SELF STUDY REPORT

FOR

3rd CYCLE OF ACCREDITATION

PRAGJYOTISH COLLEGE

J. P. AGARWALA ROAD, SANTIPUR
781009
www.pragjyotishcollege.ac.in

Submitted To

NATIONAL ASSESSMENT AND ACCREDITATION COUNCIL

BANGALORE

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1. EXECUTIVE SUMMARY

1.1 INTRODUCTION

Pragjyotish College, established seven years after India's Independence, from its modest inception as an arts college, has metamorphosed today into a premier institutions of higher learning, offering a wide range of programmes and courses to students coming from all over the NE region of the country. It is a long story of the most determined struggle, selfless dedicated service and sacrifices made to the case of education by some distinguished teachers under the guidance and leadership of the celebrated teacher, scholar and writer, Late Tirtha Nath Sarma. The institutional motto *Tejasvavadhitamastu*, ingrained in its emblem, meaning '*may our study make us illumined*' and the conch shell of eight-petaloid full-bloomed lotus, symbolizes pure knowledge and the relationship between the teacher and the learner, praying to the Almighty for divine energy and protection, that ultimately leads to peace and bliss.

The college is most ideally situated on the bank of the Bharalu tributary of the mighty Brahmaputra River, with the Nilachal Hills in its background. It is the fourth oldest amongst the twenty odd undergraduate college in the greater Guwahati area, being permanently affiliated to Gauhati University and approved under sections 2 (f) and 12 (B) of the UGC Act, 1956, in the years 1964 and 1989 respectively. It has been catering not only to the higher educational aspirations of the youth of the region but also providing various employment opportunities through a number of self-sustaining courses. The college boasts of a vibrant environment through participative and decentralized involvement of students, teachers, alumni, guardians, retired teachers and local community in various perspectives and activities. It has already been assessed and accredited by NAAC twice during 2003 and 2010, obtaining scores of 73 and 2.61 respectively, and being placed in the B grade in both the cycles. Most of the suggestions advocated by NAAC peer team during the two visits have been fulfilled and the college is trying to elevate itself to new height as per requirements of present day higher education context. A wide range programmes and courses have been introduced in the college through 30 departments, including different self-sustaining ones.

Vision

To fulfill the visionary aspirations of the regional youth segment through a process of vibrant and continuous innovations and initiatives in multiple spheres of academic as well as professional development, leading to the fullest realization of the potentials of the students

Mission

- To make teachers and the taught partners in the learning process
- To promote a student friendly atmosphere for encouraging them to be self-reliant and self-employable
- To promote extra-curricular activities simultaneously with curricular activities
- To mould the students into socially conscious human beings
- To encourage students to think globally and act locally as productive citizens, through the promotion of scientific temper and action
- To foster and inculcate moral and spiritual accomplishments amongst the students
- To develop a transparent and responsive administration

- To undergo self-analysis and self-discovery leading to elimination of bottlenecks in the context of a holistic framework

1.2 Strength, Weakness, Opportunity and Challenges(SWOC)

Institutional Strength

- Fourth oldest college in proper Guwahati area, being experienced withsix and a half decade of imparting quality learning in the field of higher education
- Number of locational advantages strategically strategic located in the biggest city as well as educational hub of the entire NE region
- 30 departments under 5 faculty offering a number of PG, UG, Diploma, Certificate and Higher Secondary programmes, including 16 self-sustaining programmes for good internal fund and employment generation
- 2 distance-learning study centres in the college
- Academic collaboration with a number of institutions for teacher and faculty exchange
- Fully online admission process
- Fully digital RFID-based digital library with wi-fi provision (the first of its kind at college level in the entire NE region), with large collection of books, journals and other e-resources
- Existence of departmental libraries in many departments
- Existence of a Publication Hub and large number of reputed institutional publications
- Moderately large campus with approximate area of 26,500 sq. mts. and 25% of built-up area
- Sufficient number of classrooms and laboratories
- Provision of computers/ printers/ internet facility for academic departments
- Dynamic institutional web portal with unlimited data storage
- Well-equipped Computer Science Department providing free computer literacy programs for teaching and non-teaching staff and IT back-up to IQAC
- Well-equipped Gymnasium Hub, catering to the needs of both institutional as well as neighbourhood community
- Ragging-free, plastic-free, tobacco-free, eco-friendly, safe and secured gender-friendly campus; CCTV coverage in almost all class-rooms and vital points in the campus
- Almost zero incidences of ragging, gender-based violence and other forms of student unrest/ protests
- Good revenue generation from renting out of class rooms on holidays for holding different non-academic examinations by various government/ public sector organizations
- Excellent student support facilities through full-fledged and active NCC, NSS, BSG, RRC and IRC units in the campus
- Involvement of retired principals, teachers and guardians in institutional development
- Decentralization and participative management through large number of in-house bodies; representation of studentsin in-house committees/ cells; Departmental Advisory Committees in all departments
- Conduct of a number of quality audits
- Adequate and safe drinking water provision
- Insurance coverage to all students on roll

Institutional Weakness

- Requirement for pursuing major/ honours program in english medium, as per affiliating university

norms, despite large segment of UG students with schooling in vernacular mediums
- Absence of infrastructural provisions like Principal's residence, residential quarters for teaching and non-teaching staff, boy's hostel, large-sized modern well-equipped meeting hall/ auditorium
- Inadequate sanctioned posts for non-teaching and teaching staff due to government policies

Institutional Opportunity

- To introduce P.G. programs in all academic departments; self-sustaining U.G. programs in the Fine Arts Department (B.F.A.) and Performing Arts Department [B.A. (Music) and B.A. (Performing Arts)]; vocational and value-added courses; entrepreneurship development programs through the recently setup Entrepreneurship Development Cell
- To generate revenue through optimum utilization of the two large ponds located inside the college campus
- To set up an additional campus in the second plot of land, after the removal of encroachments
- To mobilize the vast alumni community (college being more than six decades old) for institutional development
- To develop synergetic collaborations at institutional level for student and faculty exchange programs with the various higher educational institutions located in the greater Guwahati area
- Interdisciplinary and sponsored projects through the different institutional laboratory facilities
- To construct a multipurpose complex with adequate parking at the existing auditorium site
- To conduct field works (extra-curricular) for students
- To strengthen industry-institute collaboration for organizing better career counseling and placement drives for outgoing students
- To improve upon sports and games facilities
- To introduce various administrative and academic e-governance modes
- To procure CSR funds from industry giants of the State, viz. tea companies, oil companies, etc.
- To set up of a centralized mentoring system for the students
- To ensure a good student computer ratio and free wi-fi facility to all students

Institutional Challenge

- To meet the deficit of adequate academic staff in different departments for smooth running of various programs from limited internal resources
- To conduct intermediate (10+2) level classes despite some departments having programmes ranging from HS to PG level
- To provide institutional scholarships to needy students and financial support to faculty members for participation in various academic meets from limited internal resources
- To keep proper records of studentsprogressing to higher education
- To keep proper records of students obtaining various scholarships due to Govt. policy
- To remove encroachments in the additional plot of land with a view towards development of a second campus
- To upgrade infrastructural facilities in different academic departments to PG/ research standards
- To mobilize alumni for generating resources
- To become an autonomous institution in the future (due to lack of relevant provision in the affiliating University Act)

1.3 CRITERIA WISE SUMMARY

Curricular Aspects

- College has 30 departments under 5 faculty [Arts, Science, Commerce & Management, Technology and Fine Arts (as per Gauhati University nomenclature)], offering programmes as follows: 75 UG [Non-CBCS (Major)], 42 UG [Non-CBCS (General)], 28 UG [CBCS (Honours)], 4 PG and 3 Diploma. These include 14 self-sustaining programmes [M.A. (Assamese, Economics); M.Sc. (Economics); M.T.M.; B.B.A.; B.C.A.; B.Com. (Major) (Accountancy, E-Commerce, Finance and Management); B.Com. (General); Diploma in Fine Arts, Diploma in Performing Arts (Sattriya Dance) and Diploma in Performing Arts (Hindustani Vocal)]
- From the 2019-20 session, CBCS has been introduced in all UG programs
- Besides the above mentioned regular programmes, there are 2 distance-learning study centres in the college [KKHSOU and IDOL (under G.U.)] offering PG, UG and Diploma programmes; 1 Certificate cum Diploma programme in Non-formal Sanskrit Education run conducted by *Rashtriya Sanskrit Sansthan*, New Delhi and run by *Sanskrit Bharati*, Assam Branch; 3 Higher Secondary Programmes (10+2) run under *Assam Higher Secondary Education Council*.
- 2 PG programmes (Economics), 3 Diploma programmes (Fine Arts and Performing Arts) and 1 Certificate programme (Bengali DTP) has been introduced during 2016-17 but hence discontinued
- The Certificate cum Diploma programme (Non-formal Sanskrit Education) introduced in June 2008 was formerly of 3 months duration till July 2016; it was changed into 1 year Certificate programme from August 2016 to July 2017; From August 2017 it became 1 year Certificate cum 2 years Diploma programme
- Tools used for effective curriculum delivery include academic calendars, centralized time-tables, fragmentation of class loads at departmental level, course-wise registers for lesson plan and record of daily classes, attendance registers, HOD diaries, field projects, student seminars, home assignments, etc.; one-third of the students of every major/ honours programmes are required to testify through a course-completion certificate
- Selected faculty members act as members of Committee on Courses and Studies (CCS) under Gauhati University
- Cross-cutting issues relevant to gender, environment, human values and professional ethics are integrated into the prescribed curricula/ courses
- Field trips/ educational study tours/ internships are organized by different departments
- IQAC devises feedback mechanism for different stakeholders and action taken accordingly

Teaching-learning and Evaluation

- Being located in the heart of the *gateway city to NE India*, large number of students from all the seven NE States pursues various programs of study in the college. A total of 450 students were admitted from other States during the assessment period in the first semester, out of a total of 5970 students, amounting to 7.54% on average
- Familiarization sessions and library orientation classes are organized soon after admission for the new comers
- A total of 6945 students were admitted against reserved categories during the assessment period against a total of 13522, amounting to 51.4%
- Although differently-abled students are of minimum score in the college, provisions like ramps, wheel chairs, rest rooms, has been created

- Student-centric and participative learning methods and tools like field projects, student seminars, ICT-enabled classes, etc are applied for enriching the teaching-learning process
- Average number of full-time teachers of the college was 112, and an average of 44 possessed Ph.D.
- Average number of students per year is 2704 while average number of teachers is 112, the student-full time teacher ratio being 24: 1
- Mentoring system has been started in departments like Assamese, Chemistry, English, Geography, Geology, Physics and Statistics
- Departmental Advisory Committee, comprises of faculty members, student representatives and guardians, which periodically discusses upon and resolves issues of academic interests through DAC meetings/ PTMs
- Monthly class attendance of the students are monitored by the Academic Head (Vice Principal) and low attendance count is used as a disqualifier for appearing at the term-end examinations as well as for contesting the students' union elections
- Academic Calendar, drafted by IQAC, on the basis of the affiliating University's prescribed norms, is followed by the college for holding different co-curricular and extra-curricular activities; Additionally, other academic activities like student seminars, home assignments, project works, etc. are held periodically although not specifically listed
- COs and POs are displayed in the institutional portal; learning outcomes are reflected through increasing number of students scoring good results in the term-end examinations

Research, Innovations and Extension

- 3 research projects newly acquired and 9 completed during the assessment period; 2 projects currently undergoing
- Pragjyotish College Publication Hubis a start-up initiative for publishing quality publications; it has successfully published all the issues of the 100 years old magazine *Chetana* in a 7-volume book format
- IQAC has taken an initiative to link up all IQAC Coordinators of the State through an WhatsApp Group for facilitating exchange of qualitative ideas in respect of institutional development
- 1 workshop on IPR (June 2019) , 2 national seminars (December 2014 and September 2018) and 1 national workshop (December 2017) was held in the college
- Faculty members are encouraged to pursue higher qualifications; 13 full-time faculty members have obtained Ph.D. during the assessment period while 2 and 18 members are currently pursuing M.Phil. and Ph.D. respectively
- Faculty members have 26 published research papers in UGC notified journals, 111 papersin non-UGC journals, 95 papers in conference/ seminars/workshop proceedings and books/ chapters in edited volumes
- The ISSN and RNI bearing peer-reviewed research publication *Prag Consilience*, provides opportunity to faculty members for publishing their research findings
- A good numbers of extension and outreach activities/ programs were conducted by NSS, NCC (Army, Naval, Air and Girls'), RRC and IRC units
- Currently, there are 14 MoUs for a variety of academic linkages, including student and faculty exchange programs, and other inter-institutional cooperative activities of mutual interests

Infrastructure and Learning Resources

- The college has ample infrastructure and learning resources, including 6 smart classrooms, 11 ICT-enabled classrooms, non-ICT classrooms and laboratories; 5 classrooms with Wi-Fi/ LAN facilities; altogether there are 14 separate building blocks in the campus having a total area of 7.35 acres, the built-up area being 6700 sq. mts.

- Notable laboratories include MRP-assisted laboratory in Botany Department, DST-SCERB funded laboratory in Chemistry Department, computer laboratories in Computer Science, research-level lab in the Statistics department, E-Commerce and Mathematics departments, Language Laboratory, RS &GIS Laboratory, Institutional Bio-Tech Hub

- Total number of 155 functional computers and 43 printers in the college; Band-width of the present leased line connection is 20 MBPS

- Museum collections exist in the Anthropology, Botany, Geology and Zoology departments and a Art Gallery in the Fine Arts Department

- 4 seminar/conference halls with ICT-facilities (3 being air-conditioned) and 1 central auditorium

- Well-equipped Gymnasium Hub (constructed with RUSA funds) with a designated Gym Instructor, caters to the needs of both institutional as well as neighboring community; A Yoga Arena has been demarcated for the benefit of both students and teachers

- A basket-ball court and a playing ground caters to the outdoor sport needs of the students; the playing ground of Sonaram Higher Secondary School (located nearby) is also occasionally availed vide a bilateral MoU

- Budget allocation and utilization is based upon recommendations of concerned committees like purchase committee, finance advisory/ monitoring committee and library advisory committee; Expenditure incurred for infrastructure augmentation was more than Rupees 7 crores while for maintenance of physical facilities and academic support facilities was around Rupees 3 crores during the assessment period

- Fully digital RFID and wi-fi based central library comprises of 35,781 text books, 24,605 reference books, 42 journals, various rare books and enriched digital databases. Library is fully automated by SOUL 2.0 (Version 2.0) and has membership of N-List for e-books and e-journals.

- The systems and procedures established for maintaining and utilizing physical, academic and support facilities are outlined in the *Institutional Usage and Maintenance Policy for Physical, Academic and Support Facilities*

Student Support and Progression

- Students avail different types of govt. scholarships like Ishan Uday, caste scholarships, etc.; Recent records of scholarships availed by students is not available due to new governmental mechanism of direct credit of scholarships in the beneficiary bank accounts

- Capability enhancement and development schemes for students implemented include language lab, remedial coaching, yoga, soft skill development, etc

- Information and Career Guidance Cell periodically organizes various programmes on career opportunities and higher studies

- Vocational education is primarily accomplished through the TTM course (under Tourism Management department) and 34 students have opted for this course during the assessment period

- Minor grievances of students that arise from time to time are either resolved at the departmental levels or by the Principal; Initiative has been taken to devise an online grievance redressal system through the college portal, and through a Students' Grievance Redressal Cell; Cases of ragging has never been reported

- Students' progression to higher education has been attempted to be documented through the

departmental level Students' WhatsApp groups. 96 graduate students of the last academic year have progressed to higher education

- 16 students have been reported to have qualified in state/ national/ international level exams
- 20 awards/ medals have been obtained in sports/ cultural activities at national/ international level, while 80 different sports/ cultural activities were organized during the assessment period
- Pragjyotish College Students' Union is run through a 16 member committee of secretaries, each having their individual teacher-in-charges for smooth conduct and monitoring of their activities; studentsare nominated as members in as much as 19 different in-house committees, including IQAC
- Pragjyotish College Alumni Association is a registered body, having its own functioning guidelines; the alumni fraternity although is yet to be fully organized and contributing money for institutional development, it has been involved in various other in-house activities of the college and also contributing in kind. Departmental alumni bodies have slowly becoming functional and active in several departments. Alumni meetings/ activities organized in several departments during the last five years.

Governance, Leadership and Management

- Decentralization and participative management is the core essence of academic as well as administrative framework in the institution
- The apex body of the college (the Governing Body) has representatives from the State Government, affiliating University, teaching staff, non-teaching staff, guardians and donors.
- IQAC has representatives from the Governing Body, teaching staff, non-teaching staff, alumni, students, guardians, retired teachers, industrialists, employers, neighbouring community as well as senior administrative officers of IPS rank
- A number of in-house committees are in-charge of various domains and students are included as members of as many as 19 in-house committees
- Organizational hierarchy includes the GB at the apex, followed by the Principal, Vice Principal, Heads of departments, faculty members and support staff (laboratory bearers and Grade IV staff). The college office is headed by the Supervising Assistant, assisted through the UDAs and LDAs, while the library is headed by the Librarian, assisted through the library support staff.
- Strategic plan of the institution is visualized and implemented through resolutions adopted in the IQAC core committee meetings
- E-governance modes have been introduced in student admissions, student support (grievance redressal, online notification, etc.), accounts, library services, alumni registration/ feedback. Faculty members and administrative heads have been allotted institutional e-mail IDs for facilitating official communication. Number of official WhatsApp Groups created by IQAC for prompt circulation of official notifications.
- Measures undertaken for the welfare of staff include provision of staff rooms for academic departments (some with attached washroom and pantry facilities), separate seating arrangements in the library and canteen, vehicle parking space inside the campus, reimbursement of tea/snacks bills for IQAC working committees and office staff, etc.
- Both internal and external audits of the college accounts are conducted annually and audit reports uploaded in the institutional portal
- Incremental improvements since the last NAAC assessment include augmentation of infrastructure and different learning resources (buildings, smart and ICT-enabled classrooms, computers, internet, conference rooms); newly introduced programs, study centres and laboratories; MoUs for student and faculty exchanges; fully digital library; online admission and cashless transactions; installation of CCTV surveillance; etc.

Institutional Values and Best Practices

- PCWSC conducts a number of gender equity programs
- CCTVs installed throughout the campus ensure safety and security to all concerned; Provision for separate girls' common room (with attached toilets) and girls' hostel (within the campus) exists
- Solar power generation plant is installed in the campus; Total annual power requirement is 116904 kWh, of which 34020 kWh is met through renewable energy sources
- Total annual lighting power requirements is 32026 kWh of which 5870 kWh (18.3%) is met through LED bulbs
- Rainwater harvesting unit is installed recently
- Green campus initiatives are effected through regular cleaning, plantation programmes, use of solar power street lights, LED lights
- Augmentation of modest Divyangjan friendliness resources including ramps, ramp rails, scribes, rest room, provision for lifts, etc
- Single-most biggest locational advantage of the institution is the location in the heart of the Guwahati city, the Gateway city to NE India, for which students from different parts of the region gets opportunity to pursue different programs of study
- IQAC has prepared a *Handbook of Code of Conduct and Functioning Guidelines* for Governing Body, Principal, teaching staff, librarian, non-teaching staff and students
- Various activities held for promotion of universal values, human values and national integration
- National and religious events/ festivals are celebrated with active student-teacher-staff participation and involvement
- Transparency is maintained in matters of financial, academic and administrative matters by way of regular updating in the institutional web portal; audit reports, event reports/ photographs/ newspaper clippings, all NAAC-related information, etc are uploaded regularly
- Guardian's forum (PCGF) and retired teacher's forum (PCRTF) has been constituted for promoting healthy participative growth

- Number of quality audits viz. Academic Audit, Energy Audit, Gender Audit and Green Audit conducted

- The institution aims at maintaining transparency in all its functions covering financial, academic, administrative as well as auxiliary dimensions. All activities pertaining to day to day administration and academic pursuits are governed as per the directions/ instructions received from different statutory/ regulatory bodies

2. PROFILE

2.1 BASIC INFORMATION

Name and Address of the College	
Name	PRAGJYOTISH COLLEGE
Address	J. P. AGARWALA ROAD, SANTIPUR
City	GUWAHATI
State	Assam
Pin	781009
Website	www.pragjyotishcollege.ac.in

Contacts for Communication					
Designation	Name	Telephone with STD Code	Mobile	Fax	Email
Principal	MANOJ KUMAR MAHANTA	0091-9864980654	9435311498	-	coordinatoriqac@pragjyotishcollege.ac.in
IQAC / CIQA coordinator	MANJIT KUMAR MAZUMDAR	-	9706433118	-	janmoni2@rediffmail.com

Status of the Institution	
Institution Status	Government and Self Financing

Type of Institution	
By Gender	Co-education
By Shift	Regular

Recognized Minority institution	
If it is a recognized minroity institution	No

Establishment Details

Date of establishment of the college	01-09-1954

University to which the college is affiliated/ or which governs the college (if it is a constituent college)

State	University name	Document
Assam	Gauhati University	View Document

Details of UGC recognition

Under Section	Date	View Document
2f of UGC	01-01-1964	View Document
12B of UGC	01-01-1989	View Document

Details of recognition/approval by stationary/regulatory bodies like AICTE,NCTE,MCI,DCI,PCI,RCI etc(other than UGC)

Statutory Regulatory Authority	Recognition/Approval details Institution/Department programme	Day,Month and year(dd-mm-yyyy)	Validity in months	Remarks
No contents				

Details of autonomy

Does the affiliating university Act provide for conferment of autonomy (as recognized by the UGC), on its affiliated colleges?	No

Recognitions

Is the College recognized by UGC as a College with Potential for Excellence(CPE)?	No
Is the College recognized for its performance by any other governmental agency?	No

Location and Area of Campus				
Campus Type	**Address**	**Location***	**Campus Area in Acres**	**Built up Area in sq.mts.**
Main campus area	J. P. AGARWALA ROAD, SANTIPUR	Urban	7.35	6700.29

2.2 ACADEMIC INFORMATION

Details of Programmes Offered by the College (Give Data for Current Academic year)						
Programme Level	Name of Programme/Course	Duration in Months	Entry Qualification	Medium of Instruction	Sanctioned Strength	No.of Students Admitted
UG	BA,Assamese	36	HS	Assamese	15	14
UG	BA,Assamese	36	HS	Assamese	15	11
UG	BA,Assamese	36	HS	Assamese	5	3
UG	BA,Assamese	36	HS	Assamese	5	1
UG	BA,Anthropology	36	HS	English	5	2
UG	BA,Anthropology	36	HS	English	10	8
UG	BSc,Anthropology	36	HS	English	5	2
UG	BA,Bengali	36	HS	Bengali	3	0
UG	BA,Bengali	36	HS	Bengali	4	1
UG	BA,Bengali	36	HS	Bengali	3	0
UG	BSc,Botany	36	HS	English	5	1
UG	BSc,Botany	36	HS	English	25	19
UG	BSc,Chemistry	36	HS	English	30	27
UG	BA,Economics	36	HS	English	5	1
UG	BA,Economics	36	HS	English	5	0
UG	BA,Economics	36	HS	English	15	10
UG	BSc,Economics	36	HS	English	5	3
UG	BA,Education	36	HS	English	15	6

UG	BA,Education	36	HS	English	10	5
UG	BA,Education	36	HS	English	5	0
UG	BA,English	36	HS	English	10	10
UG	BA,English	36	HS	English	10	8
UG	BA,English	36	HS	English	20	20
UG	BA,Geography	36	HS	English	5	5
UG	BA,Geography	36	HS	English	20	20
UG	BSc,Geography	36	HS	English	10	6
UG	BSc,Geology	36	HS	English	15	12
UG	BSc,Geology	36	HS	English	15	15
UG	BA,Hindi	36	HS	Hindi	10	6
UG	BA,Hindi	36	HS	Hindi	5	1
UG	BA,Hindi	36	HS	Hindi	5	5
UG	BA,History	36	HS	English	10	10
UG	BA,History	36	HS	English	5	1
UG	BA,History	36	HS	English	2	0
UG	BA,History	36	HS	English	3	0
UG	BA,History	36	HS	English	5	5
UG	BA,Mathematics	36	HS	English	3	0
UG	BA,Mathematics	36	HS	English	2	1
UG	BSc,Mathematics	36	HS	English	3	0
UG	BSc,Mathematics	36	HS	English	2	0
UG	BSc,Mathematics	36	HS	English	2	0

UG	BSc,Mathematics	36	HS	English	10	10
UG	BSc,Mathematics	36	HS	English	3	2
UG	BA,Philosophy	36	HS	English	10	6
UG	BA,Philosophy	36	HS	English	2	0
UG	BA,Philosophy	36	HS	English	3	0
UG	BA,Philosophy	36	HS	English	10	4
UG	BA,Political Science	36	HS	English	10	10
UG	BA,Political Science	36	HS	English	2	0
UG	BA,Political Science	36	HS	English	2	0
UG	BA,Political Science	36	HS	English	4	3
UG	BA,Political Science	36	HS	English	2	0
UG	BA,Political Science	36	HS	English	8	7
UG	BA,Political Science	36	HS	English	2	2
UG	BA,Sanskrit	36	HS	English	5	0
UG	BA,Sanskrit	36	HS	English	5	0
UG	BA,Sanskrit	36	HS	English	5	0
UG	BA,Sanskrit	36	HS	English	10	2
UG	BA,Statistics	36	HS	English	5	1
UG	BA,Statistics	36	HS	English	5	0
UG	BSc,Statistics	36	HS	English	5	1

UG	BSc,Statistics	36	HS	English	5	2
UG	BSc,Zoology	36	HS	English	10	9
UG	BSc,Zoology	36	HS	English	30	27
UG	BCom,Accountancy	36	HS	English	50	23
UG	BCom,Ecommerce	36	HS	English	20	8
UG	BCom,Finance	36	HS	English	50	35
UG	BCom,Management	36	HS	English	50	24
UG	BBA,Business Administration	36	HS	English	40	23
UG	BCA,Computer Science	36	HS	English	50	48
UG	BSc,Computer Science	36	HS	English	15	4
UG	BSc,Computer Science	36	HS	English	15	6
UG	BSc,Physics	36	HS	English	5	3
UG	BSc,Physics	36	HS	English	20	18
UG	BSc,Physics	36	HS	English	5	1
PG	MA,Assamese	24	UG	Assamese	50	45
PG	MSc,Economics	24	UG	English	5	1
PG	MA,Economics	24	UG	English	15	14
PG	MTTM,Tourism Management	24	UG	English	30	28

Position Details of Faculty & Staff in the College

Teaching Faculty											
	Professor				**Associate Professor**				**Assistant Professor**			
	Male	Female	Others	Total	Male	Female	Others	Total	Male	Female	Others	Total
Sanctioned by the UGC /University State Government				0				32				51
Recruited	0	0	0	0	15	17	0	32	14	24	0	38
Yet to Recruit				0				0				13
Sanctioned by the Management/Society or Other Authorized Bodies				0				0				44
Recruited	0	0	0	0	0	0	0	0	16	26	0	42
Yet to Recruit				0				0				2

Non-Teaching Staff				
	Male	**Female**	**Others**	**Total**
Sanctioned by the UGC /University State Government				38
Recruited	25	2	0	27
Yet to Recruit				11
Sanctioned by the Management/Society or Other Authorized Bodies				37
Recruited	29	8	0	37
Yet to Recruit				0

Technical Staff				
	Male	**Female**	**Others**	**Total**
Sanctioned by the UGC /University State Government				0
Recruited	0	0	0	0
Yet to Recruit				0
Sanctioned by the Management/Society or Other Authorized Bodies				0
Recruited	0	0	0	0
Yet to Recruit				0

Qualification Details of the Teaching Staff

Permanent Teachers										
Highest Qualification	**Professor**			**Associate Professor**			**Assistant Professor**			
	Male	Female	Others	Male	Female	Others	Male	Female	Others	Total
D.sc/D.Litt.	0	0	0	0	0	0	0	0	0	0
Ph.D.	0	0	0	6	11	0	11	14	0	42
M.Phil.	0	0	0	0	2	0	2	3	0	7
PG	0	0	0	9	4	0	1	7	0	21

Temporary Teachers									
Highest Qualification	**Professor**			**Associate Professor**			**Assistant Professor**		
	Male	Female	Others	Male	Female	Others	Male	Female	Others	Total
D.sc/D.Litt.	0	0	0	0	0	0	0	0	0	0
Ph.D.	0	0	0	0	0	0	2	5	0	7
M.Phil.	0	0	0	0	0	0	3	4	0	7
PG	0	0	0	0	0	0	11	17	0	28

Part Time Teachers									
Highest Qualification	**Professor**			**Associate Professor**			**Assistant Professor**		
	Male	Female	Others	Male	Female	Others	Male	Female	Others	Total
D.sc/D.Litt.	0	0	0	0	0	0	0	0	0	0
Ph.D.	0	0	0	0	0	0	7	4	0	11
M.Phil.	0	0	0	0	0	0	0	4	0	4
PG	0	0	0	0	0	0	12	22	0	34

Details of Visting/Guest Faculties				
Number of Visiting/Guest Faculty engaged with the college?	**Male**	**Female**	**Others**	**Total**
	0	0	0	0

Provide the Following Details of Students Enrolled in the College During the Current Academic Year

Programme		From the State Where College is Located	From Other States of India	NRI Students	Foreign Students	Total
Diploma	Male	5	0	0	0	5
	Female	10	0	0	0	10
	Others	0	0	0	0	0
UG	Male	1407	86	0	0	1493
	Female	882	74	0	0	956
	Others	0	0	0	0	0
PG	Male	42	0	0	0	42
	Female	142	1	0	0	143
	Others	0	0	0	0	0
Certificate / Awareness	Male	0	0	0	0	0
	Female	0	0	0	0	0
	Others	0	0	0	0	0

Provide the Following Details of Students admitted to the College During the last four Academic Years					
Programme		**Year 1**	**Year 2**	**Year 3**	**Year 4**
SC	Male	161	162	132	114
	Female	92	94	98	73
	Others	0	0	0	0
ST	Male	277	292	304	310
	Female	220	215	238	203
	Others	0	0	0	0
OBC	Male	437	413	337	365
	Female	310	302	280	237
	Others	0	0	0	0
General	Male	799	786	808	832
	Female	510	495	520	507
	Others	0	0	0	0
Others	Male	0	0	0	0
	Female	0	0	0	0
	Others	0	0	0	0
Total		2806	2759	2717	2641

3. Extended Profile

3.1 Program

Number of courses offered by the institution across all programs during the last five years

Response: 852

File Description	Document
Institutional Data in Prescribed Format	[View Document]()

Number of programs offered year-wise for last five years

2018-19	2017-18	2016-17	2015-16	2014-15
79	77	77	77	77

3.2 Students

Number of students year-wise during the last five years

2018-19	2017-18	2016-17	2015-16	2014-15
2806	2759	2717	2641	2599

File Description	Document
Institutional Data in Prescribed Format	[View Document]()

Number of seats earmarked for reserved category as per GOI/State Govt rule year-wise during the last five years

2018-19	2017-18	2016-17	2015-16	2014-15
632	562	562	562	562

File Description	Document
Institutional data in prescribed format	[View Document]()

Number of outgoing / final year students year-wise during the last five years

2018-19	2017-18	2016-17	2015-16	2014-15
409	484	409	389	487

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File Description	Document
Institutional Data in Prescribed Format	View Document

3.3 Teachers

Number of full time teachers year-wise during the last five years

2018-19	2017-18	2016-17	2015-16	2014-15
117	116	108	110	111

File Description	Document
Institutional Data in Prescribed Format	View Document

Number of sanctioned posts year-wise during the last five years

2018-19	2017-18	2016-17	2015-16	2014-15
121	121	121	121	121

File Description	Document
Institutional data in prescribed format	View Document

3.4 Institution

Total number of classrooms and seminar halls

Response: 89

Total Expenditure excluding salary year-wise during the last five years (INR in Lakhs)

2018-19	2017-18	2016-17	2015-16	2014-15
500.45	457.85	472.34	199.34	150.49

Number of computers

Response: 88

4. Quality Indicator Framework(QIF)

Criterion 1 - Curricular Aspects

1.1 Curricular Planning and Implementation

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

Response:

The college follows the curriculum of the parent university. Every department of the university organizes CCS meetings, with the active participation of selected faculty members of the college. The curriculum, approved by the Academic Council is documented and uploaded in the Gauhati University website. A download link of the same is also facilitated in the college website. Adhering to the guidelines laid down by Gauhati University, an Academic Calendar is devised for every academic session. Academic meetings of the Principal with the teachers are held at the beginning of the academic session. The institution follows a specific time-table from 9.00 am to 5.00 pm. The class routine is prepared before the beginning of every academic session by a Routine Committee, which is responsible for allocation of various classrooms. Bridge courses are offered by some departments to acquaint the students about their respective curriculum. Every department maintains a Daily Class Monitoring Diary, which is an authentic record of all the classes taken. All faculty members maintain a Lesson Plan, which is used for delivery of the topics. Practical classes are held as per allotted schedule, but for final year students, additional practical classes are held if necessary. Departmental Advisory Committee meetings are convened by the Heads of Departments for continuous assessment of syllabus completion status by the individual faculty members, as well as for planning for other academic activities. In departments like Geology, the home assignments submitted by the students are stocked in the department, which forms a good source of reference material. Students are also made to deliver class seminars on topics allotted in their respective syllabi in some departments, mainly through power-point mode, and where active interaction between peers and teachers takes place. The internal assessment marks of the students are allotted differently by different departments on the basis of different parameters like class attendance, student seminars, home assignments, etc. Teachers discuss the answer scripts of class tests and sessional examinations with students to point out the omissions and mistakes the students have committed. Tutorial classes are provided to the slow learners in some departments. The recent addition of the Language Laboratory plays an important role in providing to new vision to students having MIL subjects. The college authority facilitates faculty members for attending different training programs for updating their knowledge and information base. Some departments organizes lectures and talks of eminent academicians effective curriculum delivery. The central library provides INFLIBNET, e-journals, Shodhganga, OPAC, book bank facility etc. The college also provides internet connectivity with Wi-Fi facility (in the central library). Departmental library facility exists is many departments. Students are provided study material mainly through student WhatsApp Groups, e-mails, Google class room, etc. Academic Audit has been conducted in the last academic year by external peers for further improvement in the academic activities. IQAC collects feedback on curricula from all the stake-holders, which is then analysed for further appropriate reforms and actions.

File Description	Document
Any additional information	[View Document]
Link for Additional Information	[View Document]

1.1.2 Number of certificate/diploma program introduced during the last five years

Response: 4

1.1.2.1 **Number of certificate/diploma programs introduced year-wise during the last five years**

2018-19	2017-18	2016-17	2015-16	2014-15
3	0	1	0	0

File Description	Document
Minutes of relevant Academic Council/BOS meetings	[View Document]
Details of the certificate/Diploma programs	[View Document]
Any additional information	[View Document]

1.1.3 Percentage of participation of full time teachers in various bodies of the Universities/ Autonomous Colleges/ Other Colleges, such as BoS and Academic Council during the last five years

Response: 15.12

1.1.3.1 Number of teachers participating in various bodies of the Institution, such as BoS and Academic Council year-wise during the last five years

2018-19	2017-18	2016-17	2015-16	2014-15
4	5	3	1	4

File Description	Document
Details of participation of teachers in various bodies	[View Document]
Any additional information	[View Document]

1.2 Academic Flexibility

1.2.1 Percentage of new Courses introduced out of the total number of courses across all Programs offered during last five years

Response: 4.93

1.2.1.1 How many new courses are introduced within the last five years

Response: 42

File Description	Document
Minutes of relevant Academic Council/BOS meetings.	View Document
Details of the new courses introduced	View Document
Any additional information	View Document

1.2.2 Percentage of programs in which Choice Based Credit System (CBCS)/Elective course system has been implemented

Response: 3.8

1.2.2.1 Number of programmes in which CBCS/ Elective course system implemented.

Response: 3

File Description	Document
Name of the programs in which CBCS is implemented	View Document
Minutes of relevant Academic Council/BOS meetings.	View Document
Any additional information	View Document

1.2.3 Average percentage of students enrolled in subject related Certificate/ Diploma programs/Add-on programs as against the total number of students during the last five years

Response: 1.71

1.2.3.1 Number of students enrolled in subject related Certificate or Diploma or Add-on programs year-wise during the last five years

2018-19	2017-18	2016-17	2015-16	2014-15
146	31	61	0	0

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

1.3 Curriculum Enrichment

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

Response:

Gender Sensitivity: The institution has established an Internal Complaints Committee (ICC) to sensitize the students, teachers and non-teaching employees on gender issues so that they can work together in a gender discrimination-free work environment. The Pragjyotish College Women Study Centre (PCWSC) of the college plays a vital role on gender sensitization. For creating awareness, various programs like seminars, poster making, art and slogan writing competitions are held among the students to create sensitization on social, moral and legal implications of gender discrimination. PCWSC arranges interactive talks on women empowerment, problems of women and legal implications under the guidance of distinguished experts. The girl's hostel of the college arranges self-defense programs for hostel boarders. To promote gender equity in the admission procedure, there is a provision for transgender in the admission form of the college. The provision of student insurance safety package for every student has been recently introduced.

Environment and Sustainability: Environmental consciousness amongst all concerned is imparted through celebration of World Environment Day every year with day-long programmes like tree plantation, awareness campaigns, etc. Additional efforts through the NCC wings and the NSS unit of the college are taken for making students sensitive towards social issues through activities like Swachh Bharat Abhiyan, environment awareness, waste management, tree plantation etc. Use of solar street lights and usage of LED bulbs tends to minimize the use of conventional electricity. Official communication through WhatsApp groups has tended to minimize the use of paper. Besides the above mentioned institutional efforts, Environmental Studies is taught to the students of T.D.C. programs, which aims to give basic knowledge of sustainability of environment and other environmental-related issues. The college organized Youth Conclave in collaboration with Rajib Gandhi National Institute of Youth Development, Chennai in 2016 which helped to create awareness on environment related issues. Most recently, an Energy Audit exercise is being undertaken in the college with an aim to incorporate qualitative aspects in optimum energy-saving.

Human values and professional ethics: The four NCC wings, NSS unit, Red Cross unit and the Health Promotion and Maintenance Committee of the college take initiative to promote discipline, patriotism, equality, peace, brotherhood, ethical values through various programs. Programs like blood donation camps, free health checkup camps, cancer awareness camps, etc. are organized periodically. The Red Ribbon Club sensitizes students and other sections of the society about HIV. The IQAC has prepared a Handbook on Code of Professional Ethics for all stakeholders.

Over and above, the curriculum prescribed by the Gauhati University for the various programs that are followed in the institution tend to integrate all the above cross cutting issues through various programs and

courses that are being imparted in the college.

File Description	Document
Any Additional Information	[View Document](#)
Link for Additional Information	[View Document](#)

1.3.2 Number of value added courses imparting transferable and life skills offered during the last five years

Response: 3

1.3.2.1 Number of value-added courses imparting transferable and life skills offered during the last five years

Response: 3

File Description	Document
Details of the value-added courses imparting transferable and life skills	[View Document](#)
Brochure or any other document relating to value added courses.	[View Document](#)
Any additional information	[View Document](#)

1.3.3 Percentage of students undertaking field projects / internships

Response: 12.33

1.3.3.1 Number of students undertaking field projects or internships

Response: 346

File Description	Document
List of students enrolled	[View Document](#)
Institutional data in prescribed format	[View Document](#)
Any additional information	[View Document](#)

1.4 Feedback System

1.4.1 Structured feedback received from 1) Students, 2)Teachers, 3)Employers, 4)Alumni and 5)Parents for design and review of syllabus-Semester wise/ year-wise

A.Any 4 of the above

B.Any 3 of the above

C. Any 2 of the above

D. Any 1 of the above

Response: A.Any 4 of the above

File Description	Document
Any additional information	View Document
Action taken report of the Institution on feedback report as stated in the minutes of the Governing Council, Syndicate, Board of Management	View Document
URL for stakeholder feedback report	View Document

1.4.2 Feedback processes of the institution may be classified as follows:
A. Feedback collected, analysed and action taken and feedback available on website

B. Feedback collected, analysed and action has been taken

C. Feedback collected and analysed

D. Feedback collected

Response: B. Feedback collected, analysed and action has been taken

File Description	Document
Any additional information	View Document
URL for feedback report	View Document

Criterion 2 - Teaching-learning and Evaluation

2.1 Student Enrollment and Profile

2.1.1 Average percentage of students from other States and Countries during the last five years

Response: 3.33

2.1.1.1 Number of students from other states and countries year-wise during the last five years

2018-19	2017-18	2016-17	2015-16	2014-15
97	69	89	108	87

File Description	Document
List of students (other states and countries)	View Document
Institutional data in prescribed format	View Document
Any additional information	View Document

2.1.2 Average Enrollment percentage (Average of last five years)

Response: 254.04

2.1.2.1 Number of students admitted year-wise during the last five years

2018-19	2017-18	2016-17	2015-16	2014-15
2806	2759	2717	2641	2599

2.1.2.2 Number of sanctioned seats year-wise during the last five years

2018-19	2017-18	2016-17	2015-16	2014-15
1170	1040	1040	1040	1040

File Description	Document
Institutional data in prescribed format	View Document
Any additional information	View Document

2.1.3 Average percentage of seats filled against seats reserved for various categories as per applicable reservation policy during the last five years

Response: 100

2.1.3.1 Number of actual students admitted from the reserved categories year-wise during the last five years

2018-19	2017-18	2016-17	2015-16	2014-15
632	562	562	562	562

File Description	Document
Institutional data in prescribed format	[View Document](#)
Any additional information	[View Document](#)

2.2 Catering to Student Diversity

2.2.1 The institution assesses the learning levels of the students, after admission and organises special programs for advanced learners and slow learners

Response:

At the beginning of the new academic session (mostly in the month of August every year), some of the departmenta organizes introductory sessions (bridge courses) for the newly admitted students not only for giving them a broad overview of the institution, but also to help them understand the curriculum and broad perspectives of the subject they will be required to study in the next few semesters. Introductory lectures are delivered to assess and understand the knowledge level in the concerned subject and also the special needs of the students. This is necessitated for the fact that in several subjects where the students take up major/ honours programme, the concerned subject was not studied by the those students at the 10+2 (higher secondary) level. Teachers of respective departments facilitates the students in acquiring the syllabus of the concerned subject, and also either provides or helps them to collect the question papers of previous examinations, so as to enable the students to have introductory ideas of the question patterns set in the term-end examinations. The newly admitted students are added to the departmental WhatsApp groups so as to facilitate easy flow of academic and administrative information. Faculty members occasionally provide text books and reference books to the students, either from their personal collection or from the departmental libraries, for benefit of the interested learners. Many faculty members provide additional reference materials in the form of pdf files in the departmental WhatsApp groups. In some occasions, alumni of certain departments are invited to interact with the current batches of students for providing guidance and motivation. If the students are found to be slow in their learning process in the first few days of classes, teachers of the respective departments, endeavours to identify the hindrance factors and helps them to assimilate the concepts in a friendly manner, not only inside the classrooms but also during off periods. Tutorial classes are taken as per needs and requirement, for clarifying doubts and re-explain the difficult topics. Slow learners are also encouraged to resort to peer learning for better

understanding of the topics taught in the classes. A wide range of academic activities like remedial classes, class tests, home assignments, quiz competitions, NET/SLET guidance, career guidance, field projects/ dissertations, educational tours, student seminars and exposure to programmes like National Initiative for Undergraduate Science (NIUS), are undertaken periodically by various departments, as per need and policy matter of the respective departments. Compulsory deliveries by students in student seminars in some departments have helped improved the knowledge and communication skills of all learners. The librarian of the college library personally takes interest in organizing library orientation programmes to the newly admitted students for making them acquainted with the library facilities, provisions and rules/ regulations, and the benefit they might derive out of the available resources.

The above process brings out the following outcome:

- Improved results in term-end examinations
- Better higher education career opportunities and prospects
- Preparing the students for different competitive examinations

File Description	Document
Any additional information	[View Document]
Link for Additional Information	[View Document]

2.2.2 Student - Full time teacher ratio

Response: 23.98

File Description	Document
Any additional information	[View Document]

2.2.3 Percentage of differently abled students (Divyangjan) on rolls

Response: 0.07

2.2.3.1 Number of differently abled students on rolls

Response: 2

File Description	Document
List of students(differently abled)	[View Document]
Institutional data in prescribed format	[View Document]
Any other document submitted by the Institution to a Government agency giving this information	[View Document]
Any additional information	[View Document]

2.3 Teaching- Learning Process

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

Response:

The college aspires to make teaching-learning a two way process by motivating the students to actively participate in the teaching-learning activities. ICT-enabled classrooms, smart classrooms and ICT-enabled meeting halls have been set up in the institution for organizing student seminars/ lectures/ popular talks for the students. Occasional guest lectures by renowned subject experts from various disciplines and academia are organized from time to time to provide knowledge to the students beyond the prescribed syllabus. The Information and Career Guidance Cell takes initiative to organize different career related activities so as to enable the students to have first-hand interaction with career experts from different domains. Laboratories with modern equipment like Institutional Biotech Hub, GIS laboratory, Plant Tissue Culture laboratory and the computer laboratories facilitate the students to widen their knowledge and experimental skills. The Language Laboratory has been established for students to improve their language proficiency, through the use of computers and softwares. Teachers employ different participative learning process like departmental student seminars, group discussions, project works, home assignments, and other value-added activities like talks, workshops and seminars, field works, field surveys and visits to renowned institutions. Field works are carried out in different parts of India by departments like Geology, Geography, Botany, Anthropology, Tourism Management, etc. Besides, subjective knowledge gain, there are enough other life skills the students manage to gain by participation in these activities. In order to develop the overall personality and enrich students' creativity and decision making skills, the college has adopted certain activities like NSS/NCC camps, yoga and gymnasium, cultural events, departmental wall magazines, personality and soft skill development programmes. Some departments also organizes institutional level programmes like National Science Day (Chemistry Dept.), Science Exhibition (Geology Dept.), World Environment Day (Botany Dept.), World Philosophy Day (Philosophy Dept.), etc. These activities are focussed to develop human values, ethics and leadership qualities amongst the students. Departmental level students' forum like DHATU (Chemistry Dept.), Geological Society of Pragjyotish College (Geology Dept.), Pragjyotish College Geographical Society (Geography Dept.), Pragjyotish College Zoological Forum (Zoology Dept.), were formed to develop interest among students towards their specific fields of specialization and undertake various experiential learning activities. It is under these forums, the students themselves have taken keen interest in designing their unique identity and plan adventurous activities (e.g. trekking). Learning experiences are also enhanced through screening of documentary films amongst students and activities like street plays held both within and outside the campus. Students are encouraged and facilitated to participate in different institutional (e.g. Annual College Week) as well as inter-institutional events and competitions (Inter-College Youth Festival), primarily through the students' union body, for tapping and facilitating the extra-ordinary potentials/ skills inherent in the students.

File Description	Document
Any additional information	[View Document](#)
Link for Additional Information	[View Document](#)

2.3.2 Percentage of teachers using ICT for effective teaching with Learning Management Systems (LMS), E-learning resources etc.

Response: 45.3

2.3.2.1 Number of teachers using ICT

Response: 53

File Description	Document
List of teachers (using ICT for teaching)	View Document
Any additional information	View Document
Provide link for webpage describing the " LMS/ Academic management system"	View Document

2.3.3 Ratio of students to mentor for academic and stress related issues

Response: 77.94

2.3.3.1 Number of mentors

Response: 36

File Description	Document
Any additional information	View Document

2.3.4 Innovation and creativity in teaching-learning

Response:

A good number of teachers use ICT-enabled classrooms along with traditional techniques to deliver the contents of the course material. It helps him/her to represent in a more meaningful way, using different media elements. The faculty members deliver lectures through various teaching aid amenities like LCD projector for projecting animations/ PPT/ lecture contents, Lectern, Wacom and interactive smart boards. Laboratories with internet connection allow the students to access e-resource academic contents which widen their knowledge and skills. Software like ArcGIS is used in the GIS Laboratory (attached with Geography Dept.) by the students to understand and solve geographical problems. Charts and models are used by the faculties in both theoretical and practical sessions. College facilitates the teaching-learning process by effective use of e-books, computers and internet connectivity for effective teaching learning. A number of smart class rooms have been developed through grants received from RUSA, for the effective knowledge delivery to the students. The Language Laboratory has been established for enhancing and enriching language competencies in the students, amongst the students of language departments, viz. Assamese, Bengali, Bodo, English, Hindi and Sanskrit. A forum under the name *Students' First*, has been providing a platform to the students for gaining knowledge from all fields, by way of popular lectures by

different faculty members in their respective fields of interests. Workshop on e-resources and ICT based teaching-learning process has been organized by IQAC. Students are encouraged to participate in the National Initiative for Undergraduate Sciences (NIUS). IQAC has introduced the healthy practice of awarding the best post-graduate and graduate awards, along with felicitation to all first class holders in the final examinations, with a view towards not only to encourage the students of different departments to perform better in the examinations but also to inculcate a healthy practice amongst different departments to excel in the academic front. The central library has introduced the practice of awarding both teachers and students with the Best Library User Awards to increase/ develop the practice of reading habit by making optimum use of the library resources. The library also organizes orientation programme amongst the newly admitted students to encourage the students to make optimum use of the library resources. Memorandums of Understandings (MoUs) have been signed with different institutions, both at institutional as well as departmental levels, for facilitating student and faculty exchange programs. Every academic department has student WhatsApp groups, where not only the teachers upload reading materials to students, but also the students discuss important issues amongst themselves, amounting to peer learning.

File Description	Document
Any additional information	[View Document]()

2.4 Teacher Profile and Quality

2.4.1 Average percentage of full time teachers against sanctioned posts during the last five years

Response: 92.89

File Description	Document
Year wise full time teachers and sanctioned posts for 5 years	[View Document]()
List of the faculty members authenticated by the Head of HEI	[View Document]()
Any additional information	[View Document]()

2.4.2 Average percentage of full time teachers with Ph.D. during the last five years

Response: 39.27

2.4.2.1 Number of full time teachers with Ph.D. year-wise during the last five years

2018-19	2017-18	2016-17	2015-16	2014-15
51	46	43	40	41

File Description	Document
List of number of full time teachers with PhD and number of full time teachers for 5 years	[View Document](#)
Any additional information	[View Document](#)

2.4.3 Teaching experience per full time teacher in number of years

Response: 12.16

2.4.3.1 Total experience of full-time teachers
Response: 1423

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

2.4.4 Percentage of full time teachers who received awards, recognition, fellowships at State, National, International level from Government, recognised bodies during the last five years

Response: 25.8

2.4.4.1 Number of full time teachers receiving awards from state /national /international level from Government recognised bodies year-wise during the last five years

2018-19	2017-18	2016-17	2015-16	2014-15
3	9	8	5	4

File Description	Document
Institutional data in prescribed format	[View Document](#)
e-copies of award letters (scanned or soft copy)	[View Document](#)
Any additional information	[View Document](#)

2.4.5 Average percentage of full time teachers from other States against sanctioned posts during the last five years

Response: 0

2.4.5.1 Number of full time teachers from other states year-wise during the last five years

2018-19	2017-18	2016-17	2015-16	2014-15
0	0	0	0	0

File Description	Document
List of full time teachers from other state and state from which qualifying degree was obtained	[View Document](#)
Any additional information	[View Document](#)

2.5 Evaluation Process and Reforms

2.5.1 Reforms in Continuous Internal Evaluation(CIE) system at the institutional level

Response:

Being an affiliating college, the institution does not have enough freedom to introduce large-scale reforms in the CIE and hence undertakes internal evaluation in accordance with the norms and guidelines stipulated by the affiliating university. The only task the institution is left with is to arrange for holding the sessional examinations on time, ensure logistic and support facilities to the departments for holding the examinations, collect the marks obtained by the students in standard formats and forward the same to the University authorities for the purpose of tabulation of results. The respective departments undertake internal assessment of the students based on sessional examinations (held once in a semester) and attendance of the students. Continuous evaluation procedure is followed for practical papers. At the commencement of every academic year, the students are made aware of the continuous internal evaluation process. The institution appoints separate examination committees for smooth conduct of various internal as well as term-end examinations and every year different teachers are nominated in these committees, including both permanent as well as fulltime faculty members. Sessional examinations are conducted as stipulated in the academic calendar of the college, which is again prepared as per University guidelines. Evaluated answer sheets of sessional examinations are shown to the students for the commissions and omissions. The answer sheets are preserved and documented for further clarification and use, and submitted to the university authorities as and when demanded. Internal examiners are appointed for the practical examinations and viva voce examinations as per the University directives, for assisting the external examiners appointed by the University. The institution has arranged to upload the regulations, curricula and syllabi of all the programs offered by the institute in the institutional portal for easy access by the students and faculty members. For the transparency and effectiveness of the internal evaluation process, the college authority appoints sessional examination committees takes the responsibility and monitors the mechanism. These committees directs the respective academic departments to submit question papers in soft copy formats and arranges to supply the required number of printed question papers and answer scripts to the departments.

File Description	Document
Any additional information	[View Document](#)
Link for Additional Information	[View Document](#)

2.5.2 Mechanism of internal assessment is transparent and robust in terms of frequency and variety

Response:

The college has undertakes to conduct internal evaluation in accordance with the norms and guidelines of Gauhati University i.e. the university to which college is affiliated to. The college authority prepares the examination schedule (properly showing dates and times) and is communicated to the students on the departmental as well as general notice boards and the student WhatsApp groups that exist in all departments. All the respective departments prepare and submit a set of question papers through the Head of the department to the committee appointed specifically for conducting sessional examinations. These examinations are conducted on a common schedule and supervised by the faculty members of the concerned department. The syllabus for the internal examination is communicated to the students in advance by the concerned teachers teaching the different papers/ courses. The evaluated answer sheets are shown to the students for their information which provides transparency and accountability in the evaluation process. If there are any discrepancies in the evaluation, the matter is brought to the notice of teachers concerned, and the necessary corrections are made. Internal examinations are held in accordance to the academic calendar of the college, which is displayed in the college portal. Rules and regulations of examinations like prohibition of use of mobile phones in the examination halls, duration of examinations as printed in the question papers, etc. The attendance record of the students in the examination is documented in a proper format. The mark lists of the students are prepared after the evaluation procedure is completed and documented for further clarification and submission to the university through the concerned examination committees.

File Description	Document
Any additional information	[View Document](#)
Link for Additional Information	[View Document](#)

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

Response:

The examination related grievances of the students are addressed based on the necessity and nature of the grievances at both the institution and university level. Grievances related to internal examinations are handled and resolved immediately by the respective HODs and teachers of the departments concerned. The internal examination evaluated answer sheets are shown to the students immediately after the evaluation process is completed for timely awareness of the students about their performance and providing sufficient time for grievances that might arise. Examination committees are constituted by college authority, headed

by a convener and other faculty members, separately for each term-end examination. For the grievances related to these external term-end examinations, the faculty members of the respective departments as well as the administrative office provides full support by helping them to apply in proper format prescribed by the University, which are then forwarded to the University or Council (in case of HS examination), routed through the Principal, for proper re-evaluation and handling of the grievances in an efficient manner. If grievances/ queries related to practical marks or sessional examination marks are reported either by the University or any student, it is handled by the examination committee that conducted the respective term-end examination. All such grievances/ queries are resolved by the institution immediately after the matters are reported to the authority. The system of grievance redressal related to examination-related matters is displayed in the affiliating university website, pertaining to required fees, time taken for grievance redressal, etc.

File Description	Document
Any additional information	View Document
Link for Additional Information	View Document

2.5.4 The institution adheres to the academic calendar for the conduct of CIE

Response:

The college being affiliated to Gauhati University is bound to adhere strictly to the academic calendar prepared by the University. The college prepares its own academic calendar, based upon the academic calendar of the University. The academic calendar is made available to all faculties and students before the commencement of the academic year through the college website, WhatsApp groups and departmental notice boards. It is made mandatory for the students and faculty to adhere to the academic calendar for the completion of the academic activities. However, for certain activities, although pinpoint dates are not prescribed in the academic calendar, such activities are completed within the broad prescribed time frames (weekly or monthly basis), set in the academic calendar. For example, if in the odd semester, the tentative dates for starting of sessional examinations are mentioned as last week of September, it is ensured that the starting date for the examinations falls in any of the dates in the week indicated in the academic calendar. In another instance, if it is mentioned that all educational field trips be completed within the month of October, it is ensured that the goal is realized as per the stipulated norms. For such activities, it is not possible to set exact dates for the field trips, since different departments are concerned in this activity and the field locations vary according to the needs and preferences of the department concerned.

File Description	Document
Any additional information	View Document
Link for Additional Information	View Document

2.6 Student Performance and Learning Outcomes

2.6.1 Program outcomes, program specific outcomes and course outcomes for all programs offered by the Institution are stated and displayed on website and communicated to teachers and students

Response:

The college offers a number of under-graduate, post-graduate, diploma and certificate courses/ programmes under the affiliation of Gauhati University. The concerned departments prepare the program and course outcomes for the various subjects. From the academic session 2019-20, CBCS curriculum has been introduced in all the under-graduate programs offered by the college. As such, in the first year of under-graduate studies, CBCS curriculum is presently being followed, while for the third and fifth years of under-graduate studies, the non-CBCS curriculum is followed. For the post-graduate programs, CBCS curriculum is being followed, except the MTM program (the curriculum of which is under finalization). In view of the recent addition of CBCS curriculum in the under-graduate studies, the program and course outcomes are drafted by the affiliating University, while for the non-CBCS programs, the same has been drafted by the departments of the college. All these are being displayed in the college website, for easy access by all stakeholders. The syllabi of all of the programmes are made available online (in the college website) and also in the offline mode (in the departments) which includes the objective and the learning outcomes for the all programmes as prepared by the University. The college prospectus also provides the basic structures/ subject combinations of all programmes offered by the college at all levels.

File Description	Document
COs for all courses (exemplars from Glossary)	[View Document](#)
Any additional information	[View Document](#)
Link for Additional Information	[View Document](#)

2.6.2 Attainment of program outcomes, program specific outcomes and course outcomes are evaluated by the institution

Response:

The assessment count is determined according to the nature of the programme. Programme with practical courses are assigned weightage at 40:60 ratio and other programme are assigned weightage at 20:80 ratio to internal and external assessments. The summative assessment includes the semester examination conducted by the affiliating University along with an internal assessment on an institutional level, like sessional examinations, class tests and assignments. The formative development of the students are ensured through various activities like institutional field visits, exposure to different research institutes, field works, field surveys and different laboratory works. Such formative activities of the students are evaluated through the field reports, home assignments, laboratory record/practical copies, seminar presentations, group discussions, etc. The level of attainment of the students is reflective of attainment of PO and CO, which in turn is reflected in the students' progression into advanced degrees, students' success rate in different national level eligibility tests/ examinations and job placements. The different departments endeavor to keep records of these determinative parameters of the passed out students, through various means. These parameters combined with the students' performance in the term-end examinations as well

as the demand ratio during new admissions, have got indirect bearing upon the attainment of PO and CO for the programmes and courses the institution offers. Although there is no centrally monitored formal mechanism to evaluate CO and PO, the individual departments are always alert on the specific needs and expectations of the students from the programmes or courses they are pursuing and try to bring about a judicious mix of both co-curricular and extra-curricular activities during curriculum delivery for successful attainment of PO and CO. These include imparting quality education through various learning tools, augmenting leadership qualities and soft skills through participation in different team works like event arrangement, participation in cultural/ sports activities, cleanliness programmes and other departmental activities.

File Description	Document
Any additional information	View Document
Link for Additional Information	View Document

2.6.3 Average pass percentage of Students

Response: 49.4

2.6.3.1 Total number of final year students who passed the examination conducted by Institution.

Response: 332

2.6.3.2 Total number of final year students who appeared for the examination conducted by the institution

Response: 672

File Description	Document
Institutional data in prescribed format	View Document
Any additional information	View Document

2.7 Student Satisfaction Survey

2.7.1 Online student satisfaction survey regarding teaching learning process

Response: 3.12

Criterion 3 - Research, Innovations and Extension

3.1 Resource Mobilization for Research

3.1.1 Grants for research projects sponsored by government/non government sources such as industry ,corporate houses, international bodies, endowment, chairs in the institution during the last five years (INR in Lakhs)

Response: 3

3.1.1.1 Total Grants for research projects sponsored by the non-government sources such as industry, corporate houses, international bodies, endowments, Chairs in the institution year-wise during the last five years(INR in Lakhs)

2018-19	2017-18	2016-17	2015-16	2014-15
0	1	2	0	0

File Description	Document
List of project and grant details	[View Document](#)
e-copies of the grant award letters for research projects sponsored by non-government	[View Document](#)
Any additional information	[View Document](#)

3.1.2 Percentage of teachers recognised as research guides at present

Response: 0

3.1.2.1 Number of teachers recognised as research guides

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

3.1.3 Number of research projects per teacher funded, by government and non-government agencies, during the last five year

Response: 0.11

3.1.3.1 Number of research projects funded by government and non-government agencies during the last five years

Response: 3

3.1.3.2 Number of full time teachers worked in the institution during the last 5 years

Response: 138

File Description	Document
Supporting document from Funding Agency	[View Document](#)
Any additional information	[View Document](#)
Funding agency website URL	[View Document](#)

3.2 Innovation Ecosystem

3.2.1 Institution has created an ecosystem for innovations including incubation centre and other initiatives for creation and transfer of knowledge

Response:

The institution has developed its own distinctive ecosystem for creation and transfer of various forms of knowledge, both within and outside.

a) **Publication Hub**:   The institution has set up its own publication unit in 2016 in the name of *Pragjyotish College Publication Hub* to add fuel to the literary endeavor of the institution. It has been undertaking various initiatives to publish noted literary creations and disseminate such publications amongst the society at large. The Hub already published six volumes of the century-old Assamese magazine "Chetana" in book format. It has been decided to bring out a number of in-house publications through the publication hub in the near future.

b) Other in-house publications: Apart from the annual college magazine *Pragjyotishya*, a variety of institutional publications are brought out at various times, by various departments. Several departments publish their individual departmental magazines/ journals.

c) Research Council: An in-house research council has been formed in 2015 under the name of *Pragjyotish College Research Council (PCRC),* to facilitate and monitor research activities in the college. PCRC facilitates and provides necessary guidance to the faculties in submitting research proposals to UGC and other funding agencies. It is through PCRC that a research journal *Prag Consilience* is published annually by the college.

d) Career guidance cell: The Information and Career Guidance Cell (ICGC) was established for providing career related guidance to the students and also for undertaking collaborative activities beneficial for the career uplift of the students.

e) **Language Laboratory:** A language laboratory was established in 2017 to meet the growing demands of students who are keen to develop their speaking skills and personality through workshops, linguistic classes, etc. The laboratory is shared by six language departments viz. Assamese, Bengali, Bodo, English, Hindi and Sanskrit.

f) **Performing Arts and Fine Arts Department**: To provide students an appropriate platform to display

their innate talents and skills, the college has taken initiative to establish a Performing Arts Department (in 2017) and a Fine Arts Department (in 2017).

g) Digital Library: Initiative has been taken to upgrade the college library to a RFID based digital library, which has built up its own digital database, for the benefit of students and faculty members.

h) IQAC initiatives: The IQAC has taken initiative to design various formats of record-keeping modules, viz. Lesson Plan, Daily Class Monitoring Diary, HOD Diary, etc. which are subsequently adopted by other institutions. The IQAC has taken up a broad project of bringing all IQAC coordinators of colleges in Assam in a common platform through a WhatsApp Group (the *IQAC Coordinators' Forum*), for sharing different best practices and quality initiatives at college level.

i) Entrepreneurship Development Cell (EDC): It was recently set up though collaborative mode with the Indian Institute of Entrepreneurship (IIE), for undertaking entrepreneurial training programmes for both in-house students as well as for outsiders, with a view towards sustaining self-employment opportunities.

File Description	Document
Any additional information	[View Document]
Link for Additional Information	[View Document]

3.2.2 Number of workshops/seminars conducted on Intellectual Property Rights (IPR) and Industry-Academia Innovative practices during the last five years

Response: 1

3.2.2.1 Number of workshops/seminars conducted on Intellectual Property Rights (IPR) and Industry-Academia Innovative practices year-wise during the last five years

2018-19	2017-18	2016-17	2015-16	2014-15
1	0	0	0	0

File Description	Document
Report of the event	[View Document]
List of workshops/seminars during the last 5 years	[View Document]
Any additional information	[View Document]

3.3 Research Publications and Awards

3.3.1 The institution has a stated Code of Ethics to check malpractices and plagiarism in Research

Response: No

File Description	Document
Institutional data in prescribed format	View Document
Any additional information	View Document

3.3.2 The institution provides incentives to teachers who receive state, national and international recognition/awards

Response: No

File Description	Document
Any additional information	View Document

3.3.3 Number of Ph.D.s awarded per teacher during the last five years

Response: 0

3.3.3.1 How many Ph.Ds awarded within last five years

3.3.3.2 Number of teachers recognized as guides during the last five years

File Description	Document
List of PhD scholars and their details like name of the guide , title of thesis, year of award etc	View Document
Any additional information	View Document

3.3.4 Number of research papers per teacher in the Journals notified on UGC website during the last five years

Response: 0.23

3.3.4.1 Number of research papers in the Journals notified on UGC website during the last five years

2018-19	2017-18	2016-17	2015-16	2014-15
10	6	2	2	6

File Description	Document
List of research papers by title, author, department, name and year of publication	View Document
Any additional information	View Document

3.3.5 Number of books and chapters in edited volumes/books published and papers in national/international conference proceedings per teacher during the last five years

Response: 0.85

3.3.5.1 Total number of books and chapters in edited volumes / books published, and papers in national/international conference-proceedings year-wise during the last five years

2018-19	2017-18	2016-17	2015-16	2014-15
15	15	19	15	32

File Description	Document
List books and chapters in edited volumes / books published	View Document
Any additional information	View Document

3.4 Extension Activities

3.4.1 Extension activities in the neighbourhood community in terms of impact and sensitising students to social issues and holistic development during the last five years

Response:

The college conducts different extension and outreach activities in the neighborhood community with a view towards creating an impact and sensitization amongst students. Faculty members are involved in sharing their knowledge with neighboring academic institutions, primarily the various neighbouring schools. Some of the topics taken up for such discourse include teaching of English grammar, reading and writing of Hindi, etc. NSS cadets are motivated to participate in various outreach activities such as *Swachhata Samaroh* and *Swachhata Pakhwada* where students are involved in creation of awareness on the use of paper bags, waste management, and environmental awareness in the Santipur and Bharalumukh areas, located in the vicinity of the college. Volunteers were also involved in cleaning the surrounding areas and to create awareness by making banners and posters, under *Swachha Hi Seva* program, among the students of Pragati Prathamic Pathsala School. Beside these, NSS cadets are also involved in sharing knowledge of art and craft, drawing, handwriting with the students of Pragati Prathamic Pathsala School which is adopted by the college. NSS is also involved in other extension activities like cancer awareness cum survey program, distribution of materials amongst cancer patients, etc. A number of social outreach

programmes and deliberations take place on a regular basis through collaborative mode of students and faculty members. These include awareness rallies for creating awareness about the menace of AIDS and its precautions by NCC, rally cum survey of digital transaction jointly by the Economics Department and NCC, etc. Students are motivated to participate in various outreach activities like theme-based activities (e.g. street plays, cultural rallies, cultural exchange programmes) and inter-college competitions (e.g. debate, essay, quiz, extempore, cricket, volley ball) which lead to emotional, intellectual, social, cultural and inter personal development of the students.

The college has taken initiative towards holistic development of a few other institutions. These include donation of desk-benches (Nehru Smriti Balika Bidyalaya, Srimanta Sankar Kala Bikash Samiti), steel almirah and other furniture (Indian Institute of Research and Development for Differently Able) etc. In a novel initiative, the college has adopted the Pragati Prathamic Pathsala School, located in the Santipur locality and developed the infrastructure of the school by constructing boundary wall, painted the entire gate, renovated the ceiling of the entire school and donated 15 pairs of desk and benches and 8 fans.

File Description	Document
Any additional information	[View Document]
Link for Additional Information	[View Document]

3.4.2 Number of awards and recognition received for extension activities from Government /recognised bodies during the last five years

Response: 0

3.4.2.1 Total number of awards and recognition received for extension activities from Government /recognised bodies year-wise during the last five years

2018-19	2017-18	2016-17	2015-16	2014-15
0	0	0	0	0

File Description	Document
Number of awards for extension activities in last 5 years	[View Document]
e-copy of the award letters	[View Document]
Any additional information	[View Document]

3.4.3 Number of extension and outreach Programs conducted in collaboration with Industry, Community and Non- Government Organizations through NSS/ NCC/ Red Cross/ YRC etc., during the last five years

Response: 23

3.4.3.1 Number of extension and outreach Programs conducted in collaboration with Industry, Community and Non- Government Organizations through NSS/ NCC/ Red Cross/ YRC etc., year-wise during the last five years

2018-19	2017-18	2016-17	2015-16	2014-15
18	3	1	1	0

File Description	Document
Reports of the event organized	[View Document]
Number of extension and outreach programs conducted with industry,community etc for the last five years	[View Document]
Any additional information	[View Document]

3.4.4 Average percentage of students participating in extension activities with Government Organisations, Non-Government Organisations and programs such as Swachh Bharat, Aids Awareness, Gender Issue, etc. during the last five years

Response: 0.14

3.4.4.1 Total number of students participating in extension activities with Government Organisations, Non-Government Organisations and programs such as Swachh Bharat, Aids Awareness, Gender Issue, etc. year-wise during the last five years

2018-19	2017-18	2016-17	2015-16	2014-15
13	3	0	1	2

File Description	Document
Report of the event	[View Document]
Average percentage of students participating in extension activities with Govt or NGO etc	[View Document]
Any additional information	[View Document]

3.5 Collaboration

3.5.1 Number of linkages for faculty exchange, student exchange, internship, field trip, on-the-job training, research, etc during the last five years

Response: 10

3.5.1.1 Number of linkages for faculty exchange, student exchange, internship, field trip, on-the-job training, research, etc year-wise during the last five years

2018-19	2017-18	2016-17	2015-16	2014-15
5	1	2	1	1

File Description	Document
Number of Collaborative activities for research, faculty etc	[View Document](#)
Copies of collaboration	[View Document](#)
Any additional information	[View Document](#)

3.5.2 Number of functional MoUs with institutions of National/ International importance, Other Institutions, Industries, Corporate houses etc., during the last five years (only functional MoUs with ongoing activities to be considered)

Response: 7

3.5.2.1 Number of functional MoUs with institutions of national, international importance, other universities, industries, corporate houses etc. year-wise during the last five years (only functional MoUs with ongoing activities to be considered)

2018-19	2017-18	2016-17	2015-16	2014-15
7	0	0	0	0

File Description	Document
e-copies of the MoUs with institution/ industry/ corporate house	[View Document](#)
Details of functional MoUs with institutions of national, international importance,other universities etc during the last five years	[View Document](#)
Any additional information	[View Document](#)

Criterion 4 - Infrastructure and Learning Resources

4.1 Physical Facilities

4.1.1 The institution has adequate facilities for teaching- learning. viz., classrooms, laboratories, computing equipment, etc.

Response:

The college has augmented its infrastructure systematically and continuously over the years. It has managed to establish adequate infrastructural facilities like classrooms (including ICT-enabled and smart), laboratories, computing equipment, staff rooms, restrooms, conference/ seminar halls, reading rooms and provisions for differently-abled students.

Classrooms: Spacious classrooms for conducting regular classes exist in the five different building blocks which are utilized for conducting regular classes, remedial classes, tutorial classes, certificate courses, various examinations, departmental meetings, prayer meetings, mentoring sessions, association activities, indoor competitions, PTMs, alumni meets, and also as examination halls for outside competitive examinations (normally held during Sundays). Classrooms with LCD projection facilities (including smart class rooms), classrooms with WiFi / LAN facilities and seminar halls with ICT facilities exist for academic discourses. At present, a total of about 1400 candidates can be accommodated at a time in the various classrooms during examinations, as per two on a bench formula.

Laboratories: Laboratory rooms are there in different departments having practical courses, viz. Anthropology, Botany, Chemistry, Computer Science, E-Commerce, Education, Geography, Geology, Mathematics, Physics, Statistics, Tourism Management and Zoology. The laboratories are equipped with various equipment, some being of advanced standards. Each department has its own computing facility to meet their own requirements for carrying out academic works. A DST-SCERB funded research laboratory is established in the Chemistry department. A DBT–funded Institutional Biotech Hub is attached with the Zoology department. To meet the growing demands of students who are keen to develop their speaking skills, soft-skills and personality, a Language Laboratory has been established. Six language departments, viz. Assamese, Bengali, Bodo, English, Hindi, and Sanskrit share this laboratory. The GIS laboratory attached with the Geography department is equipped with computers and advanced GIS software. Computer laboratories are also attached with the Computer Science, E-Commerce, Mathematics, Physics, Statistics and Tourism Management departments.

Computing Equipment: The college has a total of 155 functional computers for day-to-day use of the faculty members, students and various office staff. Almost all academic departments have at least one desktop computer set. The IQAC office is equipped with 7 computer sets for meeting the requirements of the different broad criteria of NAAC requirements, in addition to color printer, scanner and LCD projection facilities.

Library facilities: The Pandit Tirthanath Sarma Library of the college is a spacious and well-ventilated fully digital RFID-based library with a large collection of text books, reference books, and a variety of other print and web resources, for both academic and research uses by faculty members, students and others. The library has membership of N-LIST for e-books and e-journals. Almost all the academic departments have managed to set up their individual departmental libraries of varying sizes, with collection of valuable books, magazines, journals, text-books, reference books, etc. which are relevant to the

prescribed syllabi of the students. These libraries are enriched through a variety of ways, viz. donation by well-wishers, alumni and teachers.

File Description	Document
Any additional information	View Document
Link for Additional Information	View Document

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

Response:

Games and Sports: The institution has managed to provide sports and games facilities to the students for their mental and physical well-being. There are separate student union secretaries for General Sports, Minor Sports, Cricket and Gymnasium, with respective teacher-in-charges for promoting sports and games culture amongst the students. The indoor games are mostly held within the college campus while some of the outdoor games like kabaddi, football, cricket etc. are played in the Sonaram H.S. School playground, located less than half a kilometer from college campus. For playing basketball, a Basketball Court of size 27.7 m × 12.70 m has been developed inside the college campus. Students are encouraged to take participate in collegiate, inter-collegiate, inter-zonal, inter-university, State, National, and International level competitions. The provision of a modest Sports Library has been made in the college. For meeting the inadequacies for outdoor sports and games provisions, a MoU has been made with Sonaram Higher Secondary School.

Gymnasium Hub: The Gymnasium Hub of the institution houses a good stock of modern gym equipment purchased through RUSA funds. The facility is open to both students, staff and also for neighbourhood community at affordable fees, from 6 am to 6 pm. A gymnasium instructor has been appointed to manage various affairs connected with the gymnasium functioning, including member admission and technical instruction to gym users. Changing rooms and washrooms are attached with this facility for the benefit of the users.

Yoga Arena: A demarcated space has been recently provided for yoga in the first floor of the central auditorium. Prior to that yoga classes and programmes like International Yoga Day has been conducted at various locations like the gymnasium hub, PCWSF room and the central auditorium. Approximately 30 numbers of users can be comfortably accommodated at any given time within this arena.

Cultural activities: A wide range of cultural activities like folk-dance, modern dance, one-act plays, street plays, group songs, individual songs, etc are performed in the college campus on various occasions like Freshmen Social, College Week, departmental freshmen and farewell functions, College Foundation Day, etc. Most of the big functions are held in the central auditorium while the smaller ones are held in the different meeting halls and also in the open areas of the campus, through make shift arrangements. During large events held in the central auditorium, the chairs and other materials and equipments like carpets, sound system, stage decorative materials, etc are hired from a nieghbourhood tent house at competitive prices. Musical instruments like harmonium, tabla, dhol, flutes, guitar, keyboard/synthesizer etc. are made

available for the students during cultural programmes. Faculty members of the Performing Arts department coordinate most of the cultural activities, with logistic support of the student union secretary in charge of cultural affairs.

File Description	Document
Any additional information	[View Document](#)
Link for Additional Information	[View Document](#)

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

Response: 22.47

4.1.3.1 Number of classrooms and seminar halls with ICT facilities

Response: 20

File Description	Document
Number of classrooms and seminar halls with ICT enabled facilities	[View Document](#)
any additional information	[View Document](#)
Link for additional information which is optional	[View Document](#)

4.1.4 Average percentage of budget allocation, excluding salary for infrastructure augmentation during the last five years.

Response: 33.95

4.1.4.1 Budget allocation for infrastructure augmentation, excluding salary year-wise during the last five years (INR in Lakhs)

2018-19	2017-18	2016-17	2015-16	2014-15
250.68	221.99	162.07	60.14	10.07

File Description	Document
Details of budget allocation, excluding salary during the last five years	[View Document](#)
Audited utilization statements	[View Document](#)

4.2 Library as a Learning Resource

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

Response:

The Pandit Tirthanath Sarma Library of Pragjyotish College is a spacious and well-ventilated library with a collection of 35,781 Text Books, 24,605 Reference Books and 89 CDs and DVDs. The institution has membership of N-LIST for e-books and e-journals. The library is fully automated with Integrated Library Management System (ILMS) named SOUL 2.0. The Library Management Software consists of modules such as Masters, RFID-Link, Book Accession, Membership, Circulation, OPAC, Catalogues, and Administration. The software is equipped with additional features such as visibility of member photograph at the time of book issue to ensure authentication by library staff. Book reservation facility, status of a book etc. can be found by using both SOUL 2.0 and RFID Technology. We can also find the number of foot fall in the library by RFID attendance system. Facilities like database back-up restore facility and book bank specialties are also available. The library is linked with NDLI (National Digital Library of India), DLI (Digital Library of India) and NSDL (National Science Digital Library). For e-journals, the library has linked up with DOAJ (Directory of Open Access Journals), NISCAIR, Online Periodical Repository and DESIDOC. For Open Educational Resource, the Library has e-PG Pathsala and e-Gyankosh. For e-Thesis, Shodhganga links are provided in out digital library web portal. The library has eight e-Newspaper links. For e-Books, the library uses Project Gutenburg (the world's largest e-Book database). The entire library complex is Wi-Fi enabled. Power backup facilities are available through online UPS system (5 KV) as well as the first floor of the library building is powered by solar panel. All the books have been classified with the Dewey Decimal Classification System. Circulation of books is done by using SOUL 2.0 software database by linking with RFID technology. OPAC and Web OPAC facility is made available to the users. The library is availing the membership of INFLIBNET consortia and DELNET. The N-list provides access to 6,000+ e-Journals and more than 31 lakhs e-Books. The library fulfills the need of researchers, teachers, students and other staff members of the college community apart from catering to the needs of external users. The central library has sections like processing, periodicals, reference, reprography, circulation and digital library service. The central library section and the reading hall have a capacity of around 72 users (65 for students and 7 for teachers). The library has an independent website having its own URL http://103.68.55.18:8080/jspui/library/. The library offers various services to its users like automated circulation system, online public access catalogue, reprography, library orientations, Wi-Fi access, book bank facility, newspaper clippings and selective dissemination of information.

File Description	Document
Any additional information	[View Document](#)
Link for Additional Information	[View Document](#)

4.2.2 Collection of rare books, manuscripts, special reports or any other knowledge resources for library enrichment

Response:

The library of the college was set up with a modest a collection of 150 books in 1954. Since the year of its inception, the library resources have been progressively enriched every year, and presently it has a collection of 35,781 textbooks, 24,605 reference books and 89 CDs and DVDs. The PTNS library has handsome collections of dictionaries, thesaurus, and encyclopedias. The stock comprises of a good number of bilingual and different subject dictionaries. The encyclopedia collection includes Encyclopedia Britannica (Three different editions including the 2015 edition), Encyclopedia of Religion and Ethics, Illustrated Science and Innovation Encyclopedia, Encyclopedia of Social Science (Mc. Milan), Wonderful World, Complete Works of Sri Aurobindo, Great Books of Western World, etc.

PTNS library has a rare book digital preservation section, where we preserve the rare books physically as well as digitally. We provide digital texts from those books. The list of such books is already available in our digital library website's portal.

The library is linked with NDLI (National Digital Library of India), DLI (Digital Library of India) and NSDL (National Science Digital Library). For e-journals, the library has linked up with DOAJ (Directory of Open Access Journals), NISCAIR, Online Periodical Repository and DESIDOC. For Open Educational Resource, the Library has e-PG Pathsala and e-Gyankosh. For e-Thesis, Shodhganga links are provided in the web portal. The library has seven e-Newspaper links. For e-Books, the library uses Project Gutenburg (the world's largest e-Book database). The library has subscribed to the membership of INFLIBNET consortia and DELNET. The N-list provides access to 6,000+ e-Journals and 31,35,000 e-Books.

A recent addition to the library is the UN Library corner, which has been enriched through books obtained from United Nations Resource Centre – NE Region, Guwahati.

File Description	Document
Any additional information	[View Document](#)
Link for Additional Information	[View Document](#)

4.2.3 Does the institution have the following:

1. e-journals
2. e-ShodhSindhu
3. Shodhganga Membership
4. e-books
5. Databases

A. Any 4 of the above

B. Any 3 of the above

C. Any 2 of the above

D. Any 1 of the above

Response: C. Any 2 of the above

File Description	Document
Details of subscriptions like e-journals,e-ShodhSindhu,Shodhganga Membership etc	View Document
Any additional information	View Document

4.2.4 Average annual expenditure for purchase of books and journals during the last five years (INR in Lakhs)

Response: 1.54

4.2.4.1 Annual expenditure for purchase of books and journals year-wise during the last five years (INR in Lakhs)

2018-19	2017-18	2016-17	2015-16	2014-15
0.42	3.79	0.97	0.46	2.04

File Description	Document
Details of annual expenditure for purchase of books and journals during the last five years	View Document
Audited statements of accounts	View Document
Any additional information	View Document

4.2.5 Availability of remote access to e-resources of the library

Response: Yes

File Description	Document
Any additional information	View Document

4.2.6 Percentage per day usage of library by teachers and students

Response: 0.68

4.2.6.1 Average number of teachers and students using library per day over last one year

Response: 20

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

4.3 IT Infrastructure

4.3.1 Institution frequently updates its IT facilities including Wi-Fi

Response:

The college has upgraded its IT facilities frequently as per the needs and requirements during the last five years. These includes increase in the number of computers, internet connectivity, new institutional portal, appointment of a Technical Officer, portal updating, setting up of smart classrooms and ICT-enabled classrooms, digital seminar halls, online admission, library digitization, etc.

- Number of computers has been gradually increasing in the last five years, with the setting up of additional computer labs
- Partial Wi-fi and LAN arrangements has been done
- Internet connection bandwidth has been upgraded from 4 Mbps to 10 Mbps at present, which has been necessitated due to the increasing number of computers, smart classrooms, interactive LCD projectors, online admission process, dynamic website, library digitization and various supporting softwares
- Under active initiation of IQAC, a new dynamic institutional portal (www.pragjyotishcollege.ac.in) has been designed to meet the rising demands in the educational and administrative domains, whereby large database needs to be stored and displayed in the website in the interest of different stakeholders. This new dynamic portal, with unlimited cyberspace, has a good number of features including online alumni registration, grievance redressal, alumni feedback, etc. As per requirement, the web spaces of individual web pages are increased from time to time, depending on the amount of data that needs to be fed into the concerned pages.
- 10,000 free G-Mail accounts have been provided to the college through the new portal, for which all permanent and full-time faculty members have been provided with unique official email IDs for the purpose of official communication
- A Technical Officer appointed and attached to IQAC to monitor the regular updating works in the new portal. The new institutional web portal has been designed within the college through its in-house technical expertise, by the Technical Officer. The Technical Officer attached with IQAC has been necessitated in view of data upload in the institutional portal on regular basis.
- 6 new smart classrooms, 11 ICT-enabled classrooms and 3 ICT-enabled seminar halls has been set up for effective teaching-learning process
- Online admission procedure has been initiated in partial manner, and from 2019 cent percent online admission and renewal of admission has been introduced in all programmes of study, through a separate web portal, specially designed for the purpose
- Central library of the college has been fully digitized through the use of RFID technology
- Computer Science department periodically organizes free training programmes for both teaching and non-teaching staff to upgrade the IT skills
- Different official WhatsApp Groups have been created for official in-house communication
- Over and above, biometric attendance system for employees, CCTV surveillance system, online

UPS provision for power back-up has also been augmented during the assessment period

- Very recently, a service provider (S.S. Technologies) has been entrusted to design a customize a software for authenticating the student details pertaining to mobile numbers, emails and subject combinations

File Description	Document
Any additional information	[View Document](#)
Link for Additional Information	[View Document](#)

4.3.2 Student - Computer ratio

Response: 31.89

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

4.3.3 Available bandwidth of internet connection in the Institution (Lease line)

>=50 MBPS

35-50 MBPS

20-35 MBPS

5-20 MBPS

Response: 5-20 MBPS

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

4.3.4 Facilities for e-content development such as Media Centre, Recording facility, Lecture Capturing System (LCS)

Response: No

File Description	Document
Facilities for e-content development such as Media Centre, Recording facility,LCS	[View Document](#)
Any additional information	[View Document](#)

4.4 Maintenance of Campus Infrastructure

4.4.1 Average Expenditure incurred on maintenance of physical facilities and academic support facilities excluding salary component, as a percentage during the last five years

Response: 23.99

4.4.1.1 Expenditure incurred on maintenance of physical facilities and academic support facilities excluding salary component year-wise during the last five years (INR in Lakhs)

2018-19	2017-18	2016-17	2015-16	2014-15
135.80	107.21	102.47	60.90	25.85

File Description	Document
Details about assigned budget and expenditure on physical facilities and academic facilities	[View Document](#)
Audited statements of accounts.	[View Document](#)

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

Response:

The procedures and policies for utilizing various facilities vary in different extents.

- **Classrooms** are of two categories, viz. departmental and common. The former types are exclusively meant for holding respective classes of the department, while the latter category is shared by many departments as per the central class routine. These rooms are also used exclusively during the examination time, as decided by the individual examination committees appointed for the different examinations. However, for outside examinations (that are normally held during Sundays), it is required to apply to the Principal and are required to pay a centre fee.
- **Laboratories** in various departments functions under the strict control of the respective departmental heads and the laboratory bearers (both sanctioned and non-sanctioned) are responsible for maintaining the laboratory facilities, under instruction from the departmental heads. The **Institutional Biotech Hub** of the college is amalgamated with the Zoology Department, the **Language Lab** with the English Department, and the **GIS Lab** with the Geography department, which are respectively responsible for their functioning and maintenance.
- **College library** is maintained through a Library Advisory Committee. The Librarian and the subordinate library staff looks after the day to day affairs of the library
- **Computers** in the different academic departments are used by the academic staff and the students as well for different purposes, the former using those for administrative and academic purpose while the latter for academic usage.
- **College canteen** is monitored by a Canteen Monitoring Committee, which looks into the

qualitative aspects. The canteen functions on a lease basis with private partners.

- **Pragjyotish College Publication Hub** functions under a designated committee appointed by the Principal.
- **Sports and Games Promotion Committee** maintains the sports infrastructural facilities like the Basket Ball Court and the Sports Library
- **Girls Hostel** of the college is under the supervision of a Hostel Advisory Committee. A lady warden is stationed in the girls' hostel to manage day to day affairs of the hostel.
- **Gymnasium Hub** is under the supervision of a Gymnasium Instructor, who is in charge of collection of member subscription amounts as well as providing instruction to all members.
- Day to day **general cleanliness** of the classrooms, toilets and campus is assigned to a private contractor on monthly basis, while the garbage generated inside the campus is daily collected by municipal garbage vans.
- The **electrician** employed by the college is in charge of maintenance of all electrical problems and also for running the silent diesel generator set during electrical load shedding.
- *Office of the Estate Officer* and Records Room are recent additions in the administrative framework of the college, is assigned all responsibilities of monitoring the various maintenance works as well as supply of materials to various institutional units of the college, as per need basis

Detailed guidelines on the established systems and procedures are outlined in the *Institutional Usage and Maintenance Policy for Physical, Academic and Support Facilities* in the Web-link below**:**

https://pragjyotishcollege.ac.in/wp-content/uploads/bsk-pdf-manager/2019/10/INSTITUTIONAL-USAGE-AND-MAINTENANCE-POLICY-FOR-VARIOUS-FACILITIES.pdf

File Description	Document
Any additional information	[View Document]
Link for Additional Information	[View Document]

Criterion 5 - Student Support and Progression

5.1 Student Support

5.1.1 Average percentage of students benefited by scholarships and freeships provided by the Government during the last five years

Response: 7.62

5.1.1.1 Number of students benefited by scholarships and freeships provided by the Government year-wise during the last five years

2018-19	2017-18	2016-17	2015-16	2014-15
381	293	185	42	143

File Description	Document
Upload self attested letter with the list of students sanctioned scholarships	[View Document](#)
Average percentage of students benefited by scholarships and freeships provided by the Government during the last five years	[View Document](#)
Any additional information	[View Document](#)

5.1.2 Average percentage of students benefited by scholarships, freeships, etc. provided by the institution besides government schemes during the last five years

Response: 0.04

5.1.2.1 Total number of students benefited by scholarships, freeships, etc provided by the institution besides government schemes year-wise during the last five years

2018-19	2017-18	2016-17	2015-16	2014-15
5	0	0	1	0

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

5.1.3 Number of capability enhancement and development schemes –

> 1. **For competitive examinations**
> 2. **Career counselling**
> 3. **Soft skill development**
> 4. **Remedial coaching**
> 5. **Language lab**
> 6. **Bridge courses**
> 7. **Yoga and meditation**
> 8. **Personal Counselling**

A. 7 or more of the above

B. Any 6 of the above

C. Any 5 of the above

D. Any 4 of the above

Response: A. 7 or more of the above

File Description	Document
Details of capability enhancement and development schemes	[View Document]
Any additional information	[View Document]
Link to Institutional website	[View Document]

5.1.4 Average percentage of student benefited by guidance for competitive examinations and career counselling offered by the institution during the last five years

Response: 5.68

5.1.4.1 Number of students benefited by guidance for competitive examinations and career counselling offered by the institution year-wise during the last five years

2018-19	2017-18	2016-17	2015-16	2014-15
389	200	0	192	0

File Description	Document
Number of students benefited by guidance for competitive examinations and career counselling during the last five years	[View Document]
Any additional information	[View Document]

5.1.5 Average percentage of students benefited by Vocational Education and Training (VET) during the last five years

Response: 0.23

5.1.5.1 Number of students attending VET year-wise during the last five years

2018-19	2017-18	2016-17	2015-16	2014-15
3	6	7	9	6

File Description	Document
Details of the students benifitted by VET	[View Document]
Any additional information	[View Document]

5.1.6 The institution has a transparent mechanism for timely redressal of student grievances including sexual harassment and ragging cases

Response: Yes

File Description	Document
Minutes of the meetings of student redressal committee, prevention of sexual harassment committee and Anti Ragging committee	[View Document]
Details of student grievances including sexual harassment and ragging cases	[View Document]
Any additional information	[View Document]

5.2 Student Progression

5.2.1 Average percentage of placement of outgoing students during the last five years

Response: 0

5.2.1.1 Number of outgoing students placed year-wise during the last five years

2018-19	2017-18	2016-17	2015-16	2014-15
0	0	0	0	0

File Description	Document
Details of student placement during the last five years	<u>View Document</u>
Any additional information	<u>View Document</u>

5.2.2 Percentage of student progression to higher education (previous graduating batch)

Response: 23.47

5.2.2.1 Number of outgoing students progressing to higher education

Response: 96

File Description	Document
Upload supporting data for student/alumni	<u>View Document</u>
Details of student progression to higher education	<u>View Document</u>
Any additional information	<u>View Document</u>

5.2.3 Average percentage of students qualifying in State/ National/ International level examinations during the last five years (eg: NET/ SLET/ GATE/ GMAT/ CAT/ GRE/ TOEFL/ Civil Services/State government examinations)

Response: 100

5.2.3.1 Number of students qualifying in state/ national/ international level examinations (eg: NET/ SLET/ GATE/ GMAT/ CAT/ GRE/ TOEFL/ Civil services/ State government examinations) year-wise during the last five years

2018-19	2017-18	2016-17	2015-16	2014-15
2	5	1	3	5

5.2.3.2 Number of students who have appeared for the exams year-wise during the last five years

2018-19	2017-18	2016-17	2015-16	2014-15
2	5	1	3	5

File Description	Document
Upload supporting data for the same	[View Document](#)
Number of students qualifying in state/ national/ international level examinations during the last five years	[View Document](#)

5.3 Student Participation and Activities

5.3.1 Number of awards/medals for outstanding performance in sports/cultural activities at national / international level (award for a team event should be counted as one) during the last five years.

Response: 20

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

2018-19	2017-18	2016-17	2015-16	2014-15
6	3	1	7	3

File Description	Document
Number of awards/medals for outstanding performance in sports/cultural activities at national/international level during the last five years	[View Document](#)
e-copies of award letters and certificates	[View Document](#)
Any additional information	[View Document](#)

5.3.2 Presence of an active Student Council & representation of students on academic & administrative bodies/committees of the institution

Response:

The Pragjyotish College has an active Student Council (the Pragjyotish College Students' Union) which is elected annually.

The composition of the Pragjyotish College Students' Union (PCSU) is as follows:

Sl. No.	Portfolio	No. of posts	
1	President	One	
2	Vice President	One (Reserved for Girls)	

3	General Secretary (GS)	One	
4	Assistant General Secretary (AGS)	One	
5	Assistant General Secretary (AGS)	One (Reserved for Girls)	
6	General Sports Secretary	One	
7	Minor Games Secretary	One	
8	Cricket Secretary	One	
9	Gymnasium Secretary	One	
10	Debate and Symposium Secretary	One	
11	Cultural Secretary	One	
12	Music Secretary	One	
13	Editor, College Magazine	One	
14	Social Service Secretary	One	
15	Girls' Common Room Secretary	One (Reserved for Girls)	
16	Boys' Common Room Secretary	One (Reserved for Boys)	

Objectives and functions of PCSU:

- To promote all-round development of the students by involving them in various co-curricular and extra-curricular activities
- To help in maintaining discipline in college campus
- To conduct/ coordinate various activities at intra/ inter college levels
- To seek help as the task force in the special drives such as fund raising, disaster management, etc.

The mission of the students' council of PCSU is to protect and promote the interests of the student community inside the college campus. The PCSU plays a key role in conducting the Annual College Week and General Freshmen Social of the College, coordinating the participation of students of the college in the Annual Youth Festival organised by the affiliating university. Publication of the college magazine is also an annual priority of PCSU. Prevention of ragging in the campus, participation in various activities through NCC, NSS and Red Ribbon Club and offering suggestions to the administrative machinery of the college for improving the amenities of the students through the involvement in different in-house committees of the college, the PCSU has become a vital organ of the college. The President of PCSU is also an active member of IQAC. PCSU members are involved in 19 in-house bodies of the college. PCSU also takes keen interest in the celebration of various thematic events in the college campus, viz. Republic Day, Independence Day, College Foundation Day, and other events like observations of death and birth anniversary of iconic figures.

Student Representatives in various academic and administrative bodies:

- Information and Career Guidance Cell
- Academic Committee
- Campus Beautification Committee
- Extension Education Advisory Committee
- Library Advisory Committee
- Sports and Games Promotion Committee
- Students' Discipline Maintenance Committee
- Hostel Advisory Committee
- Scouts and Guides Advisory Committee

- NSS Advisory Committee
- NCC Advisory Committee
- Health Care Promotion and Maintenance Committee
- Students' Grievance Redressal Cell
- Canteen Monitoring Committee
- Students' Counselling Centre
- Anti-Ragging Central Committee
- Internal Complaints Committee
- Project Monitoring Committee, RUSA
- Internal Quality Assurance Cell

Recently, the PCSU has taken interest in the IQAC initiative of declaring the college campus as tobacco-free and plastic-free. The office bearers of PCSU have taken active role in disseminating the broad objectives of the Student Satisfaction Survey (SSS) amongst the student community of the college, through different departmental student representatives.

File Description	Document
Any additional information	[View Document]
Link for Additional Information	[View Document]

5.3.3 Average number of sports and cultural activities/ competitions organised at the institution level per year

Response: 6.6

5.3.3.1 Number of sports and cultural activities / competitions organised at the institution level year-wise during the last five years

2018-19	2017-18	2016-17	2015-16	2014-15
12	10	5	4	2

File Description	Document
Report of the event	[View Document]
Number of sports and cultural activities / competitions organised per year	[View Document]
Any additional information	[View Document]

5.4 Alumni Engagement

5.4.1 The Alumni Association/Chapters (registered and functional) contributes significantly to the development of the institution through financial and non financial means during the last five years

Response:

Although the Pragjyotish College Alumni Association (PCAA) has been in existence from a few years back, it has been registered under the Registration of Societies Act XXI of 1860 on 30/05/2019. Since then it is acting as one of the important stakeholders of the college, and has been carrying out activities in joint mode with Pragjyotish College Retired Teachers' Forum, Pragjyotish College Guardians' Forum and IQAC.

Composition of the Alumni Association:

Sl. No.	Name	Designation	
1	Dewan Dhrubajyoti Maral	President	
2	Prabhat Kr. Das	Working President	
3	Russel Hussain, Jagadish Das, Raghabendra Majumdar	Vice President	
4	Dhiraj Kr. Das, Daiji Rani Devi	Secretary	
5	Kanak Talukdar , Manoj Das	Joint Secretary	
6	Sonadhar Deka, Jiten Barua, Himashree Devi, Dipali Devi, Dipankar Das	Assistant Secretary	
7	Pradip Kalita	Treasurer	
8	Chandan Das, Abdul Kadir, Malabika Sarma, Kripanjali Kataki, Ashim Sarma	Souvenir Committee	
9	Champak Deka, Dipjyoti Saharia	Sports and Student V	
10	Mira Das Saharia, Jahirul Haque	Cultural Secretary	
11	Jayanta Goswami, Benudhar Nath, Parul Das	Legal Cell	
12	Nayan Uzir, Kamal Krishna Hazarika, Pabitra Das, Hil Devi	Publicity Cell	

Most of the academic departments of the college have separate alumni cells and alumni are invited to participate in various departmental activities like Freshmen Social, Alumni Meet, Farewell Meet, Teachers' Day and other departmental events. The departments of the college maintain a close relationship with the alumni through social networking mode. During the current assessment year, meetings were held both by PCAA as well as at the departmental level. The PCAA held five meeting on 19.08.2018, 02.9.2018, 30.09.2018, 18.01.2019 and 31.05.2019. Departmental unit meetings were held in 10 different departments, viz. Bengali, Botany, Chemistry, Economics, Education, Geology, Hindi, History, Philosophy and Bodo. Apart from meetings, the alumni are also involved in activities like:

- Plantation programmes in the college campus
- Donation of books to the departments
- Contribution to the aesthetic outlook of the parent departmental block
- Donation of utility furniture
- Regular informal interaction with the Principal and staff members regarding the overall development of the college
- Interaction with the students on career prospects
- Involvement in plastic-free and tobacco-free awareness programmes in the institutional campus
- Active participation in IQAC core committee meetings by the PCAA President (in capacity as member)

File Description	Document
Any additional information	[View Document](#)
Link for Additional Information	[View Document](#)

5.4.2 Alumni contribution during the last five years(INR in Lakhs)

? 5 Lakhs

4 Lakhs - 5 Lakhs

3 Lakhs - 4 Lakhs

1 Lakh - 3 Lakhs

Response: <1 Lakh

File Description	Document
Any additional information	[View Document](#)
Alumni association audited statements	[View Document](#)

5.4.3 Number of Alumni Association / Chapters meetings held during the last five years

Response: 23

5.4.3.1 Number of Alumni Association /Chapters meetings held year-wise during the last five years

2018-19	2017-18	2016-17	2015-16	2014-15
18	1	2	0	2

File Description	Document
Number of Alumni Association / Chapters meetings conducted during the last five years	[View Document](#)
Any additional information	[View Document](#)
Report of the event	[View Document](#)

Criterion 6 - Governance, Leadership and Management

6.1 Institutional Vision and Leadership

6.1.1 The governance of the institution is reflective of an effective leadership in tune with the vision and mission of the institution

Response:

The motto, vision and mission of the institution is as follows:

Motto: '*Tejasvinavadhitamastu*' (May our study make us illumined) is the motto of the college, meaning '*may our study make us illumined*'.

Vision: To fulfil the visionary aspirations of the regional youth segment through a process of vibrant and continuous innovations and initiatives in multiple spheres of academic as well as professional development, leading to the fullest realisation of the potentials of the students.

Mission:

- To make teachers and the taught partners in the learning process
- To promote a student friendly atmosphere for encouraging them to be self-reliant and self-employable
- To promote extra-curricular activities simultaneously with curricular activities
- To mould the students into socially conscious human beings
- To encourage students to think globally and act locally as productive citizens, through the promotion of scientific temper and action
- To foster and inculcate moral and spiritual accomplishments amongst the students
- To develop a transparent and responsive administration
- To undergo self-analysis and self-discovery leading to elimination of bottlenecks in the context of a holistic framework

- Pragjyotish College is one of the premier co-educational provincialised colleges, under Gauhati University which has been serving the student community of the entire NE region since 1954

- The Governing Body (GB) of the college comprises of various stakeholders and is the apex body in governing hierarchy of the college. The GB approves all important policy matters undertaken by the college authorities and accords due sanction for holistic growth.

- The GB, the Principal and IQAC of the college play a vital role in the formulation and implementation of all quality policies for all-round development of the college, like academic governance and infrastructural development. Some of the important resolutions adopted in the IQAC core committee meetings are forwarded to the GB for necessary approval for further implementation.

- The Principal implements the decisions and policies of the GB and the teaching and non-teaching support staff aid him/her in the attainment of the targets and goals, through different in-house bodies

- The pragmatic and sensible approach of the GB, the principal, faculty, employees and other stakeholders endeavour to develop and implement the policies and plans to accomplish the mission and vision of the institution

- The institutional mission pertaining to holistic development of the students through various co-curricular and extra-curricular activities is sought to be attained through various departmental initiatives, and through active involvement of different stakeholders of the institution, including the students body (PCSU), guardians body (PCGF) and retired teachers body (PCRTF)

File Description	Document
Any additional information	[View Document](#)
Link for Additional Information	[View Document](#)

6.1.2 The institution practices decentralization and participative management

Response:

The institution believes in and hence follows a policy of decentralization and participative management by incorporating different stakeholders at different levels of management and administration.

- The Governing Body (GB) is the apex policy making body and is well represented at all levels, from the teaching community, non-teaching staff, and since students cannot be directly made part of the GB, their presence is substituted by parent/guardian members. The affiliating university is also represented by the presence of two nominees from the same to provide guidance on all policy matters.
- A Vice-Principal has been appointed as the academic head to supervise different academic works, including holding of day to day classes
- HoDs are made responsible for overseeing the day to day academic and administrative tasks of their

respective departments, and is the chief spokesperson of all departmental issues; HoDs communicate and coordinate with the academic head and the Principal

- Different day to day departmental level administrative tasks are distributed and allocated to various faculty members of every academic department
- Various in-house bodies have been constituted by IQAC in consultation with the Principal. The in-house committees are represented by the teaching staff, non-teaching staff and student members.
- The in-house bodies has been granted autonomy to prepare and strategise their plans for smooth functioning of all operations during their tenure
- Student members are nominated as members in as much as 19 in-house committees
- Reports of activities called 'Status Reports' are prepared by the in-house committees at the end of every academic year.
- Forums of retired faculty members (Pragjyotish College Retired Teachers' Forum, i.e. PCRTF) and guardians (Pragjyotish College Guardians' Forum i.e. PCGF) have been constituted for democratic functioning and overall development of the college
- IQAC is composed of all stakeholders as prescribed by NAAC, in addition to Presidents of PCGF) and PCRTF
- Departmental Advisory Committees comprises of faculty members, student and guardian representatives; the departmental guardian representatives are executive members of the PCGF
- To ensure the welfare of the students and to inculcate a culture of democracy on campus there is a students' union (PCSU) which works for different kinds of student centric activities. Faculty members are nominated for each PCSU office bearer for coordinating and monitoring the allotted activities.
- All extra-curricular activities and events held/ conducted inside the college campus like annual College Week Festival, Freshmen Social functions, Student Farewell functions, preparation of departmental wall magazines/ newsletters, activities of departmental student bodies, beautification and cleanliness drives, etc are actively monitored and coordinated by teachers of respective departments. Over and above, there is joint participation of teaching and non-teaching staff as well as students in other institutional events like celebration of College Foundation Day, Saraswati Puja, Vishwakarma Puja, Independence Day, Republic Day, etc.
- A recent initiative is to form a joint forum under the name *Pragjyotish College Joint Coordination Group*, comprising stakeholders from IQAC, PCTU, PCAA, PCSU, PCRTF and PCGF, for undertaking joint activities

File Description	Document
Any additional information	[View Document](#)
Link for Additional Information	[View Document](#)

6.2 Strategy Development and Deployment

6.2.1 Perspective/Strategic plan and Deployment documents are available in the institution

Response:

IQAC of the college is involved with various aspects of institutional strategy making and planning process

round the year, as per need and vision of the institution. This includes both academic as well as administrative matters. The IQAC coordinator actively coordinates with the Principal in the policy making process. The policy planning aspects are discussed in IQAC core committee meetings and appropriate resolutions adopted as per need and requirement. Although no single document has been prepared as institutional "perspective plan" covering the assessment period, the planning aspects has been reflected in the AQARs of different academic years. However a "perspective plan" document for the period 2019 to 2024 is under preparation keeping in view of the various opportunities and challenges in the context of qualitative growth.

Aims and objectives of the institutional Perspective Plan

The aims and objectives of the perspective plan can be summarised as under:-

- To ensure a holistic development of the institution
- To enhance co-ordination among the different departments and bodies of the college
- To ensure maximum utilisation of all resources of the institution
- To promote sustainable and environment friendly practices
- To incorporate decentralisation in the operations and functions within the institution
- To introduce vocational and short term courses.
- To introduce additional divisions to fulfill and cater to the various demands of the students
- To introduce career-oriented courses, short term courses, diploma and value added courses.
- To introduce new post graduate and undergraduate programmes.
- To promote good governance (including e-governance) practices to introduce greater efficiency and transparency in all institutional practices
- To encourage greater MoUs, collaborations and linkages with other institutions, industries, bodies etc.

A Master Plan of the College, Construction Plan of Indoor Stadium, Construction of Brick Boundary Wall and Protection Plan of Bank of Pond has been prepared through approved architects of the college and displayed in the college website. The deployment aspect is also supported through the guidelines envisaged in the *Institutional Usage and Maintenance Policy for Physical, Academic and Support Facilities,* MoUs with various institutions, the solar power installation facility, plastic-free campus, etc. All other documents related to deployment of various support facilities are all uploaded in the institutional portal.

File Description	Document
Any additional information	[View Document](#)
Strategic Plan and deployment documents on the website	[View Document](#)
Link for Additional Information	[View Document](#)

6.2.2 Organizational structure of the institution including governing body, administrative setup, and functions of various bodies, service rules, procedures, recruitment, promotional policies as well as

grievance redressal mechanism

Response:

The college is affiliated to Gauhati University and has two-tier system of governance. At the administrative level, the Governing Body (GB) is at the apex. At the college level, the Principal is at the apex of the internal administration (who is also the Secretary of the GB) and is assisted in all administrative and academic matters by the Vice Principal, HoDs, support staff, IQAC and other in-house bodies.

Governing Body:

- Governing Body (GB) is the apex policy making body, headed by a President
- Principal is the Secretary of the GB
- Local MLA is the permanent invitee of the GB
- GB comprises 2 elected representatives from the teaching community (elected annually from amongst the sanctioned faculty members), 1 from non-teaching staff, 3 parent/guardian members, 2 nominees from the affiliating university (nominated by the Vice Chancellor), 1 donor member, the Librarian and the Vice-Principal of the college

Administrative Setup

- Administrative hierarchy is headed by the Principal, followed by the Vice Principal and then by the HoDs of the various departments
- Departmental hierarchy is headed by the HoD, followed by Associate Professors and Assistant Professors
- HoD is normally assigned to the senior-most faculty member, on rotation basis (preferably to the faculty members of Associate Professor rank)
- The formal organizational structure of the library staff consists of the librarian, library assistant and other subordinate staff (library bearers)

College In-house bodies

- Different in-house bodies play an active and vital role in the execution of different responsibilities and activities inside the campus.
- Every in-house body is headed by a Convener/ Coordinator, preferably a senior teacher, assisted through other members, including students
- Principal is the Chairperson of some of these in-house bodies

Service Rules

- The service conditions of the permanent teachers, including appointment and promotion, are regulated as per rules and procedures stipulated by UGC and Govt. of Assam. The service rules of

the contractual staff are governed by the set of rules drafted by the college authority.

Procedure for Recruitment

* Permanent Posts (Grant-in-aid): All fresh recruitments are made in a transparent manner by way of public advertisement in newspapers and through the college website as per State Govt. and UGC rules. Promotion of the non-teaching staff is accorded as per vacancy and seniority. In both cases, college recommends promotion of a concerned employee to the Govt. for necessary approval through the Director of Higher Education, Assam.
* Temporary and Full-time contractual teachers: Appointments to various self-sustaining departments and programmes are made though proper interview procedure

Procedure for Promotion

* Promotions are made according to the UGC rules/ Government of Assam, through DPCs, held as and when necessity arises
* API scores of concerned teachers are verified through IQAC before holding of the DPCs

Grievance Redressal Mechanism

* Internal Complaints Committee (ICC) has been set up to deal with all kinds of issues relating to the employees of the college.
* Students Grievance Redressal Cell exists for catering to all kinds of complaints and issues relating to the students
* Anti-Ragging Committee exists for dealing with all kinds of complaints relating to ragging

File Description	Document
Any additional information	[View Document](#)
Link for Additional Information	[View Document](#)

6.2.3 Implementation of e-governance in areas of operation

1. **Planning and Development**
2. **Administration**
3. **Finance and Accounts**
4. **Student Admission and Support**
5. **Examination**

A. All 5 of the above

B. Any 4 of the above

C. Any 3 of the above

D. Any 2 of the above

Response: E. Any 1 of the above

File Description	Document
Screen shots of user interfaces	[View Document](#)
Details of implementation of e-governance in areas of operation Planning and Development,Administration etc	[View Document](#)
Any additional information	[View Document](#)

6.2.4 Effectiveness of various bodies/cells/committees is evident through minutes of meetings and implementation of their resolutions

Response:

- Different in-house bodies has been constituted with due approval of the Governing Body (GB) for executing various academic and administrative functions

- Notifications are issued for any meeting well ahead of the scheduled meeting date with the matters/ agenda on which discussion is sought
- After discussions on the set agenda on the date of meeting, resolution (s) are adopted and recorded in the proceedings book
- Such resolutions are later placed before the higher authorities for approval and implementation
- The implementation of policies/ resolutions is subsequently reviewed by the respective body at a later stage

Case Study:

Project Name: Construction of the New Arts Block

Bodies/ Committees involved: 1. GB 2. College Development & Construction Committee (CDCC) 3. HODs of Arts stream

Process:

- The HODs of the arts stream departments of the college had requested the college authorities to provide for better classrooms and departmental facilities for the convenience of their students and faculty members.

- The matter was accordingly forwarded to the construction committee of the college and it was subsequently placed in the meeting of the construction committee (dated 09.04.2015)
- It was decided in the meeting to construct the proposed structure beside the existing commerce block.
- The convenor of CDCC was directed to finalise every aspect of the construction and other related matters after proper communication with the stake-holders.
- The final estimate of the proposed project, fund allocation etc. were finalised through a series of meetings and were then placed in the GB meeting held on 30.11.15, by the agenda 4 and resolution 6 (c)
- An amount of Rs. 50,00,000/- was allocated from the Commerce Fund to begin the construction work.

Implementation:

- The CDCC agreed to supervise the project. The progress of the construction was technically monitored by the college appointed architect engineer and was also overseen by the GB members and the college authorities in important phases.

- The ground floor of the proposed six storied structure was completed in the month of June, 2018 and thus, four departments were shifted there. In August, 2019 the first floor was completed and another three departments were shifted into the new building. The construction is still in process and is being completed phase wise.

File Description	Document
Any additional information	[View Document](#)
Link for Additional Information	[View Document](#)

6.3 Faculty Empowerment Strategies

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

Response:

The college administration is committed to undertake a number of welfare measures for the employees. Following are some of the welfare provisions that are currently in practice and enforced from time to time as per necessity/ requirement.

- Various types of leaves to employees [Study Leave (for Ph.D. research work/ FIP/ FDP etc. to permanent teachers), Maternity Leave (for all ladies staff), Child Care Leave (for all ladies only), Medical Leave (for all staff), Duty leaves for participation in academic courses/ examination works/ govt matters (for all teachers)]

- Day Care Centre facility (for all staff)
- Emergency first aid facility (for all staff)
- Group Insurance and Provident Fund (for all permanent staff)
- Periodical pay revision (For contractual teachers of self-sustained courses)
- Sports and Yoga facilities for all teaching and non-teaching staff at free of cost
- Gymnasium facility at subsidised rates

Over and above, the non-teaching and contractual teachers are provided some other facilities such

- Financial assistance/ advance in their urgent needs and for medical treatments.
- Collection of donations (in monetary form) to address certain problems of the employees as and when need arises.
- Separate seating arrangement for teachers in the college canteen, in a designated cubicle.
- Provision of Staff common rooms in all academic departments. In most of the staff rooms, there are attached washrooms for ease of the faculty members.
- Provision of pantry rooms in several departments where staff members makes collective arrangements for tea, snacks and lunch, prepared by the departmental support staff
- Provision of safe drinking water facility
- Adequate parking space for all employees within the campus for parking of their vehicles.
- Provision of institutional e-mail IDs to all faculty members/ administrative heads for making all official communications
- Central library facility to all faculty members for borrowing books
- Facility of a spacious air-conditioned Teachers' Common Room, with attached washroom facilities and a television set for entertainment is being provided. IQAC arranges to provide free computer literacy training to all interested staff (teaching and non-teaching) in collaboration with the Computer Science Department.
- Reimbursement of tea and snacks bills on a monthly basis to all teachers engaged in IQAC office in different AQAR/ SSR preparation committees as well as the office staff of the college office
- T.A. and D.A. as per stipulated norms to all teacher-in-charges who accompany the students in educational field trips

File Description	Document
Any additional information	
Link for Additional Information	

6.3.2 Average percentage of teachers provided with financial support to attend conferences/workshops and towards membership fee of professional bodies during the last five years

Response: 0

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

2018-19	2017-18	2016-17	2015-16	2014-15
0	0	0	0	0

File Description	Document
Details of teachers provided with financial support to attend conferences,workshops etc during the last five years	
Any additional information	

6.3.3 Average number of professional development /administrative training programs organized by the institution for teaching and non teaching staff during the last five years

Response: 0.6

6.3.3.1 Total number of professional development / administrative training programs organized by the Institution for teaching and non teaching staff year-wise during the last five years

2018-19	2017-18	2016-17	2015-16	2014-15
2	0	0	1	0

File Description	Document
Details of professional development / administrative training programs organized by the Institution for teaching and non teaching staff	
Any additional information	

6.3.4 Average percentage of teachers attending professional development programs viz., Orientation Program, Refresher Course, Short Term Course, Faculty Development Program during the last five years

Response: 13.2

6.3.4.1 Total number of teachers attending professional development programs, viz., Orientation Program, Refresher Course, Short Term Course, Faculty Development Programs year-wise during the last five years

2018-19	2017-18	2016-17	2015-16	2014-15
33	9	10	9	14

File Description	Document
IQAC report summary	[View Document](#)
Details of teachers attending professional development programs during the last five years	[View Document](#)
Any additional information	[View Document](#)

6.3.5 Institution has Performance Appraisal System for teaching and non-teaching staff

Response:

- HoDs of every department keep records of daily academic and co-curricular activities in a log book which is periodically monitored by the college authorities in the *HoD Diary*
- The departments and different cells and committees are provided with an *Activity Record Register* where account of the various activities/ events is recorded on a regular basis.
- Feedback system exists for assessing the calibre and potentialities of teaching and non-teaching staff; such feedback is collected annually from the students. The results of the feedback are confidentially communicated to the teachers through the concerned HODs for taking remedial measures in order to enhance their skills.
- Performance Appraisal formats prescribed by the govt. for promotional matters are certified by the Principal, as and when required for individual permanent faculty members. These formats are required to be sent to the Office of the Director of Higher Education by the college, and duly evaluated for granting promotion to the concerned faculty members by the govt. (Office of DHE)
- Another method of appraisal is the suggestion box which has been incorporated as a mechanism for collecting information and feedback from the faculty and students for improving overall campus functioning and infrastructure.

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

6.4 Financial Management and Resource Mobilization

6.4.1 Institution conducts internal and external financial audits regularly

Response:

The institution has a mechanism for audit of all financial activities. The college has a two-tier audit system --

- Internal Audit: The internal audit is conducted on an annual basis by a reputed Chartered Accountant firm appointed by the college authority. The task of conducting internal audit of the college has been presently assigned to the firm M/s Saquei & Co., a reputed Chartered Accountant firm based in Guwahati. After the internal audit report is prepared, it is placed before the GB meeting for necessary approval. After acceptance of the internal audit report by the GB, the Directorate of Audit (Local Fund), Government of Assam, is invited to officially audit it. All financial matters are included in the audit process. The institution has completed its audit up to the financial year 2018-19.

Government Audit: The government audit is carried out by the Directorate of Audit (Local Fund) Govt. of Assam. The audit is done till 2017-2018 but the reports are yet to be received by the college authority from the year 2007-2008.

- The financial transactions that come under the purview of RUSA funding are audited separately.

- The institution maintains transparency in financial activities by displaying all the annual audit reports in the college portal for public view

File Description	Document
Any additional information	[View Document](#)
Link for Additional Information	[View Document](#)

6.4.2 Funds / Grants received from non-government bodies, individuals, Philanthropists during the last five years (not covered in Criterion III) (INR in Lakhs)

Response: 5.5

6.4.2.1 Total Grants received from non-government bodies, individuals, philanthropists year-wise during the last five years (INR in Lakhs)

2018-19	2017-18	2016-17	2015-16	2014-15
1.5	0	4	0	0

File Description	Document
Details of Funds / Grants received from non-government bodies during the last five years	[View Document](#)
Any additional information	[View Document](#)
Annual statements of accounts	[View Document](#)

6.4.3 Institutional strategies for mobilisation of funds and the optimal utilisation of resources

Response:

Mobilisation of funds: To meet the various requirements of funds under various heads of expenses like construction of new buildings, renovation and development of existing structures, the institution submits proposals to the UGC, RUSA and the State Government. The various sources from which funds are obtained/ generated are listed below:

- Plan and non-plan grants received from UGC
- Grants received from RUSA, DBT, DAE, BRNS, Rajiv Gandhi National Institute of Youth and Development (RGNIYD)
- Salary grants from Govt. of Assam
- Self-sustaining programmes
- Revenue earnings from rental of an ATM
- Rent received from Respirable Dust Sampler
- Surplus fund from different university examination centre fees
- Centre fees of different govt. and non-govt. departmental and recruitment examinations
- Fund generated through auction of scrap/ e-scrap materials

- License fee from the college canteen
- Funds generated through the Gymnasium Hub
- Funds generated through sale of prospectus at the time of fresh admission
- Donations from individuals
- Interest accrued from fixed deposits at banks
- Financial aid from CM
- Interests accrued from bank deposits
- Other miscellaneous grants from individuals/ bodies

Utilisation of resources: Various available resources of the college are utilized at various times judiciously and in an optimal manner.

1. **Material resources**

- Classrooms allotted to various govt./ public bodies for holding examinations on Sundays when there are no classes
- Facilities available in the Gymnasium Hub (built out of RUSA grants) are utilized not only by the students and staff, but also by youth from the neighbouring locality
- Large open areas of the campus are provided to the neighbourhood community for the purpose of martial art/ physical education classes after office hours
- Two large ponds of the campus has served as breeding houses of fish, turtles and ducks, which not only add to the aesthetic beauty to the campus, but also provides the neighbourhood people to meet certain religious demands
- Library facilities are also provided to the neighbourhood community
- Meeting halls of the institution are not only utilized by the college community for holding a number of events, but are also used by government agencies like RUSA, for holding occasional meetings
- Internet facility is optimally utilized by the faculty members to download e-resources for circulation/ distribution amongst the students. IQAC has taken the initiative to acquire unlimited web space for the institutional portal, so that large and varied data may be uploaded for all future required purposes, including NAAC accreditation.

1. **Financial resources:** Funds generated through different sources like self-sustaining programmes is mainly used for infrastructure augmentation and maintenance of various physical and academic support facilities
2. **Human resources:**

- Apart from regular day to day academic responsibilities, different teachers are also entrusted with a wide range of administrative functions, e.g. members of in-house bodies and other day to day departmental administrative works
- Faculty members of the Computer Science Department are engaged in various IQAC support works and staff training programs

File Description	Document
Any additional information	[View Document](#)
Link for Additional Information	[View Document](#)

6.5 Internal Quality Assurance System

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

Response:

Various quality parameters that are mandatory for the NAAC A & A process are being initiated through IQAC. As a result of relentless efforts, several quality practices and culture have come to be formally institutionalized through active involvement of IQAC, which actively coordinates with the college administration, including the Governing Body and the Office of the Principal.

Mandatory obligations: Twice NAAC accreditation; various shortcomings mitigated since the 2nd cycle; submission of 9 AQARs for the period 2010-2019 completed within a period of about 14 months; expedite efforts for the 3rd cycle of NAAC A & A

Setting up of a robust institutional database: Collection of various institutional data/ statistics pertaining to staff members, alumni, guardians, institutional infrastructure, etc. on periodical and need basis and then getting it published through the institutional portal

Quality-based publications: Initiative to compile and publish a *Handbook on Professional Conduct & Guidelines* (for GB, Principal, IQAC, Teaching Staff, Librarian, In-house Wings, Students), *Institutional Usage and Maintenance Policy for Physical, Academic and Support Facilities*, *The Pragjyotish College Employees Rules* (for contractual teaching and non-teaching staff)

Academic calendar: Published annually by the IQAC and displayed in the college website

Digital initiatives: Fully online student admission, cashless transaction, development of a new institutional portal, institutional e-mail IDs to all faculty members and administrative heads, paperless communication through official WhatsApp Groups/ e-mails

Constitution of in-house bodies: Constitution and coordination of the activities of in-house bodies

Institutional collaborations: Initiative to collaborate with various institutions for student and faculty exchanges through MoUs

Student mentoring system: Setting up under professional guidance

Block & room numbering: Initiative to assign numbering in a serial pattern to all the buildings, as well as the rooms of the college in a uniform format

Signage: Providing signage of various types meant for inducing quality mindset amongst all institutional fraternity are devised, prepared and hung at various vantage points in the college campus

Plastic-free and tobacco-free campus: A motivated effort of IQAC through involvement of all stakeholders of the college

Stakeholder feedback: Arrangement to obtain feedback from various stakeholders, for identifying and rectifying loopholes and shortcomings

Pragjyotish College Guardians' Forum: First of its kind to be constituted at collegiate level, for ensuring active participation of guardians in institutional development

IQAC registers: Every academic department is required to maintain an *Activity Record register* for keeping systematic records of all departmental activities. Heads of all academic departments are required to maintain a *HoD Diary* on a daily basis, which is an authentic record of all daily academic and administrative tasks. All faculty members are required to keep record of their daily classes in a specially designed register.

Annual Prize Day: Initiated from 2019-20 session to encourage all those who have passed out with brilliant results and also to initiate a competitive spirit both amongst the departments as well as the students

Quality audits: Initiatives to undertake academic audit, energy audit, gender audit and green audits

File Description	Document
Any additional information	[View Document](#)
Link for Additional Information	[View Document](#)

6.5.2 The institution reviews its teaching learning process, structures & methodologies of operations and learning outcomes at periodic intervals through IQAC set up as per norms

Response:

Certain aspects of the teaching-learning process, structure & methodology of operation and learning practised in the institution are reviewed at periodic intervals through IQAC. Examples of reviews and teaching learning reforms facilitated by the IQAC are –

Student Feedback on Faculty: Student feedback is one of the most vital keys to assess the quality of the teaching-learning processes of the institution. IQAC has framed a questionnaire covering maximum aspects of the teaching-learning processes, in order to evaluate the teaching faculty of the institution by the learners. To complete the feedback system without any biases, some criteria has been put in place

- Only the permanent/ full-time faculty members are covered under this process
- Only the graduate and post-graduate students having 75% and above class attendance are eligible to give such feedback
- A high degree of confidentiality is maintained in case of the students who provide such feedback so that the students can take part in the process without any apprehension and hesitation
- The feedback system is executed and completed under the supervision of the IQAC in collaboration with external agencies
- The outcome of the feedback analyses is communicated to the faculty members through the Principal/ HOD

Academic audit: Internal academic audit of all academic departments is done by the IQAC with the assistance of the college authorities to find out the strength and weaknesses of the departments. IQAC collects information relating to all the curricular activities of the departments with the help of a common questionnaire, consisting of certain queries. On the basis of the information collected, the IQAC devises future strategies.

IQAC registers: IQAC designs, prints and distributes standard formats of registers to all departments and

faculty members for keeping records of lesson plans and records of daily classes. The HODs are provided with HOD Diaries for keeping day to day records of academic as well as administrative tasks performed within the department. The Activity Record registers serves to keep a record of all activities/ events organized by the departments. These formats of these diaries are changed from time to time to enhance perfection.

Faculty development programmes: IQAC organizes occasional faculty development programmes. To make cent percent faculty members ICT-friendly, IQAC has embarked upon a scheme for free computer literacy training programmes with the support of the Computer Science Department. It has also organized training session for enabling the faculty members to upload certain data in the institutional portal.

Educational field trips: IQAC has proposed field trips for students of other subjects, so as to impart a first-hand learning experience

Extension/ extra-curricular activities: IQAC encourages all faculty members to undertake wide-range of activities through joint teacher-student collaborations, so as to enhance the qualitative aspects of institutional learning experience

CO/ PO: PO and CO of all subjects have been prepared by individual departments and is displayed in the college website under active monitoring of IQAC

File Description	Document
Any additional information	[View Document](#)
Link for Additional Information	[View Document](#)

6.5.3 Average number of quality initiatives by IQAC for promoting quality culture per year

Response: 5.2

6.5.3.1 Number of quality initiatives by IQAC for promoting quality year-wise for the last five years

2018-19	2017-18	2016-17	2015-16	2014-15
11	10	2	1	2

File Description	Document
Number of quality initiatives by IQAC per year for promoting quality culture	<u>View Document</u>
Any additional information	<u>View Document</u>
IQAC link	<u>View Document</u>

6.5.4 Quality assurance initiatives of the institution include:

1. **Regular meeting of Internal Quality Assurance Cell (IQAC); timely submission of Annual Quality Assurance Report (AQAR) to NAAC; Feedback collected, analysed and used for improvements**
2. **Academic Administrative Audit (AAA) and initiation of follow up action**
3. **Participation in NIRF**
4. **ISO Certification**
5. **NBA or any other quality audit**

A. Any 4 of the above

B. Any 3 of the above

C. Any 2 of the above

D. Any 1 of the above

Response: B. Any 3 of the above

File Description	Document
e-copies of the accreditations and certifications	<u>View Document</u>
Details of Quality assurance initiatives of the institution	<u>View Document</u>
Any additional information	<u>View Document</u>
Annual reports of institution	<u>View Document</u>

6.5.5 Incremental improvements made during the preceding five years *(in case of first cycle)* **Post accreditation quality initiatives** *(second and subsequent cycles)*

Response:

The institution has made the following improvements in various domains, during the period subsequent to the second cycle of accreditation.

Domain	Institutional initiatives
Academic	- Increase in the number of non-ICT classrooms - Setting up of digital classrooms and ICT-enabled classrooms - Conversion of the existing library to a RFID-based digital library - Setting up of a Language Laboratory - Setting up of a GIS & RS Laboratory - Procurement of new laboratory equipment in various departments, including sophisticated instruments - Introduction of new programmes like M.A./ M.Sc. (Economics), 1 year Diploma in Fine Arts, 1 year Diploma in Performing Arts; up-gradation of 1 year Certificate in Sanskrit Education to 2 years Diploma in Sanskrit Education - Increase in the number of books in the central library - Setting up of a Publication Hub - Setting up of departmental museum in the Botany Department, through partial donation by retired teacher of the department - Publication of a new research journal (*Prag Consilience*) - Increase in number of departmental publications (journals, newsletters) - Segregation of Business Administration Department from Commerce departments - Increase in the number of Ph.D. holders amongst permanent faculty - Introduction of uniform format for IQAC registers (Record of Classes/ Lesson Plan/ Daily Class Monitoring Diary/ HOD Diary) - Faculty Development Programmes, mentoring training sessions through professional assistance - Computer literacy programmes for all staff, including training on website upload through departmental admins - Nomenclature of trees inside the college campus - Setting up of an Institute of Distance and Open Learning (Gauhati University) Study Centre - Opening of PG programme in Zoology and Geography under process (to be introduced tentatively from next academic session) - Approval for opening of integrated B.Ed. course (inspection by GU authority pending) - Approval for opening of IGNOU Study Centre in final stage - Starting of a Turtle Breeding Centre in the large available college ponds
	- Appointment of a permanent Principal after a long gap of 8 years - Starting of online admission process - Starting of digital cash transactions in college office - New institutional dynamic web portal with large institutional database (www.pragjyotishcollege.ac.in) - Official e-mail IDs to all permanent and full-time faculty members linked to the new portal - Introduction of Biometric Attendance System for staff - Conduct of Academic Audit, Energy Audit, Gender Audit, Green Audit - Setting up of the Office of Estate Officer

Administrative	- Increase in the number of in-house bodies - Formation of Pragjyotish College Retired Teachers' Forum (PCRTF) - Formation of Pragjyotish College Guardians' Forum (PCGF) - Filling up of different vacant posts - New appointment in the post of Assistant Librarian - Renumbering of all the buildings/ blocks/ rooms in an uniform format - Introduction of uniform format of Employees' Identity Card, Leave Application Form, Advance Intimation Form, Hall Booking Form, etc. - Drafting of *Handbook on Professional Conduct & Guidelines* (for GB, Principal, IQAC, Teaching Staff, Librarian, In-house Wings, Students) - Drafting of *Institutional Usage and Maintenance Policy for Physical, Academic and Support Facilities*, - Drafting of *The Pragjyotish College Employees Rules, 2019* (for contractual teaching and non-teaching staff) - Drafting of *IQAC Annual Reports (2017-18, 2018-19)*
Infrastructure	- Increase in the number of academic blocks - Renovation of different departments (teacher common rooms, classrooms and laboratories) - Renovation of boundary wall of the college campus - Shifting of the departments of Anthropology, Bengali, Economics, History, Mathematics, Philosophy and Sanskrit to a spacious building - Procurement of new furniture, including desks and benches in the classrooms - Provision of CCTVs in almost all classrooms and vital points of the college campus - Provision of a campus Public Address (PA) system - Provision of Digital Signage System - Provision of drinking water coolers/ purifiers in different departments for students - Provision of rainwater harvesting system - Increase in the number of fire extinguishers - Increase in the number of computers and printers; computers in almost all academic departments - Renovation of the Principal's office chamber and College Office space, with separate provisions for visitor seating rooms - Setting up of a new spacious IQAC Office room - Provision of separate office rooms for PCAA, PCRTF, PCGF, Estate Officer, PCAKS - Provision of a college Guest Room - Provision for separate Environmental Studies Department - Provision for a E-waste and Electrical Storage Room - Provision for a Pragjyotish Publication Hub Office room and a separate PCPH Store Room - Setting up of 3 new spacious ICT-enabled meeting halls - Setting up of a Gymnasium Hub - Setting up of a boys' common room - Separate college canteen building

- Setting up of a spacious playground with well-built volley-ball court
- Setting up of a walking zone along the college pond
- Construction of a third entrance/ exit gate (West Gate), for facilitating disaster mitigation
- Arrangement for separate parking space for students
- Installation of solar panel facility
- Provision of an ATM facility
- Installation of large number of signage panels within and outside classrooms for information to all stakeholders

File Description	Document
Any additional information	View Document

Criterion 7 - Institutional Values and Best Practices

7.1 Institutional Values and Social Responsibilities

7.1.1 Number of gender equity promotion programs organized by the institution during the last five years

Response: 19

7.1.1.1 Number of gender equity promotion programs organized by the institution year-wise during the last five years

2018-19	2017-18	2016-17	2015-16	2014-15
4	3	5	4	3

File Description	Document
Report of the event	[View Document](#)
List of gender equity promotion programs organized by the institution	[View Document](#)
Any additional information	[View Document](#)

7.1.2

> 1. **Institution shows gender sensitivity in providing facilities such as:**
>   1. **Safety and Security**
>   2. **Counselling**
>   3. **Common Room**

Response:

Safety and Security: Campus safety and security for girl students is given utmost priority the institution being co-educational. Entire college campus is under CCTV surveillance, including almost all classrooms, whose control panel is in the Principal's chamber, while the control panel for the library complex is in the Librarian's office chamber. The college has installed 110 CCTV cameras to monitor the security and safety of all concerned. The Internal Complaints Committee (ICC) has been constituted to address complaints from students, teaching and non-teaching members. Lectures on women safety and training programs related to self-defense for girl students are conducted from time to time. An Anti-ragging Committee is constituted to ensure that instances of ragging can be prevented and necessary action be taken whenever necessitated. The names and contact numbers of the members of this committee are displayed prominently within the college campus so that any instance of raggjng can be reported immediately. Security personnel are appointed in the main gate of the campus as well as the girls' hostel round the clock. A full-time warden is appointed in the girls' hostel to monitor and ensure smooth functioning of the day to day affairs. An on-line grievance mechanism has also been introduced in our

college website for students to register their grievances if any.

2. Counseling: The Pragjyotish College Women's Study Centre (PCWSC) has been involved in generating sensitivity to both staff and girl students on various gender-related issues. PCWSC has taken initiative to provide counseling to students and also plays an important role in generating healthy social, physical and psychological awareness, through various activities. Various interactive sessions and talks are also organized from time to time to create awareness on gender sensitization. The college has separate information and career guidance and student counseling cells, which organizes various activities for the betterment of students. Every year, the International Women's Day is celebrated in a befitting manner.

3. Common Room: There is a spacious girls' common room exists with attached facilities. Adequate number of lavatories is attached with the girls' common room and also with the teachers' common room, which are cleaned on a regular basis. In order to meet the hygiene standards, an incineration machine has been installed along with a sanitary napkin vending machine in the girls' common room. In order to enable the girls to ventilate their grievances, a separate complaint box has been installed in the girls' common room. The Day Care Centre is also provided in the campus with bare essential requirements for those working mothers to look after their minor child during working hours. A separate office room is provided to the PCWSC for its smooth functioning.

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

7.1.3 Alternate Energy initiatives such as:

1. Percentage of annual power requirement of the Institution met by the renewable energy sources

Response: 29.1

7.1.3.1 Annual power requirement met by the renewable energy sources (in KWH)

Response: 34020

7.1.3.2 Total annual power requirement (in KWH)

Response: 116904

File Description	Document
Details of power requirement of the Institution met by renewable energy sources	[View Document](#)
Any additional information	[View Document](#)
Link for Additional Information	[View Document](#)

7.1.4 Percentage of annual lighting power requirements met through LED bulbs

Response: 18.33

7.1.4.1 Annual lighting power requirement met through LED bulbs (in KWH)

Response: 5870

7.1.4.2 Annual lighting power requirement (in KWH)

Response: 32026

File Description	Document
Details of lighting power requirements met through LED bulbs	View Document
Any additional information	View Document

7.1.5 Waste Management steps including:
- **Solid waste management**
- **Liquid waste management**
- **E-waste management**

Response:

The college is responsive towards environment protection and emphasizes in generating less waste and reuses it, if feasible, in every possible way. There is a waste management mechanism for proper disposal of different kinds of wastes viz. solid, liquid and e-wastes. From time to time, the college undertakes awareness drives for effecting cleanliness and management of wastes, both within and outside the campus.

Solid waste management: For the collection of regular solid waste products, garbage bins are kept at different places in the campus as well as the various academic departments. The solid wastes viz. dry leaves, twigs, paper cups, wood and metal waste is collected by the cleaners on a daily basis. An outsourcing agency is hired for this purpose and the agent regularly monitors the cleaning process on day to day basis. The garbage collected on daily basis is picked up by Guwahati Municipal Corporation (GMC) for proper disposal and recycling in a garbage carrying van. Glass bottles are reused in the laboratories. Sanitary napkins are disposed through incineration process. Indiscriminate use of chemicals is discouraged during practical classes. The entire college campus has been declared as a plastic-free campus. Single use plastics are discouraged inside the campus. Notices are displayed in the main gate and various other points in the campus to so as to discourage the use of prohibited plastic items by all concerned. In lieu of plastics, paper bags are encouraged for use. Waste papers printed on one-side are again used for second time printing on the reverse blank side, for miscellaneous purpose.

Liquid waste management: Liquid waste from the points of generation like the canteen, laboratories, and toilets etc. is let out into a proper drainage facility in order to avoid stagnation. Cleaners are engaged on a regular basis for ensuring that the drains are not blocked to avoid stagnation of liquid and solid waste in the campus drains. This is done so as to maintain proper hygiene in the college campus as well as in the

vicinity of college campus.

E-waste management: E-wastes like non-working computers, monitors, printers, memory cards, mother boards, ink cartridges, etc. are stored in a separate e-waste stock room or repaired for further use. An outsourcing agency has been entrusted with the task of proper disposal of e-wastes generated from time to time.

File Description	Document
Any additional information	View Document
Link for Additional Information	View Document

7.1.6 Rain water harvesting structures and utilization in the campus

Response:

The institution has devised a modest mechanism for harvesting of rain water. Rain water is collected through the provision installed at the roof level of the exteriors of the Assam-type Block-B, which is then transported through PVC pipe lines and collected in the two storage tanks below. The collected water is then used for watering the plants and samplings planted in the garden located at the central part of the college campus, as and when required. The un-built and open spaces of the campus allows for percolation of rain water into the soil thereby facilitating recharge of underground water resource. This in turn facilitates the water resource enrichment, for the purpose of extraction of ground water through the two bore-well provisions, for day to day use of the college community, including drinking water.

File Description	Document
Any additional information	View Document
Link for Additional Information	View Document

7.1.7 Green Practices
- **Students, staff using**
a) **Bicycles**
b) **Public Transport**
c) **Pedestrian friendly roads**
- **Plastic-free campus**
- **Paperless office**
- **Green landscaping with trees and plants**

Response:

- The various blocks and buildings of the institution are located in midst of a green and serene ambience, with a diverse vegetation cover, open water bodies and marshy lands; 20% of the land area is covered by natural vegetation
- The vegetation includes 54 species of medicinal, ornamental as well as non-medicinal plants
- The campus has been declared as plastic-free and tobacco-free; relevant statutory notices, signboards and message panels are displayed within the campus area for creating awareness and encouraging motivation towards a plastic free environment; all stakeholders like students, teaching and non-teaching staff, alumni, guardians and retired teachers associations are involved in this endeavour
- A campus beautification committee has been constituted for monitoring and coordinating plantation as well as other campus beautification works
- Tree plantation programmes are held throughout the year on various occasions like World Environment Day, Teachers' Day, NSS Day, etc.
- Illumination and ventilation in most of the classrooms are adequate considering natural light penetration
- Students and teachers residing near the college use bicycle, rickshaw or even walk to the college.
- Official communications within the college is slowly approaching towards a paperless mode with various mechanisms being adopted like notification and official communication through institutional portal and official WhatsApp groups, online admission process, online tender submission, student database maintenance, financial management, etc.
- Solar panels have been installed which generates 5 KW of solar power to meet energy requirements of the street lights of the campus
- Use of incandescent and CFL lights are being put out of use in a phased manner and has been replaced by LED bulbs
- Water-bodies inside the college campus covers an area of about 2.09 acre which provides support in maintaining a good ecological habitat for a wide variety of flora and fauna like water hyacinth, turtles, ducks and 15 numbers of species of fish
- Respirable Dust Sampler has been installed in college campus by the Assam Pollution Control Board

File Description	Document
Any additional information	[View Document](#)
Link for Additional Information	[View Document](#)

7.1.8 Average percentage expenditure on green initiatives and waste management excluding salary component during the last five years

Response: 0.78

7.1.8.1 Total expenditure on green initiatives and waste management excluding salary component year-wise during the last five years(INR in Lakhs)

2018-19	2017-18	2016-17	2015-16	2014-15
10.76	.53	.25	2.73	.31

File Description	Document
Green audit report	View Document
Details of expenditure on green initiatives and waste management during the last five years	View Document
Any additional information	View Document

7.1.9 Differently abled (Divyangjan) Friendliness Resources available in the institution:

1. **Physical facilities**
2. **Provision for lift**
3. **Ramp / Rails**
4. **Braille Software/facilities**
5. **Rest Rooms**
6. **Scribes for examination**
7. **Special skill development for differently abled students**
8. **Any other similar facility (Specify)**

A. 7 and more of the above

B. At least 6 of the above

C. At least 4 of the above

D. At least 2 of the above

Response: C. At least 4 of the above

File Description	Document
Resources available in the institution for Divyangjan	View Document
Any additional information	View Document
link to photos and videos of facilities for Divyangjan	View Document

7.1.10 Number of Specific initiatives to address locational advantages and disadvantages during the last five years

Response: 116

7.1.10.1 Number of specific initiatives to address locational advantages and disadvantages year-wise during the last five years

2018-19	2017-18	2016-17	2015-16	2014-15
18	29	37	21	11

File Description	Document
Number of Specific initiatives to address locational advantages and disadvantages	[View Document](#)
Any additional information	[View Document](#)

7.1.11 Number of initiatives taken to engage with and contribute to local community during the last five years (Not addressed elsewhere)

Response: 20

7.1.11.1 Number of initiatives taken to engage with and contribute to local community year-wise during the last five years

2018-19	2017-18	2016-17	2015-16	2014-15
5	4	4	4	3

File Description	Document
Report of the event	[View Document](#)
Any additional information	[View Document](#)

7.1.12
Code of conduct handbook exists for students, teachers, governing body, administration including Vice Chancellor / Director / Principal /Officials and support staff

Response: Yes

File Description	Document
URL to Handbook on code of conduct for students and teachers , manuals and brochures on human values and professional ethics	[View Document](#)

7.1.13 Display of core values in the institution and on its website

Response: Yes

File Description	Document
Any additional information	[View Document](#)
Provide URL of website that displays core values	[View Document](#)

7.1.14 The institution plans and organizes appropriate activities to increase consciousness about national identities and symbols; Fundamental Duties and Rights of Indian citizens and other constitutional obligations

Response: Yes

File Description	Document
Details of activities organized to increase consciousness about national identities and symbols	[View Document](#)
Any additional information	[View Document](#)

7.1.15 The institution offers a course on Human Values and professional ethics

Response: Yes

File Description	Document
Any additional information	[View Document](#)
Provide link to Courses on Human Values and professional ethics on Institutional website	[View Document](#)

7.1.16 The institution functioning is as per professional code of prescribed / suggested by statutory bodies / regulatory authorities for different professions

Response: Yes

File Description	Document
Any additional information	[View Document](#)
Provide URL of supporting documents to prove institution functions as per professional code	[View Document](#)

7.1.17 Number of activities conducted for promotion of universal values (Truth, Righteous conduct, Love, Non-Violence and peace); national values, human values, national integration, communal harmony and social cohesion as well as for observance of fundamental duties during the last five years

Response: 52

7.1.17.1 Number of activities conducted for promotion of universal values (Truth, Righteous conduct, Love, Non-Violence and peace); national values, human values, national integration, communal harmony and social cohesion as well as for observance of fundamental duties year-wise during the last five years

2018-19	2017-18	2016-17	2015-16	2014-15
15	11	10	9	7

File Description	Document
List of activities conducted for promotion of universal values	[View Document](#)
Any additional information	[View Document](#)

7.1.18 Institution organizes national festivals and birth / death anniversaries of the great Indian personalities

Response:

The institution celebrates different days of national importance like Independence Day and Republic day with fervor and festivity. Death and birth anniversaries of great personalities as well as days of national and international significance like Gandhi Jayanti, Birth Day of Dr. Bhupen Hazarika, Birthday of Jyoti Prasad Agarwala, Mahatma Gandhi, Sardar Vallabhbhai Patel, Sarvepalli Radhakrishnan, Lal Bahadur Shastri, Rajiv Gandhi etc. The institution celebrates these days of national importance to recall the events or contribution of our leaders in building the nation. It has been attempted to sow into the young minds, the thoughts of great these Indian personalities through various programmes conducted on these days. The college also pays respect to its founder Lt. Tirthanath Sarma and every year on 1st September, the Foundation Day of the college is celebrated with fond remembrance to its founder where the family members of its founder are cordially invited to grace the occasion. The Pragjyotish College Teachers' Unit organizes a special invited talk on the occasion of the college foundation day every year, and the discourses are bound into printed volumes.

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

7.1.19 The institution maintains complete transparency in its financial, academic, administrative and auxiliary functions

Response:

The institution has given sincere efforts in maintaining transparency in its financial, academic, administrative and various other auxiliary functions.

1. Financial: Financial transactions are executed through cashless mode. Monetary benefits availed by the students like scholarships are disbursed through banks. The institution appoints internal as well as external auditors for auditing the college accounts on annual basis. Every year financial audit is done by a certified CA and the audit reports are uploaded in the college website. Effective and efficient use of financial resources is monitored by the Governing Body and the Finance Monitoring Committee (formerly Finance Advisory Committee).

2. Academic: At the beginning of every academic session, an Academic Calendar is prepared by IQAC which is not only uploaded in the college website, but also widely circulated amongst students through the departmental notice boards and student WhatsApp groups. IQAC has devised mechanisms such as Daily Class Monitoring Diary/ Record of Classes, Lesson Plan Diary and HOD Diary, which are periodically monitored by the academic head and Principal. Record of daily classes and students' attendance is maintained through designated diaries/ registers. 1/3rd of the students are required to certify the completion of their respective courses in the format provided in the Register for Record of Classes. CCTVs are installed in every classroom which provides a system to monitor the proper holding of classes by the Principal himself from his office chamber. Every other academic activity of the college is monitored by the Principal and the Academic In-charge/ Vice Principal on day to day basis.

3. Administrative: Transparency in administration is ensured through proper displaying of circulars in the office and departmental notice boards, college website and circulation thorough official WhatsApp groups, administered through IQAC. Photos and newspaper reports of various in-house activities, feedback analyses, statutory guidelines, etc. are regularly uploaded in the college portal by the Technical Officer appointed at the IQAC office. For conducting various activities and functions in different domains, in-house wings are constituted and the activities are recorded in the registers provided for the purpose, Status reports of functioning of these in-house wings are uploaded in the college website. A RTI cell has been constituted to deal with various RTI-related queries, and the details of the same is prominently displayed in the college portal and campus. All PCSU office bearers are required to submit annual secretarial reports which are published in the annual mouth-piece of the students (*Pragjyotishiya)*. Transparency in the daily attendance of the employees is ensured through punching machines. Details of members of certain vital in-house bodies like anti-ragging cell and RTI cell are prominently displayed within the campus.

Auxiliary: Auxiliary functions are conducted in a transparent way through various in-house wings constituted specifically for the intended purposes. These include the purchase committee, construction committee, project monitoring committee of RUSA, etc., of which the Principal is the Chairperson.

Appropriate discussions are made and resolutions taken in the committee meetings which are then implemented through proper procedure. Governing Body approvals are taken wherever and whenever required.

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

7.2 Best Practices

7.2.1 Describe at least two institutional best practices (as per NAAC Format)

Response:

Best Practice 1

1. **Title of the Practice:** Involvement of new stakeholders in the institutional growth process
2. **Objectives of the Practice:** Amongst all other stakeholders, guardians and the former teachers (including principals) can also be regarded as driving forces of institutional growth. The role of guardians in institutional growth has a direct bearing upon their wards. Retired teachers and principals, through their long association with an institution, can also act as positive agents of growth. Setting up of Pragjyotish College Guardians' Forum (PCGF) and Pragjyotish College Retired Teachers' Forum (PCRTF) have been encouraged to ensure active involvement of the guardians and retired teachers/ principals of the college in the overall qualitative up-gradation in various fronts of the college.
3. **The Context:** The former teachers having long professional experience can play important role in institutional policy formulation and execution. The guardians also being well-informed on the various institutional bottlenecks can also be expected to play a change-maker role in various institutional matters, primarily academic and to some extent administrative. Formation of PCGF necessitated congregating guardians from different departments in a common platform, formation of a caretaker committee through a democratic process and subsequent inclusion of guardian members of DACs as executive members. IQAC has taken initiative to include the Presidents of both these forums as members of IQAC core committee and involve them in the policy-making process. Separate office room with minimum required infrastructure has been provided for smooth functioning of day to day affairs of these bodies. In both the instances, proper motivation and leadership constituted the driving force, also necessitating the formulation of guiding Constitutions for both the forums.
4. **The Practice:** Involvement of different stakeholders like students, alumni, guardians, teaching and non-teaching staff in the institutional growth mechanism has been emphasized from time and again. Well-coordinated associations exist for all stakeholders in higher educational institutions, except guardians and retired faculty members. Keeping in view of this fact, the growth of PCRTF and PCGF has been encouraged in Pragjyotish College, which itself is a trend-setting fact at higher education levels. PCRTF came into existence without direct involvement of IQAC, under active initiative of a few retired teachers and principals. However, IQAC has resolved to constitute a

guardians forum in its core committee meeting dated 09.02.2019 [Resolution No. 2019/ 049 (a)]. Accordingly, guardians of students from all academic departments was invited through the HoDs of different departments to an open meeting was held on 09.03.2019, wherein a caretaker committee of the PCGF was constituted, for carrying forward the anticipated missions and objectives. Guardian representatives (members of DAC) from every academic department, nominated through the departmental HoDs, were subsequently absorbed as executive committee members of PCGF. Presidents of both the forums has been inducted as IQAC core committee members vide official notification dated 06.05.2019. A WhatsApp Group (PC JOINT COORDINATION GROUP) has been created by IQAC on 15.09.2019, by tagging executive committee members of PCRTF, PCGF, IQAC and others for swift communication between the different members in matters of policy formulation and execution.

In both the instances, the primary constraint was the requirement of seed money for running the day to day administrative expenses. It has been explored if the seed money for PCGF can be raised during the annual admission fees and separate accounts maintained for the same. The seed money for PCRTF has been raised through voluntary contributions amongst the members. Up till now, the venue for holding occasional meetings and meager tea expenses are being provided by the college. Allocation of office rooms for both PCGF and PCRTF has been effected through the IQAC resolution No. 2019/058 in the meeting held on 25.05.2019, and accordingly a single room with minimum infrastructure has been provided recently for housing offices of both the forums. The necessity of a working Constitution for both the forums is another constraint and initiatives has been taken to draft the same. Full-fledged and wide involvement of members of both the forums will take its own time as the concepts are new at collegiate level of education.

1. **Evidence of Success:** The initiatives has proved out to be successful stories as the retired faculty members and Principals of PCRTF and guardian representatives of PCGF has expressed their strong willingness to cooperate in the overall qualitative development of the college, particularly in academic matters. The Presidents of both PCGF and PCRTF maintain active contacts with IQAC. Active participation of guardians and retired teachers in the joint IQAC-PCGF-PCRTF meetings has resulted in the adoption of several important resolutions, which itself is an indication of the success story of their involvement. The guardian feedback obtained prior to the formation of PCGF, has elicited several important suggestions which were being discussed in the appropriate forum for plausible solutions. The PCRTF members have voluntary contributed towards seed funding and has been planning to organize different social and outreach activities under the institutional banner. Initiative has been taken to draft working Constitutions for both the forums. The event held recently for declaring the college campus as plastic-free and tobacco-free witnessed active participation of members of both these forums.

2. **Problems Encountered and Resources Required:** The primary problems encountered in implementing this practice are the organizational and motivational aspects. The issue of a suitable office space with minimum infrastructure for these two in-house wings had to be redressed, through appropriate IQAC and GB resolutions. Another problem concerns with the aspect of seed funding. The PCRTF has constituted a modest fund through voluntary contributions while the PCGF issue is being thought to redress either through an annual contribution from all the guardians or through annual student admission fees. Moreover, it has been thought to involve guardians of passed out students as PCGF members, since mere association of these guardians for a limited period of two or three years, might not invite optimum interest and enthusiasm. All these aspects would be suitably redressed only after working Constitutions has been drafted, which would take some time before the idea gets materialized.

3. **Other relevant information:** Forums in the lines of PCRTF and PCGF can be replicated in other

higher educational institutions, for institutional growth in a democratic framework. The hon'ble Minister of Higher Education, Assam and the local MLA (also the GB member) were present in the meeting dated 09.03.2019, when the PCGF came into being, and they appreciated the initiative undertaken by the college for involving the guardians in the institutional growth process. In this context, it can be visualized that Government policy making can be made for setting up of guardian forums in all higher educational institutions, which can add a new dimension in the qualitative framework. Moreover, inclusion of guardian representatives in the IQAC of every college/ university can also be conceptualized. However, formation of bodies like PCRTF can be initiated through active coordination, motivation and involvement of all retired faculty members as well as Principals in the institutional framework of activities.

Best Practice 2

1. **Title of the Practice:** E-governance and paperless communication
2. **Objectives of the Practice:** Day to day office communication necessitates circulation of large and varied amount of information to different stakeholders. Certain information are not only required to be delivered within a short time interval, but also needs to be comprehended accurately by the receiver and responded promptly with supply of varied data for being used at the supplying end. To ensure swiftness in both the supplying and receiving modes, paperless mode of communication in day to day administration from the IQAC office has been initiated and also with an added objective of making all faculty members e-savvy.
3. **The Context:** Paperless communication not only ensures a swift communication mode but makes office administration easier and hassle-free. Circulation of printed information in a large-sized institution is a time consuming as well as non-economic practice. Moreover, using a combination of tools and approaches, it can be ensured that messages reach out to the intended targets in the most effective way. Paperless communication also ensures storing of vital data in safe location. Rather than photocopying, a document can be uploaded in various platforms which can be accessed easily. To attain the objectives, it necessitated collection of WhatsApp phone numbers of all faculty members and creation of concerned groups. The institutional portal needed to be created for functioning in dynamic mode and institutional email IDs with standard passwords created for different members. Relevant sensitization sessions were organized for kick-starting the process which necessitated change of assigned passwords and training for departmental administrators.
4. **The Practice:** IQAC has taken the initiative to create three official in-house WhatsApp Groups viz. PRAG ACADEMIC HEADS (created on 16.08.2018), PRAG FACULTY REGULAR (created on 16.08.2018) and PRAG FACULTY NON-SANCTION (created on 09.10.2018) for day to communication regarding important official communication purpose. The IQAC Coordinator is the sole admin of these three groups. The Principal being the administrative head of the institution is also connected with the groups, with a view to keep him informed of all important developments. The Vice Principal and the college Librarian are also linked to these groups. Important notices are being served through these groups, mostly in pdf formats. Sometimes MS-word formats are circulated which requires submission back to IQAC as soft copies, e.g. departmental AQAR related information, departmental class routines, etc. Photos and reports of all events held within and outside the campus are uploaded in these groups by concerned faculty members, which are then routed to the institutional portal through the Technical Officer attached with IQAC. A new institutional web portal (www.pragjyotishcollege.ac.in) has been designed with in-house expertise (by the Technical Officer attached with IQAC), whereby a provision of 10,000 free emails has been

provided to the institution. Institutional email IDs with standard passwords has been created for all faculty members and administrative heads of the college. A special training session has been organized by IQAC in collaboration with the Computer Science Department for familiarizing the faculty members on the use of the new email IDs and also to train faculty members to upload departmental information in the new portal through the provision of departmental administrators. In addition to the above three groups, IQAC has taken initiative to constitute two other groups (IQAC COORDINATORS' FORUM and PC JT. COORDINATION GROUP) for certain specific objectives. The former group (created on 25.07.2019) is intended to link the IQAC Coordinators of all colleges in Assam, and thereby to share all types of information related to NAAC Assessment & Accreditation process, along with information pertaining to best practices and other quality initiatives at collegiate levels. The latter group (created on 15.09.2019) is intended to elicit opinions and suggestions primarily from guardians and retired faculty members for overall qualitative institutional growth. This approach is also slowly doing away with the practice of erstwhile practice of sending information vide peon books, which is a cumbersome and time-consuming affair.

5. **Evidence of Success:** The initiative to undertake official communication through the WhatsApp groups has turned out to be success in various ways. Urgent notices could be transmitted swiftly to various stakeholders and wide variety of information could also be gathered effectively within limited time durations. Photos and reports of various events could be obtained on the day of holding the event itself and which could be uploaded in the college portal the same day itself. The groups have become effective tools for notifying defaulting departments/ individuals which do not provide information on time as sought by IQAC. The Principal being linked with the groups can take immediate remedial steps if any lapses take place on the part of intended recipients. The groups have proved to be beneficial at a time when the college has been preparing for its 3rd cycle of NAAC assessment, which necessitates not only collection of voluminous information within short time intervals but also validation and authentication of certain data in the shortest possible time frame. In the erstwhile practice of information collection through peon mode was cumbersome, as a single peon attached with the IQAC had to carry all the errands in the different departments spread over the campus.

6. **Problems Encountered and Resources Required:** At the beginning some faculty members were not accustomed of checking messages sent in the groups on a regular basis, for which collection of certain information took more time than desired. Activation of the new institutional email IDs also took some time as all passwords had to be reset than the ones originally provided. A familiarization session was organized on the day of inauguration of the new portal. Later, another extra training session was held and one representative from every department participated for learning the procedure involved with uploading data in the portal. A brochure on procedural tips was designed and provided to the target group. No extra resources were required in this initiative. There being provisions of computers and internet facilities in different departments, and all stakeholders having access to smart mobile phones, the paperless communication mode has turned out to be an effective practice.

7. **Other relevant information:** The approach specified above is very cost effective and fruitful in the context of administrative scenario of present day collegiate level education, as diverse and voluminous amount of data needs to be collected from different stakeholders, and synthesized for downstream usages. Since almost every institutional stakeholder by and large have access to smart mobile phones nowadays and also being e-savvy to a desired expected level, paperless communication can be fruitful for collecting and stockpiling data in proper and safe formats for wide variety of applications.

File Description	Document
Any additional information	**View Document**
Link for Additional Information	**View Document**

7.3 Institutional Distinctiveness

7.3.1 Describe/Explain the performance of the institution in one area distinctive to its vision, priority and thrust

Response:

Mission of the college:

- **To develop a transparent and responsive administration**

Transparent administration: The institution aims at maintaining transparency in all its functions covering financial, academic, administrative as well as auxiliary dimensions in an effective way. To ensure transparency in various sections, the institution has undertaken following initiatives:

1. Financial: Financial transactions are executed through cashless mode. Monetary benefits availed by the students like scholarships are disbursed through banks. The institution appoints internal as well as external auditors for auditing the college accounts on annual basis. Every year financial audit is done by a certified CA and the audit reports are uploaded in the college website. Effective and efficient use of financial resources is monitored by the Governing Body and the Finance Monitoring Committee (formerly Finance Advisory Committee).

2. Academic: At the beginning of every academic session, an Academic Calendar is prepared by IQAC which is not only uploaded in the college website, but also widely circulated amongst the students through the departmental notice boards and student WhatsApp groups. IQAC has devised mechanisms such as Daily Class Monitoring Diary/ Record of Classes, Lesson Plan Diary and HOD Diary, which are periodically monitored by the academic head and Principal. Record of daily classes and students' attendance is maintained through designated diaries/ registers. 1/3rd of the students are required to certify the completion of their respective courses in the format provided in the Register for Record of Classes. CCTVs are installed in every classroom which provides a system to monitor the proper holding of classes by the Principal himself from his office chamber. Besides these, every other academic activity of the college is monitored by the Principal and the Academic In-charge/ Vice Principal on day to day basis.

3. Administrative: Transparency in administration is ensured through proper displaying of circulars in the office and departmental notice boards, college website and circulation through official WhatsApp groups, administered through IQAC. Photos and newspaper reports of various in-house activities, feedback analyses, statutory guidelines, etc. are regularly uploaded in the college portal by the Technical Officer appointed at the IQAC office. For conducting various activities and functions in different domains, in-house

wings are constituted and the activities are recorded in the registers provided for the purpose, Status reports of functioning of these in-house wings are uploaded in the college website. The college has also constituted RTI cell to deal with various RTI-related queries, and the details of the same is prominently displayed in the college portal and notice board displayed in the campus. All PCSU office bearers are required to submit annual secretarial reports which are published in the annual mouth-piece of the students (*Pragjyotishiya).* Transparency in the daily attendance of the employees is ensured through punching machines. Details of members of certain vital in-house bodies like anti-ragging cell and RTI cell are prominently displayed within the campus.

Responsive administration: All activities pertaining to day to day administration and academic pursuits are governed as per the directions/ instructions received from different statutory/ regulatory bodies, including State Govt. (DHE), affiliating university, UGC, RUSA, NAAC, etc. from time to time. Every year, admission dates and fees for different programmes are fixed as per the directions of the DHE. All appointments of teaching as well as non-teaching staff are made as per as the norms as directed by UGC and DHE. For matters related to contractual staff, since no governmental directives are available, the institution has framed its own set of guidelines. Cashless transaction mode has been introduced as per govt. guidelines. For meeting large fund requirements for internal functioning, several self-sustaining courses have been introduced, which has been successful in generating good funds over the years. To cope up with internal issues and demands, framing of various administrative modalities/ mechanisms through various in-house bodies, like constitution of RTI cell, ICC, facilities for differently-abled, etc. As a part of being responsive to greater environmental concerns, awareness activities like cleanliness drives, anti-plastic drives and anti-tobacco drives have been undertaken within the campus, apart from other green practices like introduction of paperless communication (e-mails, WhatsApp groups for day to day administration), tree plantation programmes, etc. The entire campus has been declared as a plastic-free and tobacco-free campus. To keep pace with the changing trends in higher education, attempts have been made to build smart and ICT-enabled classrooms, introduction of mentor-mentee system, signing of MOU's with external organizations, Language Laboratory, GIS Laboratory, etc. To provide students with the required guidance for career progression, an ICGC has been functioning since long. An Entrepreneurship Development Cell has been recently set up through collaborative mode for providing skill-based vocational training programmes which is the need of the hour. Institution has its own academic calendar which is in consonance with the academic calendar prescribed by Gauhati University. Online admission system has been adopted as a measure to create and maintain student database in electronic format. The institution has successfully completed two cycles of NAAC accreditation cycles, the first one being done way back in 2003, when the concept was at the infancy stage and the second one was done in 2010. All stakeholders like students, guardians, alumni, teaching and non-teaching staff are being involved as envisaged by NAAC for holistic growth of an institution. The feedbacks pertaining to various bottle necks are attempted to be done away with in a phased manner, through various corrective steps.

File Description	Document
Any additional information	[View Document](#)
Link for Additional Information	[View Document](#)

5. CONCLUSION

Additional Information :

- Pragjyotish College, initially established as an arts stream college, came under deficit-grants-in system in 1958; Science stream started from 1958, came under deficit-grants-in system in 1960 while the Commerce stream started from 1961
- IQAC was established in 2002 which had arranged to undertake 2 cycles of NAAC A & A process in **2003**(Grade B) and **2010** (Grade B)
- Institution has fulfilled most of the suggestions forwarded by the NAAC peer teams during the former two visits
- Department counts offering different programmes are as follows:

B.A. (Honours) – 14

B.A. (General) – 16 (including Bodo & EVS)

B.Sc. (Honours) – 11

B.Sc. (General) – 12 (including EVS)

    B.Com. (Honours) – 4

B.Com. (General) – 7 (including EVS)

B.B.A. – 1

B.C.A. – 1

M.A./ M.Sc. – 3

Diploma – 2

Higher Secondary (Arts) – 18

Higher Secondary (Science) – 15

Higher Secondary (Commerce) – 11

- Distance education learning centres of KKHSOU & IDOL (GU) are attached with the college while 1 more (IGNOU) is in the pipeline; 1 certificate cum diploma program run by the Sanskrit Department
- Sanctioned posts of faculty members exists in 19 departments, while in the remaining 11 departments, full-time faculty members are appointed
- CBCS system has been newly introduced in all the UG level programmes from 2019-2020. As such, the college is presently running both CBCS and non-CBCS programmes simultaneously in the UG level

(CBCS in the 1st Year and non-CBCS in the 2nd and 3rd Years)

- Although being located in an urban setting, the college is located in a setting with minimal vehicular sound or other forms of pollution and disturbance that is conducive for effective teaching-learning deliverables
- Teaching-learning is supported through smart and ICT-enabled classrooms, along with the RFI-based fully digital central library
- Departmental level bodies include *Bodo Literary Society* (Bodo), *Dhatu* (Chemistry), *GSoPC* (Geology), *PCGS* (Geography)
- Departmental publications include *Boson* (Chemistry), *Dristi* (Philosophy), *Fiziks* (Physics), *GSOPC Newsletter* (Geology), *Historia* (History), *Jatra* (Tourism Management), *PRAGbhugol* (Geography), *Pragjyotishani Sansri* (Bodo), *Unigration* (Anthropology)
- Many research papers (for the period 01.07.2014 – 31.12.2016) could not be included in the criterion 3.3.4.

Concluding Remarks :

The various stakeholders of the college have been always concerned with the qualitative and holistic growth of the institution in general, and there is a sea-change from the last assessment nine years back. Although there had been some internal shortcomings in the administrative set-up of the college, from 2010 onwards, due to appointment of a permanent Principal, the matter has been resolved in the midst of 2018. Henceforth, the institution has witnessed several developments in leaps and bounds and within a period of 14 months, all pending 9 AQARs (for the period 2010 – 2019) since the last NAAC assessment has been submitted to NAAC and IIQA submitted in October 2019. Endeavour has been made to prepare the SSR with extreme care and certain unintended omissions and commissions in the AQARs submitted, has been tried to be rectified to the fullest, through seven SSR Preparation Sub-Committees.

The college has tried its utmost to augment its academic as well as administrative infrastructure by generation of internal funds through different number of self-sustaining programmes, which has also led to fulfillment of academic aspirations of students coming from different states of the NE region besides providing employment avenues to a number of educated youth.

Various quality initiatives during the recent past like conduct of quality audits, life insurance coverage to all students, conversion of the traditional library into a fully digital RFID-based library, setting up of ICT-enabled classrooms and meeting halls, declaration of the college campus as tobacco-free and plastic-free zones, involvement of the guardians and retired teachers and Principals in the institutional development process (*Pragjyotish College Guardians'* Forum and *Pragjyotish College Retired Teachers' Forum*), online digital transactions (including fully online admission procedure), development of a playground, provision for Boys' Common Room, individual office rooms for different stakeholders, and other infrastructural provisions like First Aid Centre, e-Waste and Electrical Storage Room, Yoga Arena, Office of the Estate Officer cum Records Room, Entrepreneurship Development Cell, signing of different MoUs, etc. are all expected to usher in quality educational ambience in the forthcoming years.

6.ANNEXURE

1.Metrics Level Deviations

Metric ID	Sub Questions and Answers before and after DVV Verification

1.3.2	Number of value added courses imparting transferable and life skills offered during the last five years
	
	  1.3.2.1. Number of value-added courses imparting transferable and life skills offered during the last five years
	    Answer before DVV Verification : 8
	    Answer after DVV Verification: 3
	
	  Remark : As per HEI clarification and submitted documents

1.3.3	Percentage of students undertaking field projects / internships
	
	  1.3.3.1. Number of students undertaking field projects or internships
	    Answer before DVV Verification : 378
	    Answer after DVV Verification: 346
	
	  Remark : as per submitted proof

2.1.2	Average Enrollment percentage
	
	(Average of last five years)
	
	  2.1.2.1. Number of students admitted year-wise during the last five years
	    Answer before DVV Verification:

Answer before DVV Verification:

2018-19	2017-18	2016-17	2015-16	2014-15
2806	2759	2717	2641	2599

Answer After DVV Verification :

2018-19	2017-18	2016-17	2015-16	2014-15
2806	2759	2717	2641	2599

2.1.2.2. Number of sanctioned seats year-wise during the last five years
Answer before DVV Verification:

2018-19	2017-18	2016-17	2015-16	2014-15
1170	1040	1040	1040	1040

Answer After DVV Verification :

2018-19	2017-18	2016-17	2015-16	2014-15
1170	1040	1040	1040	1040

| 2.4.4 | Percentage of full time teachers who received awards, recognition, fellowships at State, National, International level from Government, recognised bodies during the last five years |

2.4.4.1. Number of full time teachers receiving awards from state /national /international level from Government recognised bodies year-wise during the last five years

Answer before DVV Verification:

2018-19	2017-18	2016-17	2015-16	2014-15
5	13	17	9	9

Answer After DVV Verification :

2018-19	2017-18	2016-17	2015-16	2014-15
3	9	8	5	4

| 2.6.3 | Average pass percentage of Students |

2.6.3.1. Total number of final year students who passed the examination conducted by Institution.
Answer before DVV Verification : 409
Answer after DVV Verification: 332
2.6.3.2. Total number of final year students who appeared for the examination conducted by the institution
Answer before DVV Verification : 709
Answer after DVV Verification: 672

Remark : Data provided doesnot match hei input or dvv earlier re input. new input been changed by DVV

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

4.1.3.1. Number of classrooms and seminar halls with ICT facilities
Answer before DVV Verification : 14
Answer after DVV Verification: 20

Remark : HEI input doesn't match the data provided.

| 4.1.4 | Average percentage of budget allocation, excluding salary for infrastructure augmentation during the last five years. |

4.1.4.1. Budget allocation for infrastructure augmentation, excluding salary year-wise during the last five years (INR in Lakhs)
Answer before DVV Verification:

2018-19	2017-18	2016-17	2015-16	2014-15
244.10	221.99	162.59	58.85	10.07

2018-19	2017-18	2016-17	2015-16	2014-15
250.68	221.99	162.07	60.14	10.07

Remark : HEI Input doesnot match the clarification given hence DVV changes input

4.2.3	Does the institution have the following: 1. e-journals 2. e-ShodhSindhu 3. Shodhganga Membership 4. e-books 5. Databases Answer before DVV Verification : B. Any 3 of the above Answer After DVV Verification: C. Any 2 of the above

4.4.1	Average Expenditure incurred on maintenance of physical facilities and academic support facilities excluding salary component, as a percentage during the last five years

   4.4.1.1. Expenditure incurred on maintenance of physical facilities and academic support facilities excluding salary component year-wise during the last five years (INR in Lakhs)

Answer before DVV Verification:

2018-19	2017-18	2016-17	2015-16	2014-15
132.49	105.72	102.47	60.56	25.86

Answer After DVV Verification :

2018-19	2017-18	2016-17	2015-16	2014-15
135.80	107.21	102.47	60.90	25.85

Remark : HEI input has minor deviation. DVV changed as per hei clarificaion

5.3.3	Average number of sports and cultural activities/ competitions organised at the institution level per year

   5.3.3.1. Number of sports and cultural activities / competitions organised at the institution level year-wise during the last five years

Answer before DVV Verification:

2018-19	2017-18	2016-17	2015-16	2014-15

24	22	10	14	10

Answer After DVV Verification :

2018-19	2017-18	2016-17	2015-16	2014-15
12	10	5	4	2

Remark : HEI input has been changed as per data provided .

7.1.8	Average percentage expenditure on green initiatives and waste management excluding salary component during the last five years

7.1.8.1. Total expenditure on green initiatives and waste management excluding salary component year-wise during the last five years(INR in Lakhs)

Answer before DVV Verification:

2018-19	2017-18	2016-17	2015-16	2014-15
11.12	.53	.25	2.73	.31

Answer After DVV Verification :

2018-19	2017-18	2016-17	2015-16	2014-15
10.76	.53	.25	2.73	.31

Remark : As per HEI clarification

2.Extended Profile Deviations

ID	Extended Questions
1.2	Total Expenditure excluding salary year-wise during the last five years (INR in Lakhs)

Answer before DVV Verification:

2018-19	2017-18	2016-17	2015-16	2014-15
500.45	457.85	468.42	199.04	150.64

Answer After DVV Verification:

2018-19	2017-18	2016-17	2015-16	2014-15
500.45	457.85	472.34	199.34	150.49