



The Annual Quality Assurance Report (AQAR) of the IQAC

(For Affiliated/Constituent Colleges)

2018-19

PART- A

<i>Data of the Institution</i>	
1. Name of the Institution	Rangia College
Name of the Head of the institution	Dr. Dwijendra Nath Deka
Designation	Principal i/c
Does the institution function from own campus	Yes
Phone no./Alternate phone no	94355 44088
Mobile no	9101829733
Registered e-mail	principal.rangiacollege@gmail.com
Alternate e-mail	info@rangiacollege.ac.in
Address	Rangia College, Rangia
City/Town	Rangia
State/UT	Assam
Pin Code	781354
2. Institutional status:	
Affiliated / Constituent	Affiliated
Type of Institution	Co-education
Location : Rural/Semi-urban/Urban	Rural
Financial Status	State
Self financing	No
Name of the Affiliating University	Gauhati University
Name of the IQAC Co-coordinator	Dr.Monoj Kr Singha
Phone no	
Alternate phone no	8638794926
Mobile	9954707890
IQAC e-mail address	iqac.rc@gmail.com
Alternate Email address	reiki_sinha@yahoo.com
3. Website address:	
Web-link of the AQAR(Previous Academic year)	https://www.rangiacollege.ac.in/iqac/aqar2017-18
4. Whether Academic Calendar prepared during the year.	Yes
if yes, whether it is uploaded in the	http://www.rangiacollege.ac.in/iqac/calendar/20

Institutional website:	18-19			
5. Accreditation Details:				
Cycle	Grade	CGPA	Year of Accreditation	Validity period
1 st	B++	2.81	2004	4 Nov 2004 to 4 Nov 2009
2 nd	B	2.80	2010	8 Jan 2011 to 8 Jan 2016
6. Date of establishment of IQAC			27/04/2004	

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7. Internal Quality Assurance System		
7.1 Quality initiative by IQAC during the year for promoting quality culture		
Item/Initiative by initiative IQAC	Date and Duration	No. of participant / beneficiaries
IQAC Meeting	09 February 2019	8
IQAC Meeting	27 April 2019	7
Seminar "On Quality Assurance and Maintenance" Par 1/Part-2/Part-3	24 January 2019 09 February 2019 27 April 2019	199
Orientation programmes for fresh the CBCS students.	1 st semester 1. B.A-13,14 August 2018 2. B.Sc- 18,20 August 2018 3. B.Com & B.Voc- 21 August 2018	349

8. Provide the list of funds by Central/ State Government UGC/CSIR/DST/DBT/ICMR/TEQIP/World Bank/CPE of UGC etc.				
Institution	Scheme	Funding agency	Year	Amount
Faculty	Minor Research Project	UGC	2018-19	88,000
Faculty	Salary Substitute Grant	UGC		381,892
Institute	Infrastructure grant to college of Assam	RUSA ,Govt. of Assam		87,67,000
Department	Seminar grant	National Council for promotion of Urdu Language, New Delhi		50,000
NSS	Implementation of regular activities and	National Service Scheme (NSS), ,		44,500

	Special Camping Programme	Gauhati University		
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9. Whether composition of IQAC as per latest NAAC guidelines	Yes
upload latest notification of formation of IQAC	View file
10.No. of IQAC meetings held during the year	2
Upload, minutes of the meetings and action taken report	View file
11. Whether IQAC received funding from any of the funding agency to support its activities during the year ?	No
12.Significant contributions made by IQAC during the current year (maximum five bullets)	
12.1. Made Mentoring and Counseling system more robust.	
12.2. Public meeting for inauguration of P.G. block on 28 February 2019.	
12.3. Increase number of ICT classes. Online classroom (Google classroom) has been introduced.	
12.4. On line feedback system for students & library facilities. Guardians' feedback on institutional facilities.	
12.5. Preparation for the Assessment and Accreditation by NAAC.	
13. Plan of action chalked out by the IQAC in the beginning of the Academic year towards Quality Enhancement and the outcome achieved by the end of the Academic year	
Plan	Action
C.B.C.S has been introduced by the Gauhati University.	1. Orientation programme on C.B.C.S for first semester students is done. 2. Invited talk on “ Introduction of CBCS at UG level in GU” for the teaching & non teaching staff of the College
Up gradation of the College library	Partial automation of the College library has been done.
Increase of ICT classes with online platform	<i>Google class</i> has been introduced for the major students. Hands on training for the students and teachers.
Initiative for the Construction of the P.G.	Construction of the P.G. block started.

Automation of the admission procedure	Admission process has been made online.
Up gradation of Students feedback system	Partial online feedback has been started.
14. Whether the AQAR was placed before statutory body?	No
15. Whether NAAC/or any other accredited body(s) visited IQAC or interacted with it to assess the functioning?	No
16. Whether institutional data submitted to AISHE	Yes
Year:	2018-19
17. Does the Institution have Management Information System?	Partially
If yes, give a brief description and a list of modules currently operational (maximum 500 words)	<p>1. The admission process has been run by a module jointly by a payment gate way. All the payment related to students is done under this module.</p> <p>2. The leave account of the faculty members is maintained by a Leave Management System (LMS) since 2015. LMS takes into account the leaves mainly Causal leave, duty leave special leave. It excludes the Child Care Leave and Earned leave.</p>

PART-B

CRITERION I CURRICULUM ASPECTS
1.1 Curriculum Planning and implementation
1.1.1 Institution has the mechanism for well planned curriculum delivery and documentation. (Explain in 500 words)
Rangia College offers a wide range of programmes under three faculties – Arts, Science and Commerce. The offered programmes include 22 subjects at UG level with 17 of them offering Major courses. This year Gauhati University has introduced Choice Based Credit System (CBCS) in the affiliated colleges like us. While students enrolled in a program are supposed to enjoy flexibility in respect of time frame and non-core options, elective options are available and horizontal mobility

within and across a discipline is allowed to a limited extent depending upon the satisfaction of the authorities concerned.

With the thrust area of the college curriculum as designed by the Gauhati University mainly centered on generation and transmission of knowledge, the onus of fulfilling the social responsibility like creating general awareness on the problems of equality, health and hygiene, cleanliness etc. is left to the extension education activities of the college.

The college strictly adheres to the curriculum designed and modelled for different courses under GU, and is fully aware of the methodology adopted in preparing the courses. Self-financing courses has been introduced in Computer applications (PGDCA) and Yoga and Meditation has also been running as part of the regular courses. As for the execution of the courses there is a practice to get feedback from academic peers, notably the retired Principals and retired lecturers. Besides, the Principal as chair person of the IQAC makes it convenient to interact from time to time with the teaching community on vital academic issues. The college maintains a healthy rapport with the neighbourhood on issues of common concern.

It is noteworthy to mention that two faculty members of the College are actively associated with the University for preparation and modification of the syllabus time to time. Further, the college has endeavored to sign MOU with NGOs for exchange of socio-economic and student centric programmes. In the beginning of an academic session the heads of the departments draw out a detailed teaching plan for the whole session. The plan shows unit-wise break-up of the syllabus to be covered and distributed to the other faculty members. It is meant for completing the syllabus within a stipulated period.

With the majority of the students of the college having a very weak socio-economic fabric, it is felt that students by and large would have been more benefited through a series of vocational training in the nature of IGP programmes. With this end in view the college has introduced degree course in vocational education (B.Voc) in two subjects under UGC in the year 2016. The college authority has proposed and prescribed to introduce bachelor degree in Physical Education from this year.

1.1.2 Certificate / Diploma courses introduced during the Academic year

Name of the certificate Course	Name of the Diploma Courses	Date of introduction and duration	Focus on employability /entrepreneurship	Skill development
0	0	0	0	0

1.2 Academic flexibility

1.2.1 New programme / courses introduced during the academic year

Programme with code	Programme specialization	Date of Introduction
U.G.	B.P.E	01/08/2019
M.A.	Bodo	01/08/2019

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1.2.2 Programmes in which Choice Based Credit System (CBCS) / Elective course system implemented at the affiliated college (if applicable) during the academic year.

Name of programme adopting CBCS	Programme specialization	Date of implementation of CBCS/ Elective Course System
BA	Assamese	01/06/2019
BA	Arabic	01/06/2019
B.Com	Accountancy	01/06/2019
BA	Bodo	01/06/2019
BA	Bengali	01/06/2019
BSc	Botany	01/06/2019
B.Com	Banking	01/06/2019
BSc	Chemistry	01/06/2019
B.Com	Company Law, Commercial Law, Statistic & IT	01/06/2019
BA	Economics	01/06/2019
B.Com	Economics(Commerce)	01/06/2019
BA	Education	01/06/2019
BA	English	01/06/2019
B.Com	FMIL(Commerce)	01/06/2019
BA	Geography	01/06/2019
BA	History	01/06/2019
BSc	Mathematics	01/06/2019
B.Com	Management	01/06/2019
BA	Philosophy	01/06/2019
B.Sc	Physics	01/06/2019
BA	Political Science	01/06/2019
BA	Sanskrit	01/06/2019
BSc	Zoology	01/06/2019
MA	Bodo	01/06/2019

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

No of students	Certificate	Diploma Courses
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0	0	0		
1.3 Curriculum Enrichment				
1.3.1 Value-added courses imparting transferable and life skills offered during the year				
Value added courses	Date of introduction	Number of students enrolled		
0	0	0		
1.3.2 Field studies /Projects / Internship under taken during the year				
Project / Programme title	Specialization	No. of students enrolled for field projects /internship		
BA	Assamese	39		
BA	Bodo	18		
B.Sc	Botany	174		
BA	Political Science	48		
BA	Philosophy	15		
B.Sc	Physics	52		
BA	English	37		
BA	Education	32		
B.Sc/BA	Geography	19		
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1.4 Feedback System				
1.4.1 Whether structured feedback received from all the stakeholders				
1. Students	2. Teacher	3. Employers	4.Alumni	5. Parents
Yes	No	No	No	Yes
1.4.2 How the feedback obtained is being analyzed and utilized for overall development of the institution ?				
<p><i>Methodology adopted for feedback system in the college</i></p> <ol style="list-style-type: none"> 1. A routine is prepared for the purpose and departments are asked to allot a class for the feedback as per routine. 2. A questionnaire is prepared with ten numbers of questions to check the opinion of a student towards his/her teacher. 3. Respective departments are requested not to attend the feedback class during the process of feedback. 4.The questionnaire and the method of giving feedback is explained by the invigilation assigned by IQAC. 				

5. Students are assured that their feedback is secured in all respect.
6. Students are requested to give the score according to the scale given with dignity and integrity.
7. Answer script are collected and submitted to the coordinator IQAC, RC
8. The questionnaire are analyzed and grade is given according to the feedback conveyed with respect to the teacher.

The following points are included in the student feedback form

1. Relevance to real life situation
2. Extent of coverage of syllabus in class
3. Clarity and relevance of reading material
4. Knowledge base of the teacher
5. Sincerity/Commitment of the Teacher
6. Accessibility of the teacher in & out of the class
7. Timely feedback and further discussion.
8. Communication skill
9. Motivation generated by teacher.
10. Ability to test understanding.

Analysis of the feedback is done by IQAC. The result of the feedback is conveyed to the respective teacher through e-mail.

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CRITERION II TEACHING-LEARNING AND EVALUATION

2.1 Student Enrollment and Profile

2.1.1 Demand Ratio during the year

Name of the Programme	Programme specialization	Number of the seat available	Number of application received	Students enrolled
BA	MIL,EDN,ECO,EN G,GGY,HIS,MAT, PSC,PHLSNS	600	720	644
BSc	BOT,CHE,GGY,M AT, PHY,ZOO	250	270	263
BCom	BMT,IFS,FAC,BE D,FIN	150	185	182
BCA	CSC	20	20	20
B.Voc	CT&HM	50	09	09
B.Voc	RM&IT	50	25	25
B.P.E	BPE	20	04	04
PGDCA	PGDCA	30	30	30

CCA	CCA	20	12	12	
M.A.	ARB	20	13	13	
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2.2 Catering to Student Diversity					
2.2.1. Student-Full time teacher ratio (current year data)					
Year	Number of students enrolled in the institution(U.G)	Number of students enrolled in the institution (P.G)	Number of full time teachers available in the institution only for P.G Courses	Number of teachers teaching both UG & PG	
2018	2846	43	0	08	
2.3 Teaching –Learning Process					
2.3.1 Percentage of teachers using ICT for effecting teaching with Learning Management Systems(LMS), E-learning resources etc . (Current year data)					
Numbers of teachers on roll	Numbers of teachers using ICT	ICT tools and resources available	Number of ICT enable classroom	Number of smart classrooms	E resources and techniques used
70	44	07	07	0	04

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

A. Mentoring through Attendance

1. Observe the students in the classroom
2. Monitoring the attendance of the student and if found absent continuously for a week try to find out the cause of the absence from available sources.
4. Communicate with the student/ parent.
5. Try to sort out the problem if any
5. Call the parent in case of urgency.

B. Mentoring for slow learner

1. If the department finds a student to be a slow learner, special care is taken.
2. Tutorial classes are taken as provided in the class routine.
3. Books are provided from departmental seminar library.

C. Mentoring through psychological counseling

A large number of the students of the college came from economically challenged household and first generation learner. Further, issues of adolescence also stressed them. Department is also perceptive of the problem and care to.

1. Counseling is done personally one to one basis.
2. If needed parents are also involved to overcome the crisis.

Mentoring through Students Union

Rangia College students union is also taking care if a student faced with issues related to

1. Admission related problems
2. Financial problems. The college has a student development fund can that take care of financially changed students.
3. Administrative problem.
4. Academic problem – Guided the students in case of subject change.

IQAC, Extension Education Cell and Self Empowerment Centre (Yoga and Meditation) organize seminar, talk and workshop to create a positive ambiance for the students and inculcate the moral and ethical values in the students.

Number of students enrolled in the institution	Number of fulltime teachers	Mentor: Mentee Ratio
2846	80	1:36

2.4 Teacher Profile and Quality

2.4.1 Number of full time teachers appointed during the year

No. of sanctioned position	No. of filled positions	Vacant position	Position filled during the current year	No. of faculty with Ph.D
77	68	09	01	40

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2.4.2 Honours and recognition received by teachers

(Received award, recognition, fellowships at state, National, International level from Government, recognized bodies during the year)

Year of award	Name of the full time teachers receiving awards from state level, national level and international level.	Designation	Name of the award, fellowship, received from Government or recognized bodies
2019	Dr. Rujab Muchahary Department of Bodo	Assistant Professor	Sahita Akademy Yuva Puruskar-2019
2019	Dr. Ibrahim Ali Deptt. Of Arabic	Associate Professor	Appointed as Governing Body Member .
2019	Dr. Debraj Sarma Deptt. Of Geography	Associate Professor	1. Appointed as Subject expert By Gauhati University. 2. Appointed as Master Trainer by Election Commission of India for MP election.
2019	Dr.Paritosh Ch. Das	Associate Professor	Appointed as Subject

			Expert in the interview panel as V.C. nominee by G.U.
2019	Dr. Monoj Kr. Singha Deptt. of Physics	Associate Professor	1. Appointed as Coordinator UG-CCS, (Electronics)Department of Physics, G.U
2019	Dr. Mausumi Bhuyan Deptt. of Physics	Assistant Professor	Elected as secretary of Assam Physical Society(APS) , Assam.
2018	Dr. Gitimoni Deka Department of Chemistry	Associate Professor	1.Nominated as Expert Chair for “ Trilingual Fundamental Glossary of Chemistry” organized by HRD, New Delhi. 2. Won award in State level Essay Writing Competition organized by Assam Higher Secondary Education Council, 2018
2018	Dr. Leena Bardoloi Baruah	Associate Professor	1. Appointed by G.U. as Subject expert, DPC, Pandu College, Guwahati 2. Nominated as Resource Person Refresher Course in Navodaya Leadership Institute ,Kamrup

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2.5 Evaluation Process and Reform

2.5.1 Number of days from the end of semester-end/ year end examination till the declaration of result during the year.

Program me Name	Programme Code	Semester/Year	Last date of last semester end/ year end examination	Date of declaration of results of semester end/ year end examination
BA	Assamese	6 th SEM	19/05/2018	05/07/2018
BA	Arabic	6 th SEM	19/05/2018	05/07/2018
BA	Bengali	6 th SEM	19/05/2018	05/07/2018
BSc	Botany	6 th SEM	18/05/2018	05/07/2018
BA	Bodo	6 th SEM	18/05/2018	05/07/2018
B.Sc	Chemistry	6 th SEM	18/05/2018	05/07/2018

B.Com	Commerce	6 th SEM	16/05/2018	05/07/2018
BSc	Computer Science	6 th SEM	18/05/2018	05/07/2018
BA	Education	6 th SEM	19/05/2018	05/07/2018
BA	Economics	6 th SEM	19/05/2018	05/07/2018
BA	English	6 th SEM	19/05/2018	05/07/2018
BA	Geography	6 th SEM	19/05/2018	05/07/2018
BA	History	6 th SEM	19/05/2018	05/07/2018
BA	Hindi	6 th SEM	19/05/2018	05/07/2018
BA	Mathematics	6 th SEM	19/05/2018	05/07/2018
BA	Philosophy	6 th SEM	19/05/2018	05/07/2018
BA	Political Science	6 th SEM	19/05/2018	05/07/2018
BSC	Physics	6 th SEM	18/05/2018	05/07/2018
BA	Sanskrit	6 th SEM	19/05/2018	05/07/2018
B.Sc	Zoology	6 th SEM	18/05/2018	05/07/2018
MA	ARB	1 st SEM	27/06/2019	31/08/2019
PGDCA	PGDCA	1 st SEM	10/01/2019	23/04/2019

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

The college has undertaken following CIE

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

Therefore there is little scope for reform of examination /evaluation has a little scope.

However, College took the following steps for continuous internal evaluation in the college

As per instruction of the University the sessional examination is conducted for 20% of the marks of the final examination. The marks have been distributed as follows

1. Attendance -Four marks for attendance above 90%
2. Three marks for attendance above 85%
3. Two marks for attendance above 80% and
4. One marks for attendance above 75% .

2.Six marks for internal assessment. The internal assessment marks is given as CIE on the following category

- i. Home assignment

ii. Field / Excursion / Project report

iii. Seminar presentation

iv. Group discussion

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

The **Annual Academic Calendar** is prepared in accordance with the academic calendar of the Gauhati University. The Calendar is published prior to the commencement of the academic year, is incorporate into the Prospectus of the college. A committee named “Prospectus Preparation Committee” prepares the prospectus along with Academic Calendar. The calendar earmarks available dates for activities as follows

1. The calendar started with dates from 1 July 2018 to 30 June 2019.
2. The calendar shows the total teaching days, working days and holidays for the session.
3. Orientation Programmers for the new students, inter-college debate competition, Educational field trip, Election of the Students Union, College Week etc are specified.
4. Sessional Examination for the TDC semester examination is shown in the calendar.
5. The admission for the new session normally commences in the month of June next year. The college authority issues notifications time to time if there are any change of examination and holiday dates.

2.6 Students Performance and Learning outcomes

2.6.1 Programme outcome, program specific outcomes and course outcomes for all programmes offered by the institution are stated and displayed in website of the institution (to provide web link)

<https://www.rangiacollege.ac.in/students/result2018-19>

2.6.2 Pass percentage of the students

Programme Code	Programme Name	No. of students appeared in the final examination	No. of students passed in final year examination	Pass percentage
U.G.	BA (Hons)	261	229	87.73
U.G.	BA.(Gen)	281	232	82.56

U.G.	BSc(Hons)	96	71	73.95
U.G.	BSc(Gen)	66	50	75.75
U.G.	BSc (Com)	65	33	50.76
U.G.	BCom.	28	6	21.42
U.G.	B.C.A.	4	3	75.0
U.G.	B.Voc (CTHM)	7	7	100
U.G.	B.Voc(RM&IT)	17	15	88.0
P.G.	M.A.(ARB)	20	18	90.0

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2.7 Student Satisfaction Survey

2.7.1 Student Satisfaction Survey (SSS) on overall institutional performance

Not Done. The emails and phone numbers of the students of first, third and fifth semester students are collected in a specific format.

CRITERION III- RESEARCH, INNOVATIONS AND EXTENSION

3.1 Resource Mobilization for Research.

3.1.1 Research fund sanctioned and received from various agencies, industry and other organizations during the academic year

Name of the project	Duration	Name of the funding agencies	Total grants sanctioned	Amount received
Major project	5 years	DBT	58.46	5,85,844
Minor project	2 years	UGC NERO	5.9	88,000
Interdisciplinary project	---	----	----	-----
Industry sponsored project	----	----	----	----
Project sponsored by University/College	-			
Students Research project	----	---	---	----
International project	-----	-----	-----	-----
Any other (Specific)				

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3.2 Innovation Ecosystem

3.2.1 Workshops/Seminar conducted on Intellectual Property Right (IPR) and Industry-Academia innovative practices during the year.				
Title of the workshop/Seminar		Name of the Department		Date(s)
0		0		0
<i>No file uploaded</i>				
3.2.2 Awards for innovation won by institution/Teachers/Research scholars/Students during the year				
Title of the innovation	Name of the awardees	Awarding agency	Date of award	Category
“Systematic studies on aroids of Kamrup District , Assam”	Dr.Ranjita Tamuli Department of Botany	Gauhati University	2018	PhD
“A Study on the Mach Dialect of North Bengal Specialization: Language & Linguistics”	Dr. Rujab Muchahary Deptt. Of Bodo	Gauhati University	2018	PhD
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3.2.3 No. of incubation centre created, start ups incubated on campus during the year				
Incubation centre	Name		Sponsored by	
0	0		0	
<i>No file uploaded</i>				
Name of the Start-up	Nature of start-up		Date of commencement	
0	0		0	
<i>No file uploaded</i>				
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 centre)				
Name of the Department		No. of Ph.D awarded		
<i>No file uploaded</i>				
3.3.3 Research Publications In the Journals notified on U.G.C website during the year				
	Department	No. of Publication	Average impact factor, if any	
National	History	04	3.545	
National	Economics	04	0	
International	Economics	02	4.295	

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3.3.4 Books and Chapters in edited volumes/ Books published, and paper in National/ International Conference Proceedings per Teacher during the year

Departments	No. of publication
Women's Studies Research cell	1
Rangia College Students Union (RCSU)	1
Economics	1
Physics	1
History	1
Bodo	1

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3.3.5 Biblio metrics of the publications during the Academic year based on average citation index in Scopus/ Web of Science or Pub Med / Indian Citation Index.

Title of the paper	Name of the author	Title of the Journal	Year of publication	Citation index	Instituti onal affiliati on	No. of citation excludi ng self citation
0	0	0	0	0	0	0

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

Title of the paper	Name of the author	Title of the Journal	Year of publication	h- index	No. of citations excludin g self	Institutio nal affiliatio n as
0	0	0	0	0	0	0

3.3.7 Faculty participation in Seminar/. Conference and Symposia during the year

No. of Faculty	International Level	National level	State level	Local level
Attended Seminars/ Workshop	01	03	04	302
Presented Papers	03	27	0	0
Resource Person	0	02	06	14

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3.4 Extension Activities

3.4.1 Number of extension and out reached programme conducted in collaboration with industry, community, and Non government organizations through NSS/NCC/Red Cross/Youth Red Cross(YRC) etc during the year				
Title of the activity	Organization unit/ agency collaborating agencies	Number of teachers coordinated such activities	No. of students participated	
Ek Bharat Shreshtha Bharat	NSS Unit , RC & Govt. of India	1	15	
Cycle rally	NSS Unit , RC	1	17	
NSS Special Camp at CHADDUBI	NSS Unit , RC	1	15	
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3.4.2 Awards and Recognition received from external activities from Government and other recognized bodies during the year				
Name of the activities	Awards / Recognition	Awarding bodies	No. of students benefited	
Independence Day parade 2018	The best marching Contingent award	SDO civil , Rangia Sub division	21	
Assam March past competition Independence Day parade	Got best Marching Contingent award	SDO, Nalbari, Assam	21	
Participation in “6 th North East Graduate Congress 2018” 15-17 Feb 2019	Best group Participation Award	USTM(University of Science & Technology Meghalaya)	90	
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3.4.3 Students participating in extension activities with Government Organizations, Non Government Organizations and Programmers such as Swachh Barat, Aids awareness, Gender Issues etc during the year				
Name of the scheme	Organizing unit/agency/collaborating agencies	Name of the activities	No. of Teacher coordinate such activities	No. of students participated in such activities (Approx)
Get together	Department of Bodo	Career Counseling	5	150
Workshop	Biohub, DBT	Usage and	2	25

		assembly of foldscope		
Swachhatha Abhiyan	Vivekananda Kendra of Culture, Guwahati in collaboration with RCTU	Outreach programme for cleanness & Hygiene	3	45
Science Teaching for High School Students	In collaboration with ASTEC, Govt. of Assam	Outreach Programs on teaching science in rural schools	7	200
Outreach programme	University of Science & Technology, Meghalaya	The Brahmaputra literary festival	7	26
Street Play	Drama club	Pathar Natya Mela	2	12
Awareness Programme	Assamese Department, Kokrajhar Commerce College	A workshop on the 'Manya Axomiya Bhasha'	2	60
Health Care Camp	In Collaboration with Excel Care Hospitals, Guwahati	Free ECG, Blood Pressure & Sugar check up camp	6	37
Educate to Illuminate	WAY Foundation & Department of English	Outreach programme on Learning is fun	5	26

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3.5 Collaboration

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

Name of the activity	No .of Participant	Source of financial support	Duration
Annual Meeting of Assam Physical Society(APS)	15	Assam Physical Society (APS)	2 July 2018
Annual General Meeting <i>Botanical Society of Assam</i>	34	BSA in collaboration with BioHub Rangia	28-29 October 2018

(BSA)		and ASTEC, Govt of Assam	
National seminar Exploration and utilization of bio resources of N.E India	92	Department of Bio technology (DBT), New Delhi	28 October 2018
One day training Programme	60	Department of Bio technology (DBT), New Delhi	22 November 2018
National Graduate Examination of Physics 2019	26	Indian Association of Physics Teacher(IAPT)	20 January 2019
ACT Concept Test in Chemistry CONTECH 18/19	17	Assam Chemistry Teacher (ACT)	2 February 2019
Out Reach Programe in rural schools	45	ASTEC, Govt. of Assam	9 March 2019
A workshop on Sister Languages of Bodo (Bodo, Garo, Rabha, Dimasa, Kokborok).	55	Department of Bodo, G.U.	16 March 2019
Hands on Training Voters Awareness Programme on EVM & VVPAT under SVEEP	75	Election Commission of India, SDO, Rangia	18 March 2019
Workshop on Microcontroller based Projects for 6 th Semester students.	26	Department of Applied Science, Gauhati University	23-26 March 2019
Student motivational program Mr. Shubhankar Sharma, Research Scholar at Max Planck Institute, Germany	30	Department of Economics	11 April 2019
Field visit North East Hill University, Department of Physics	26	Department of Physics	24 April 2019
Hands on training	70	Department of Bio technology (DBT), New Delhi	29 April 2019

Out Reach Programe by College in rural schools” in collaboration with ASTEC, Govt. of Assam	55	Assam Science Technology & Environmental Counsel , Govt. of Assam	6 May 2019	
View File				
3.5.2 Linkages with institutions/ industries for internship, on –the – job training, sharing of research facilities etc during a year				
Nature of the linkage	Title of the linkage	Name of the partnering institution / industry/ research lab with contact details	Duration (From-to)	Participation
Internship	Retail Training	BIG BAZAR, Guwahati	2018-19	15
<i>No file uploaded</i>				
3.5.3 MOU signed with institutions for national, international importance, other Universities, industries, corporate houses etc. during the year				
Organization	Date of MOU signed	Purpose and activities	No. of students/teachers Participated under MoU	
GNRC Limited, Guwahati, Assam	25-05-2015	Training, Research etc	16	
AVENUES (INDIA) PVT. LTD.,	08-06-2015	Master Merchant to use the Internet Payment Gateways	N/A	
View File				

CRITERION IV- INFRASTRUCTURE AND LEARNING REWSOURCES	
4.1 Physical Facilities	
4.1.1 Budget allocation excluding salary for infrastructure augmentation during the year	
Budget allocated for infrastructure augmentation	Budget utilized for infrastructure development
74,15,172	74,15,172
View File Statement	

4.1.2 Details of augmentation in infrastructure facilities during the year						
Facilities	Existing		Newly added			
Campus area	14.87 Acres		0			
Classrooms	33		0			
Laboratories	12		0			
Seminar Halls	02		0			
Classrooms with LCD facilities	05		0			
Classrooms with Wi-Fi /LAN	01		0			
Seminar Hall with ICT facilities	05		0			
Video Centre						
No. of important equipments purchased (>- 1-0 Lakh) during the current year	38		0			
Value of the equipment purchased during the year (Rs. In Lakhs)	--		27 Lakhs			
Others	--					
View File						
4.2 Library as a Learning Resource						
4.2.1 Library is automated (Integrated Library Automated System –ILAS)						
Name of the ILMS software	Nature of automation(Fully or partially)		Version		Year of automation	
OPEC & SOUL 2.0	Partially		2.0		2018-19	
4.2.2 Library Services						
	Existing		Newly added		Total	
	No	Value	No	Value	No	Value
Text Books	45,874		257	1,82,956	46,131	--
Reference Books	19,367	--	108	1,30,633	19,475	--
E Book	N-List	5800	--	Renewed	--	5800
Journals	25					
E Journals	N List	Free subscription	Renewed	Free subscription	--	--
Digital Database						
CD & Video	56	Free subscription	--	--	56	--
Library automation						
Weeding (Hard & Soft)						
Others (Specific)	1					
1. Tutorial (DTV)						
2. E resource centre	1					
View File						

4.3 IT Infrastructure									
Technology Up gradation (Overall)									
	Total Computer	Com Lab	I Net	Browsing Centre	Com Centre	Office	Deptt .	Available Bandwidth	Other
Existing	81	03	Yes	03	--	Yes	All	8 MBPS	19
Added	0	0	Yes	0	--	--	--	--	05
Total	81	03	Yes	03	--	Yes	All	01	24
View File									
4.3.2 Bandwidth available of internet connection in the institution (Leased Line)									
8 MBPS/GBPS									
4.3.3 Facility for e-content									
Name of the e content development facility					Provide the link of the video's and media centre and recording facilities				
0					0				
<i>No file uploaded</i>									
4.3.4 E content developed by teachers such as :e-PG-Pathshala,CEC (Under e PG pathshala CEC (Under Graduate SWAYAM other MOOCs plate form NPYTEL/NMEICT/ any other Government initiative & institutional (LMS etc.									
Name of the teacher			Name of the module		Of late form on which module is developed		Date of launching e content		
0			0		0		0		
<i>No file uploaded</i>									
4.4 Maintenance of Campus Infrastructure									
4.4.1 Expenditure incurred on maintenance of Physical facilities and academic support facilities, excluding salary component during the year									
Assigned budget on academic facilities (In Lakh)		Expenditure incurred on maintenance of academic facilities			Assigned budget on physical facilities(In Lakh)		Expenditure incurred on physical facilities		
38.13		38.13			36.02		36.02		
View File									
4.4.2 Procedure and policies for maintaining and utilizing physical, academic and support facilities laboratory, library, sports complex, computers, classrooms etc. (Maximum 500 words) Information to be available in institutional Website provide link									
<i>Maintenance of infrastructure facilities, services and equipment's is done as per the following details:</i>									
1. The maintenance of the departments is the responsibility of the departments itself. The necessary requirements of the departments such as furniture, Computer ink, and papers									

official items are supplied by the authority as per the requisition of the departments.

2. The log book entry for daily classes of teachers, different register books for departmental use, students attendance registers, mentoring class register, club register are also supplied by the authority.

3. The laboratory equipment and chemicals are purchased as per the requirements of the departments having practical through the official procedure. The respective departments conduct a periodic audit to ensure timely corrective action for the proper functioning of the various types of equipment used in the laboratory.

4. The departmental library is maintained by the department. The Central library of the college asked requisitions for the new books list annually. The issue register is maintained by the departments and verified by the central library annually.

5. The maintenance and cleanness of the campus is maintained by the principal's office.

6. The infrastructure facilities such as class-rooms, buildings, auditorium, seminar halls, hostels, green areas, garage, etc. are maintained by the office of the Principal.

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

8. Internal and external financial audit is done as per guideline of the GB.

9. Rangia College Students Union addresses the matters related to the students. The union is guided by the teachers in-charge. The portfolios of the RCTU are allotted 30% of fund from the admission under the head Contribution towards the Students Union.

10. Campus Surveillance Cameras, CCTVs maintained by the equipment providers and security personal are managed by the authority.

C CRITERION V- STUDENTS SUPPORT AND PROGRESSION

5.1 Student Support

5.1.1 Scholarships and Financial Support

	Name /Title of the scheme	No. of Students	Amount in Rs
--	---------------------------	-----------------	--------------

Financial support from institute	1.Student welfare scheme	201	1,20,600
<i>Financial support from other sources</i>			
1. National	Kishan Uday, ST,SC, Minority, Merit Scholarship	51	8,26,200
2.	Senior Research Fellow (DBT)	1	1,881,60
b. International	0	0	0

[View File](#)

5.1.2 Number of capacity enhancement and development schemes such as Soft Skill Development, Remedial coaching , Language lab, Bridge course, Yoga, Meditation, Personal counseling and mentoring

Name of the capacity enhancement scheme	Date of implementation	Number of students enrolled	Agencies involved
Yoga Courses	01/08-2018	30	Self Empowerment Centre
Culture Club-Music	08/08/2018	20	Cultural Club
Photography	08/08/2018	35	Photography Club
Meditation	08/08/2018	20	Meditation Club
Soft skill development	11/08/2018	80	Art & Craft Club Debate & Literature Book Lover's Club Culture Club-Dance Quizzing Club
Counseling Class	04/08/2018	200	Department
Teacher's Day Celebration	05/05/2018	300	Department

[View File](#)

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

Year	Name of the scheme	No. of benefited students by guidance for competitive examination	No. of students benefited by career counseling activities	No. of examination who have passed	No. of students placed
2018	"Career Counseling" Organized by ICGC in association with Central Industrial	N/A	60	N/A	N/A

	Security force				
2019	How to face competitive examination (Bank, Railway, ACS)	N/A	76	N/A	N/A
View File					
5.1.4 Institutional mechanism for transparency , timely redressal of students grievances, Prevention of sexual harassment and ragging cases during the year					
Total grievance received		No. of grievances redressed		Average number of days for grievance redressal	
1		1		3	
5.2 Student Progression					
5.2.1 Details of campus placement during the year					
On campus			Off campus		
Name of organization visited	No. of students participated	No. of students placed	Name of organization visited	No. of students participated	No. of students placed
0	0	0	0	0	0
No file uploaded					
5.2.2 Student progression to higher education in percentage during the year					
Year	No. of students enrolled	Programme graduated from	Department graduated from	Name of institution joined	Name of programme admitted to
2019	12	B.A.	Assamese	Gauhati University	M.A.
2019	12	B.A.	Assamese	KBBS & AU University	M.A.
2018	15	B.A.	Assamese	IDOL	M.A.
2019	15	B.A.	Arabic	Gauhati University	M.A.
2019	04	B.Sc in Botany	Botany	Gauhati University	M.Sc
2018	06		Botany	North East Hill University	M.Sc
2019	05	B.A.	Bodo	Gauhati University	M.A.
2019	02	B.A.	Bodo	Cotton University	M.A.
2019	01	B.Sc	Chemistry	Gauhati University	M.Sc
2019	01	B.Sc	Chemistry	Down Town University	M.Sc

2019	02	B.Com	Commerce	Gauhati University	M.Com
2019	03	B.A.	Economics	Gauhati University	M.A. in Economics
2019	01	B.A.	Economics	Gauhati University	M.A in Sociology
2019	04	B.A.	Economics	Gauhati University	PGDCA, ITI, DL.Ed
2019	02	B.A.	English	Gauhati University	M.A.
2018	03	B.A.	English	Royal Global University	M.A.
2018	01	B.A.	English	IDOL	M.A.
2019	01	B.A.	Education	Gauhati University	M.A
2019	04	B.A.	Education	KBBS&A University	M.A.
2018	03	B.A.	Geography	Royal Global University	M.A.
2019	01	B.A.	Geography	Bajali University	M.A
2018-19	01	B.A.	Geography	Bodo Land University	M.A
2019	02	B.A	History	Bodo Land University	M.A.
2019	02	B.Sc	Mathematics	University	M.Sc
2018	01	B.Sc	Mathematics	IIT (G)	M.Sc
2018	02	B.Sc	Physics	Gauhati University	M.Sc
2018	01	B.Sc	Physics	University of Science and Technology	Radiology
2018	01	B.A.	Pol Science	Gauhati University	M.A
2018	03	B.A.	Pol Science	KBBS&A University	M.A
2018	01	B.A.	Pol Science	IDOL	M.A
2019	05	B.A.	Sanskrit	Gauhati University	M.A
2019	04	B.A.	Sanskrit	Cotton University	M.A
2019	06	B.A.	Sanskrit	KBBS&A University	M.A

2019	01	B.Sc	Zoology	Gauhati University	M.Sc
2018	03	B.Sc	Zoology	Royal Global University	M.Sc
2018	03	B.Sc	Zoology	Down Town University	M.Sc

[View File](#)

5.2.3 Students qualifying in state / national / international level examinations during the year .e.g: NET/ SET/ SLET/GATE/CAT/GRE/TOFEL/Civil Service/State Government Service)

Item	No. of students selected/qualifying	Registration number/roll number for the exam.
NET.SET/SLET/GATE	0	0
GMAT/CAT/GRE/TOFEL		
Civil Service /State Government Services		
Any other		

No data uploaded

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

Activities	Level	Participant(Approx)
College week festival	Institutional	300
Freshman Social	Institutional	500
Bathou Puja (Bodo)	Institutional	150
Bhiswa Navi Hajarat Janma Jayanti	Institutional	135
Swaraswati Puja		300
Srimanta Sankar Dev Janmasab	Institutional	150
Farewell function for faculty member & Non teaching staff	Institutional	120
Teachers Day celebration	Institutional	600
International Women's Day	Institutional	50
International Literacy Day	Institutional	50
Sidhinath Memorial Inter College Debate Completion organized by the Students' Union	State	18
Quiz Competition organized by Legal service Authority	District	65
National Science Day celebration	Sub divisional	50
Quiz competitions	Sub divisional	45
Inter College zonal Competition	Under G.U.	8
Participated in Youth Festival	Under G.U.	12
Swachhada Pakhwada	NSS	21

5.3 Students Participation and Activities

5.3.1 No. of awards / medals / for outstanding performance in sports / culture activities at national / international level (Awards for a team event should be counted as one)

Year	Name of the award/medal	National/ University/ International	Sports	Culture	Students ID number	Name of the student
2018	Second Prize	Inter College athletic meet organized by G.U.	Shot-put throw	--	UA1810360109	Joideep Boro
	First Prize	Do	High Jump	--		Kulen Saloi
	Second Jump	Do	High Jump	--	UA1810360202	Pankaj Das
	Second Prize	Do	Javelin throwing	--	UA1810360344	Bidyut Baro
		Reliance Youth Sports	High Jump	--	UF1810360003	Roustik Deka
	3 rd Prize	Reliance Youth Sports	5000 m running	--	ID (1 st Sem) 111	Sylvester Soren
	3 rd prize	Gauhati University	-----	Group Song	---	Nikumani Kalita Nishamoni Deka, Kangkana Choudhury, Pritismita Kasyhap, Jinti Deka
	3 rd prize	GU	--	Cartooning		Bidiska Deka
	2 nd prize in Individual song	G.U.(Zonal level)	-----	Song Solo	---	Elvina Siddika
	Best team award	Gauhati University	Kabbadi			Kabbadi team
2018	Participant	Suren Das College	Kabbadi			Kabbadi team

2018	Participant	Dudhnoi College	Foot ball			Team
2018	Runners Up	USTM	Kabbadi			Kabbadi team
2018	Participant	USTM	Volley Ball			Team
2019	Participant	Nagaon College	Kabbadi			Kabbadi team
2019	Participant	USTM	Kabaddi, Badminton , Cricket			Kabbadi team
2019	Participant	Pub Kamrup College	Badminton			Team
2019	Winner	District Election Office, Rangia	Quiz			Munif Iqbal and Tikendrajit Mahanta

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5.3.2 Activities of Student Council & representation of students on academic & administrative bodies/committees of the institution (Maximum 500 words)

Rangia College Students' Union:

The Rangia College Student Union (RCSU) body is an elected body of the students constituted as per recommendations of the Lyngdoh Committee and guidelines of the Supreme Court of India. The students' representatives are enthused with the responsibilities of looking after the welfare of the students. The election of the RCTU is normally scheduled in the month of November as specified in the academic calendar of the college.

The distribution of the portfolio of the students union is shown below

1. Vice President
2. General secretary
3. Assistant General Secretary
4. Secretary of Boys Common Room
5. Secretary of Girls Common Room
6. Secretary of Culture & Fine Arts
7. Secretary of Games & Sports
8. Secretary of Minor Games
9. Secretary of Social Service
10. Secretary of College Magazine
11. Secretary of Debate and Literature

The President of the union and Teacher-in Charge against its portfolio is nominated by

the Principal of the college. The main activities of the RCSU are

1. To look after the welfare of the students.
2. To organize the Freshman Social for the new comers of the college.
3. Organize the Anti Ragging Campaign.
4. Organize The College Week Festival.
5. Organize participant to join Inter College Competitions & Youth Festival under Gauhati University.
6. Organize Siddhi Nath Sarmah Inter College Debate Competition (Yearly event).
7. Publish the College Magazine (yearly)

5.4 Alumni Engagement

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

The institution has an Alumni Association is not registered.

Rangia College Alumni Association

Rangia College Alumni association was formed on 5th of Aug, 2002 with the objective of fostering a sense of belonging to the institution and making the Alumni an integral part of the development of the college, both physical and academic. The association has chalked out a comprehensive scheme of activities towards that direction.

Aims & Objectives of Alumni Association:

- 1.To create a sense of fraternity among all the ex-students of Rangia College.
2. To strive for the academic, cultural and socio-economic upliftment of Rangia College and its neighboring locality.
3. To strive for all round development of the college.
- 4.To help and co-operate with the college authority in realizing the goals and objectives of the college.
- 5.To initiate measures for collecting funds and mobilizing resources in various other ways.
6. To create a climate of understanding with the students of the College by way of exchanging thoughts and ideas to provide guidance for the future.
7. To encourage and motivate the students on various modes of self-employment as part of career guidance programme.
- 8.. To initiate measures to bring the College closer to the society by highlighting the problems and practicals difficulties confronting the College.
- 9 To take such other steps from time to time as may be deemed necessary for genera improvement of the college.

5.4.2 No. of enrolled Alumni: 140

5.4.3 Alumni contribution during the year: 1200
5.4.4 Meeting / activities organized by Alumni Association :1

CRITERION VI-GOVERNANCE, LEADERSHIP AND MANAGEMNET
6.1 Institutional Vision and Leadership
6.1.1 Mention two practices of decentralization and participative management during the last year. (Maximum 500 words)
<p>1. Admission Process of the College</p> <p>The Principal of the college constitutes an “ Admission Committee” with a senior teacher as a convenor. The committee looks after the whole process of admission specially the first semester admission procedure. The following steps are taken by the committee:</p> <ol style="list-style-type: none"> 1. A general meeting with all the teaching and non teaching staff is called to lead the general rules and regulations of the admission. In this meeting opinion of the HODs are taken regarding any change of the number of seats available for major as well as general courses in the respective departments. The cut off marks for the major courses and conditions for combinations of subjects are thoroughly discussed. 2. The date for opening and closing of the online admission procedure is fixed. 3. Fees structure for the different programmes is finalized as per govt. of Assam notifications. 4. The necessary documents to be uploaded by the students along with the admission form is finalized. 5. The procedure of admission for those seeking <i>free admission</i> as per Govt. circular is finalized. 6. State Bank of India is communicated for cashless transaction. 7. Prospectus for the session is made available along with the admission form online and the hard copy made available at the college office. 8. The committee prepares merit list and put it up on the college notice board before admission.

9. For online admission, the Admission Portal is linked with the college web site:

<https://rangiacollege.co.in>

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

11. A Feedback is taken from the guardian who is present in the day of admission.

12. Newly admitted students are given a Hand Book on “*My Plant My Responsibilities*”. The student is asked to plant a sapling and recorded the progress of the growth as a part of the condition for free admission condition. The students progress report is verified at the time of admission to the next semester.

2. Election of the Students Union:

The Rangia College Student Union (RCSU) body is an elected body of the students constituted for the welfare of the students. The election of the RCTU is normally occurs in the month of November. The Principal of the college appoints a Returning Officer (RO) for the smooth conduct of the election. The election is strictly follows the recommendations of the Lyngdoh Committee and guidelines of the Supreme Court of India. The RO performs the following functions

- i. Constitutes an advisory Committee , Supervising committee & Grievance and Redressal committee.
- ii . Appoints Polling and assign election duties to them for polling day.
- iii. Appoints Counting officers and assign election duties to them for polling day.
- iv. Appoints staff to crutinize the nomination papers.
- v. Intimates local Police station, fire service and SDO of Rangia subdivision.
- vi. Prints Ballot Paper.

The opening and closing date and time of nomination paper, scrutiny of nomination paper, printing of Ballot Paper, preparation of voting centre etc. are done with the consultation of the committee.

Awareness campaign regarding Lyngdoh commission’s guideline is done soon after the notification served. Sub divisional Police station, fire service are informed for emergency.

Election of the college is considered as an important and sensible issue. All faculty

members, non teaching staff, Library staff and local administration are involved for the smooth conduct of the election.

6.1.2 Does the institute have a Management Informative System (MIS)?

Partial

6.2 Strategy Development and Deployment

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

Curriculum Development

Since inception Rangia College has been following the curriculum of the Gauhati university. In August 2019 Choice Based Credit System (C.B.C.S) has been introduced in this college under Gauhati University . This has been challenging for the institution to adopt to the change but a number of faculty members participated in the curriculum designing bodies, syllabus committees in different departments of the university on the new system. The institution aware of the proper implementation of the curriculum so that the maximum benefits could be provided to the students. Regarding this the following steps are taken

1. Formation of an academic committee to look the mater.
2. Emphases are given for 100% completion of the syllabus.
3. Departmental logbooks are maintained. It provides information of the distribution of classes and topics of the syllabus under the supervision of the head of the department.
4. Class routines are so prepared that distribution of classes in three streams is equal including tutorial classes, mentoring and club classes.
5. Orientation programme is arranged for the awareness of the CBCS by IQAC for the students and for the faculty members as well.

The institution has few add on courses (Yoga) and self financial courses (BCA, B.Sc (Computer Science as general subject) PGDCA, CCCA) affiliated to the Gauhati University.

The institution has distance learning centers partner with IGNOU and KKHSOU.

Teaching, Learning and Evaluation:

The college is located in a semi urban area away from the mainstream life of the town. The college being the highest seat of learning in a vast area is looked upon as a centre of learning. So every year a good number of students from the region as well as from outside seek admission into different faculties offered by the college. The admission process is transparent. It is done with the help of an admission committee. Relaxation for SC/ST candidates is as per rule of the college. The admitted students offering Major courses are further required to appear in selection tests conducted by respective departments.

The methodology adopted in case of teaching, learning experience is two-pronged (a) Classroom lectures by teachers who make an in-depth analysis of the information about the subject matter try to encourage inquisitiveness in the students and (b) learning through practical experiments. Here the students learn and get practical experiences through laboratory experiment, fieldwork, projects and excursions etc. Further the methodology is supplemented to some extent by seminars, group discussions etc. The visual aids commonly used are the green boards & LCD projector. A few departments adopt the teaching technique with the help of ICT teaching tools available in the college. The ICT enable seminar hall is used only in case of departmental seminar presentation. Students' knowledge and skills for a particular programme are tested through the departmental evaluation processes in various fields like project work, presentation in departmental seminars, group discussion etc. These help in assessing the knowledge and skills of the students in their chosen fields. It is worthwhile to mention that the college has made an honest endeavor to introduce continuous evaluation in all the departments. The teaching and learning process is not rigid and the teachers exercise academic flexibility.

Advanced learners are encouraged by providing special attention in library and laboratory facilities and fieldwork and excursion activities. They are involved in project works, leadership of the group discussion, excursion, field study etc. Such learners are involved in guiding the new learners in different activities. Advanced learners in some science departments are encouraged for supervising the practical of junior classes in presence of the concerned teachers. The college has introduced tutorial classes for weaker segments of the students.

Teachers are expected to update themselves in the latest development of knowledge by participating in programmes like Faculty development programmes, orientation courses, refresher courses, short term courses, workshops, seminars and conferences etc. (Regional, National, International etc.).

In case of appointment of teachers against permanent vacancies the UGC norms and guidelines are strictly followed and necessary appointments are made by GB with due approval of the D.H.E.

Another important step for self-analysis is the self-appraisal and feedback from the students by which individual teachers are expected to make a self-assessment to identify the areas of deficiency and measures to be taken for further improvement.

Examination and Evaluation

The college has undertaken following evaluation reforms

Examination committees are formed by the Principal, look the examination evaluation related matters. The committees have five members headed by the Principal. A space used as an office has been equipped with computers, internet, Almirah and necessary official stationary facilities. The committee is guided by the Principal with the consultation with the HOD of the different.

The tasks of the committee are

1. Communicate with the Universities regarding the examinations related matters.
2. Execute the time table of the final examinations as per notification of the G.U.
3. The time table of the Sessional examinations is prepared by the committee.
4. The committee is responsible for the smooth conduct of the examinations and dispatches the script to the university office as per instruction of the university.
5. The evaluation of the Sessional examinations are done by the faculty of the respective departments and accordingly prepare the mark sheets and send to the university.
6. Proper documentation is done and stored.

The committees formed in this session are

1. ***Sessional Examination Committee:***

. This year for the major courses the examination was conducted by respective departments. The general courses were conducted by the examination committee.

As per instruction of the University the Sessional examination is conducted for 20% of the marks of the final examination. The marks has been distributed as follows

1. Attendance – 4 marks given for attendance above 90%, 3 marks for attendance above 85% , 2 marks for attendance above 80% and 1 marks for attendance above 75% .
2. 6 marks for internal assessment such as collaborative group work - field work, excursion reports and student presentations have been made an essential part of some courses. Project work is also done by some departments.

The Google classroom has been introduced this year initiated by IQAC for the major students as part of the ICT delivery system. Teachers are assigning short questions and home assignment through Google classroom. The assignment has been evaluated as a part of the continuous evaluation system .The assessment and evaluation end with

- The end of the semester examinations in theory papers
- And practical papers in the subjects having laboratory practical's.

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

2. **Final examination Committees for** First Semester, Third Semester and Fifth Semester examinations conducted by Gauhati University.

Research and Development

The measures are taken by the college to facilitate the smooth progress of research scheme

1. Encourage to join Faculty Improvement Programmers' (FIP), Minor and Major research projects under UGC, DBT etc.
2. Autonomy to the principal investigator.
3. Facilitate official formalities timely.
4. Special leave for faculty for joining Seminar, Workshop, Conference, OR, RC, STC etc.
5. Use of infrastructure available in the institution.
6. Facilitate timely auditing and submission of utilization certificate to the funding authority.
7. Substitute faculty is appointed in case of FIP leave as per UGC norms.
8. Faculty members are encouraged to pursuing Ph.D.
9. Any other.

Rangia College library automated in a phase wise manner. It is equipped with

1. E resource centre, Computer, Photocopier, Scanner, Internet etc.
2. The library has subscribed to digital research journals like N-List which help to broaden the perspective of the researchers.
3. Reference books from various disciplines help the students while doing project works.

The college encourages the students in developing scientific temper and research culture among the students. The students of the final semester having a project in the syllabus are encouraged doing their projects with proper research methodology. Departments are requested to note the following points

1. Students are encouraged to select the topic of the project having some innovative ideas.
2. Writing the project report with proper methodology.
3. Presentation of the project in a departmental seminar.
4. Science students are encouraged to do their project in advance lab like Bio Hub, Gauhati University or IIT-G etc.

Library and ICT and Physical Infrastructure / Instrumentation

The library is the soul of an academic institution. College authority gives much importance on the development of the library. The library measures 85x 55 square feet and entirely Wi-Fi enabled. The library has

1. A stake room
2. Librarian's room cum reference section
3. Student's reading room
4. Teacher's reading room
5. E resource centre.

The College has a sufficient number of books of all disciplines, few collections of rare books and book corner with special reference to North East India. The acquisition, cataloguing, circulation, serial-control, OPEC database search system are running smoothly through SOUL 2.0 software. Library automation, learning Resources like e-Journals, e-books, e-resource centre, N List are available to faculty and students and can be accessed online also.

Budget for infrastructure, library and other learning resources is earmarked annually based on the recommendations of respective library committees constituted for the purpose. Feedback and awareness of infrastructural facilities are carried to increase the number of library user. Best Library user award is given for faculty, non teacher staff and student annually to motivate them and make *Library going a habit*.

Each department of the college has a Seminar Library and books/ journals are issued with due permission from the library in charge of the department. For the poor meritorious students the library has *Book Bank* facilities to support their studies.

College has adequate infrastructure, learning resources including ICT enabled classrooms, seminar hall, auditorium, laboratories, advance laboratory Biohub under Department of Bio-Technology(DBT), computer labs, library and other support facilities etc.

The College has an indoor stadium for sports and other extracurricular activities including a gymnasium. The college has a playground for athletics, cricket, volleyball, football, Kabaddi and badminton. A yoga and meditation hall for mental health. A pond at the entrance of the college gate and scenic beauty with plantation gives the college a green look.

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

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

Human Resource Management

The college believes that all the members of the college family are resourceful. The aim of the college is to make optimum use of the available human resources. The rules and regulations laid by the authority are obeyed by all the teaching, non-teaching and students of the college. Besides the best service offered all are involved in different activities of the college.

The appointments of the permanent faculty post and the office staff are made as per norms of the UGC and Directorate of the Higher Education (DHE), Govt. of Assam.

However, additional staff appointed by G.B. on the basis of permanent, temporary or

contractual basis.

Faculties are evaluated by a “*Self Appraisal format*” annually by IQAC.

Teachers are encouraged to attend seminars, workshops, conferences as participants, resource person and also, avail UGC-FIP.

Industry Interaction / Collaboration

Rangia College is a traditional degree college having nominal scope for industrial collaboration. The college is trying to associate with other organizations to enhance the educational environment of the college. Such as

1. Organized Annual General Meeting in collaboration with Assam Physical Society.
2. Organized Seminar with Department of Life Science & Bioinformatics, Assam University, Diphu Campus, Karbi Anglong In association with Bio Hub Pub Kamrup College, Baihata.
3. Career Counseling Programme in association with CISF, Rangia.
4. Outreach Programme on “Awareness on the tax system of India” organized by Office of the additional commissioner of Income tax, Rangien Guwahati.
5. Botanical Society of Assam (AGM 2018) And National Seminar on Exploration and Utilization of Bio Resources of NE India Organized by BSA in collaboration with BioHub Rangia College and ASTEC, Govt. of Assam.
6. Yoga Training Camp organized by Vivekananda Kendra and ACTA in collaboration with SEC, RC.
7. National Graduate Examination of Physics 2019 in collaboration with IAPT, Dehradun, India.
8. Industrial training is done with the cooperation with the BIG BAZAR group for the B.Voc Students.

Admission of students

The digitalized system of admission process had been initiated in the college in the session 2015-2016. Gradually it is updated phase wise. In the present session the admissions of all semester is done online and cash less. The process has been started with the following steps

Notification of admission:

1. The date for opening and closing date & time of the online admission procedure is notified in the web site, notice board, and banner and on local newspapers.

2. Fees structure for the admission of different programmes is notified along with the documents required for admissions are high lighten.

3. The admission form and the prospectus are uploaded in the website under “**Admission Portal**”

Admission form submission:

1. The online submission of the admission form is only accepted and specified documents for the admission are also need to be uploaded along with the admission form .

2. The applicant received a confirmation slip for successful submission.

3. The opening time and closing time of the admission portal is strictly followed.

4. Merit list of the applicants is hanging in the notice board.

Day of admission:

1. Date, time and venue of admission are announced.

2. The payment will be cashless. All are requested to bring their smart card.

3. The admission took place according to the merit list. The original documents are verified in the process.

4. Students are offered subject flexibility depend on the availability of seats

5. Newly admitted students are given a Hand Book on “**My Plant My Responsibilities**”. The student is asked to plant a sapling and recorded the progress of the growth as a part of his/her free admission condition. His progress report is verified at the time of his/her next semester admission process if he/ she needs continuation for the same.

6.2.2 Implementation of e-governance in areas of operation

No data uploaded. Not applicable

6.3 Faculty Empowerment Strategies

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				
1.	Monoj Kr Singha	NAAC RAF & Compilation of SSR	NIL	1000
2.	Ranjita Talukdar	NAAC RAF & Compilation of SSR	NIL	1000

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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 organized for teaching staff	Title of the administrative training programme organized for non teaching staff	Date From to	No. of participates (Teaching staff)	No. of participates (Non Teaching staff)
2018	Tax system of India	Do	24/09/2018	45	12
2019	Quality assurance and maintenance(1)	N/A	24/01/2019	45	N/A
2019	Quality assurance and maintenance(2)	Quality assurance and maintenance(2)	09/02/2019	42	14
2019	Quality assurance and maintenance(3)	Quality assurance and maintenance(3)	27/04/2019	47	07
2019	Quality assurance and maintenance(4)	N/A	04/05/2019	43	N/A
2019	N/A	Administrative skill for non teaching staff	06/05/2019	N/A	28
2019	Quality assurance and maintenance(5)	N/A	11/05/2019	29	N/A
View File ...					
6.3.3 No. of teacher attending professional development programmes viz., Orientation, Refresher Course, Short Term course, FDP during the year					
Title of the professional development programme		Number of the teacher who attended	Date and Duration (From-to)		
One week FDP on " Behavioural Remodeling and use of ICT tools"		2	4-9 February 2019		
One week FDP on "Use ICT tools for classroom delivery of teachers"		1	21-27 January 2019 Sipajhar College, Darang		
Refresher Course, UGC-MHRD		1	6-26 July 2018		
View File					
6.3.4 Faculty and staff recruitment (no. for permanent /full time recruitment)					
Teaching			Non teaching		
Permanent	Full time		Permanent	Fulltime/Temporary	
1	1		0	0	
View File					

6.3.5 Welfare scheme for	
Teaching :	<ol style="list-style-type: none"> 1. Rangia College Thrift and Credit Cooperative Society, a registered society, provide loans for different purposes to the faculty members. 2. PF, Gratuity, Medical Insurance as per govt. rule. 3. Child care leave for female faculty. 4. Health Care Cell (HCC) of the college provides First Aid service for an emergency. 5. B.P, Blood sugar, weight can be measured in the HCC. 6. Patient bed, wheelchair, stretcher are for emergency use. 7. Main gates of the college entrance are covered through security personals appointed by authority. 8. Three night chowkidar for internal security of the college campus. 9. CCTV surveillance at selected points. 10 Drinking water plant at a central place of the campus. 11. College Canteen with a separate room for teacher. 12. LCD TV and Trade mill for recreation of the teacher. 13. A guest room with a kitchen for the guest teacher. 14. 25 car shade for parking teachers' vehicle.
Non teaching	<ol style="list-style-type: none"> 1. Rangia College Thrift and Credit Cooperative Society, a registered society, provide loans for different purpose to the faculty non teaching members. 2. PF, Gratuity, Medical Insurance as per govt. rule. 3. Child care leave for female faculty. 4. Health Care Cell (HCC) of the college provides First Aid service for an emergency. 5. B.P, Blood sugar, weight can be measured in the HCC. 6. Patient bed, wheelchair, stretcher are for emergency use. 7. Main gates of the college entrance are covered through security personals appointed by authority. 8. Three night chowkidar for internal security of the college campus. 9. CCTV surveillance at selected spots. 10 Drinking water plant at a central place of the campus. 11. College Canteen with a separate room for teaching & non teaching staff. 12. Car shade for parking vehicle.
Students	<ol style="list-style-type: none"> 1. Health Care Cell (HCC) of the college provides First Aid

	<p>service for an emergency.</p> <ol style="list-style-type: none"> 2. B.P, Blood sugar, weight can be measured in the HCC. 3. Patient bed, wheelchair, stretcher are for emergency use. 4. Main gates of the college entrance are covered through security personals appointed by authority. 5. Three night chowkidar for internal security of the college campus. 6. CCTV surveillance at selected spots. 7. Drinking water plant at a central place of the campus. 8. College Canteen with a separate room for students. 9. Boys' & Girls' common room for recreation. 10. Motor cycle stands, cycle stands for students.
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6.4 Financial Management and Resource Mobilization

6.4.1 Institute conducts internal and external financial management audit regularly (with in 100 words each)

Financial Management

Rangia College conducts both internal and external financial audits on regular basis. A pre internal audit is done for every payment made by the account branch of the college. Financial documentation is done as per norms and is kept properly in the account branch.

The external audit of the college is carried out as per instruction of the G.B.

The tax related matters of the faculty members are consulted with a firm of Chartered Accountant.

Institutional strategies of mobilization of resources:

Rangia College has well strategized mobilization policies in place. General resources are mobilized from the following sources

1. Renting of college rooms to out side agencies for organizing different competitive and job related examinations.
2. Taping the UGC allocations under various schemes like MRP, Seminar, Workshop etc.
3. Availing various development schemes of the state government.
4. Accepting donations from alumni and other well wishers.
5. Sales admission forms/collection of Registration Fee.
6. Collecting hiring charge for using the college as examination centre.

7. Rent from thr college canteen and Photo state centre.				
8. Selling the fishes from thr college fishery.				
Moreover, the college also collect grants from self financing course like				
i. PGDCA				
ii. BCA				
iii. B.Voc				
iv. IDOL				
v. KKHSOU etc..				
6.4.2 Funds/ Grants received from management, non-government bodies, individuals, philanthropies during the year (not covered in Criterion III)				
Name of the non government funding agencies / individuals		Funds / Grants received in Rs		Purpose
MLA local area development fund.		Rs 10 Corer		Infrastructural grand for P.G. Block
Revenue generated by the institution by Self financing courses		14,43,250		General development of the institute of the college.
Others		9,856		
6.4.3 Total corpus fund generated		101,453,106		
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		NO	
Administrative	Yes.		Yes, Nominated by GB	
6.5.2 Activities and support from Parent –Teacher Association (at least three)				
1. Representative of the guardians is the member of the Governing Body.				
2. Guardians’ meetings are organized to discuss academic matters, personal matters of an individual student.				
3. Give feedback and communicative when necessary.				
4. Guardians are invited to the department s to clarify doubts regarding admission, course, etc.				
6.5.3 Development programme for support staff (at least three)				

<ol style="list-style-type: none"> 1. Provide ICT infrastructure for classroom facilities. 2. Organized FDP, Seminar, Workshop on various topics. 3. Encourage to do research work, avail FIP_UGC schemes. 4. Prompt official proceedings for promotion related work, DPC meetings, etc. 				
6.5.4 Post Accreditation initiative(s) mentioned at least three)				
<ol style="list-style-type: none"> 1. P.G courses in Arabic(2015) and Bodo (2018) has been started. 2. Vocational courses in two subjects are running since 2016. 3. On line admission procedure was initiated in the year 2016. 4. Library procedure ts computerized phase wise. 				
6.5.5 Internal Quality Assurance System Details				
a. Submission of data for AISHE portal		Yes		
b. Participation in NIRF		No		
c. ISO certificate		No		
d. NBA or any other quality audit		No		
6.5.6 Number of quality initiative undertaken during the year				
Year	Name of the quality initiative by IQAC	Date of conductive activity	Duration (From –to---)	Number of participants
2018	Seminar on “The new methodology of NAAC accreditation”	25 June 2018	1Day	65
2018	Orientation programme for newly admitted CBCS students	13 to 22 August 2018	7 Days	600
2018	Interaction with GB	17 August 2018	1 Day	50
2019	Talk on “Quality assurance and maintenance” Part 1/2/3	24 January 2019 9 February 2019 4 May 2019	3Days	140
2019	Workshop on data preparation for SSR 2019	25 May 2019	1 Day	30

CRITERION VII INSTITUTIONAL VALUES AND BEST PRACTICES
7.1 Institutional Values and Social Responsibilities
7.1.1. Gender Equality (Number of gender equality promotion programmes organized by the institution during the year)

Title of the programme	Period (from-to)	Participation			
Awareness Programme on Domestic violence against women organized by Organized by Taluk Legal service committee	29/06/2018	35			
Popular talk on “Mental Health in a Changing World” on International Women’s Day, 8 th March, 2019. The guest speakers invited	08/03/2019	55			
View File					
7.1.2 Environment Consciousness and Sustainability / Alternate Energy initiatives such as: percentage of power requirement of the College met by the renewable energy sources.					
NIL					
7.1.3 Differently able (Divyangjan) friendly					
Item facilities	Yes/No	No. of beneficiaries			
Physical Facilities	yes	No. Divyangjan student admitted in this session.			
Ramp / Rails	No				
Braille Software / facilities	No				
Rest Room	Yes				
Scribes for examination	No				
Social skill development for differently able students	No				
Any other similar facilities	---				
View File					
7.1.4 Inclusion and Situatedness					
Enlist most important initiative taken to address local advantages and disadvantages during the year					
Year	No. of initiative to address vocational advantage and disadvantages	No. of initiatives taken to engage with and contribute to local community	Date and duration on the initiative Name of the initiative	Issues addressed	No. of participating students and staff
2018	1	1	11 November 2018	“Swachhta Abhiyan Social Outreach	25

				Programme”	
2019	4	4	9 March, 6 May, 8 May, 12 May 2019	Out Reach Programe on joyful teaching in science subject.	150

[View File](#)

7.1.5 Human values and Professional Ethics

Code of conduct (handbooks) for various stakeholders

Title	Date of Publication	Follow up (Maximum 100 words each)
Information Broucher-2018-19	1 July 2018	This book serves as the the prospectus of the institution. It also includes the academic calendar of the institution and along with Code and Conducts for the students aimed to create healthy atmosphere for teaching and learning process of the institution.
Hand Book on Plantation named “ <i>My Plant My Responsibility</i> ”	1 July 2018	Department of higher education, Government of Assam is running a programme of free admission for higher education for students below poverty line. In this connection students are asked to plant a tree and look after the same during his stay in the institution. In this regard the college published a booklet (log book) to help the students to record the development in a systematically . This booklet has been checked during his/her admission in the next semester.

7.1.6 Activities conducted for promotion of universal Values and Ethics

Activities	Duration (from --to--)	Number of participant
For Plastic free future	05/06/2018	40

Celebration of “International Yoga Day”	21-06-2018	50
Yoga Training Camp organized by Vivekanada Kendra and ACTA in collaboration with SEC , RC	27 to 29 -10-2018	68
Quiz on Father of the nation, Mahatma Gandhi	01/10/2018	40
Swachh Abhiyan Social Outreach Programme	11-11- 2018	25
Celebration of International Water Day	22-03 2019	45
View File		
7.1.7 Initiative taken by the institution to make the campus eco friendly (at least five)		
1. Declared college campus as Tobacco Free area.		
2. Plantation in the college campus.		
3. Awareness campaign for garbage disposal.		
4. Awareness for eco friendly environment-Plastic free campus.		
5. Awareness for sound pollution.		
7.2 Best Practice		
Describe at least two institutional best practices Upload details of two best practices successfully implemented by the institution as per NAAC format in your institution web site , provide the link		
https://www.rangiacollege.ac.in/bestpractice		
7.3 Institutional Distinctiveness (500 words)		
<p>Rangia College is the premier institution of higher education on the north bank of the Brahmaputra in the district of Kamrup. Founded on August 5, 1963, the college has rendered pioneering services to the community by catering to the needs of the vast and extensive area inhabited predominantly by socially and economically backward segments of the population. The college has been a torch-bearer in the domain of higher education of a vast and extensive area and marching on its onward journey with the <i>solemn pledge of a mission of transmission of knowledge, wisdom, skill and competence from one generation to another.</i></p> <p>Presently the college is running Arts, Science and Commerce stream as regular courses</p>		

through 22 full-fledged departments , two post graduate courses, two vocational courses and two diploma courses with around 3000 students.

The college has a scenic beauty from its inception. The green coverage of the college campus gives a feeling of calm and peace in mind. To keep the environment of the campus intake the college adopted plantation drives as a regular practice in any college functions and thereby generate awareness on environmental issues among student's, members of the institution and the society at large.

To Promotion of cultural harmony, the college organizes functions related different culture such as Bathou Puja related to Bodo community, lectures on the day of Fatiha-Eh- Dahham , celebration of Swarawati puja and birth anniversary of Sri Sankardev and Sri Madhab Dev etc. where every spectrum of students are participated with enthusiasm. Through these college giving a platform to all the members of the college to know the cultural heritage of each other and to enhance mutual understanding towards the national integrity.

Debate competition, modern dance competition, literary and writing competition new reading competition, go as you like competition , street plays , performances of stage plays by the students in the annual sports and cultural festival is a weeklong function every student are waiting for.

In the sports event participation of faculty members with students such as Cricket match between teachers and students, tag over, music chair etc are those events where faculty and students are participated. These joyful events are an integral part of this annual celebration. These activities encourage the appreciation of aesthetics of art forms amongst the students and also give a platform to get a selection for the participation of the annual youth cultural and sports festival organize by the universities.

The annual inter college state level debate competition in the name of “ Siddhinath Memorial debate competition is a bench mark event of the institution. Normally burning issues of the state and the nation chosen as the topic of the debate. Renowned academician, administrator or a renowned personality is invite as a speaker. A running trophy and cash prizes are given to the winners of the competition. The debate is

organized by the students union of the institution. The main objective of this debate is to aware students on burning topic of the nation and to give a practical experience of organizing a state level function.

IQAC, Information and Career guidance cell, Extension Education Cell, Self empowerment centre, NCC, NSS, Barat Scout and Guide , Women's Studies Research cell, health care cell etc support the students community in campus and out campus activities.

. The objective behind such practices is the realization of the fact that students can take a determinant role in social formation. The practice has become an integral part of our teaching learning system of the college.

8. Future Plans of action for next academic year (500 wards)

1. *Departmental plans*

- i. Organized Guardian's meet for interactions.
- ii. Increase ICT classes and use of ICT in the departmental seminars, home assignments, project report preparation etc.
- iii. Proper documentation of the departmental activities.
- iv. Prepare Students' profile with up-to-date information.
- v. Increase tutorial classes for doubt clearing.

2. *Up-gradation of the Feedback system*

- i. Upgrade the existing online feedback portal based & linked with the web site.
- ii. More feedback in different fields.
- iii. The Feedback loop will make robust.

3. *Focus on Research activities.*

- i. Faculty members are requested to published research papers on UGC indexed Journals.
- ii. Guide the students to do projects/seminars with research methodology.
- iii. Attend OC, RC, STC, MRP, and FDP to enhance the academic career.

4. *Students related programmes*

- i. Increase orientation programmes on CBCS courses, Feedback system/ external assessment & accreditation.

- ii. Increase student's participation in sports/ cultural activities organized by University/other organization.
 - iii. Increase recreation facilities in the common rooms.
5. Update e governance facilities in the college for -
- i. Increase library facilities for the students.
 - ii. To make information facility more robust.
 - iii. Green audit/ Academic audit to be done.

Dr. D.N. Deka



Chairman, IQAC

Dr. M.K. Singha



IQAC Coordinator

Rangia College