



Yearly Status Report - 2019-2020

Part A

Data of the Institution

1. Name of the Institution	RADHA GOVINDA BARUAH COLLEGE
Name of the head of the Institution	Dr. 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	A.K.Deb Road, Fatasil Ambari
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	Rupam Hazarika
Phone no/Alternate Phone no.	03612479921
Mobile no.	9435101687
Registered Email	rgbaruahcollege1978@gmail.com
Alternate Email	rgbaruahcollegeiqac@gmail.com

3. Website Address

Web-link of the AQAR: (Previous Academic Year)	http://www.rgbaruahcollege.ac.in/upload/aqar/1612526633.pdf
4. Whether Academic Calendar prepared during the year	Yes
if yes,whether it is uploaded in the institutional website: Weblink :	http://www.rgbaruahcollege.ac.in/upload/acalendar/Academic%20Calendar%202019-2020.pdf

5. Accreditation Details

Cycle	Grade	CGPA	Year of Accreditation	Validity	
				Period From	Period To
1	B	000	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	23-Oct-2019	11

	1	
IQAC Meeting with Faculty	11-Nov-2019 1	41
Submission of AQAR	17-Jan-2020 1	11
IQAC Meeting	17-Feb-2020 1	10
IQAC Meeting with Criterion Coordinators	28-Feb-2020 1	17
IQAC Meeting	19-Mar-2020 1	11
IQAC Meeting (Online)	29-May-2020 1	10
Academic Audit	15-Jun-2020 1	3
Organised Three Webinars	04-Jun-2020 3	250
Academic Doubt Clearing Day	02-Feb-2020 1	550
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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
NIL	N/A	N/A	2019 0	0
NIL	N/A	N/A	2020 0	0
View File				

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 :

6

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

No

during the year?

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

- The IQAC attempted to reach students digitally during the COVID pandemic induced lockdown by creating various WhatsApp groups for dissemination of important information

- A system for last-minute exam preparation helping strategy for students initiated in the form of an Academic Doubt Clearing Day

- A number of webinars were organised by the different cells and departments of the college under the aegis of the IQAC

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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 introduce online admission process	Admission process made completely online with facility of online payment gateways
To improve the use of ICT in teaching	More teachers were able to use ICT tools and resources during the pandemic
To introduce new certificate or diploma course	Certificate course on Spoken and Communicative English introduced during the year. A value added course on Self Defence for Girls also introduced

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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

2020

Date of Submission

20-Feb-2020

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

Functioning within the constraint of an affiliated college, R.G.Baruah College has adopted the curriculum provided by Gauhati University, its affiliating university. The institution takes into account various factors like its mission and vision, infrastructure, students' needs, their strengths and weaknesses, teaching staff, etc 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 institution adheres to the academic calendar to the fullest extent possible. The adherence to the academic calendar is documented. The college timetable 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 the institutional website. Tutorial and remedial classes are also taken in addition to the allotted classes in the timetable.
- **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 council takes into account the results of the previous year and remedial measures are implemented, as and when necessary.
- **Teaching Plan, Lesson Plan:** Each department chalks out its teaching strategy in its departmental staff meetings. All teachers draft their lesson plans according to the plan formulated. The logbook maintained by teachers ensures documentation of the classes taken and the progress of the syllabi.
- **Activities undertaken:** Regular departmental seminars, assignments, field trips etc are organized in addition to classroom 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
Spoken and Communicative English	NIL	05/03/2020	90	Yes	Yes

1.2 – Academic Flexibility

1.2.1 – New programmes/courses introduced during the academic year

Programme/Course	Programme Specialization	Dates of Introduction
BA	NIL	01/07/2019
BCom	NIL	01/07/2019
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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	Honours	01/07/2019
BA	Regular	01/07/2019
BCom	Honours	01/07/2019
BCom	Regular	01/07/2019

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

	Certificate	Diploma Course
Number of Students	30	Nil

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
Self Defence for Girl Students	07/03/2020	28
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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 Projects / Internships
BA	Honours	Nil
BA	Regular	Nil
BCom	Honours	Nil
BCom	Regular	Nil
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1.4 – Feedback System

1.4.1 – Whether structured feedback received from all the stakeholders.

Students	No
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
The preliminary work related to online feedback could not be completed this year. It was decided to continue with the feedback process in the traditional method. But due to the enforcement of strict lockdown to curb the rising cases of COVID-19 in the state for more than 6 months, the same could not be received from the students.

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
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BA	Assamese, Education, History, Political Science, Economics, English, Hindi, Bengali, Mathematics	250	198	116
BCom	Accountancy, Management, Finance	300	320	218
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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
2019	977	Nil	39	Nil	Nil

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
39	39	4	4	Nil	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)

The mentoring process has been undertaken in the college as per the guidelines of the NAAC. The permanent teachers are allotted an equal ratio of students for mentoring at the initial stage. But due to the pandemic and closure of the educational institutions by the Government of Assam, the set procedure has been modified and teachers have mentored the students of their concerned departments instead. Following are the issues that the students have reported mostly to their mentors and asked for mentoring: • Open book examination process. • Stress in the pandemic. • Non-availability of textbooks in Assamese • Online assignment submission. • pdf file making process. • Project submission. • Lack of time management during exams. • Exam phobia. • Viva-voce procedure. • Slow learners. • Anxiety problem. • Choosing generic and skill development courses. The following are the suggestions given by the mentors: • Psychological counselling. • Anxiety solving through yoga and meditation. • Academic counselling. • Educating the mentees about online exams, open-book exams. • Imparting knowledge about pdf file making, scanning etc. • For slow learners they are taught the text repeatedly from the examination point of view. • The methods of viva voce have been taught. The above mentoring has been done to the mentees by the permanent teachers of the college keeping in view the present pandemic situation.

Number of students enrolled in the institution	Number of fulltime teachers	Mentor : Mentee Ratio
977	39	1 : 25

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	Nil	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 receiving awards from state level, national level, international level	Designation	Name of the award, fellowship, received from Government or recognized bodies
2019	N/A	Assistant Professor	N/A
2019	N/A	Associate Professor	N/A
2020	N/A	Assistant Professor	N/A
2020	N/A	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
BCom	NIL	V NON CBCS	04/01/2020	04/06/2020
BCom	NIL	III NON CBCS	03/12/2019	09/03/2020
BA	NIL	V NON CBCS	06/01/2020	05/12/2020
BA	NIL	III NON CBCS	23/12/2019	21/03/2020
BCom	REGULAR	I CBCS	28/01/2020	18/09/2020
BCom	HONOURS	I CBCS	28/01/2020	18/09/2020
BCom	NIL	I NON CBCS	04/01/2020	03/09/2020
BA	REGULAR	I CBCS	28/01/2020	14/09/2020
BA	HONOURS	I CBCS	28/01/2020	15/09/2020
BA	NIL	I NON CBCS	03/01/2020	18/09/2020

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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. This is done in a regular and transparent manner, and in conformity with the rules laid down by Gauhati University. 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, the other 50 comes from performance in group discussions, oral tests, home assignments, students' seminars as well as class attendance. Those students having valid reasons for remaining absent during these tests are allowed opportunities to appear again. 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 taken for weak students.

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

The IQAC of the college has been entrusted with 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 2019-20, the academic calendar was prepared by the Internal Quality Assurance Cell. 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 on the college website as well as put up on the notice board. The adherence to the academic calendar for the session 2019-20 was closely monitored by the IQAC. Of the 245 working days allotted in the calendar from August 2019 to March 2020, classes were held on 128 days while examination, both internal as well as external, was held on 35 days. While most activities were carried out according to the academic calendar, classes were intermitted in the month of December 2019, due to the imposition of curfew during the agitation against CAA/CAB in the state. Classes were suspended and all examinations were cancelled from March 15 onwards due to the national lockdown for COVID-19. However, during this period regular online classes were carried out by the teachers through various online platforms like Google Meet, Zoom, etc.

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.ac.in/course_outcome.php

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
GENERAL	BCom	NIL	90	25	28
MAJOR	BCom	Accountancy, Management, Finance	112	49	44
GENERAL	BA	NIL	35	6	18
MAJOR	BA	Assamese, Education, History, Political Science,	99	55	56

Economics,
English,
Hindi,
Bengali,
Mathematics

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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
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No Data Entered/Not Applicable !!!

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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	01/07/2020

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	N/A	N/A	01/07/2020	N/A

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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	N/A	N/A	01/07/2020

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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	Nil

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)
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National	Political Science	4	Nil
National	Mathematics	3	Nil
International	Education	2	Nil
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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
Accountancy	1
Management	3
Political Science	6
Education	2
Assamese	2
View File	

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
N/A	N/A	N/A	2019	0	N/A	Nil
N/A	N/A	N/A	2020	0	N/A	Nil
View File						

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
N/A	N/A	N/A	2020	Nil	Nil	N/A
N/A	N/A	N/A	2019	Nil	Nil	N/A
View File						

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

Number of Faculty	International	National	State	Local
Attended/Seminars/Workshops	Nil	8	Nil	Nil
Presented papers	1	6	2	Nil
Resource persons	Nil	4	Nil	Nil
View File				

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/	Number of teachers	Number of students
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	collaborating agency	participated in such activities	participated in such activities
Extension Activity at Sishugriha,	Extension Education Cell	5	25
Clean RGBC Green RGBC	NCC	8	155
Blood Donation Camp	NSS	1	42
Sramdaan and Plantation Camp	NSS	1	50
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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	N/A	N/A	Nil
View File			

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
N/A	N/A	N/A	Nil	Nil
View File				

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
N/A	N/A	N/A	0
View File			

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
N/A	N/A	N/A	01/07/2019	30/06/2020	N/A
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

Pragjyotish College	30/06/2019	Faculty Exchange, Student Exchange, Joint organization of Seminar/Symposia /Workshop, Summer Training/Internship	43
View File			

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
Seminar halls with ICT facilities	Existing
Classrooms with LCD facilities	Existing
Seminar Halls	Existing
Laboratories	Existing
Class rooms	Existing
Campus Area	Existing
View File	

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	1644	21370	435	234399	2079	255769
Reference Books	11408	2904508	3917	2109591	15325	5014099
e-Books	Nill	Nill	78	500966	78	500966
Journals	9	39400	13	20000	22	59400
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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
N/A	N/A	N/A	01/07/2019

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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	10	0
Added	0	0	0	0	0	0	0	0	0
Total	64	28	25	0	0	11	15	10	0

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
N/A	Nil

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 facilities	Assigned budget on physical facilities	Expenditure incurred on maintenance of physical facilities
1	96531	10	866857

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 the 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 4 PM 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 the 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 set-up 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 that 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 on the ground. The playground is being developed in a phased 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 record-keeping. Computers are also available in the library, IQAC and college office for carrying out various administrative works. Upgradation of computers is periodically done and antivirus software is installed in these computers for a hassle-free 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 well-ventilated which provides an environment conducive for learning. A sweeper has been appointed for cleaning the classrooms. The institution periodically reviews the condition of 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,

<http://www.rgbaruahcollege.ac.in/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	Nil	0
b) International	NIL	Nil	0

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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
N/A	01/07/2019	Nil	NIL

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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
2019	How to Crack Competitive	40	Nil	Nil	Nil

	Exam				
2019	Placement Linked Skill Development	Nill	130	Nill	Nill
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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
Nill	Nill	Nill

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
N/A	Nill	Nill	N/A	Nill	Nill
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
2019	2	BA Bengali	Bengali	Cotton University	MA Bengali
2019	1	BA Economics	Economics	Gauhati University	MA Economics
2019	1	BA Political Science	Political Science	Gauhati University	PGDCA
2019	3	BA Hindi	Hindi	Cotton University	MA Hindi
2019	2	BA English	English	Gauhati University	MA English
2019	7	BA Education	Education	Gauhati University	MA Education
2019	4	BA Assamese	Assamese	Cotton University, Handique Girls College, Pragjyotish College Gauhati University,	MA Assamese
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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	1
SET	Nil
SLET	Nil
GATE	Nil
GMAT	Nil
CAT	Nil
GRE	Nil
TOFEL	Nil
Civil Services	Nil
Any Other	Nil

[View File](#)

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

Activity	Level	Number of Participants
Activities and competitions in the Annual College Week	Intra-College	900

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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
2019	N/A	National	Nil	Nil	Nil	Nil
2020	N/A	National	Nil	Nil	Nil	Nil
2019	N/A	International	Nil	Nil	Nil	Nil
2020	N/A	International	Nil	Nil	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 the 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 to 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 fulfils 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 the aid of victims. The students council also was very actively involved in creating awareness about the COVID-19 in the locality. 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 Anti Ragging/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 2015-16. 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 socio-cultural responsibility is clearly reflected. It has taken several initiatives to felicitate many prominent personalities of Assam for their contribution towards the 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 on the college campus. The task of compiling an alumni database is currently underway.

5.4.2 – No. of enrolled Alumni:

345

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: 1. 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 non-teaching 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.

2. 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, non-teaching staff and, in some instances, 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
Admission of Students	The admission process in the college has always been smooth, hassle free and transparent. Still, efforts are not lacking to improve the system even further. Some of these are: <ul style="list-style-type: none"> • 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. • The process of online admission has started from the current academic session.
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.

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.

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 work for the new building is nearing completion.

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.

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 answer scripts of internal assessments are shown to students to let them know about their mistakes and to maintain transparency.

Teaching and Learning

The institution is always keen on adopting quality improvement strategies to enhance the teaching learning process: • 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 teaching learning, 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.

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 well planned and effective curriculum delivery as stated earlier. However, for some of the add-on and certificate courses that are on the anvil, the departments concerned are in the process of developing the curriculum.

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

E-governance area

Details

Administration	<p>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.</p>
Finance and Accounts	<p>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.</p>
Student Admission and Support	<p>E-governance is being implemented in a phased manner in the process of student admission. The prospectus and admission forms are made available on the college website. The online admission process has been introduced from the current 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 the easy sharing of information.</p>
Examination	<p>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.</p>
Planning and Development	<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 e 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</p>

relating to the college and aids in future planning and development.

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
2019	N/A	N/A	N/A	Nil
2020	N/A	N/A	N/A	Nil
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)
2019	N/A	N/A	01/07/2019	30/06/2020	Nil	Nil
2020	N/A	N/A	01/07/2019	30/06/2020	Nil	Nil
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
N/A	Nil	01/07/2019	30/06/2020	0
View File				

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

Teaching		Non-teaching	
Permanent	Full Time	Permanent	Full Time
Nil	Nil	Nil	Nil

6.3.5 – Welfare schemes for

Teaching	Non-teaching	Students
0	0	0

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. The external audit is conducted by the Department of Local Audit, Government of Assam. Audit reports 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 certificates to various funding agencies. Management takes a periodic review of the 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
N/A	0	N/A
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	N/A	Yes	IQAC
Administrative	No	N/A	No	N/A

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)

<ul style="list-style-type: none"> • Audit streamlined • Opening of PG courses in some departments as suggested by the NAAC peer team is being mooted. Necessary correspondence with Gauhati University has been initiated. • Certificate course in Spoken and Communicative English started.
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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
2020	IQAC Meeting	17/02/2020	17/02/2020	17/02/2020	10
2020	IQAC Meeting with Criterion	28/02/2020	28/02/2020	28/02/2020	17

	Coordinators				
2020	IQAC Meeting	19/03/2020	19/03/2020	19/03/2020	11
2020	IQAC Meeting (Online)	29/05/2020	29/05/2020	29/05/2020	10
2020	Academic Audit (Internal)	15/06/2020	15/06/2020	15/06/2020	3
2020	Organised 3 webinars	29/05/2020	04/06/2020	25/06/2020	250
2020	Academic Doubt Clearing Day	20/02/2020	20/02/2020	20/02/2020	550
2019	IQAC Meeting	23/10/2019	23/10/2019	23/10/2019	11
2019	IQAC Meeting with Faculty	11/11/2019	11/11/2019	11/11/2019	41
2020	Submission of AQAR to NAAC (2018-19)	17/01/2020	17/01/2020	17/01/2020	11
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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
Gender Audit	01/07/2019	30/06/2020	763	512
Self Defence Training Course for Girl Students	08/03/2020	14/03/2020	60	Nil

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

At present, there are no renewable energy sources in the college. But the need to be environmentally conscious is realised by the college authority. Some of the measures taken in this regard are • Plantation of trees on the campus • Oath take against plastic use by students on 5th November 2019 • Incandescent bulbs are being replaced by LED/CFL bulbs in a phased manner

7.1.3 – Differently abled (Divyangjan) friendliness

Item facilities	Yes/No	Number of beneficiaries
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
2019	Nil	1	02/09/2019	3	Sramdaan and Plantation Camp in Hajo	Dignity of labour, Equality and Environment Issue	51
2020	1	Nil	16/03/2020	7	COVID-19 Awareness in Harijan Colony	Health and Hygiene	45

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

Title	Date of publication	Follow up(max 100 words)
Code of Conduct Handbook	15/07/2019	Following are some important outcomes noticed: 1. No ragging cases reported 2. No cases of sexual harassment reported. 3. Enhancement of friendly atmosphere between teacher and students. 4. Students seemed to be more punctual in classroom transaction

7.1.6 – Activities conducted for promotion of universal Values and Ethics

Activity	Duration From	Duration To	Number of participants
International Womens Day	08/03/2020	08/03/2020	110
International Yoga Day	21/06/2020	21/06/2020	94
International Literacy Day	08/09/2019	08/09/2019	122

[View File](#)

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

- Planting of trees on the campus
- Making the campus plastic-free
- E-waste management carried out with our IT partner
- Phase-wise Installation of LED bulbs
- Rainwater harvesting
- Organise Swachh Bharat Abhiyan

7.2 – Best Practices

7.2.1 – Describe at least two institutional best practices

1. Title of the Practice: Enrich Students Digitally 1.1 Objectives of the Practice: Due to the unusual circumstances related to the pandemic, classrooms were being remodelled and redefined in many ways to fit the need of the moment. The best recourse, any institution could think of, was to move from a traditional learning setup to a digitalized one. Thus, the primary objective of the practice is to help students adapt to the accelerated development of online learning platforms so that learning would not be disrupted. 1.2 The intended outcomes include: 1. Developing skills that will enable students to engage with varied online learning platforms and thereby maximize their learning process. 2. With new technologies at hand, learning can be more varied, creative and valuable. Thus, it will improve learners' engagement. 3. The acquired technological skill will also help students take part with confidence in their future endeavours. 1.3 The Context: Covid-19 led to the closure of educational institutions all over the world. The Virus, although a hazard to humanity, evolved higher institutions to invest in online learning. To continue with this pace of teaching-learning, R.G.Baruah College became more interested in looking for the best ways to deliver course content online, engage learners and conduct assessments only to realize that online teaching is no more an option, it is a necessity. Thereby, it is also imperative for the students to become accustomed to this changing mode of instruction. In this context, the practice of enriching the students digitally was taken up by the college. 1.4 The Practice: The practice of enriching students digitally came into being from May 2020, when different dates were scheduled to orient students about different available online learning platforms and their usages. With the help of IQAC, students were primarily taught about the use of Google Classroom for sharing/downloading different course materials, assessment etc and Google Meet for attending online classes. In the case of Google Classroom, they were taught how to access a particular classroom using their email id and class code, how to look for different announcements and also how to download materials and upload their assignments in different formats. They were also taught about the use of Google forms. Students were also made aware of the use of audio and video for classroom interaction in Google meet. 1.5 Evidence of Success: The success of the practice is noted in the ways students have become comfortable and confident in using the e-learning platforms. Almost all the students are now capable of uploading their assignments in Google classroom and are also quite accustomed to the online assessment process. For the better practice of the use of digital tools, various departments of the college organized lecture programmes and webinars and joining such webinars and online lectures remained no longer an issue for the students. A high level of success was witnessed in the recently conducted Open Book Exam by Gauhati University, where almost 95 of the students uploaded their answer scripts without any hassle. 1.6 Problems Encountered and Resources Required: 1. One of the major problems encountered with regards to this practice is the lack of strong and stable internet connections. Sometimes the simple process of logging in for a class itself becomes troublesome for students and teachers alike. 2. Majority of our students come from low-income families and therefore does not have access to smartphone or internet connection. In some cases, one smartphone is to be shared between two or more siblings. Thus, the schedules do not blend and a constant tussle over the phone deprives the students. 2. Title of the Practice: Academic Doubt Clearing Day (ADCD) 2.1 Objectives of the Practice: Mainly designed for the benefit of the students, the prime objective of Academic Doubt Clearing Day is to help students perform better academically wherein they can get a first-hand solution to any course-related doubts. The initiative seeks to remove pre-examination jitters of the students to perform better. 2.2 Intended Outcomes of the Practice: 1. The practice will surely benefit the students to

gain maximum knowledge on the concepts in which they are facing problems or have any doubts. 2. With clear concepts, the students will notice a marked improvement in their academics. 3. The level of confidence will boost up in each student the reason being that they will be able to solve problems that they otherwise considered to be difficult. 4. ADCD will make the learning process interesting for the students.

2.3 The Context: Because of the sheer paucity of time and the intensity of the syllabus to be completed, a teacher is unable to invest much time in solving students' doubts. However, a classroom situation too does not allow students to get personalized attention to match their speed of comprehension or clear individual doubts. This results in uncertainty and low confidence among the students. Through the practice of Academic Doubt Clearing Day, the institution seeks to increase the problem tackling capability of the students and also build up their confidence to face the exam. Thus, in this context, the practice came into being.

2.4 The Practice: Academic Doubt Clearing Day, an IQAC initiative, has been in practice for the last two years. Every year, on a decided date, students of undergraduate programme are encouraged to bring any query/doubt they have regarding a course/paper and teachers work with them to eliminate their doubts. The students are also given a choice to send their queries/doubts beforehand using email/whatsapp so that the teacher can provide them with additional materials, if necessary. It was first practiced on 20th April, 2019. Different rooms are allotted for different subjects where students can approach the teacher concerned, individually or in small groups, to discuss their problems. A proper schedule of ADCD is also circulated among the students before a day or two for its smooth functioning. Each department maintains a record of students participating in the programme and also records their valuable feedbacks. The practice is also quite effective in analyzing the modes of instruction and the areas of improvement in classroom delivery. Owing to the Covid19 surge in 2020, the doubt clearing session was conducted online using platforms like Google Classroom, WhatsApp and Google Meet. The students were asked to send their doubts to the teacher by uploading them in Google Classroom or through whatsapp. For the interested ones, a Google Meet link was shared by each department for the students to interact with teachers.

2.5 Evidences of Success: Students approaching their teachers for resolving doubts, no matter how small the quantity maybe, itself counts as a success. It shows how students are interested in learning, in moving towards academic excellence. Moreover, it is to note that students indulging themselves in self-questioning and counter-questioning in regards to their doubts indicate their rigorous engagement in what they are learning and understanding. The valuable feedback of the students, especially specifying their feeling of contentment and knowledge enrichment, alongside their frequent requests to organize more doubt clearing sessions, surely, warrants the success of this practice.

2.6 Problems Encountered and Resources Required: One major problem faced while undertaking the practice was less participation of students. Many students failed to turn up for the doubt clearing sessions which stands as a clear indication of less motivation among them. The non-availability of required reading materials also posed a problem for both teachers and students.

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.ac.in/upload/pdf/Best%20Practices.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 endeavored 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. Value-oriented 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.rgbaruahcollege.ac.in>

8.Future Plans of Actions for Next Academic Year

The institution has chalked out a number of plans for the future. Some of the plans of the previous academic year which could not be implemented due to the unforeseen circumstances of the global Pandemic of COVID-19 have been incorporated as well. The plans which the college would like to fulfil in the next academic year are listed below: 1. To organise national/international level seminars, conferences and workshops 2. To implement the online feedback process for all stakeholders 3. To introduce a few more certificate and diploma courses 4. To upgrade the college infrastructure by constructing more classrooms 5. To develop the college playground 6. To have a few well-equipped digital/smart classrooms 7. To formalise a few welfare schemes for non-teaching staff and poor students 8. To meet a substantial percentage of the power requirement of the college from renewable energy sources and 9. To conduct a green audit of the college campus.