



Yearly Status Report - 2018-2019

Part A

Data of the Institution

1. Name of the Institution	RADHA GOVINDA BARUAH COLLEGE
Name of the head of the Institution	DR. (MRS) BABITA CHOUDHURY
Designation	Principal
Does the Institution function from own campus	Yes
Phone no/Alternate Phone no.	03612479921
Mobile no.	9435305374
Registered Email	rgbaruahcollege1978@gmail.com
Alternate Email	rgbaruahcollegeiqac@gmail.com
Address	FATASHIL AMBARI, AK DEV ROAD
City/Town	GUWAHATI
State/UT	Assam
Pincode	781025
2. Institutional Status	

Affiliated / Constituent	Affiliated
Type of Institution	Co-education
Location	Urban
Financial Status	state
Name of the IQAC co-ordinator/Director	MR. RUPAM HAZARIKA
Phone no/Alternate Phone no.	03612479921
Mobile no.	7002614695
Registered Email	iqacrgbaruahcollege@gmail.com
Alternate Email	rgbaruahcollegeiqac@gmail.com

3. Website Address

Web-link of the AQAR: (Previous Academic Year)	http://www.rgbaruahcollege.org/pdf/AQAR2017-18.pdf
4. Whether Academic Calendar prepared during the year	Yes
if yes,whether it is uploaded in the institutional website: Weblink :	http://www.rgbaruahcollege.org/pdf/collegeAcademiccalendar2018-2019.-converted.pdf

5. Accreditation Details

Cycle	Grade	CGPA	Year of Accreditation	Validity	
				Period From	Period To
1	B	0	2004	04-Nov-2004	03-Nov-2009
2	B	2.68	2016	11-Jul-2016	10-Jul-2021

6. Date of Establishment of IQAC	20-Apr-2005
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7. Internal Quality Assurance System

Quality initiatives by IQAC during the year for promoting quality culture		
Item /Title of the quality initiative by IQAC	Date & Duration	Number of participants/ beneficiaries

IQAC Meeting	07-Sep-2018 01	9
IQAC Meeting	07-Dec-2018 01	11
IQAC Meeting with Faculty	13-Dec-2018 01	33
IQAC Meeting	01-Mar-2019 01	9
One-Day Sensitization Workshop under graduate choice-base credit system	13-Jun-2019 01	31
Report of Students' Feedback submitted to the Principal for further action	28-Jun-2019 01	510
One-Day Mental Health awareness cum screening camp	29-Jun-2019 01	132
Submission of AQAR for 2015-16,2016-17, 2017-18	26-Dec-2018 01	11
National Workshop on Human Rights Education: Issues and Challenges in North East India	29-Apr-2019 07	33
Academic Audit	19-Nov-2019 01	3
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8. Provide the list of funds by Central/ State Government- UGC/CSIR/DST/DBT/ICMR/TEQIP/World Bank/CPE of UGC etc.

Institution/Department/Faculty	Scheme	Funding Agency	Year of award with duration	Amount
Institution	National Workshop on "Human Rights Education: Issues and Challenges in North East India"	ICSSR	2019 07	80000
Institution	Construction of Open Stage in the College Premises	Untied fund, Govt of Assam	2018 365	1000000
Institution	Excursion Grant	Higher Education Dept, Govt. of Assam	2019 15	100000
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9. Whether composition of IQAC as per latest NAAC guidelines:	Yes
Upload latest notification of formation of IQAC	View File
10. Number of IQAC meetings held during the year :	4
The minutes of IQAC meeting and compliances to the decisions have been uploaded on the institutional website	Yes
Upload the minutes of meeting and action taken report	View File
11. Whether IQAC received funding from any of the funding agency to support its activities during the year?	No
12. Significant contributions made by IQAC during the current year(maximum five bullets)	
* IQAC motivated various departments to celebrate important occasions. The Departments of Education and Hindi have been organizing International Literacy Day and Hindi Divas respectively. The Department of Mathematics celebrated Pi Day on 14th March, 2019	
* Introduction of the system of Annual Personal and Departmental Profiles, and also profiles of various cells.	
* IQAC supported the NSS and NCC units of the college in their efforts to work tirelessly for the greater benefit of society.	
* Under the aegis of the IQAC, the Extension Education Cell has been endeavouring to connect with the local community.	
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13. Plan of action chalked out by the IQAC in the beginning of the academic year towards Quality Enhancement and outcome achieved by the end of the academic year	
Plan of Action	Achievements/Outcomes
• To create a student's database with names, phone numbers and e-mail ids	• Process has been started
• To regularly prepare the Academic Calendar	• Academic Calendar prepared by Dr. Shanti Thapa and Dr. Sikha Saikia, senior faculty of the college, and the same has been uploaded on the institutional website.
• To submit the pending AQARs of the	• AQARs for the sessions 2015-16,

institutions to NAAC	2016-17, 2017-18 submitted to NAAC.
• To regularly update the institutional website	• Institutional website being regularly updated
• To initiate the process of students Feed Back	• Students Feedback on teaching-learning and institutional services carried out
• To streamline the activities for NAAC	• Various committees have been formed for the purpose
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14. Whether AQAR was placed before statutory body ?	No
15. Whether NAAC/or any other accredited body(s) visited IQAC or interacted with it to assess the functioning ?	No
16. Whether institutional data submitted to AISHE:	Yes
Year of Submission	2019
Date of Submission	23-Feb-2019
17. Does the Institution have Management Information System ?	No

Part B

CRITERION I – CURRICULAR ASPECTS

1.1 – Curriculum Planning and Implementation

1.1.1 – Institution has the mechanism for well planned curriculum delivery and documentation. Explain in 500 words

Working within the constraint of an affiliated college, the institution has to follow the curriculum provided by its affiliating university, in this case, Gauhati University. But the institution has put in place a well planned mechanism for effective curriculum delivery. Various factors like the institutional mission and vision, the available infrastructure, its students' needs, their strengths and weaknesses, teaching staff, etc are taken into account while putting the curriculum into operation. The following are the main areas in its mechanism for curriculum delivery and documentation:

- Academic Calendar: The academic calendar, prepared in conformity with the academic calendar of Gauhati University, clearly states the number of teaching days, dates of examination, field trips, etc for effective implementation of the curriculum. The academic calendar is adhered to the fullest extent possible. The adherence to the academic calendar is documented. The college time table, based on the academic calendar, is prepared well before the start of the new academic session and the same is put up in the college notice board as well as on the institutional website. Tutorial and remedial classes are also taken in addition to the allotted classes in the time table.
- Academic Council: At the start of the academic session, the academic council, comprising the Principal,

the Vice- Principal, all the heads of the departments and the IQAC Co-ordinator, meets and plans the strategy for effective delivery of the curriculum. The results of the previous year are also taken into account in this regard and remedial measures taken, as and when necessary. • Teaching Plan & Lesson Plan: Each department chalks out its teaching strategy in their departmental staff meetings. Teachers draft their lesson plans according to the plan formulated. The logbook maintained by teachers ensures documentation of the classes taken and progress of the syllabi. Alternative arrangements are made by the Heads of the Departments if and when any teacher goes on leave so that no class is left unattended. Teachers also keep themselves abreast of the latest developments in their subjects and relay it to students for their benefit. The departments also periodically review the progress of the courses and do the needful. Continuous internal evaluation helps keep track of students' progress. • Attendance: The institution has an effective system for regularly keeping tab on student attendance to counter the menace of absenteeism. An attendance committee is formed for this purpose. • Activities undertaken: Regular departmental seminars, assignments, field trips, etc are organized in addition to class room teaching to supplement the curriculum. The departments keep records of all such activities.

1.1.2 – Certificate/ Diploma Courses introduced during the academic year

Certificate	Diploma Courses	Dates of Introduction	Duration	Focus on employ ability/entrepreneurship	Skill Development
NIL	NIL	01/07/2018	0	NIL	NIL

1.2 – Academic Flexibility

1.2.1 – New programmes/courses introduced during the academic year

Programme/Course	Programme Specialization	Dates of Introduction
BA	NIL	01/07/2018
BCom	NIL	01/07/2018
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1.2.2 – Programmes in which Choice Based Credit System (CBCS)/Elective course system implemented at the affiliated Colleges (if applicable) during the academic year.

Name of programmes adopting CBCS	Programme Specialization	Date of implementation of CBCS/Elective Course System
BA	NIL	01/07/2018
BCom	NIL	01/07/2018

1.2.3 – Students enrolled in Certificate/ Diploma Courses introduced during the year

	Certificate	Diploma Course
Number of Students	0	0

1.3 – Curriculum Enrichment

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

Value Added Courses	Date of Introduction	Number of Students Enrolled
NIL	01/07/2018	0
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1.3.2 – Field Projects / Internships under taken during the year

Project/Programme Title	Programme Specialization	No. of students enrolled for Field
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		Projects / Internships
BA	NIL	0
BCom	NIL	0
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1.4 – Feedback System

1.4.1 – Whether structured feedback received from all the stakeholders.

Students	Yes
Teachers	No
Employers	No
Alumni	No
Parents	No

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

Feedback Obtained
<p>The institution has started the feedback system again from the academic session 201819 after a gap of two years. The process is limited to taking feedback only from students on two broad aspects: teachinglearning process and infrastructure facilities in the institution. Students of each department gave their feedback on the teachers of their respective departments. The entire system was carried out manually in feedback forms prepared by the members the IQAC. A total number of 510 students took part in the feedback process and submitted their filled up forms. The collected forms were analysed by a committee constituted by the IQAC. The committee took a sample size of 30 of the feedback received for the purpose. The feedback on teachinglearning had 11 components while the feedback on infrastructure and support services had 15 components, each with 7 types of responses. After scrutiny of the feedback forms, the committee analysed the findings by charting a componentwise percentile response. It gave a clear idea about the satisfaction or otherwise of the students regarding the performance of teachers as well as the infrastructural facilities in the college. The Committee also suggested steps to be taken by the authorities to address areas where students were not satisfied. The feedback report is available on the institutional website. The feedback on teachers' performance was handed over to the Principal for maintaining confidentiality. On the basis of the feedback report, the following action was taken: 1. Construction of a new boys' toilet has begun As for the feedback on teachers is concerned, the Principal shared the feedback with each teacher personally and discussed ways to improve his/her teaching strategy, if needed. It may also be mentioned that the IQAC in its meeting dated 08062019 has resolved (Resolution No.) to carry out the feedback process online with more stakeholders from the session 201920 onwards and initial talks with technological firm has already been held.</p>

CRITERION II – TEACHING- LEARNING AND EVALUATION

2.1 – Student Enrolment and Profile

2.1.1 – Demand Ratio during the year

Name of the Programme	Programme Specialization	Number of seats available	Number of Application received	Students Enrolled
BA	ASSAMESE, EDUCATION, HISTORY, ECONOMICS, POLITICAL SCIENCE, ENGL	250	207	158

	ISH, BENGALI, HINDI, MATHEMATICS			
BCom	ACCOUNTANCY, MANAGEMENT, FINANCE	300	296	203
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2.2 – Catering to Student Diversity

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

Year	Number of students enrolled in the institution (UG)	Number of students enrolled in the institution (PG)	Number of fulltime teachers available in the institution teaching only UG courses	Number of fulltime teachers available in the institution teaching only PG courses	Number of teachers teaching both UG and PG courses
2018	1125	0	41	0	0

2.3 – Teaching - Learning Process

2.3.1 – Percentage of teachers using ICT for effective teaching with Learning Management Systems (LMS), E-learning resources etc. (current year data)

Number of Teachers on Roll	Number of teachers using ICT (LMS, e-Resources)	ICT Tools and resources available	Number of ICT enabled Classrooms	Number of smart classrooms	E-resources and techniques used
41	5	4	4	0	3

[View File of ICT Tools and resources](#)

[View File of E-resources and techniques used](#)

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

A formal mentor mentee system could not be carried out in the session 201819. However, students were offered support counselling by various cells of the college like Information and Career Guidance Cell (ICGC) and the Women Studies Cell (WSC). A number of skills and personality development programmes as well as programmes on gender issues have been organized by these cells for the benefit of students. Moreover, teachers were always available to extend their help to students as and when needed. Events like college week, freshers social, NSS and NCC activities where students and teachers work together create bonding between the two. In such an atmosphere many issues of students are resolved by teachers and they are guided towards making informed decisions. A more formalized system of mentormentee has been initiated from the current academic session (201920) vide Resolution No. 2 of the IQAC meeting held on 10/3/2019. A few senior faculty of the college are in charge of the same.

Number of students enrolled in the institution	Number of fulltime teachers	Mentor : Mentee Ratio
0	0	0

2.4 – Teacher Profile and Quality

2.4.1 – Number of full time teachers appointed during the year

No. of sanctioned positions	No. of filled positions	Vacant positions	Positions filled during the current year	No. of faculty with Ph.D
41	36	5	0	17

2.4.2 – Honours and recognition received by teachers (received awards, recognition, fellowships at State, National, International level from Government, recognised bodies during the year)

Year of Award	Name of full time teachers	Designation	Name of the award,
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	receiving awards from state level, national level, international level		fellowship, received from Government or recognized bodies
2018	NIL	Assistant Professor	N/A
2018	NIL	Associate Professor	N/A
2019	NIL	Assistant Professor	N/A
2019	NIL	Associate Professor	N/A
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2.5 – Evaluation Process and Reforms

2.5.1 – Number of days from the date of semester-end/ year- end examination till the declaration of results during the year

Programme Name	Programme Code	Semester/ year	Last date of the last semester-end/ year-end examination	Date of declaration of results of semester-end/ year- end examination
BA	N/A	I	05/01/2019	30/04/2019
BA	N/A	III	20/12/2018	04/04/2019
BA	N/A	V	05/01/2019	08/04/2019
BCom	N/A	I	03/01/2019	30/04/2019
BCom	N/A	III	19/12/2018	30/03/2019
BCom	N/A	V	04/01/2019	08/04/2019
BA	N/A	II	20/05/2019	07/08/2019
BA	N/A	IV	08/06/2019	28/08/2019
BA	N/A	VI	20/05/2019	10/07/2019
BCom	N/A	II	17/05/2019	07/08/2019
BCom	N/A	IV	07/06/2019	28/08/2019
BCom	N/A	VI	14/05/2019	10/07/2019
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2.5.2 – Reforms initiated on Continuous Internal Evaluation(CIE) system at the institutional level (250 words)

The college conducts its Continuous Internal Evaluation (CIE) in the form of sessional examinations adhering as closely as possible to the dates mentioned in the institutional academic calendar. This is done in a regular and transparent manner, and in conformity with the rules laid down by Gauhati University under which the college is affiliated. The system, however, does not offer great scope for any major reforms at the institutional level. The institution nonetheless still aims to carry out its Continuous Internal Evaluation system in a manner that incorporates reforms and transparency. An examination committee is formed with teachers as members to look after the smooth conduct of the CIE. The departments also try to bring in innovations in the system, as and when possible. While 50 of the marks allotted for internal evaluation are taken from the sessional tests, performance in group discussions, oral tests, home assignments, students' seminars as well as class attendance accounts for the other 50. Those students having valid reasons for remaining absent during these tests are allowed opportunities to appear again before the submission of marks to the affiliating university. After evaluation the answer scripts are shown to students in the class and mistakes, if any, are rectified. The mark sheets are also displayed in the department.

Remedial/tutorial classes are arranged for weaker students. Parents are also informed about their ward's progress and performance periodically.

2.5.3 – Academic calendar prepared and adhered for conduct of Examination and other related matters (250 words)

The IQAC of the college is entrusted the task of preparing the academic calendar at the beginning of each academic session. It is regarded as a vital document in the functioning of the college. In the session 201819, on behalf of the IQAC the academic calendar was prepared by two senior faculty of the college, Dr. Shanti Thapa and Dr. Sikha Saikia. The academic calendar of Gauhati University provided the framework for the institutional academic calendar. On the basis of that class days and working days were clearly earmarked. The tentative dates of final examinations as well as Sessional examinations were also included. Apart from these, various events and days of national importance that the college observes were notified in the calendar. Students could get easy access to the academic calendar as it was uploaded in the college website as well as put up in the notice board. The adherence to the academic calendar for the session 201819 was closely monitored by the IQAC. Of the 236 working days allotted in the calendar, classes were held on 153 days while examinations, both internal as well as external, were held on 90 days. While most activities were conducted according to the academic calendar, an important event in the calendar, the Annual College Week, had to be postponed to March 2019 from January 2019 due to unavoidable reasons.

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 in website of the institution (to provide the weblink)

<http://www.rgbaruahcollege.org/pdf/Course%20Outcome-converted%201.pdf>

2.6.2 – Pass percentage of students

Programme Code	Programme Name	Programme Specialization	Number of students appeared in the final year examination	Number of students passed in final year examination	Pass Percentage
N/A	BA	ASSAMESE, EDUCATION, HISTORY, ECONOMICS, POLITICAL SCIENCE, ENGLISH, BENGALI, HINDI, MATHEMATICS	127	94	74.01
N/A	BCom	ACCOUNTANCY, FINANCE, MANAGEMENT	93	76	81.72

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2.7 – Student Satisfaction Survey

2.7.1 – Student Satisfaction Survey (SSS) on overall institutional performance (Institution may design the questionnaire) (results and details be provided as weblink)

No Data Entered/Not Applicable !!!

CRITERION III – RESEARCH, INNOVATIONS AND EXTENSION

3.1 – Resource Mobilization for Research

3.1.1 – Research funds sanctioned and received from various agencies, industry and other organisations

Nature of the Project	Duration	Name of the funding agency	Total grant sanctioned	Amount received during the year
Major Projects	0	NIL	0	0
Minor Projects	0	NIL	0	0
Interdisciplinary Projects	0	NIL	0	0
Industry sponsored Projects	0	NIL	0	0
Projects sponsored by the University	0	NIL	0	0
Students Research Projects (Other than compulsory by the University)	0	NIL	0	0
International Projects	0	NIL	0	0
Any Other (Specify)	0	NIL	0	0
Total	0	NIL	0	0

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3.2 – Innovation Ecosystem

3.2.1 – Workshops/Seminars Conducted on Intellectual Property Rights (IPR) and Industry-Academia Innovative practices during the year

Title of workshop/seminar	Name of the Dept.	Date
NIL	N/A	01/07/2018

3.2.2 – Awards for Innovation won by Institution/Teachers/Research scholars/Students during the year

Title of the innovation	Name of Awardee	Awarding Agency	Date of award	Category
NIL	NIL	NIL	01/07/2018	NIL

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3.2.3 – No. of Incubation centre created, start-ups incubated on campus during the year

Incubation Center	Name	Sponsored By	Name of the Start-up	Nature of Start-up	Date of Commencement
NIL	N/A	N/A	NIL	N/A	01/07/2018

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3.3 – Research Publications and Awards

3.3.1 – Incentive to the teachers who receive recognition/awards

State	National	International
0	0	0

3.3.2 – Ph. Ds awarded during the year (applicable for PG College, Research Center)

Name of the Department	Number of PhD's Awarded
N/A	0

3.3.3 – Research Publications in the Journals notified on UGC website during the year

Type	Department	Number of Publication	Average Impact Factor (if any)
National	EDUCATION	3	0
National	POLITICAL SCIENCE	5	0
National	HINDI	1	0
National	MATHEMATICS	1	0
National	MANAGEMENT	1	0
International	MATHEMATICS	1	1
International	EDUCATION	1	0

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3.3.4 – Books and Chapters in edited Volumes / Books published, and papers in National/International Conference Proceedings per Teacher during the year

Department	Number of Publication
POLITICAL SCIENCE	9
ENGLISH	1
EDUCATION	6

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3.3.5 – Bibliometrics of the publications during the last Academic year based on average citation index in Scopus/ Web of Science or PubMed/ Indian Citation Index

Title of the Paper	Name of Author	Title of journal	Year of publication	Citation Index	Institutional affiliation as mentioned in the publication	Number of citations excluding self citation
NIL	NIL	NIL	2018	0	NIL	0
NIL	NIL	NIL	2019	0	NIL	0

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

Title of the Paper	Name of Author	Title of journal	Year of publication	h-index	Number of citations excluding self citation	Institutional affiliation as mentioned in the publication
NIL	NIL	NIL	2018	0	0	NIL
NIL	NIL	NIL	2019	0	0	NIL

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3.3.7 – Faculty participation in Seminars/Conferences and Symposia during the year :

Number of Faculty	International	National	State	Local
Attended/Seminars/Workshops	0	28	0	0

Presented papers	0	6	0	0
Resource persons	0	0	0	0
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3.4 – Extension Activities

3.4.1 – Number of extension and outreach programmes conducted in collaboration with industry, community and Non- Government Organisations through NSS/NCC/Red cross/Youth Red Cross (YRC) etc., during the year

Title of the activities	Organising unit/agency/ collaborating agency	Number of teachers participated in such activities	Number of students participated in such activities
Swachhata Sharamdaan	NSS	1	100
Disaster management Programme	NSS and the Dept of Civil Defense , Government of Assam	1	100
Seven day NSS special camp at Patgaon ,Rani (adopted villages of NSS unit)	NSS	1	100
Awareness programme on Prevention and Early Detection of Cancer	NSS B. Baruah Cancer Institute, Guwahati	1	10
Free Health Checkup Camp for Students and Staff	Women's Studies Cell, Heart Care Society, Assam and GNRC Hospitals, Guwahati	1	117
Banking Awareness for Homemakers	Extension Education Cell	1	0
Extension activity at 'Shishu Griha' -A Government of Assam Children's Home	Extension Education Cell	3	0
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3.4.2 – Awards and recognition received for extension activities from Government and other recognized bodies during the year

Name of the activity	Award/Recognition	Awarding Bodies	Number of students Benefited
NIL	NIL	NIL	0
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3.4.3 – Students participating in extension activities with Government Organisations, Non-Government Organisations and programmes such as Swachh Bharat, Aids Awareness, Gender Issue, etc. during the year

Name of the scheme	Organising unit/Agency/collaborating agency	Name of the activity	Number of teachers participated in such activities	Number of students participated in such activities
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Gender Issue	Women's Studies Cell and ITF Tang Soo Do Sport Association of Assam	Self Defense Training for Girls Students	1	54
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3.5 – Collaborations

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

Nature of activity	Participant	Source of financial support	Duration
NIL	0	NIL	0
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3.5.2 – Linkages with institutions/industries for internship, on-the- job training, project work, sharing of research facilities etc. during the year

Nature of linkage	Title of the linkage	Name of the partnering institution/ industry /research lab with contact details	Duration From	Duration To	Participant
NIL	NIL	NIL	01/07/2018	30/06/2019	0
View File					

3.5.3 – MoUs signed with institutions of national, international importance, other universities, industries, corporate houses etc. during the year

Organisation	Date of MoU signed	Purpose/Activities	Number of students/teachers participated under MoUs
NIL	01/07/2018	N/A	0
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CRITERION IV – INFRASTRUCTURE AND LEARNING RESOURCES

4.1 – Physical Facilities

4.1.1 – Budget allocation, excluding salary for infrastructure augmentation during the year

Budget allocated for infrastructure augmentation	Budget utilized for infrastructure development
0	0

4.1.2 – Details of augmentation in infrastructure facilities during the year

Facilities	Existing or Newly Added
Campus Area	Existing
Class rooms	Existing
Laboratories	Existing
Seminar Halls	Existing
Classrooms with LCD facilities	Existing
Seminar halls with ICT facilities	Existing
Value of the equipment purchased	Newly Added

during the year (rs. in lakhs)

No file uploaded.

4.2 – Library as a Learning Resource

4.2.1 – Library is automated {Integrated Library Management System (ILMS)}

Name of the ILMS software	Nature of automation (fully or partially)	Version	Year of automation
SOUL	Partially	2.0	2009

4.2.2 – Library Services

Library Service Type	Existing		Newly Added		Total	
Text Books	1630	18330	14	3040	1644	21370
Reference Books	11370	2893443	38	11065	11408	2904508
Journals	9	19700	0	19700	9	39400

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4.2.3 – E-content developed by teachers such as: e-PG- Pathshala, CEC (under e-PG- Pathshala CEC (Under Graduate) SWAYAM other MOOCs platform NPTEL/NMEICT/any other Government initiatives & institutional (Learning Management System (LMS) etc

Name of the Teacher	Name of the Module	Platform on which module is developed	Date of launching e-content
NIL	N/A	N/A	01/07/2018

[View File](#)

4.3 – IT Infrastructure

4.3.1 – Technology Upgradation (overall)

Type	Total Computers	Computer Lab	Internet	Browsing centers	Computer Centers	Office	Departments	Available Bandwidth (MBPS/ GBPS)	Others
Existing	64	28	25	0	0	11	15	0	10
Added	0	0	0	0	0	0	0	0	0
Total	64	28	25	0	0	11	15	0	10

4.3.2 – Bandwidth available of internet connection in the Institution (Leased line)

10 MBPS/ GBPS

4.3.3 – Facility for e-content

Name of the e-content development facility	Provide the link of the videos and media centre and recording facility
NIL	N/A

4.4 – Maintenance of Campus Infrastructure

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

Assigned Budget on academic facilities	Expenditure incurred on maintenance of academic	Assigned budget on physical facilities	Expenditure incurred on maintenance of physical

	facilities		facilites
1	84873	10	932489

4.4.2 – Procedures and policies for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports complex, computers, classrooms etc. (maximum 500 words) (information to be available in institutional Website, provide link)

The institution has adopted various policies and strategies for maintaining and utilizing its physical, academic and support facilities. These are as follows:

- **Laboratory** The College has a Computer Laboratory and a Psychological Laboratory in the Department of Education. Students of these two departments are allowed access to the laboratories. Teachers of these departments guide students for the proper utilisation of the resources. For procurement of laboratory instruments quotations are invited from reputed firms. For repairs and maintenance, service engineers are called as and when needed.
- **Library** The college library remains open from 10 AM to 4PM every day. Students possessing valid library cards are allowed to borrow books for a period of 14 days. They can also make the best possible use of the learning resources available in the library in the reading room. As per as the procurement of books is concerned, the teachers give their suggestions according to needs of the students to the librarian who, in turn, initiates the process by selecting reputed vendors for the purpose. A library committee is also in place for ensuring the proper functioning of the college library. Books are kept in a clean setup and regular cleaning and dusting are carried out.
- **Sports complex** - Although the college does not have a sports complex as such, there is a sufficiently large playground which is utilized for various sports activities. Outdoor events during the annual college week are organised in the playground. At present there is a volleyball court in the ground. The playground is being developed in a phase manner. Besides, the college has given permission to a local organization to impart karate training to children of the neighbouring locality in the playground after college hours.
- **Computers** Sufficient computers are available in the institution both for academic and administrative purposes. Each department has been allotted a computer for their departmental works as well as for ease of recordkeeping. Computers are also available in the library, IQAC and college office for carrying out of various administrative works. Upgradation of computers is periodically done and antivirus software installed in these computers for a hasslefree work environment. An IT firm is enlisted to carry out computer related maintenances work.
- **Classrooms** The college timetable is designed in such a manner that optimum utilization of the classrooms is ensured. All the classrooms are wellventilated which provides an environment conducive for learning. A sweeper has been appointed for cleaning the classrooms. The institution periodically reviews the condition the classrooms and carry out necessary repairs and replenishments. Besides regular classes, the classrooms are sometimes used by different government and semi government organizations to conduct competitive exams. Occasionally classrooms are also utilized by various local bodies to hold meetings, etc after college hours.
- **Others** The College has an established system for the proper utilisation and maintenance of its general facilities. It has a dedicated support staff of peons, maalis, sweepers and security personnel who look after the college campus, toilets, common rooms, etc.

<http://www.rgbaruahcollege.org/policy.php>

CRITERION V – STUDENT SUPPORT AND PROGRESSION

5.1 – Student Support

5.1.1 – Scholarships and Financial Support

	Name/Title of the scheme	Number of students	Amount in Rupees

Financial Support from institution	NIL	0	0
Financial Support from Other Sources			
a) National	NIL	0	0
b) International	NIL	0	0
View File			

5.1.2 – Number of capability enhancement and development schemes such as Soft skill development, Remedial coaching, Language lab, Bridge courses, Yoga, Meditation, Personal Counselling and Mentoring etc.,

Name of the capability enhancement scheme	Date of implemetation	Number of students enrolled	Agencies involved
NIL	01/07/2018	0	NIL
View File			

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

Year	Name of the scheme	Number of benefited students for competitive examination	Number of benefited students by career counseling activities	Number of students who have passed in the comp. exam	Number of students placed
2018	Seminar on Changing Landscape and Career Growth	0	55	0	0
2019	Session on Development Interview Skills for New Job Aspirants	0	40	0	0
2019	Seminar on Reasoning- Calendar, General Awareness, Mathematics- Simplification	0	13	0	0
2019	Life Skill and Soft Skill Education	0	167	0	0
View File					

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

Total grievances received	Number of grievances redressed	Avg. number of days for grievance redressal

0

0

0

5.2 – Student Progression

5.2.1 – Details of campus placement during the year

On campus			Off campus		
Name of organizations visited	Number of students participated	Number of students placed	Name of organizations visited	Number of students participated	Number of students placed
NIL	0	0	NIL	0	0
View File					

5.2.2 – Student progression to higher education in percentage during the year

Year	Number of students enrolling into higher education	Programme graduated from	Department graduated from	Name of institution joined	Name of programme admitted to
2018	4	B.A. ENGLISH	ENGLISH	GAUHATI UNIVERSITY, COTTON UNIVERSITY	MA ENGLISH, PGDC in Translation
2018	1	BA. HINDI	HINDI	COTTON UNIVERSITY	M.A HINDI
2018	1	B.A HISTORY	HISTORY	GAUHATI UNIVERSITY	M.A HISTORY
2018	3	B.A ASSAMESE	ASSAMESE	GAUHATI UNIVERSITY, COTTON UNIVERSITY, PRAGJYOTISH COLLEGE	M.A ASSAMESE
2018	1	B.A ECONOMICS	ECONOMICS	GAUHATI UNIVERSITY	M.A ECONOMIC
2018	8	B.A EDUCATION	EDUCATION	GAUHATI UNIVERSITY	M.A EDUCATION
2018	1	B.A POLITICAL SCIENCE	POLITICAL SCIENCE	GAUHATI UNIVERSITY	M.A POLITICAL SCIENCE
2018	3	B.A BENGALI	BENGALI	COTTON UNIVERSITY	M.A BENGALI
View File					

5.2.3 – Students qualifying in state/ national/ international level examinations during the year (eg:NET/SET/SLET/GATE/GMAT/CAT/GRE/TOFEL/Civil Services/State Government Services)

Items	Number of students selected/ qualifying
NET	0
SET	0
SLET	0
GATE	0
GMAT	0

CAT	0
GRE	0
TOFEL	0
Civil Services	0
Any Other	0
View File	

5.2.4 – Sports and cultural activities / competitions organised at the institution level during the year

Activity	Level	Number of Participants
Competitions and Activities in the Annual College Week	IntraCollege	1100
View File		

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)

Year	Name of the award/medal	National/ Internaional	Number of awards for Sports	Number of awards for Cultural	Student ID number	Name of the student
2018	NIL	National	0	0	NIL	NIL
2018	NIL	Internatio nal	0	0	NIL	NIL
2019	NIL	National	0	0	NIL	NIL
2019	NIL	Internatio nal	0	0	NIL	NIL
View File						

5.3.2 – Activity of Student Council & representation of students on academic & administrative bodies/committees of the institution (maximum 500 words)

The student council of the college, R.G.Baruah College Students' Union, has been an integral part of the institution since its inception. The members of the council are chosen every year through an election process. The election to the college union is conducted in an indirect manner through election of class representatives under the watchful eyes of an Election Committee formed for the purpose. Office bearers to the following portfolios are elected: President, VicePresident, General Secretary, Asst General Secretary, Minor Games Secretary, Major Games Secretary, Cultural Secretary, Boys' Common Room Secretary, Girls' Common Room Secretary, Social Service Secretary, Debating Symposium Secretary and Magazine Secretary. Each secretary is allotted a yearly budget for carrying out the activities related to their portfolios. The council remains vibrant throughout the year and ensures students welfare as well as raises pressing matters relating to students whenever needed. Annual college events such as Annual College Week, Freshmen Social and Saraswati Puja are organized by the Students' Union. The publication of the annual college magazine, RGBIAN, is another important contribution of the students' union. The council also plays a vital role in the observance of various days of national importance or occasions relating to local culture and traditions. Besides, the council also fulfills its social responsibility and has always extended support in any way possible to the local community and the society at large. In times of natural disasters like floods, the union has always come to aid of victims.

The college is of the opinion that students must be given adequate space and opportunity to express their views freely. There is, thus, representation of students in many of the academic/administrative bodies/committees such as College Magazine Editorial Board, Committee Against Sexual Harassment of Women at Workplace, Hostel Committee, Canteen Committee and AntiRagging/Discipline Committee. Their opinions are always taken seriously in matters relating to these issues. Discussions have already been held about including student representatives in more committees of the college.

5.4 – Alumni Engagement

5.4.1 – Whether the institution has registered Alumni Association?

Yes

Established in 2003 , the R.G.Baruah College Alumni Association was registered under Societies Registration Act with Regd. No. RS/KAM(M)/263/K/162 in 201516 . The Association remains in constant touch with the college and shares the values and ideals of the institution. It has been working for the development of the college since the beginning. In the activities of the Alumni Association, its sociocultural responsibility is clearly reflected. It has taken several initiatives to felicitate many prominent personalities of Assam for their contribution towards development of Assamese literature, language, arts, etc. Cultural programmes have also been arranged by the Association. With the aim of keeping alive the memory of the great Assamese cultural icon, Dr. Bhupen Hazarika, the Alumni Association has recently installed a bust of the legendary singer/writer/composer in the college campus. The task of compiling an alumni database is currently underway.

5.4.2 – No. of enrolled Alumni:

150

5.4.3 – Alumni contribution during the year (in Rupees) :

0

5.4.4 – Meetings/activities organized by Alumni Association :

4

CRITERION VI – GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.1 – Institutional Vision and Leadership

6.1.1 – Mention two practices of decentralization and participative management during the last year (maximum 500 words)

Two important practices of decentralization and participative management adopted by the college are as follows. ? Participative College Governing Body: The College has two teacher representatives in its management who play a crucial part in the discussions and decision making process. The teachers' representatives are selected by the Teachers' Unit of the college in a democratic manner. These representatives put forward the views of the teachers regarding academic and other crucial matters before the Governing Body. Policies formulated in the Governing body have thus the approval of the teachers. Moreover, the representatives also acquaint the teachers about the proceedings of the Governing Body meetings. The nonteaching staff is also represented in the Governing Body by one of its members. Besides the Governing Body has also two nominees from the Gauhati University. There is also a guardian member in the Governing Body thereby ensuring that the concerns of students and parents are also addressed. In all, the college Governing Body is an example of participative management where decisions are made based on collective approval. ? Decentralized Administrative and Academic Committees: An

institution stands tall on the strength of its workforce and its collective efficiency. Decentralisation is the key in this regard. And it is with this mantra that the various academic and administrative committees are formed for the smooth functioning of the institution. These committees have members from the faculty, nonteaching staff and, in some instance, students as well. In order to fulfil their responsibility these committees have been bestowed with powers to formulate policies and implement them. Important committees like Admission and Examination Committees, for instance, function in a totally decentralised and participative manner with teachers, staff and the Principal all fulfilling their respective roles. Besides, teachers are also given independent charge as coordinators of IQAC, RUSA, AISHE, SWAYAM, CBCS, etc.

6.1.2 – Does the institution have a Management Information System (MIS)?

No

6.2 – Strategy Development and Deployment

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

Strategy Type	Details
Curriculum Development	An affiliating College does not have the liberty to develop Curriculum. All the courses in the college follow the curriculum provided by Gauhati University. Having said that, the institution constantly attempts to ensure wellplanned and effective curriculum delivery as stated earlier. However, for some of the addon and certificate courses that are on the anvil, the departments concerned are in the process of developing the curriculum.
Teaching and Learning	The institution is always keen on adopting quality improvement strategies to enhance the teachinglearning process: <ul style="list-style-type: none"> • Seminars and group discussions are regularly conducted in the departments to complement the traditional lecture method and improve upon the quality of teaching and learning. Regular assignments and class tests also help in this regard. • Academic audit was undertaken to identify areas of concern regarding teachinglearning, and corrective measures were taken as and when needed. • Serious note is taken of the feedback received from students regarding the teaching process. The Principal shares the feedback with concerned teachers to help them improve their teaching.
Examination and Evaluation	An examination committee comprising of faculty and staff is constituted well ahead of the start of examinations to ensure its smooth conduct. Meetings and discussions are held regularly to monitor the process and also to come up

with strategies for improvement. The following are the pertinent points:

- In case of external examinations, the college strictly adheres to the rules and regulations laid down by the affiliating University.
- The college constantly monitors the performance of the students through continuous internal evaluation.
- Evaluated answerscripts of internal assessments are shown to students to let them know about their mistakes and to maintain transparency.

Research and Development

The institution has a Research Committee for offering maximum support and guidance to the faculty in pursuance of their research work. The committee provides information regarding various funding agencies for Minor and Major research projects. The Research Committee meets to discuss various plans to promote research and motivate the faculty for their academic advancement. The committee also provides information about upcoming conferences, seminars and workshops to the faculty thereby creating an environment of mutual encouragement and motivation to the younger teachers.

Library, ICT and Physical Infrastructure / Instrumentation

- The college has a Library Committee to look after the facilities in the library and suggest ways of improvement. The process of computerisation has been initiated. A new Library building plan was submitted and has subsequently been approved. The construction work has already started.
- The Department of Computer Science looks after the ICT facilities and informs the Principal about the requirement as and when required. Plans are afoot to set up a smart classroom with all the latest ICT facilities.
- The Construction and Purchase Committees regularly meet to fulfil the physical infrastructure needs of the College and suggest steps of improvement. The college has received an amount of Rs. 1 Crore from RUSA for construction of a much needed new academic building among others. The process of tendering has already begun for the work.

Human Resource Management

- The institution always encourages its faculty to regularly attend refresher courses, orientation programmes and other short term courses for keeping

themselves updated on their subject domain. • Duty leave is granted to teachers to attend and present papers in seminars and conferences. • Students are benefitted by the various programmes on entrepreneurship and soft skills development. • Events like International Women's Day and Yoga Day are organised to spread positive energy in the campus. • Free health checkup camps have been arranged for creating awareness and ensuring wellness of staff and students.

Industry Interaction / Collaboration

The college has started to take cognizance of the fact that industry academia collaboration is the need of the hour. Industrial visits have been organized recently, particularly by the departments of Commerce and Economics. Besides, the Information and Career Guidance Cell (ICGC) has been endeavoring to make students aware of entrepreneurship opportunities by regularly organizing various programmes.

Admission of Students

The admission process in the college has always been smooth, hasslefree and transparent. Still, efforts are not lacking to improve the system even further. Some of these are: • Preparation of merit list well in advance and display of the same on the college notice board. • Uploading all the necessary information regarding the admission including the prospectus on the College website. • Counselling provided to students at the time of admission regarding choice of subjects. • Discussions held for online admission from the next academic session.

6.2.2 – Implementation of e-governance in areas of operations:

E-governance area	Details
<p>Planning and Development</p>	<p>The college is aware of the significance of e-governance in its area of operation and has consequently starting to implement it in a phased manner. The process of tendering for construction and purchase has already begun. The IQAC of the college maintains computerised records of teachers' profiles as well as departmental activities. It is a virtual storehouse of information relating to the college and aids in the future planning and development.</p>

Administration	The College has implemented e-governance in its administrative setup. Most official communication, particularly with the Directorate of Higher Education and Gauhati University, is done online thereby going some distance in meeting its objective to become completely paperless. The college website is also a vital source of information regarding the functioning of the institutions.
Finance and Accounts	E-governance is also in place as far as the Finance and Accounts of the institution is concerned. Tally Software is used extensively in the maintenance of financial accounts. Moreover, deposits like TDS, GPF CPS are carried out totally in the online mode. The salary bill is also prepared and submitted online.
Student Admission and Support	E-governance is being implemented in a phased manner in the process of student admission. The prospectus and admission forms are made available in the college website. Plans are afoot to start online admission from the next academic session. Moreover, the registration of newly admitted students is done online by the College. Besides, the website also carries important notices and information for the benefit of students. Internet access and wifi are available in the college library for students. There are a few WhatsApp groups to facilitate easy sharing of information.
Examination	Most of the examination related works are carried out by the examination committee in a computerised format. The process of examination form fillup and payment of examination fees is done online. Marks secured by students in the internal assessments are also sent to the University online.

6.3 – Faculty Empowerment Strategies

6.3.1 – Teachers provided with financial support to attend conferences / workshops and towards membership fee of professional bodies during the year

Year	Name of Teacher	Name of conference/workshop attended for which financial support provided	Name of the professional body for which membership fee is provided	Amount of support
2018	NIL	NIL	NIL	0
2019	NIL	NIL	NIL	0

[View File](#)

6.3.2 – Number of professional development / administrative training programmes organized by the College for teaching and non teaching staff during the year

Year	Title of the professional development programme organised for teaching staff	Title of the administrative training programme organised for non-teaching staff	From date	To Date	Number of participants (Teaching staff)	Number of participants (non-teaching staff)
2018	Use of ICT Tools for Classroom Teaching	N/A	12/11/2018	17/11/2018	40	0
View File						

6.3.3 – No. of teachers attending professional development programmes, viz., Orientation Programme, Refresher Course, Short Term Course, Faculty Development Programmes during the year

Title of the professional development programme	Number of teachers who attended	From Date	To date	Duration
REFRESHER COURSE IN TEACHER EDUCATION	1	27/02/2019	19/03/2019	21
SHORT TERM COURSE IN VALUE EDUCATION	1	25/07/2018	31/07/2018	7
SHORT TERM COURSE IN PERSONALITY DEVELOPMENT	1	23/10/2018	29/10/2018	7
SHORT TERM COURSE IN RESEARCH METHODOLOGY	1	14/03/2019	20/03/2019	7
CAPACITY BUILDING PROGRAMME	1	08/11/2018	21/11/2018	14
REFRESHER COURSE IN SOCIAL WORK SOCIAL DEVELOPMENT IN ERA OF POSTMODERNISATION	1	10/12/2018	31/12/2018	21
View File				

6.3.4 – Faculty and Staff recruitment (no. for permanent recruitment):

Teaching		Non-teaching	
Permanent	Full Time	Permanent	Full Time
0	0	0	2

6.3.5 – Welfare schemes for

Teaching	Non-teaching	Students
NIL	NIL	NIL

6.4 – Financial Management and Resource Mobilization

6.4.1 – Institution conducts internal and external financial audits regularly (with in 100 words each)

The College maintains systematic records of its finance and accounts. Internal and external financial audits are conducted regularly. Internal audit is conducted by auditors appointed by the College every year. External audit is conducted by the Department of Local Audit, Government of Assam. Audit report and audited statements of accounts are submitted and discussed in the Governing Body. Queries and suggestions are resolved satisfactorily. The institution also ensures timely submission of audited utilization certificate to various funding agencies. Management takes periodic review of financial position of the organization.

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

Name of the non government funding agencies /individuals	Funds/ Grnats received in Rs.	Purpose
NIL	0	NIL
View File		

6.4.3 – Total corpus fund generated

482455

6.5 – Internal Quality Assurance System

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

Audit Type	External		Internal	
	Yes/No	Agency	Yes/No	Authority
Academic	No		Yes	IQAC
Administrative	No		No	

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

NIL

6.5.3 – Development programmes for support staff (at least three)

NIL

6.5.4 – Post Accreditation initiative(s) (mention at least three)

- Audit streamlined
- Opening of PG courses in some departments as suggested by NAAC peer team is being mooted. Necessary correspondence with Gauhati University has been initiated.
- Steps taken for introducing certificate course in Spoken English.

6.5.5 – Internal Quality Assurance System Details

a) Submission of Data for AISHE portal	Yes
b)Participation in NIRF	No
c)ISO certification	No
d)NBA or any other quality audit	No

6.5.6 – Number of Quality Initiatives undertaken during the year

Year	Name of quality initiative by IQAC	Date of conducting IQAC	Duration From	Duration To	Number of participants
2019	Oneday Sensitisation Workshop on CBCS	13/06/2019	13/06/2019	13/06/2019	31
2019	Mental Health Awareness Programme for Students	29/06/2019	29/06/2019	29/06/2019	150

[View File](#)

CRITERION VII – INSTITUTIONAL VALUES AND BEST PRACTICES**7.1 – Institutional Values and Social Responsibilities**

7.1.1 – Gender Equity (Number of gender equity promotion programmes organized by the institution during the year)

Title of the programme	Period from	Period To	Number of Participants	
			Female	Male
Self Defense Training Camp for Girl Students	28/01/2019	02/02/2019	54	0

7.1.2 – Environmental Consciousness and Sustainability/Alternate Energy initiatives such as:

Percentage of power requirement of the University met by the renewable energy sources
<ul style="list-style-type: none"> An awareness programme on Environmental Pollution was held in the college on the occasion of World Environment Day (5th June 2018). Plantation of saplings carried out in the college campus. LED/CFL bulbs being installed in the College in a phased manner replacing the incandescent bulbs and tube lights. Efforts undertaken to reduce and dispose electronic waste.

7.1.3 – Differently abled (Divyangjan) friendliness

Item facilities	Yes/No	Number of beneficiaries
Physical facilities	Yes	2
Ramp/Rails	Yes	2

7.1.4 – Inclusion and Situatedness

Year	Number of initiatives to address locational advantages and disadvantages	Number of initiatives taken to engage with and contribute to local community	Date	Duration	Name of initiative	Issues addressed	Number of participating students and staff
2018	0	1	12/11/2018	7	NSS special camp at Patgaon,	Tree Plantation, economic survey,	101

					Rani, and Kamrup, Assam	women empowerment, cleanliness	
2019	0	1	09/05/2019	1	Banking Awareness for home makers at Fatashil Ambari, Guwahati	Financial Literacy	5
View File							

7.1.5 – Human Values and Professional Ethics Code of conduct (handbooks) for various stakeholders

Title	Date of publication	Follow up(max 100 words)
NIL	01/07/2018	N/A

7.1.6 – Activities conducted for promotion of universal Values and Ethics

Activity	Duration From	Duration To	Number of participants
Celebration of International Yoga Day	21/06/2019	21/06/2019	65
International Women's Day observed	08/03/2019	08/03/2019	100
View File			

7.1.7 – Initiatives taken by the institution to make the campus eco-friendly (at least five)

• Planting of trees in the campus
• Making the campus plastic free
• E waste management carried out with our IT partner
• Phase wise Installation of LED bulbs
• Organizing Swachh Bharat Abhiyan

7.2 – Best Practices

7.2.1 – Describe at least two institutional best practices

<p>Best Practice No. 1</p> <p>1. TITLE OF THE PRACTICE: Publication of the annual R.G.Baruah College Newsletter. 2. OBJECTIVES OF THE PRACTICE: The prime objective of the practice is to publish the annual newsletter as the mirror of the institution. The underlying principle is to document the endeavour of teaching and non teaching staff of the institution in a regular and methodical way. The intended outcomes include : I. The newsletter will act as a perennial source of inspiration and encouragement for the teachers as well as the students. II. The distribution of newsletter can act as a medium of information about the college. III. The newsletter will show the current status of the college on the basis of which plans for future excellence can be envisioned. 3. THE CONTEXT: An institutional newsletter reflects the overall achievement of the institution periodically. The contents of the newsletter are the documentary evidences of activities done by teaching staff, nonteaching staff and students. It provides records of various programmes held at the college. It was in this context that the college decided to start the publication of an annual newsletter. IQAC maintained records are used in the publication of the</p>

News Letter. 4. THE PRACTICE: The R.G.Baruah College Newsletter has now been in practice for more than a decade. Every year an editorial board is appointed to take the responsibility of publishing the newsletter. The editorial board collects reports of activities held in the college from the period of January to December every year. Reports are collected from teachers, departments, various cells and committees as well as the office administration including the Principal. These reports include records of papers published/presented, seminars and workshops attended by teachers as well as roll of honours like Ph.Ds awarded. Achievements of students are highlighted. It also contains accounts of events held in the college and various extension activities undertaken by the college. Once the authenticity of the records are verified and scrutinised, the editors set about the task of editing the content. Finally, the newsletter is printed at a press selected by the editorial committee and the Principal, the cost of which is met from the college fund. The newsletter is then distributed among the faculty and staff. Visitors to the college are also presented copies of the newsletter. 5. EVIDENCE OF SUCCESS: As what has been achieved by the college and the faculty is published through the newsletter, it always remains to be a source of inspiration for the teachers, office staff and the students. Increase in the number of newsitems published in the newsletter is clearly a reflection of this. As the newsletter is distributed among different individuals including the eminent personalities visiting the college on different occasions, this practice definitely helps in wide dissemination of information regarding the college. It is said earlier that the newsletter is the mirror of the institution. Moreover, it has always been a reliable source of information for the IQAC of the college. The newsletter has also helped in detecting those activities in which the college is deficient, and accordingly required plans and programmes can be made. For example, the college lacked programmes like seminars and workshops in the year 2017/2018 as was evident from the newsletter. Necessary steps were taken and as a result the college was able to organise two National Workshops in recent times (one in 2018 and the other in 2019). 6. PROBLEMS ENCOUNTERED AND RESOURCES REQUIRED: Mainly two resources are required for the publication of the newsletter. They are I. Inputs/documentary evidences of the activities done. II. Financial resources to cover the printing related expenses. No major problems have been encountered so far while implementing the practice of publishing the newsletter as only a minimum amount of fund is required for the purpose. However, considering the constraint of time brought about by the semester system, the timely publication of the newsletter is a challenge. Best Practice No. 2

1. TITLE OF THE PRACTICE : Extension activities

2. OBJECTIVE OF THE PRACTICE: The objective of the practice is to follow the institutional social responsibility and to inculcate the sense of social responsibility among students. The underlying principle is to extend the activities of the college towards the benefit of the society. Socially beneficial activities are done in a locality which lies outside the college campus. The intended outcomes are as follows: I. students understand the meaning of social responsibility II. A section of society gets benefitted from the institutional extension activities.

3. THE CONTEXT: One objective of higher education is to create responsible citizens. A higher education institution must take into consideration this aspect and help students take social responsibilities. Extension activities are a medium of during socially beneficial work. While doing extension activities in a particular locality the students also get a chance to understand the problems of the local people.

4. THE PRACTICE: Extension Activities in R.G.Baruah College are performed primarily through its NSS unit and Extension Education Cell. NSS wing performed activities like Swacchata Shramdaan, Cleanliness campaign, tree plantation programmes, blood donation camps, disaster management programmes, etc. A seven day camp in Patgaon village in Rani area of Kamrup district was a major highlight of the period. The Extension Education Cell has also been rendering social service within its limited

resources. The college has had a long period of association with Sishugriha, a Government of Assam Children's Home. The cell takes initiatives in arranging motivational classes for the destitute inmates of the organization. Teachers from the college regularly visit the organization to talk with the inmates. On the occasion of Children's Day several programmes are held and sweets distributed among the less privileged children. The Extension Education Cell also organised an awareness programme on financial literacy for the housewives of the greater Fatashil Ambari area of Guwahati. 5. EVIDENCE OF SUCCESS: In a practice like this, it is somewhat difficult to quantify the level of success. More often than not, the success will be reflected after a long time. Still, the college is of the opinion that the kind of extension activities undertaken has been able to reach out to the local community. The eagerness with which the students participate in the NSS activities is a mark of its success. The efforts of the college in extending a supporting hand towards the orphan or destitute children are also appreciated by the authorities of Sishugriha. 6. PROBLEMS ENCOUNTERED AND RESOURCES REQUIRED: Two most glaring problems faced while undertaking extension activities are the lack of funds and the paucity of time. While NSS camps are organised by utilizing the funds received for the purpose, the Extension Education Cell had to work with the limited resources of college fund. Moreover, in the semester system teachers and students are so hard pressed for time that it becomes very difficult for managing time for extension activities.

Upload details of two best practices successfully implemented by the institution as per NAAC format in your institution website, provide the link

<http://www.rgbaruahcollege.org/pdf/bestpractice.pdf>

7.3 – Institutional Distinctiveness

7.3.1 – Provide the details of the performance of the institution in one area distinctive to its vision, priority and thrust in not more than 500 words

Established in 1978 with the noble aim of carrying the light of education to the marginalized sections of society, particularly in the Fatasil Ambari area of Guwahati city, R.G.Baruah College still stands committed to the ideal upon which it was founded. In the beginning of its journey, the college catered largely to the underprivileged students, most of whom were first generation learners. Even today the majority of students belong to the educationally and financially disadvantaged group. Be that as it may, the college, in keeping with its vision, has tirelessly endeavoured to help these students not only in pursuance of their academic pursuits but also in fulfilling their social responsibilities. Over the years the college has been able to carve a niche for itself among the higher educational institutions of Guwahati. Students with poor to modest academic careers have shown marked improvement in their results in the undergraduate level. Their expectations are no longer just to pass examinations but to excel in them. So much so that in recent times almost all the departments have been able to produce students securing first class. They have gone on to realize their potential by working in various government and private organizations. Many of them have also excelled in the professional world by virtue of their entrepreneurial spirit. The role played by the faculty of the college in giving shape to the life and career of the underprivileged students cannot be stressed enough. With great passion and patience, the teachers have been successful in drawing out the latent talents and abilities of the students. They make themselves accessible to students at all times, helping them with extra classes whenever needed. Financially weaker students have also been helped by providing them with books and other learning resources. Besides academics, these students have also been familiarized with various social issues by conducting regular awareness programmes and activities in and outside the campus. Cultivation of moral and social values among its

students is another core area of concern in the college. Valueoriented programmes are periodically held for the benefit of students. Students of the institution thus demonstrate social commitment and moral uprightness. Thus, students of the disadvantaged sections of society with weak educational and financial background who are admitted in large numbers in the college are not made to feel insecure or inferior to anyone else. Inclusiveness has always been in the foreground in the institution's plans for the future. The students have also responded in a positive manner by inculcating the values of hard work, sincerity and fellow feeling. The outcomes are conspicuous for everyone to see. What stands R.G.Baruah College apart from most educational institutions is its feeling of camaraderie amongst the students, teachers, staff and administration—irrespective of caste, creed or economic status.

Provide the weblink of the institution

<http://www.rqbaruahcollege.org/about.php>

8.Future Plans of Actions for Next Academic Year

The institution has chalked out a number of plans to be implemented in the next academic session (20192020). Some of these are: ? To increase use of ICT (LMS, eresources) for effective teaching. ? To organise more career awareness and skill enhancement programmes. ? To hold inter departmental lecture programmes. ? To introduce new certificate/diploma programmes and value added courses. ? To set up a language laboratory. ? To organise more national level seminars and workshops. ? To continue in its mission of inclusion and social commitment. ? To set up a Book Bank. ? To introduce online admission process. ? To introduce online feedback system with all the stakeholders.