2017	03	B.A.	Geography	Rayal Global University	M.A.
2017	01	B.A.	Geography	Bajali University	M.A
2017	01	B.A.	Geography	Bodo Land University	M.A
2017	02	B.A	History	Bodo Land University	M.A.
2017	02	B.Sc	Mathematics	Gauhati University	M.Sc
2017	01	B.Sc	Physics	Gauhati University	M.Sc
2017	01	B.Sc	Physics	Gauhati University	M.Sc in USIC
2017	01	B.A.	Pol Science	Gauhati University	M.A
	01	B.A.	Pol Science	Cotton University	M.B.A
2017	01	B.A.	Pol Science	Assam University	M.A.
2017	04	B.A.	Pol Science	KBBS&A University	M.A
2017	03	B.A.	Pol Science	IGNOU	M.A
2017	05	B.A.	Sanskrit	Gauhati University	M.A
2017	04	B.A.	Sanskrit	Cotton University	M.A
2017	06	B.A.	Sanskrit	KBBS&A University	M.A
2017	01	B.Sc	Zoology	Gauhati University	M.Sc
2017	03	B.Sc	Zoology	Royal Global University	M.Sc
2017	03	B.Sc	Zoology	Down Town University	M.Sc

View File

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/ GATE		
CAT		
GRE	NIL	NIL
TOFEL		
State Government /Central Services		
Any other		

No dada uploaded		
5.2.4 Sports and cultural activities / competitions organized at the institution level during the year		
Activities	Level	Participant (Approx)
Freshman Social 2017	Institutional	500
College week 2017	Institutional	200
Drama Competition organized by Assam	Sub Divisional	36
Quiz Competition	Sub divisional	57
Participation in the Inter College Competitions	Under G.U.	8
Participated in Youth Festival	Under G.U.	12
Quiz Competition on the occasion of National Science Day	Institutional	50
Workshop & Competition on Photography (16 March 2018)	Institutional	35
View File…		

5.3 Students Participation and Activities

5.3.1 No. of awards / medals / for out standing 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/ International	Sports	Culture	Students ID number	Name of the student
2018	Badminton Tournament	Inter College	Badminton	N/A	V/F	Team
2018	Kabbadi Tournament	Inter College	Kabbadi	N/A	V/F	Team
2018	Football Tournament	Inter College, Youth Festival	Foot Ball	N/A	V/F	Team

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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 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 is 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.

5.3 Alumni Engagement

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

No

5.3.2 No. of enrolled Alumni :   93

5.3.3 Alumni contribution during the year: NIL

No data uploaded

5.3.4 Meeting / activities organized by Alumni Association : NIL

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. Students necessary documents for the admission to be uploaded along with the admission form are finalized.

5. The procedure of admission who seeking *free admission* as per Govt. circular is finalized.

6. State Bank of India is communicated for cashless transaction.

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

8. The committee prepares the merit list and puts it up on the college notice board before admission.

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

10. Faculty and non teaching staff are involved in the day admission for the different programmes.

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 is 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) ?
Yes / No/ Partial

Partial

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
Curriculum Development

Since inception Rangia College has been following the curriculum of the Gauhati university till 2018. 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 to look the mater.

2. Emphases are given for 100% completion of the syllabus.

3. Departmental logbooks are maintained. It provides information of the distribution of classes and topics of the syllabus under the supervision of the head of the department.

4. Class routines are prepared and distributed in the the of admission.

5. Orientation programmes are arranged for the awareness of the general rules and regulations of the college.

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.

3. 10 marks allotted for the written examination run centrally by the committee.

A *examination Committees has been constituted for* to conduct 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.
9. Any other.

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.

4. Science students are encouraged to do their project in advance lab like Bio Hub, Gauhati University or IIT-G etc.

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, Kabaddi 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.

Faculty is encouraged to use e platform such as Google classroom and assign home work as part of their internal assessment. Faculty is also encouraged to join workshop, seminar like LMS, MOOCs, SWAYAM etc.

Feedback of students, parents are taken to improve the quality of teaching, infrastructural development and integrated it for upgrade of the same.

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. Such as

1. Organized Annual General Meeting in collaboration with Assam Physical Society.

2. Organized Seminar with Department of Life Science & Bioinformatics, Assam University, Diphu Campus, Karbi Anglong In association with Bio Hub Pub Kamrup College, Baihata.

3. Career Counseling Programme in association with CISF, Rangia.

4. Outreach Programme on "Awareness on the tax system of India" organized by Office of the additional commissioner of Income tax, Rangen1 Guwahati.

5. Botanical Society of Assam (AGM 2018) And National Seminar on Exploration and Utilization of Bio Resources of NE India Organized by BSA in collaboration with BioHub Rangia College and ASTEC, Govt. of Assam.

6. Yoga Training Camp organized by Vivekananda Kendra and ACTA in collaboration with SEC, RC.

7. National Graduate Examination of Physics 2019 in collaboration with IAPT, Dehradun, India.

8. Industrial training is done with the cooperation with the BIG BAZAR 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. In the present session the admissions of all semester is done online and cash less. 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

5. Newly admitted students are given a Hand Book on "*My Plant My Responsibilities".*

The student is asked to plant a sapling and recorded the progress of the growth as a part of his/her free admission condition. His progress report is verified at the time of his/her next semester admission process if he/ she needs continuation for the same.

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

No files 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)	No. of participates (Non Teaching staff)
2017	Regional Stakeholder meeting & workshop	N/A	25/07/2017	19	N/A
2018	Awareness on tax	Do	24/09/2018	13	5

2018	The new methodology of NAAC accreditation	Do	26/06/2018	65	23

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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	Number of the teacher who attended	Date and Duration (From-to)
Refresher Course	1	24-10-2017 to 15-11-2017
Orientation Course	1	21-11-2017 to 17-12-2017
Refresher Course	1	24-10-2017 to 15-11-2017

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

Teaching		Non teaching	
Permanent	Full time	Permanent	Fulltime/Temporary
0	0	0	0

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6.3.5 Welfare scheme for

Teaching & Non Teaching staff	1. Rangia College Thrift and Credit Cooperative Society, a registered society, provide loans for different purposes to the faculty members. 2. PF, Gratuity as per govt. rule. 3. Health Care Cell (HCC) of the college provides First Aid service for an emergency. 4. B.P, Blood sugar, weight can be measured in the HCC. 5. Patient bed, wheelchair, stretcher are for emergency use. 6. Main gates of the college entrance are covered trough security personals appointed by authority. 7. Three night chowkidar for internal security of the college campus. 8. CCTV surveillance at selected points. 9. Drinking water plant at a central place of the campus. 10. College for refreshment. 11. LCD TV and Trade mill for recreation of the teacher. 12. A guest room with a kitchen for the guest teacher. 13. 25 car shade for parking teachers'

	vehicle.
Student	1. Health Care Cell (HCC) of the college provides First Aid service for an emergency.
	2. B.P, Blood sugar, weight can be measured in the HCC.
	3. Patient bed, wheelchair, stretcher are for emergency use.
	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 spots.
	7. Drinking water plant at a central place of the campus.
	8. College Canteen.
	9. Boys' & Girls' common room for recreation.
	10. 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
Revenue generated by the institution through self financing courses	15,35,429	General development of the college
Others	33,278	
Total corpus fund generated	15,68,707	

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		Yes	
Administrative	No		No	

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

1. Representative of the guardians is the member of the Governing Body.

2. Guardians' are invited in common college functions.

3. Departments personally communicate when necessary.

6.5.3 Development programme for support staff (at least three)

1. Provide ICT infrastructure for classroom facilities.

2. Organized FDP, Seminar and Workshop on various topics.

3. Encourage to do research work, avail FIP_UGC schemes.

4. Prompt official proceedings for promotion related work, DPC meetings, etc.

6.5.4 Post Accreditation initiative(s) mentioned at least three)

As per Peer team report the following suggestions has been fulfilled

1. The mentoring system has been introduced.

2. Research scholar pursuing Ph.D in the department of Arabic.

3. Girls' hostel with 50 accommodations are available.

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	Duration (From –to---)	Number of participants
2017	IQAC Meeting	1st August 2017	1 Day	6
2017	Departmental Seminars	17 August-3 September 2017	1 Day/Deptt.	120
2017	Published & distributed plantation related log book	1 August 2017	N/A	600
2017	Robust Counseling & mentoring system	1 August 2017	N/A	200

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	
		Female	Male
0	0		
No dada available			

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 student admitted in this session.
Ramp / Rails	No	
Braille Software / facilities	No	

Rest Room	No	
Scribes for examination		
Social skill development for differently abled students	0	
Any other similar facilities	0	

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7.1.4 Inclusion and Situatedness

Enlist most important initiative taken to address location advantages and disadvantages during the year

Year	No. of initiative to address locational advantage and disadvantages	No. of initiatives taken to engage with and contribute to local community	Date and duration on the initiative Name pf the initiative	Issues addressed	No. of participating students and staff
2018	1	1	16 /02/2018	Mental Health	25
2018	1	1	08/03/ 2018	Health & Hygiene	35

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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)
."*Information Broucher-2017-18"* of the College includes general code and conduct of the institute.	July 2017	This book serves as the 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.
Hand Book on Plantation named *"My Plant My Responsibility*	July 2017	Department of higher education, Government of Assam is running a programme of free admission for higher education for students below poverty line. In this connection students are asked to plant a tree and look after the same during his stay in the institution. In this regard the college published a booklet (log

		book) to help the students to record the development in a systematically . This booklet has been checked during his/her admission in the next semester.

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7.1.6 Activities conducted for promotion of universal Values and Ethics

Activities	Duration (from to ---)	Number of participant
Kabi Sanmilan	22 October 2017	36
Biswakarma Puja	17 September 2017	120
SankarDev Abirvab Mahotsab	11 November 2017	120
Kobita Abriti Priyogita	15 November 2017	30
Bathou Puja	30 January 2018	150
Birth Anniversary of "Kalagura" Bishnu Prasad Rabha.	31 January 2018	24

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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 in the college campus.

3. Proper drainage system.

4. Regular clearness of the college campus.

5. Garage / stand for bicycle, motorcycle and car parking.

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

<div align="center">https://www.rangiacollege.ac.in/bestpractice</div>

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. Departments are requested to organize Guardians meeting to solve students issues.
b. Increase ICT classes as a regular practice.
c. Proper documentation of the departmental activities.
2. *Focus on Research activities.*
 a. Faculty members are requested to published research papers on UGC indexed Journals.
b. . Guide the students to do projects/seminars/field visit as part of learning.
c. Attend OC, RC, STC, MRP, and FDP to enhance the academic career.
3. *Students related programmes*
a. Increase student's participation in sports/ cultural activities organized by University/other organization.
b. Increase recreation facilities in the common rooms.
c. Increase library facilities for the students.
d. To make information facility more robust.
e. More use of college web site for information.

Name:-Dr. Bhaben Ch. Lahkar   Name: Dr. Monoj Kr. Singha

Signature of the Chairman, IQAC   Signature of the Coordinator, IQAC