



# **YEARLY STATUS REPORT - 2020-2021**

## **Part A**

### **Data of the Institution**

#### **1.Name of the Institution**

**AMGURI COLLEGE**

- Name of the Head of the institution **DR.ASHFIA SULTANA**
- Designation **PRINCIPAL**
- Does the institution function from its own campus? **Yes**
- Phone no./Alternate phone no. **03772253080**
- Mobile No: **9435456040**
- Registered e-mail **amguricollege@yahoo.com**
- Alternate e-mail **sahidtpsc@gmail.com**
- Address **Amguri college**
- City/Town **Amguri**
- State/UT **Assam**
- Pin Code **785680**

#### **2.Institutional status**

- Type of Institution **Co-education**
- Location **Urban**
- Financial Status **UGC 2f and 12(B)**

- Name of the Affiliating University **DIBRUGARH UNIVERSITY**
- Name of the IQAC Coordinator **Dr. Himanta Borgohain**
- Phone No. **8822087914**
- Alternate phone No. **7002970650**
- Mobile **8822087914**
- IQAC e-mail address **sahidtpsc@gmail.com**
- Alternate e-mail address **himanta2014tab@gmail.com**

**3. Website address (Web link of the AQAR (Previous Academic Year))** <http://www.amguricollege.com>

**4. Whether Academic Calendar prepared during the year?** **Yes**

- if yes, whether it is uploaded in the Institutional website Web link: <http://www.amguricollege.com/admin/news/62d79a50125f4.pdf>

### 5. Accreditation Details

Cycle	Grade	CGPA	Year of Accreditation	Validity from	Validity to
<b>Cycle 2</b>	<b>B+</b>	<b>2.55</b>	<b>2016</b>	<b>16/09/2016</b>	<b>15/09/2021</b>

**6. Date of Establishment of IQAC** **16/09/2017**

**7. Provide the list of funds by Central / State Government UGC/CSIR/DBT/ICMR/TEQIP/World Bank/CPE of UGC etc.,**

Institutional/Department /Faculty	Scheme	Funding Agency	Year of award with duration	Amount
<b>UGC</b>	<b>RUSA</b>	<b>RUSA</b>	<b>2019</b>	<b>20000000</b>

**8. Whether composition of IQAC as per latest NAAC guidelines** **Yes**

- Upload latest notification of formation of IQAC [View File](#)

**9. No. of IQAC meetings held during the year** **3**

- Were the minutes of IQAC meeting(s) and compliance to the decisions have been **Yes**

uploaded on the institutional website?

- If No, please upload the minutes of the meeting(s) and Action Taken Report

[View File](#)

**10. Whether IQAC received funding from any of the funding agency to support its activities during the year?** **No**

- If yes, mention the amount

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

1. Participated in IIC initiatives of Ministry of Education, Govt. of India. Now at 4.0 category. 2. Startup for the Alumni Students.

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

Plan of Action	Achievements/Outcomes
1. Planning to participate in the IIC, MoE	Sucecssfully partcipated
2. Startup for the Alumni Students	Achieved sucecssfully
3. Community Enrishment Program (UBA)	Done

**13. Whether the AQAR was placed before statutory body?** **Yes**

- Name of the statutory body

Name	Date of meeting(s)
Governing Body Amguri College	Nil

**14. Whether institutional data submitted to AISHE**

## Part A

### Data of the Institution

<b>1.Name of the Institution</b>	<b>AMGURI COLLEGE</b>
• Name of the Head of the institution	<b>DR.ASHFIA SULTANA</b>
• Designation	<b>PRINCIPAL</b>
• Does the institution function from its own campus?	<b>Yes</b>
• Phone no./Alternate phone no.	<b>03772253080</b>
• Mobile No:	<b>9435456040</b>
• Registered e-mail	<b>amguricollege@yahoo.com</b>
• Alternate e-mail	<b>sahidtpsc@gmail.com</b>
• Address	<b>Amguri college</b>
• City/Town	<b>Amguri</b>
• State/UT	<b>Assam</b>
• Pin Code	<b>785680</b>
<b>2.Institutional status</b>	
• Type of Institution	<b>Co-education</b>
• Location	<b>Urban</b>
• Financial Status	<b>UGC 2f and 12(B)</b>
• Name of the Affiliating University	<b>DIBRUGARH UNIVERSITY</b>
• Name of the IQAC Coordinator	<b>Dr. Himanta Borgohain</b>
• Phone No.	<b>8822087914</b>
• Alternate phone No.	<b>7002970650</b>

• Mobile	8822087914				
• IQAC e-mail address	sahidtpsc@gmail.com				
• Alternate e-mail address	himanta2014tab@gmail.com				
<b>3.Website address (Web link of the AQAR (Previous Academic Year))</b>	<a href="http://www.amguricollege.com">http://www.amguricollege.com</a>				
<b>4.Whether Academic Calendar prepared during the year?</b>	Yes				
• if yes, whether it is uploaded in the Institutional website Web link:	<a href="http://www.amguricollege.com/admin/news/62d79a50125f4.pdf">http://www.amguricollege.com/admin/news/62d79a50125f4.pdf</a>				
<b>5.Accreditation Details</b>					
Cycle	Grade	CGPA	Year of Accreditation	Validity from	Validity to
Cycle 2	B+	2.55	2016	16/09/2016	15/09/2021
<b>6.Date of Establishment of IQAC</b>			16/09/2017		
<b>7.Provide the list of funds by Central / State Government UGC/CSIR/DBT/ICMR/TEQIP/World Bank/CPE of UGC etc.,</b>					
Institutional/Department /Faculty	Scheme	Funding Agency	Year of award with duration	Amount	
UGC	RUSA	RUSA	2019	20000000	
<b>8.Whether composition of IQAC as per latest NAAC guidelines</b>			Yes		
• Upload latest notification of formation of IQAC			<a href="#">View File</a>		
<b>9.No. of IQAC meetings held during the year</b>			3		
• Were the minutes of IQAC meeting(s) and compliance to the decisions have been uploaded on the institutional website?			Yes		

<ul style="list-style-type: none"> <li>If No, please upload the minutes of the meeting(s) and Action Taken Report</li> </ul>	<a href="#">View File</a>
<b>10. Whether IQAC received funding from any of the funding agency to support its activities during the year?</b>	No
<ul style="list-style-type: none"> <li>If yes, mention the amount</li> </ul>	
<b>11. Significant contributions made by IQAC during the current year (maximum five bullets)</b>	
1. Participated in IIC initiatives of Ministry of Education, Govt. of India. Now at 4.0 category. 2. Startup for the Alumni Students.	
<b>12. Plan of action chalked out by the IQAC in the beginning of the Academic year towards Quality Enhancement and the outcome achieved by the end of the Academic year</b>	
Plan of Action	Achievements/Outcomes
1. Planning to participate in the IIC, MoE	Successfully participated
2. Startup for the Alumni Students	Achieved successfully
3. Community Enrichment Program (UBA)	Done
<b>13. Whether the AQAR was placed before statutory body?</b>	Yes
<ul style="list-style-type: none"> <li>Name of the statutory body</li> </ul>	
Name	Date of meeting(s)
Governing Body Amguri College	Nil
<b>14. Whether institutional data submitted to AISHE</b>	
Year	Date of Submission
2021	31/01/2022
<b>15. Multidisciplinary / interdisciplinary</b>	

<b>16.Academic bank of credits (ABC):</b>
<b>17.Skill development:</b>
<b>18.Appropriate integration of Indian Knowledge system (teaching in Indian Language, culture, using online course)</b>
<b>19.Focus on Outcome based education (OBE):Focus on Outcome based education (OBE):</b>
<b>20.Distance education/online education:</b>

### Extended Profile

<b>1.Programme</b>	
1.1 Number of courses offered by the institution across all programs during the year	<b>2 nos.</b>
File Description	Documents
Data Template	<a href="#">View File</a>
<b>2.Student</b>	
2.1 Number of students during the year	<b>605</b>
File Description	Documents
Data Template	<a href="#">View File</a>
2.2 Number of seats earmarked for reserved category as per GOI/ State Govt. rule during the year	<b>As per Assam Govt. rule</b>

File Description	Documents
Data Template	<a href="#">View File</a>
2.3	165
Number of outgoing/ final year students during the year	
File Description	Documents
Data Template	No File Uploaded
<b>3.Academic</b>	
3.1	18
Number of full time teachers during the year	
File Description	Documents
Data Template	<a href="#">View File</a>
3.2	20
Number of Sanctioned posts during the year	
File Description	Documents
Data Template	<a href="#">View File</a>
<b>4.Institution</b>	
4.1	19
Total number of Classrooms and Seminar halls	
4.2	200000
Total expenditure excluding salary during the year (INR in lakhs)	
4.3	50
Total number of computers on campus for academic purposes	
<b>Part B</b>	
<b>CURRICULAR ASPECTS</b>	
<b>1.1 - Curricular Planning and Implementation</b>	



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

1. We follow the Dibrugarh University syllabus .
2. two teachers are in the board of study, Dibrugarh University
3. before the session we do a planning meeting of the syllabus regarding how to excel in delivering the curriculum
4. online support to the students
5. remedial or extra class for slow learners

File Description	Documents
Upload relevant supporting document	<a href="#">View File</a>
Link for Additional information	Nil

1.1.2 - The institution adheres to the academic calendar including for the conduct of Continuous Internal Evaluation (CIE)

Yes, we obey the University academic calendar for conduction of examination including CIE.

File Description	Documents
Upload relevant supporting documents	<a href="#">View File</a>
Link for Additional information	<a href="#">nil</a>

**1.1.3 - Teachers of the Institution participate in following activities related to curriculum development and assessment of the affiliating University and/are represented on the following academic bodies during the year. Academic council/BoS of Affiliating University Setting of question papers for UG/PG programs Design and Development of Curriculum for Add on/ certificate/ Diploma Courses Assessment /evaluation process of the affiliating University**

A. All of the above

File Description	Documents
Details of participation of teachers in various bodies/activities provided as a response to the metric	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>

## 1.2 - Academic Flexibility

### 1.2.1 - Number of Programmes in which Choice Based Credit System (CBCS)/ elective course system has been implemented

#### 1.2.1.1 - Number of Programmes in which CBCS/ Elective course system implemented

2

File Description	Documents
Any additional information	<a href="#">View File</a>
Minutes of relevant Academic Council/ BOS meetings	<a href="#">View File</a>
Institutional data in prescribed format (Data Template)	<a href="#">View File</a>

### 1.2.2 - Number of Add on /Certificate programs offered during the year

#### 1.2.2.1 - How many Add on /Certificate programs are added during the year. Data requirement for year: (As per Data Template)

10

File Description	Documents
Any additional information	No File Uploaded
Brochure or any other document relating to Add on /Certificate programs	<a href="#">View File</a>
List of Add on /Certificate programs (Data Template )	<a href="#">View File</a>

### 1.2.3 - Number of students enrolled in Certificate/ Add-on programs as against the total number of students during the year

137

#### 1.2.3.1 - Number of students enrolled in subject related Certificate or Add-on programs during the year

137	
File Description	Documents
Any additional information	<a href="#">View File</a>
Details of the students enrolled in Subjects related to certificate/Add-on programs	<a href="#">View File</a>

### 1.3 - Curriculum Enrichment

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

1. Amguri College stands for values likes compassion and commitment to development of self and society. The college has student Student Union, Women Cell, Eco club, Green Club, NCC and NSS etc., which regularly organize socially relevant events and outreach programmes so that students learn to engage with socio-cultural issues in a constructive manner.

2. Academically, Generic Electives, Skill Enhancement Courses and Ability Enhancement Compulsory Courses are offered within and across departments, to help students critically examine issues related to gender, environment and ethics.

3. Amguri College has carefully planned its infrastructure so as to prioritize conservation of the environment. The building is well provisioned for students with disability.

4. Strengthening its commitment to the community, Amguri College adopted one village from the nearby area namely Duliya Basti for social activities of the students. Different sensitization program were organised to aware people. (ill effects of alcoholism ).

5. Students project on social issues having economic value.

File Description	Documents
Any additional information	No File Uploaded
Upload the list and description of courses which address the Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum	<a href="#">View File</a>

**1.3.2 - Number of courses that include experiential learning through project work/field work/internship during the year**

2

File Description	Documents
Any additional information	<a href="#">View File</a>
Programme / Curriculum/ Syllabus of the courses	<a href="#">View File</a>
Minutes of the Boards of Studies/ Academic Council meetings with approvals for these courses	<a href="#">View File</a>
MoU's with relevant organizations for these courses, if any	<a href="#">View File</a>
Number of courses that include experiential learning through project work/field work/internship (Data Template)	<a href="#">View File</a>

**1.3.3 - Number of students undertaking project work/field work/ internships**

110

File Description	Documents
Any additional information	<a href="#">View File</a>
List of programmes and number of students undertaking project work/field work/ /internships (Data Template)	<a href="#">View File</a>

**1.4 - Feedback System**

**1.4.1 - Institution obtains feedback on the syllabus and its transaction at the institution from the following stakeholders Students Teachers Employers Alumni**

A. All of the above

File Description	Documents
URL for stakeholder feedback report	<a href="#">View File</a>
Action taken report of the Institution on feedback report as stated in the minutes of the Governing Council, Syndicate, Board of Management (Upload)	No File Uploaded
Any additional information(Upload)	No File Uploaded

**1.4.2 - Feedback process of the Institution may be classified as follows**

A. Feedback collected, analyzed and action taken and feedback available on website

File Description	Documents
Upload any additional information	<a href="#">View File</a>
URL for feedback report	<a href="http://amguricollege.com/sss">http://amguricollege.com/sss</a>

**TEACHING-LEARNING AND EVALUATION**

**2.1 - Student Enrollment and Profile**

**2.1.1 - Enrolment Number Number of students admitted during the year**

**2.1.1.1 - Number of sanctioned seats during the year**

900

File Description	Documents
Any additional information	<a href="#">View File</a>
Institutional data in prescribed format	<a href="#">View File</a>

**2.1.2 - Number of seats filled against seats reserved for various categories (SC, ST, OBC, Divyangjan, etc. as per applicable reservation policy during the year (exclusive of supernumerary seats)**

**2.1.2.1 - Number of actual students admitted from the reserved categories during the year**

98

File Description	Documents
Any additional information	<a href="#">View File</a>
Number of seats filled against seats reserved (Data Template)	<a href="#">View File</a>

## 2.2 - Catering to Student Diversity

2.2.1 - The institution assesses the learning levels of the students and organizes special Programmes for advanced learners and slow learners

The assessment of the learning levels of the students is done by the teachers in the classrooms during lectures and through conducting class tests, assignments, tutorials, etc; on the basis of which slow and advanced learners are identified. Specific teaching-learning methodologies oriented to the needs of such students are then discussed and implemented. An integrated approach is followed in the classes by our faculty. Slow Learners: Tutorials and remedial classes are organized, the purpose of which is to give special coaching in areas where they need support. Additional reading material and books in simple form is made available to increase their understanding of the subject. Advanced Learners: During lectures, tutorials, class tests, assignments and interaction outside the class, the teachers are able to assess the calibre of the students and identify the advanced learners. Departments through a combination of academic and co-curricular activities encourage the advanced learners to optimize their potential. Such students are encouraged to participate in inter college competitions. we also suggest them to write in news paper about their new ideas and suggestion. They are suggested advanced readings in the relevant topics to enhance their understanding of the subject to enable them to pursue research in future.

File Description	Documents
Link for additional Information	<a href="http://www.amguricollege.com">www.amguricollege.com</a>
Upload any additional information	<a href="#">View File</a>

### 2.2.2 - Student- Full time teacher ratio (Data for the latest completed academic year)

Number of Students	Number of Teachers
697	22

File Description	Documents
Any additional information	<a href="#">View File</a>

### 2.3 - Teaching- Learning Process

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

The College makes continuous and conscious efforts to enable its students to realize their potential and evolve as leaders and transforming agents of society. Some of the methods employed by the college in this process are: To combine theoretical knowledge with practical knowledge, through visits to schools and Corporate houses. It gives students a platform to learn directly. The Entrepreneurship Cell provides the platform for innovative thinkers to take forward their entrepreneurial ideas. The Research and Skill Development Cell helps students conduct independent research insurvey methods, data collection, and social outreach. Fully equipped Experiential Lab of psychology for Bachelor of Education is created to familiarize them with the actual working environment for educational psychology. Field trips to biodiversity parks, heritage sites, etc. are organized to promote grass root understanding of concepts about environment issues. Extensive use of Case Studies to improve the problem-solving ability of the students. Use of ICT & E-resources by students is encouraged. The college employs an interactive approach through discussions, debates, oral group presentations to encourage greater participation and interactive learning. Project Special lectures/seminars/conferences are organized to encourage and motivate students to become participative agents and not just passive recipients of knowledge.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Link for additional information	Nil

2.3.2 - Teachers use ICT enabled tools for effective teaching-learning process. Write description in maximum of 200 words

Teachers of the College try to make the best use of the technology in their teaching process. Teachers have the knowledge and skills

to use new digital tools to help all students achieve high academic standards. ICT has enabled better and swifter communication; presentation of ideas in an effective and relevant way. It is an effective tool for acquiring information from multiple sources to help students to enhance their knowledge database. Teachers have started taking lectures online on Google Meet, Zoom, Microsoft Teams, etc. FDPs are conducted to enable/familiarize the teachers with these online platforms. Besides using the e-books in the e-classrooms, educational podcasts and videos, such as YouTube Content, etc which further adds quality to lecture delivery. Teachers share reading materials, short notes, e-books over different media like Google Classroom, E-Mail, College Portal, Blogs, WhatsApp, etc. The Department of Psychology has developed a Psychology Lab which is used to emphasize training in applied psychological skills with the purpose of creating students with high intra psychic and interpersonal sensitivity. Teachers make and present PowerPoint presentations in the classrooms which help them have an interactive conversation with the students.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Provide link for webpage describing the ICT enabled tools for effective teaching-learning process	<a href="https://www.youtube.com/user/sahiddhubri">https://www.youtube.com/user/sahiddhubri</a>

### 2.3.3 - Ratio of mentor to students for academic and other related issues (Data for the latest completed academic year )

#### 2.3.3.1 - Number of mentors

19

File Description	Documents
Upload, number of students enrolled and full time teachers on roll.	<a href="#">View File</a>
Circulars pertaining to assigning mentors to mentees	<a href="#">View File</a>
mentor/mentee ratio	<a href="#">View File</a>

### 2.4 - Teacher Profile and Quality



<b>2.4.1 - Number of full time teachers against sanctioned posts during the year</b>	
<b>19</b>	
File Description	Documents
Full time teachers and sanctioned posts for year (Data Template)	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>
List of the faculty members authenticated by the Head of HEI	<a href="#">View File</a>
<b>2.4.2 - Number of full time teachers with Ph. D. / D.M. / M.Ch. /D.N.B Superspeciality / D.Sc. / D.Litt. during the year (consider only highest degree for count)</b>	
<b>2.4.2.1 - Number of full time teachers with Ph. D. / D.M. / M.Ch. /D.N.C Superspeciality / D.Sc. / D.Litt. during the year</b>	
<b>5</b>	
File Description	Documents
Any additional information	<a href="#">View File</a>
List of number of full time teachers with Ph. D. / D.M. / M.Ch./ D.N.B Super specialty / D.Sc. / D.Litt. and number of full time teachers for year(Data Template)	<a href="#">View File</a>
<b>2.4.3 - Number of years of teaching experience of full time teachers in the same institution (Data for the latest completed academic year)</b>	
<b>2.4.3.1 - Total experience of full-time teachers</b>	
<b>17.68</b>	
File Description	Documents
Any additional information	<a href="#">View File</a>
List of Teachers including their PAN, designation, dept. and experience details(Data Template)	<a href="#">View File</a>
<b>2.5 - Evaluation Process and Reforms</b>	

2.5.1 - Mechanism of internal assessment is transparent and robust in terms of frequency and mode. Write description within 200 words.

Amguri College is a affiliate college of Dibrugarh University and bound by the University rules and regulations regarding internal assessment. it gives 20 percent weightage in overall assessment of the students.

Brack up of In-semester Assessment by the University: Marks 20

A. Sessional Activities (The teacher may assign and assess any one of the following): Marks 5  
 a. Group discussions on any topic of the course.  
 b. Debates  
 c. Presentation of seminar papers  
 d. Assignments  
 B. Sessional Tests: Marks 10  
 C. Attendance: Marks 5

File Description	Documents
Any additional information	<a href="#">View File</a>
Link for additional information	<a href="https://dibru.ac.in/wp-content/uploads/2020/02/Resolution_24_UG_CBCS_Regulations_2018_approved_by_116th_AC.pdf">https://dibru.ac.in/wp-content/uploads/2020/02/Resolution_24_UG_CBCS_Regulations_2018_approved_by_116th_AC.pdf</a>

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

Amguri College is a affiliate college of Dibrugarh University and therefore it follows the guidelines set by the University for the conduct of examinations. At the end of each semester, there is a final exam which is conducted by Dibrugarh University. The final exam for each paper has 80% weightage of overall assessment and the remaining 20% constitute internal assessment marks. The Internal Assessment forms a part of a continuous evaluation system conducted through Class Tests, Tutorials, Assignments, Projects and Presentations. All of these together constitute an integral part of Internal Examination which is carried out in a well-planned and systematic manner.

The evaluated papers related to internal examination consisting of class tests, assignments, projects, etc. are returned to students with detailed remarks and suggestions for improvement. Any query of students regarding the feedback and evaluation is thoroughly addressed by the respective teachers.

The marks are sent to the university only after each student has been given ample opportunity and time to review and register her complaint, if any. The final Internal Assessment marks are reviewed by the Departments. There is a Moderation Committee at the college level that looks into any discrepancies in Internal Assessment marks and takes requisite steps to ensure transparency and objectivity. If any error is detected in the final mark-sheet in spite of rigorous scrutiny, it is promptly reported to the University by the College.

File Description	Documents
Any additional information	<a href="#">View File</a>
Link for additional information	<a href="https://dibru.ac.in/wp-content/uploads/2020/02/Resolution_24_UG_CBCS_Regulations_2018_approved_by_116th_AC.pdf">https://dibru.ac.in/wp-content/uploads/2020/02/Resolution_24_UG_CBCS_Regulations_2018_approved_by_116th_AC.pdf</a>

## 2.6 - Student Performance and Learning Outcomes

2.6.1 - Teachers and students are aware of the stated Programme and course outcomes of the Programmes offered by the institution.

The Program Outcomes (PO) and Course Outcomes (CO) are adopted for all programs offered by the institution in accordance with "Dibrugarh university" guidelines:

- Learning outcomes form an integral part of college vision, mission and objectives.
- The learning objectives are communicated through various means such as college prospectus, Principal's address to students and parents, Alumni meets and dissemination in classroom by concerned staff. These are also prominently featured on college boards, college magazine and other publications brought during conferences and seminars.
- Informing the stakeholders, especially the parents, persuade students towards skill oriented and value based courses.
- Students are made aware of the course specific outcomes through orientation programme, classroom discussion, expert lectures and practicals.
- Teachers are also well communicated about the outcomes.

- The college deposes teachers for workshops, seminars, conferences and FDPs to enrich them to attain the outcomes while teaching learning in the classes.
- Teachers actively participate in workshops on revision of syllabus organized by the university.
- Many teachers are also the members of syllabus sub committees, thus the process of perception and outcomes takes place in exact manner and excel the quality of teaching learning.
- Successful alumni students are also invited to interact with both students and teachers at specific events and meetings where they share how their individual course shaped their career thus helping existing students align better with the specified course outcomes.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for Additional information	<a href="https://dibru.ac.in/regulation-syllabi-of-ug-cbcs/">https://dibru.ac.in/regulation-syllabi-of-ug-cbcs/</a>
Upload COs for all courses (exemplars from Glossary)	<a href="#">View File</a>

2.6.2 - Attainment of Programme outcomes and course outcomes are evaluated by the institution.

The institute regularly evaluate the performance of students through various methods for measuring the attainment of each of the program outcomes, program specific outcomes and course outcomes.

1. Evaluation process: University exam, internal examination, home assignment, unit test, surprise test, seminar presentation, questioning in class room etc.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for Additional information	<a href="https://dibru.ac.in/regulation-syllabi-of-ug-cbcs/">https://dibru.ac.in/regulation-syllabi-of-ug-cbcs/</a>

<b>2.6.3 - Pass percentage of Students during the year</b>	
<b>2.6.3.1 - Total number of final year students who passed the university examination during the year</b>	
159	
File Description	Documents
Upload list of Programmes and number of students passed and appeared in the final year examination (Data Template)	No File Uploaded
Upload any additional information	<a href="#">View File</a>
Paste link for the annual report	Nil
<b>2.7 - Student Satisfaction Survey</b>	
<b>2.7.1 - Student Satisfaction Survey (SSS) on overall institutional performance (Institution may design its own questionnaire) (results and details need to be provided as a weblink)</b>	
<a href="http://amguricollege.com/sss/">http://amguricollege.com/sss/</a>	
<b>RESEARCH, INNOVATIONS AND EXTENSION</b>	
<b>3.1 - Resource Mobilization for Research</b>	
<b>3.1.1 - Grants received from Government and non-governmental agencies for research projects / endowments in the institution during the year (INR in Lakhs)</b>	
<b>3.1.1.1 - Total Grants from Government and non-governmental agencies for research projects / endowments in the institution during the year (INR in Lakhs)</b>	
0	
File Description	Documents
Any additional information	<a href="#">View File</a>
e-copies of the grant award letters for sponsored research projects /endowments	<a href="#">View File</a>
List of endowments / projects with details of grants(Data Template)	<a href="#">View File</a>
<b>3.1.2 - Number of departments having Research projects funded by government and non government agencies during the year</b>	

**3.1.2.1 - Number of departments having Research projects funded by government and non-government agencies during the year**

0

File Description	Documents
List of research projects and funding details (Data Template)	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>
Supporting document from Funding Agency	<a href="#">View File</a>
Paste link to funding agency website	<a href="http://www.amguricollege.com">www.amguricollege.com</a>

**3.1.3 - Number of Seminars/conferences/workshops conducted by the institution during the year****3.1.3.1 - Total number of Seminars/conferences/workshops conducted by the institution during the year**

12

File Description	Documents
Report of the event	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>
List of workshops/seminars during last 5 years (Data Template)	<a href="#">View File</a>

**3.2 - Research Publications and Awards****3.2.1 - Number of papers published per teacher in the Journals notified on UGC website during the year****3.2.1.1 - Number of research papers in the Journals notified on UGC website during the year**

4

File Description	Documents
Any additional information	No File Uploaded
List of research papers by title, author, department, name and year of publication (Data Template)	No File Uploaded

### 3.2.2 - Number of books and chapters in edited volumes/books published and papers published in national/ international conference proceedings per teacher during the year

#### 3.2.2.1 - Total number of books and chapters in edited volumes/books published and papers in national/ international conference proceedings during the year

20

File Description	Documents
Any additional information	<a href="#">View File</a>
List books and chapters edited volumes/ books published (Data Template)	<a href="#">View File</a>

### 3.3 - Extension Activities

3.3.1 - Extension activities are carried out in the neighborhood community, sensitizing students to social issues, for their holistic development, and impact thereof during the year

National Service Scheme(NSS) is a Central Sector Scheme of Government of India, Ministry of Youth Affairs & Sports that aims to develop the personality of student volunteers through community services and to make them sensitive and responsible human beings who are aware of the socio economic realities of India,

National Cadet Crops (NCC) -The Women wing of the Indian Armed Forces trains young students to live a life of discipline and service to society through various activities including residential training camps. Amguri College Unit of NCC has been actively participating in various camps/ activities and have own many awards.

Eco Club is a voluntary organization of Amguri College. It works towards promoting the ethos of preservation and protection of our environment and instill a feeling of responsibility for a better , greener, and cleaner environment through initiative like plantation drives, competition etc. Arrange talks by eminent speakers, excursion etc.

Women cell (WC) brings about awareness and sensitivity programs like International Womens' Day. Health awareness programm, gender inequality etc are performed among the college students. Besides some departments drives for holistic development of the children, health awareness programme performing a Street Play at rural villages and in tea garden areas.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	<a href="#">View File</a>

### 3.3.2 - Number of awards and recognitions received for extension activities from government / government recognized bodies during the year

#### 3.3.2.1 - Total number of awards and recognition received for extension activities from Government/ government recognized bodies during the year

0

File Description	Documents
Any additional information	<a href="#">View File</a>
Number of awards for extension activities in last 5 year(Data Template)	<a href="#">View File</a>
e-copy of the award letters	<a href="#">View File</a>

### 3.3.3 - Number of extension and outreach programs conducted by the institution through NSS/NCC/Red cross/YRC etc., ( including the programmes such as Swachh Bharat, AIDS awareness, Gender issues etc. and/or those organized in collaboration with industry, community and NGOs ) during the year

#### 3.3.3.1 - Number of extension and outreach Programs conducted in collaboration with industry, community and Non- Government Organizations through NSS/ NCC/ Red Cross/ YRC etc., during the year

File Description	Documents
Reports of the event organized	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>
Number of extension and outreach Programmes conducted with industry, community etc for the last year (Data Template)	No File Uploaded

### 3.3.4 - Number of students participating in extension activities at 3.3.3. above during the year

#### 3.3.4.1 - Total number of Students participating in extension activities conducted in



**collaboration with industry, community and Non- Government Organizations through NSS/ NCC/ Red Cross/ YRC etc., during the year**

12

File Description	Documents
Report of the event	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>
Number of students participating in extension activities with Govt. or NGO etc (Data Template)	<a href="#">View File</a>

**3.4 - Collaboration**

**3.4.1 - The Institution has several collaborations/linkages for Faculty exchange, Student exchange, Internship, Field trip, On-the- job training, research etc during the year**

3

File Description	Documents
e-copies of linkage related Document	<a href="#">View File</a>
Details of linkages with institutions/industries for internship (Data Template)	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>

**3.4.2 - Number of functional MoUs with national and international institutions, universities, industries, corporate houses etc. during the year**

**3.4.2.1 - Number of functional MoUs with Institutions of national, international importance, other universities, industries, corporate houses etc. during the year**

4

File Description	Documents
e-Copies of the MoUs with institution./ industry/corporate houses	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>
Details of functional MoUs with institutions of national, international importance, other universities etc during the year	<a href="#">View File</a>

## INFRASTRUCTURE AND LEARNING RESOURCES

### 4.1 - Physical Facilities

4.1.1 - The Institution has adequate infrastructure and physical facilities for teaching- learning. viz., classrooms, laboratories, computing equipment etc.

Amguri College has constantly endeavoured to provide quality education and ensure all round development of the students in order to create aware, reponsilbilities and empowerment of girls students.

1. There is one computer lab availavle in the college for the students. the computer lab has adequate competers, equipement, internet connectivity.
2. The Psychology Lab is also there for the students of B.A in education. Sufficent number of equipments are available in the laboratory.
3. College is wifi enabled for the benefits of the faulty.
4. The central library of the college is well spread in the science bulding (first flood) with a total area of 4800 sq foot. It is wifi enabled and has a seating capacity of 50 students at a time. The total number of books available in the library are 19926 nos. The library has INFLIBNET, N-LIST, Reference Book and all other library related facilities.
- 5.The administrative Block of the colleges consit of the Pinciapl's Office, the Account office, the General Office which is fully enabled.
6. The college has an auditorium with a seat capacity of 400 Nos.
7. The college has a fully ICT enabled conference Hall.

8. The college has a canteen for the students as well for the staff.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for additional information	Nil

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

The college is committed to offering resourceful infrastructure for holistic growth of students. It provides adequate facilities for cultural activities, indoor and outdoor sports as well as other student and faculty support amenities.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for additional information	<a href="http://www.amguricollege.com/sportfacilities">www.amguricollege.com/sportfacilities</a>

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

4

4.1.3.1 - Number of classrooms and seminar halls with ICT facilities

4

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for additional information	<a href="http://www.amguricollege.com/ictclassroom">www.amguricollege.com/ictclassroom</a>
Upload Number of classrooms and seminar halls with ICT enabled facilities (Data Template)	<a href="#">View File</a>

**4.1.4 - Expenditure, excluding salary for infrastructure augmentation during the year (INR in Lakhs)****4.1.4.1 - Expenditure for infrastructure augmentation, excluding salary during the year (INR in lakhs)**

200000

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Upload audited utilization statements	No File Uploaded
Upload Details of budget allocation, excluding salary during the year (Data Template)	No File Uploaded

**4.2 - Library as a Learning Resource**

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

The central library of the college is well spread in the science building (first floor) with a total area of 4800 sq foot. It is wifi enabled and has a seating capacity of 50 students at a time. The total number of books available in the library are 19926 nos. The library has INFLIBNET, N-LIST, Reference Book and all other library related facilities. 5 Nos. of computers are also available in the library. Library is being automated using e-Granthalaya Software developed by National Informatics Centre, Ministry of Electronics and Information Technology, Govt. of India. The software is installed in our library in 2019. e-Granthalaya is useful to transform traditional libraries to e-Library with Digital Library Services which includes, automation of in-house activities of libraries, digital library integration, and to provide various online member services using Single Window Access System. It is totally Cloud based and its version: 4.0. e-Granthalaya 4.0 uses PostgreSQL - an Open Source DBMS as back-end database solution. It is fully automated and 99.9% uptime assurance. It has 24x7x365 OPAC search facility and has the provision of upload and hosting of college-journal, article, conference proceedings etc and image galleries on OPAC.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for Additional Information	Nil

**4.2.2 - The institution has subscription for the following e-resources e-journals e-ShodhSindhu Shodhganga Membership e-books Databases Remote access toe-resources**

**A. Any 4 or more of the above**

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Details of subscriptions like e-journals,e-ShodhSindhu, Shodhganga Membership etc (Data Template)	<a href="#">View File</a>

**4.2.3 - Expenditure for purchase of books/e-books and subscription to journals/e- journals during the year (INR in Lakhs)**

**4.2.3.1 - Annual expenditure of purchase of books/e-books and subscription to journals/e-journals during the year (INR in Lakhs)**

**2.55**

File Description	Documents
Any additional information	<a href="#">View File</a>
Audited statements of accounts	<a href="#">View File</a>
Details of annual expenditure for purchase of books/e-books and journals/e- journals during the year (Data Template)	<a href="#">View File</a>

**4.2.4 - Number per day usage of library by teachers and students ( foot falls and login data for online access) (Data for the latest completed academic year)**

**4.2.4.1 - Number of teachers and students using library per day over last one year**

**44**

File Description	Documents
Any additional information	<a href="#">View File</a>
Details of library usage by teachers and students	<a href="#">View File</a>

### 4.3 - IT Infrastructure

#### 4.3.1 - Institution frequently updates its IT facilities including Wi-Fi

The College has four high configuration servers to allow fast transmission of data to the various computers. These servers are: Windows Based Active Directory, Kaspersky antivirus, Library OPAC and SONET.

The desktops/laptops are running on windows 7, windows 7 pro, windows 10 and windows 10 pro operating systems.

Office automation packages like Open Office, MS Office and Antivirus are purchased by the college and updated regularly.

In general, computing and internet facilities are available to all teachers and students on the campus (partially).

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for additional information	Nil

#### 4.3.2 - Number of Computers

45

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Student – computer ratio	<a href="#">View File</a>

#### 4.3.3 - Bandwidth of internet connection in the Institution

A. ? 50MBPS

File Description	Documents
Upload any additional Information	<a href="#">View File</a>
Details of available bandwidth of internet connection in the Institution	<a href="#">View File</a>

#### 4.4 - Maintenance of Campus Infrastructure

##### 4.4.1 - Expenditure incurred on maintenance of infrastructure (physical and academic support facilities) excluding salary component during the year (INR in Lakhs)

##### 4.4.1.1 - Expenditure incurred on maintenance of infrastructure (physical facilities and academic support facilities) excluding salary component during the year (INR in lakhs)

200000

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Audited statements of accounts.	No File Uploaded
Details about assigned budget and expenditure on physical facilities and academic support facilities (Data Templates)	No File Uploaded

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

The College has ICT enabled, well-functioning and maintained classrooms and tutorial rooms. Vice Principal and Academic coordinator of the College Care Taker with respect to maintenance of the classrooms. Servicing of Class Projectors' Lenses and Filters is done annually. A team of efficient workers is responsible for keeping the college premises clean with the eco club and green club.

The College has a Psychology Lab with Psychometric tools etc. The precision of the Lab instruments is frequently checked internally with external help taken whenever required. the HOD, department of Education is the incharge teacher of the Psychology Lab. All computers in the college have UPS facility with Server Windows monitored and Antivirus updated on a daily basis and full system backup of MS Office done every quarter. The College has appointed an IT Consultant to provide regular support services relating to

computer .

A Sports Committee comprising with senior faculty members to look and maintain the sports infrastructure facilities of the college is here. The Gymnasium has a Fitness Trainer who ensure that the equipment is in perfect working condition. Some of the equipment is under warranty period. All the sports items are kept in the custody of the Principal.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for additional information	<a href="http://www.amguricollege.com/sports">www.amguricollege.com/sports</a>

## STUDENT SUPPORT AND PROGRESSION

### 5.1 - Student Support

#### 5.1.1 - Number of students benefited by scholarships and free ships provided by the Government during the year

##### 5.1.1.1 - Number of students benefited by scholarships and free ships provided by the Government during the year

537

File Description	Documents
Upload self attested letter with the list of students sanctioned scholarship	<a href="#">View File</a>
Upload any additional information	<a href="#">View File</a>
Number of students benefited by scholarships and free ships provided by the Government during the year (Data Template)	<a href="#">View File</a>

#### 5.1.2 - Number of students benefited by scholarships, free ships etc. provided by the institution / non- government agencies during the year

##### 5.1.2.1 - Total number of students benefited by scholarships, free ships, etc provided by the institution / non- government agencies during the year

689



File Description	Documents
Upload any additional information	<a href="#">View File</a>
Number of students benefited by scholarships and free ships institution / non- government agencies in last 5 years (Date Template)	<a href="#">View File</a>
<b>5.1.3 - Capacity building and skills enhancement initiatives taken by the institution include the following: Soft skills Language and communication skills Life skills (Yoga, physical fitness, health and hygiene) ICT/computing skills</b>	<b>A. All of the above</b>
File Description	Documents
Link to institutional website	<a href="http://www.amguricollege.com">www.amguricollege.com</a>
Any additional information	<a href="#">View File</a>
Details of capability building and skills enhancement initiatives (Data Template)	<a href="#">View File</a>
<b>5.1.4 - Number of students benefitted by guidance for competitive examinations and career counseling offered by the institution during the year</b>	
<b>150</b>	
<b>5.1.4.1 - Number of students benefitted by guidance for competitive examinations and career counseling offered by the institution during the year</b>	
<b>150</b>	
File Description	Documents
Any additional information	<a href="#">View File</a>
Number of students benefited by guidance for competitive examinations and career counseling during the year (Data Template)	<a href="#">View File</a>
<b>5.1.5 - The Institution has a transparent mechanism for timely redressal of student</b>	<b>A. All of the above</b>

**grievances including sexual harassment and ragging cases Implementation of guidelines of statutory/regulatory bodies Organization wide awareness and undertakings on policies with zero tolerance Mechanisms for submission of online/offline students' grievances Timely redressal of the grievances through appropriate committees**

File Description	Documents
Minutes of the meetings of student redressal committee, prevention of sexual harassment committee and Anti Ragging committee	<a href="#">View File</a>
Upload any additional information	<a href="#">View File</a>
Details of student grievances including sexual harassment and ragging cases	<a href="#">View File</a>

## **5.2 - Student Progression**

### **5.2.1 - Number of placement of outgoing students during the year**

#### **5.2.1.1 - Number of outgoing students placed during the year**

**03**

File Description	Documents
Self-attested list of students placed	<a href="#">View File</a>
Upload any additional information	<a href="#">View File</a>

### **5.2.2 - Number of students progressing to higher education during the year**

#### **5.2.2.1 - Number of outgoing student progression to higher education**

**29**

File Description	Documents
Upload supporting data for student/alumni	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>
Details of student progression to higher education	<a href="#">View File</a>

**5.2.3 - Number of students qualifying in state/national/ international level examinations during the year (eg: JAM/CLAT/GATE/ GMAT/CAT/GRE/ TOEFL/ Civil Services/State government examinations)**

**5.2.3.1 - Number of students qualifying in state/ national/ international level examinations (eg: JAM/CLAT/NET/ SLET/ GATE/ GMAT/CAT/GRE/ TOEFL/ Civil Services/ State government examinations) during the year**

0

File Description	Documents
Upload supporting data for the same	No File Uploaded
Any additional information	<a href="#">View File</a>

**5.3 - Student Participation and Activities**

**5.3.1 - Number of awards/medals for outstanding performance in sports/cultural activities at university/state/national / international level (award for a team event should be counted as one) during the year**

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

3

File Description	Documents
e-copies of award letters and certificates	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>
Number of awards/medals for outstanding performance in sports/cultural activities at university/state/national/international level (During the year) (Data Template)	<a href="#">View File</a>

5.3.2 - Institution facilitates students' representation and engagement in various administrative, co-curricular and extracurricular activities (student council/ students representation on various bodies as per established processes and norms )

\* Amguri College Students Union , first formed in 1972, is elected annually through a fair and democratic process by active participation of all students according to UDC Ludha guidelines.

\* The student union consists of a President ( Third year Students), Vice President (Second/Third year Students), General Secretary (restricted to Third year Student) , Assistant General Secretary, Major Games Secretary, Minor Games secretary, Literary secretary, Debating Secretary, Cultural secretary, Social Service Secretary, and Class representative of each Class. The student union is supported by a cabinet of teachers in charge of each portfollio, except President, Vice- president, General secretary and Assistant General secretary.

\*The student union work with the principal, teacher in charge and students for organising events and also building a bridge between the faculty members, administrative staff and students.

\* The Students Union memebers organize Freshers', Teachers Day. College Week, Saraswati Puja and Farewell to the Final Year Students.

\* Students are encouraged to participate in activities beyond their academic curricula so they become confident and well balanced individuals. The organises competition on different events among the students like, sports, literature, culture, etc.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	<a href="#">View File</a>

**5.3.3 - Number of sports and cultural events/competitions in which students of the Institution participated during the year (organized by the institution/other institutions)**

**5.3.3.1 - Number of sports and cultural events/competitions in which students of the**

**Institution participated during the year**

670

File Description	Documents
Report of the event	<a href="#">View File</a>
Upload any additional information	<a href="#">View File</a>
Number of sports and cultural events/competitions in which students of the Institution participated during the year (organized by the institution/other institutions (Data Template)	<a href="#">View File</a>

**5.4 - Alumni Engagement**

5.4.1 - There is a registered Alumni Association that contributes significantly to the development of the institution through financial and/or other support services

Although there is an Alumni Association in our college, but the process of its registration under society Registration Act. 1860 is going on. The Alumni Association of College engaged in various developmental activities organised in an out side of the college. The significant activities of Alumni Association are

1. Health awareness Programme

2. Cooperation and support in establishment of Institutional Innovation and Incubation Centre (IIC)

3. Cultural Programme organised by Alumni Students Association.

4. Participated in Swatcha Bharat Abhijyan Drive organised by Amguri College.

5. Awareness Programme for Higher education alongwith support for Admission in Higher Education as well as during the college Education.

File Description	Documents
Paste link for additional information	<a href="http://www.amguricollege.com/alumni">www.amguricollege.com/alumni</a>
Upload any additional information	<a href="#">View File</a>

**5.4.2 - Alumni contribution during the year (INR in Lakhs)**

**E. <1Lakhs**

File Description	Documents
Upload any additional information	<a href="#">View File</a>

## **GOVERNANCE, LEADERSHIP AND MANAGEMENT**

### **6.1 - Institutional Vision and Leadership**

6.1.1 - The governance of the institution is reflective of and in tune with the vision and mission of the institution

The institution's Vision and Mission reflect the distinctive characteristics of the institution. The College caters to the educational, social, cultural and economic needs of the society. High quality educational programmes and healthy practices are being implemented keeping in mind the policy of uncompromising adherence to the values and principles of inclusion, responsibility and social accountability.

The Govt. of Assam, Governing Body and the Principal together work towards the designing and implementation of the institutional quality policy. The various administrative and academic departments of the College are effectively governed through a constitution of mandatory bodies such as IQAC, Staff Council, ICC, EOC, Purchase Committee etc. having well-defined roles and principles keeping in sync with the vision and mission of the College.

The Principal forms the committees under the convenorship of staffs for overall management of the various operations of the college, such as, admission, academic coordination, conduct of examinations, promotion of research and extension activities, development of infrastructure-facilities, appointment of staff, maintenance of service records, encouraging cultural activities, implementation of healthy practices in the campus and inculcation of the spirit of national integrity and social responsibility.

File Description	Documents
Paste link for additional information	<a href="http://www.amguricollege.com">www.amguricollege.com</a>
Upload any additional information	<a href="#">View File</a>

6.1.2 - The effective leadership is visible in various institutional practices such as decentralization and participative management.

Amguri College follows the practice of decentralisation in its true sense, in all the three important pillars of the institution, viz. academics, administration and extra-curricular activities.

The practice of decentralisation and participatory management is reflected in all the activities of the College through a strong and efficient Organogram of Committees/Societies which includes the IQAC, the Staff Council, Student Council, Time Table Committee and various Cultural Societies.

All the major stakeholders of the College including Management, The Governing Body, The Principal, Teaching and Non-Teaching Staff, Parents, Students and Alumni work in a democratic way of governance following the tacit rules of accountability in execution of their duties and responsibilities.

File Description	Documents
Paste link for additional information	<a href="http://www.amguricollege.com">www.amguricollege.com</a>
Upload any additional information	<a href="#">View File</a>

## 6.2 - Strategy Development and Deployment

6.2.1 - The institutional Strategic/ perspective plan is effectively deployed

1. A seminar is being constructed

2. Startup initiative will be taken for the Alumni student

3. initiative is being taken for starting PG courses at institution under Dibrugarh University.

4. Initiative is being taken for starting B.Ed courses at

File Description	Documents
Strategic Plan and deployment documents on the website	No File Uploaded
Paste link for additional information	<a href="http://www.amguricollege.com/naac/addoncourse">www.amguricollege.com/naac/addoncourse</a>
Upload any additional information	No File Uploaded

6.2.2 - The functioning of the institutional bodies is effective and efficient as visible from policies, administrative setup, appointment and service rules, procedures, etc.

The Organizational Structure of the College consists of the Govt. of Assam, Governing body, the Principal, the teaching staff, the non-teaching staff and the students. The highest decision-making body is the Governing Body which is consistitue by Govt. of Assam. Governing body is directly answrable to Govt. of Assam any matter related with the college. The Principal of the college is the ex-offico member secreatary of the governing body. Governing Body looks all the matter of the College relating to finance, infrastructure, faculty recruitment and any other matters related to the overall development of College.

The Principal is assisted by the Teachers-in-Charge (TIC) of the Departments, the Staff Council (all teaching faculty) and the Non-Teaching Staff which comprises of the Administrative Officer, Section Officers (one for Accounts Office and one for the General Administration), Senior and Junior Office Assistants and manual staff.

Student Council meetings are held regularly to address the student related issues and organizing extra curricular activities through various Cultural Societies.

College Committees: Various committees are constituted for the planning, preparation and execution of academic, administrative



and extra-curricular purposes. Each committee consists of the Convenor and its members.

File Description	Documents
Paste link for additional information	<a href="http://www.amguricollege.com">www.amguricollege.com</a>
Link to Organogram of the Institution webpage	<a href="http://www.amguricollege.com">www.amguricollege.com</a>
Upload any additional information	No File Uploaded

### 6.2.3 - Implementation of e-governance in areas of operation Administration Finance and Accounts Student Admission and Support Examination

A. All of the above

File Description	Documents
ERP (Enterprise Resource Planning) Document	No File Uploaded
Screen shots of user interfaces	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>
Details of implementation of e-governance in areas of operation, Administration etc (Data Template)	<a href="#">View File</a>

### 6.3 - Faculty Empowerment Strategies

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

Leave Benefits, Medical benifita, Retirement banefits are as per Govt. of Assam/UGC)

1. 12 days of casual leave are provided to both teaching and non-teaching staff. 2. Duty leaves of maximum 30 days to the teaching staff are provided to attend various Orientation/Refresher/Seminar/workshops/Training Programs as per

the Government rules. Nonteaching staff is also given duty leave. Female teaching and non-teaching staff can avail a Maternity Leave as per Government of Assam rules and norms. 4. Study leave up to 3 years is provided to both teaching and non-teaching staff subject to governing body consideration and government approval.

#### Retirement Benefits

1. GPF which allows pension to employees after superannuation.
2. NPS which allows pension to employees after superannuation as per New Pension scheme.
3. Encashment of Earned Leave

#### Medical Benefits

1. Medical reimbursement system.

#### Loan benefits

1. Both teaching and non-teaching staff avail loan as per Govt. and RBI rules. Moreover, Amguri College non sanctioned teacher welfare society provide financial help to its non sanctioned/contratual teachers.

#### Faculty Development Program

1. Permission is readily granted to participate in Refresher Courses/ Orientation Programmes/ ShortTerm Courses to the teaching/nonteaching staff for professional development.

File Description	Documents
Paste link for additional information	<a href="http://www.amguricollege.com/facilities">www.amguricollege.com/facilities</a>
Upload any additional information	<a href="#">View File</a>

**6.3.2 - Number of teachers provided with financial support to attend conferences/ workshops and towards membership fee of professional bodies during the year**

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

05

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Details of teachers provided with financial support to attend conference, workshops etc during the year (Data Template)	<a href="#">View File</a>

### 6.3.3 - Number of professional development /administrative training programs organized by the institution for teaching and non-teaching staff during the year

#### 6.3.3.1 - Total number of professional development /administrative training Programmes organized by the institution for teaching and non teaching staff during the year

01

File Description	Documents
Reports of the Human Resource Development Centres (UGCASC or other relevant centres).	<a href="#">View File</a>
Reports of Academic Staff College or similar centers	<a href="#">View File</a>
Upload any additional information	<a href="#">View File</a>
Details of professional development / administrative training Programmes organized by the University for teaching and non teaching staff (Data Template)	<a href="#">View File</a>

### 6.3.4 - Number of teachers undergoing online/face-to-face Faculty development Programmes (FDP) during the year (Professional Development Programmes, Orientation / Induction Programmes, Refresher Course, Short Term Course etc.)

#### 6.3.4.1 - Total number of teachers attending professional development Programmes viz., Orientation / Induction Programme, Refresher Course, Short Term Course during the year

03

File Description	Documents
IQAC report summary	<a href="#">View File</a>
Reports of the Human Resource Development Centres (UGCASC or other relevant centers)	<a href="#">View File</a>
Upload any additional information	No File Uploaded
Details of teachers attending professional development programmes during the year (Data Template)	<a href="#">View File</a>

### 6.3.5 - Institutions Performance Appraisal System for teaching and non- teaching staff

#### Teacher's Self Appraisal

1. Departments collate the data for appraisal of teaching-learning activities of teachers in the form of departmental reports which are then forwarded to the Principal. The IQAC of the college assesses the report submitted by the faculty/department and does an academic audit which is then shared with the departments. 2. Next, the departments fill a self assessment proforma and prepare an Action Taken Report, appraised by the external auditor who is an expert in the discipline. 3. The performance appraisal is also used for Career Advancement of the teachers who are updated about their performance at each level. If there is a scope for improvement on the part of the teacher, they are advised to upgrade themselves. This is crucial for later promotions as per the norms. The whole system is carried out in a confidential manner. The respective teacher is informed about the same and suggestions given.

#### Non teaching Appraisal

1. The College follows the performance appraisal procedures as per Govt. of Assam/UGC norms.

2. The administrative audit is conducted by IQAC and external agency.

File Description	Documents
Paste link for additional information	<a href="http://www.amguricollege.com/appraisal">www.amguricollege.com/appraisal</a>
Upload any additional information	<a href="#">View File</a>

## 6.4 - Financial Management and Resource Mobilization

6.4.1 - Institution conducts internal and external financial audits regularly Enumerate the various internal and external financial audits carried out during the year with the mechanism for settling audit objections within a maximum of 200 words

Institution conducts internal and external financial audits on a regular basis. Mechanism for Internal Audit and External Audit is as follows. Internal Audit:

- Internal audit is a continuous process which ensues after each and every financial transaction, whereby the college itself carries out the initial stage of the internal audit.
- In the initial stage, the officer in-charge scrutinizes and verifies the financial data. This is again scrutinized by the Principal for clarity, authenticity, transparency and financial accuracy.
- Income/Expenditure is closely monitored by the Principal and the Section Officer (Accounts)
- Proper procedure for purchases is adopted. Quotations are called for and prices are compared. The Institution has formed a Purchase Committee for the purpose.
- Corrections are effected on the basis of the audit report and clarifications called by them are submitted as an audit reply.

### External Audit

- The external audit takes place annually after the completion of every financial year. The Chartered Accountant, who works as an auditor is appointed by the College.
- The Govt. of Assam/UGC also timely sent Audit officers from Account General Office in College for the purpose of Audit.
- The audit objections/compliance, if any, is handled by the Accounts Department
-

File Description	Documents
Paste link for additional information	<a href="http://www.amguricollege.com/auditmanagement">www.amguricollege.com/auditmanagement</a>
Upload any additional information	No File Uploaded

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

##### 6.4.2.1 - Total Grants received from non-government bodies, individuals, Philanthropers during the year (INR in Lakhs)

0

File Description	Documents
Annual statements of accounts	No File Uploaded
Any additional information	No File Uploaded
Details of Funds / Grants received from of the non-government bodies, individuals, Philanthropers during the year (Data Template)	No File Uploaded

#### 6.4.3 - Institutional strategies for mobilization of funds and the optimal utilization of resources

##### Major Source of Fund

1. Govt. of Assam
2. UGC
3. Fees from Students
4. interest generated from fixed deposit
5. philanthropers grants

##### Utilization of Resorces

1. The College has a Governing Body, Planning and Purchase Committee, Library and various associated bodies which help in the preparation, division, allocation and utilization of funds. 2. UGC funds are deposited in a separate bank account. The utilization of

these funds is ensured through financial auditing. 3. Grants received for Govt. of Assam is also kept in a separate account. 4. Fees received from students are used for development of the college, non-grant faculty and staff salaries, and are properly audited. Physical and Academic facilities are augmented for students.

5. Library services and Sports services are strengthened. Laboratories are augmented and IT infrastructure is increased. 6. Number of workshops and seminars are organized. National and International Conferences are organized. Guest lectures, field trips, industrial visits are organized for students. 7. The Purchase Committee decides the policy and procedure for purchasing any item. Each item is purchased by comparing a minimum of three quotations received from different vendors. 8. All purchases are done through a tender system. Each and every transaction is supported by the vouchers. 9. All the collections are deposited in the bank and all expenditure, recurring and non-recurring, are incurred through Cheques/Electronic mode. Only authorized person (Principal) by management can operate the transaction through the bank. 10. For each and every financial transaction proper permission is taken from the Principal of the College

File Description	Documents
Paste link for additional information	<a href="http://www.amguricollege.com/majorfundsource">www.amguricollege.com/majorfundsource</a>
Upload any additional information	No File Uploaded

## 6.5 - Internal Quality Assurance System

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

Promotion of Research IQAC recognizes the significance of promoting a research environment amongst staff and students. To this end, IQAC has established a Research and Collaboration Centre in the College. It is run by a committee, comprising the Principal of the college and other senior teachers from various departments.

File Description	Documents
Paste link for additional information	<a href="http://www.amguricollege.com">www.amguricollege.com</a>
Upload any additional information	No File Uploaded

6.5.2 - The institution reviews its teaching learning process, structures & methodologies of operations and learning outcomes at periodic intervals through IQAC set up as per norms and recorded the incremental improvement in various activities

1. Conducting Academic Audit Annually
2. Collecting feedback from students online.
3. Close contaced with the Alumni Students.
4. More imphasisi on Research and community service.

File Description	Documents
Paste link for additional information	<a href="http://www.amguricollege.com/postaccreditationinitiatives">www.amguricollege.com/postaccreditationinitiatives</a>
Upload any additional information	No File Uploaded

**6.5.3 - Quality assurance initiatives of the institution include: Regular meeting of Internal Quality Assurance Cell (IQAC); Feedback collected, analyzed and used for improvements Collaborative quality initiatives with other institution(s) Participation in NIRF any other quality audit recognized by state, national or international agencies (ISO Certification, NBA)**

**A. All of the above**



File Description	Documents
Paste web link of Annual reports of Institution	<a href="http://www.amguricollege/annualreport">www.amguricollege/annualreport</a>
Upload e-copies of the accreditations and certifications	<a href="#">View File</a>
Upload any additional information	<a href="#">View File</a>
Upload details of Quality assurance initiatives of the institution (Data Template)	<a href="#">View File</a>

## INSTITUTIONAL VALUES AND BEST PRACTICES

### 7.1 - Institutional Values and Social Responsibilities

#### 7.1.1 - Measures initiated by the Institution for the promotion of gender equity during the year

As a leading college of Amguri, our vision rests on creating a safe space for our students and providing a gender sensitive and empowering education. The pedagogy of gender sensitization is not limited to classrooms alone. We pride ourselves in having created a vibrant campus environment that allows students to think critically, and question, act and resist creatively. The college has organised an impressive number of formal events related to gender each year. The Women Cell plays a critical role in fostering gender sensitivity on campus. Programmes in the form of lectures, conferences, and workshops are organised throughout the year that aim to provide an intersectional approach in creating awareness amongst students about the inequalities confronting all genders. The focus of the Women Cell has been to provide adequate space for students to engage in open discussions and think critically on various issues not limited to the following theme such as: 1. women and labour 2. gender and sexuality 3. violence at home 4. influence of media 5. laws and rights 6. health and hygiene. In 2020, during the Covid-19 pandemic necessitated lockdown, JMC organised webinars addressing gender issues. JMC has an active Internal Complaints Committee, a statutory body formed to register complaints of harassment and to undertake formal proceedings to resolve them.

File Description	Documents
Annual gender sensitization action plan	<a href="http://www.amguricollege.com">www.amguricollege.com</a>
Specific facilities provided for women in terms of: a. Safety and security b. Counseling c. Common Rooms d. Day care center for young children e. Any other relevant information	<a href="http://www.amguricollege.com">www.amguricollege.com</a>

<b>7.1.2 - The Institution has facilities for alternate sources of energy and energy conservation measures Solar energy Biogas plant Wheeling to the Grid Sensor-based energy conservation Use of LED bulbs/ power efficient equipment</b>	<b>C. Any 2 of the above</b>
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File Description	Documents
Geo tagged Photographs	<a href="#">View File</a>
Any other relevant information	<b>No File Uploaded</b>

<b>7.1.3 - Describe the facilities in the Institution for the management of the following types of degradable and non-degradable waste (within 200 words) Solid waste management Liquid waste management Biomedical waste management E-waste management Waste recycling system Hazardous chemicals and radioactive waste management</b>
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- **Following the Government of India's resolution to ban all single-use plastics, the college administration declared the JMC campus plastic free. The ban is applicable to all entities. We organized the first Clothes Swap Shop Meet ever held at an educational institution in India to highlight and address the waste in the Fast Fashion industry. Collection drives for newspapers and posters have been held by NSS and Green Society.**
- **Recycling workshops held amongst students by the Green Society raise awareness about plasticwaste, food waste and menstrual waste. The college has systematically reduced water wastage by building Indian style toilets. Various department and student level sensitization programmes have been organised.**
- **Various department and student level sensitization programmes have also been organised. We organized an E-Waste Awareness Campaign, Talks, quizzes and competitions were held to educate the students and staff alike and to encourage**

**active participation.**

File Description	Documents
Relevant documents like agreements/MoUs with Government and other approved agencies	No File Uploaded
Geo tagged photographs of the facilities	<a href="http://www.amguricollege.in">www.amguricollege.in</a>
Any other relevant information	<a href="#">View File</a>

<b>7.1.4 - Water conservation facilities available in the Institution: Rain water harvesting Bore well /Open well recharge Construction of tanks and bunds Waste water recycling Maintenance of water bodies and distribution system in the campus</b>	<b>C. Any 2 of the above</b>
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File Description	Documents
Geo tagged photographs / videos of the facilities	<a href="#">View File</a>
Any other relevant information	No File Uploaded

**7.1.5 - Green campus initiatives include**

<b>7.1.5.1 - The institutional initiatives for greening the campus are as follows:</b>	<b>A. Any 4 or All of the above</b>
<ol style="list-style-type: none"> <li>1. Restricted entry of automobiles</li> <li>2. Use of Bicycles/ Battery powered vehicles</li> <li>3. Pedestrian Friendly pathways</li> <li>4. Ban on use of Plastic</li> <li>5. Landscaping with trees and plants</li> </ol>	

File Description	Documents
Geo tagged photos / videos of the facilities	<a href="#">View File</a>
Any other relevant documents	No File Uploaded

**7.1.6 - Quality audits on environment and energy are regularly undertaken by the institution**

<b>7.1.6.1 - The institutional environment and energy initiatives are confirmed through the</b>	<b>E. None of the above</b>
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**following 1.Green audit 2. Energy audit  
3.Environment audit 4.Clean and green  
campus recognitions/awards 5. Beyond the  
campus environmental promotional activities**

File Description	Documents
Reports on environment and energy audits submitted by the auditing agency	<a href="#">View File</a>
Certification by the auditing agency	<a href="#">View File</a>
Certificates of the awards received	<a href="#">View File</a>
Any other relevant information	<a href="#">View File</a>

**7.1.7 - The Institution has disabled-friendly, barrier free environment Built environment with ramps/lifts for easy access to classrooms. Disabled-friendly washrooms Signage including tactile path, lights, display boards and signposts Assistive technology and facilities for persons with disabilities (Divyangjan) accessible website, screen-reading software, mechanized equipment  
5. Provision for enquiry and information : Human assistance, reader, scribe, soft copies of reading material, screen reading**

**A. Any 4 or all of the above**

File Description	Documents
Geo tagged photographs / videos of the facilities	<a href="#">View File</a>
Policy documents and information brochures on the support to be provided	<a href="#">View File</a>
Details of the Software procured for providing the assistance	<a href="#">View File</a>
Any other relevant information	<a href="#">View File</a>

7.1.8 - Describe the Institutional efforts/initiatives in providing an inclusive environment i.e., tolerance and harmony towards cultural, regional, linguistic, communal socioeconomic and other diversities (within 200 words).

- Book bank facility: A book bank scheme is in operation for**

the needy students.

- **Studenet Aids:** Student welfare scheme is available for the needy students.
- **free admission:** admission in college is free at all level who have family income less than 2 lakhs.
- **remedial classes** for the needy students
- **Best graduate scholarship** for the students for economically poor students.
- **college week** is celebrated every year for cultural diversity.
- **freshman social** is celebrated every year for cultural and social diversity.
- **observance** of different death and birth anniversary of well known person of Assam as well India.
- **College news.**

File Description	Documents
Supporting documents on the information provided (as reflected in the administrative and academic activities of the Institution)	<a href="#">View File</a>
Any other relevant information	<a href="#">View File</a>

7.1.9 - Sensitization of students and employees of the Institution to the constitutional obligations: values, rights, duties and responsibilities of citizens

Amguri College has been committed to educating our students as constitutionally aware citizens sensitized to their Fundamental Rights and Duties. This responsibilities mainly shouldered by political science department. Various programmes and activities are organised both by departments to inculcate constitutional values to students.

File Description	Documents
Details of activities that inculcate values; necessary to render students in to responsible citizens	<a href="#">View File</a>
Any other relevant information	<a href="#">View File</a>

**7.1.10 - The Institution has a prescribed code of conduct for students, teachers, administrators and other staff and conducts periodic programmes in this regard. The**

**A. All of the above**

**Code of Conduct is displayed on the website**  
**There is a committee to monitor adherence to the Code of Conduct Institution organizes professional ethics programmes for students, teachers, administrators and other staff**  
**4. Annual awareness programmes on Code of Conduct are organized**

File Description	Documents
Code of ethics policy document	<a href="#">View File</a>
Details of the monitoring committee composition and minutes of the committee meeting, number of programmes organized, reports on the various programs etc., in support of the claims	<a href="#">View File</a>
Any other relevant information	<a href="#">View File</a>

7.1.11 - Institution celebrates / organizes national and international commemorative days, events and festivals

- NSS day
- International Yoga day
- National Education day
- Human Rights day
- teachers day
- independence day
- Republic day
- Gandhi Jayanti etc.

File Description	Documents
Annual report of the celebrations and commemorative events for the last (During the year)	<a href="#">View File</a>
Geo tagged photographs of some of the events	<a href="#">View File</a>
Any other relevant information	<a href="#">View File</a>

## 7.2 - Best Practices

7.2.1 - Describe two best practices successfully implemented by the Institution as per NAAC

format provided in the Manual.

1. Establishment of IIC at Amguri College.

2. Started some project like Vermicompost, mashroom etc.

File Description	Documents
Best practices in the Institutional web site	<a href="#">View File</a>
Any other relevant information	<a href="#">View File</a>

### 7.3 - Institutional Distinctiveness

7.3.1 - Portray the performance of the Institution in one area distinctive to its priority and thrust within 200 words

1. As a leading and majority of students are Women, we prioritize creating a safe space for our students to gain gender sensitive and empowering education.

2. The cast and open areas of the campus, the common room and the various lawns at Amguri College provide spaces to students to hold public discussion and interactive sessions.

3. Each department organizes events that reinforce the institution's large vision and mission to provide empowering education to young women.

4. Due to the pandemic of COVID-19, Amguri College organized different webinars addressing the gender issues.

File Description	Documents
Appropriate web in the Institutional website	<a href="#">View File</a>
Any other relevant information	<a href="#">View File</a>

7.3.2 - Plan of action for the next academic year

1. Establishment of IIC office at College

2. Participate in Atal Ranking Framework of AICTE