Yearly Status Report - 2018-2019

Part A	
Data of the Institution	
1. Name of the Institution	**PASCHIM GUWAHATI MAHAVIDYALAYA**
Name of the head of the Institution	**Dr. Rana Sarmah**
Designation	**Principal**
Does the Institution function from own campus	**Yes**
Phone no/Alternate Phone no.	**03612845021**
Mobile no.	**9531475684**
Registered Email	**pgm17dharapur@gmail.com**
Alternate Email	**pgmahavidyalaya@rediffmail.com**
Address	**Amrit Bharali Path, Village- Dharapur, P.O. & P.S.- Azara, Guwahati, District- Kamrup (M), Assam, PIN-781017**
City/Town	**Guwahati**
State/UT	**Assam**
Pincode	**781017**

2. Institutional Status

Affiliated / Constituent	**Affiliated**
Type of Institution	**Co-education**
Location	**Rural**
Financial Status	**state**
Name of the IQAC co-ordinator/Director	**Dr. Yashodhara Medhi**
Phone no/Alternate Phone no.	**03612845021**
Mobile no.	**9957659115**
Registered Email	**ymedhi.pgm@gmail.com**
Alternate Email	**pgmahavidyalaya@rediffmail.com**

3. Website Address

Web-link of the AQAR: (Previous Academic Year)	https://pgmdharapur.ac.in/static/media/AQAR%202017-18.3eeca200.pdf

4. Whether Academic Calendar prepared during the year	**Yes**
if yes,whether it is uploaded in the institutional website: Weblink :	https://pgmdharapur.ac.in/static/media/ac_2018-19.d4517740.pdf

5. Accrediation Details

Cycle	Grade	CGPA	Year of Accrediation	Validity	
				Period From	Period To
1	**C++**	**67.00**	**2004**	**16-Sep-2004**	**15-Sep-2009**
2	**B**	**2.39**	**2015**	**15-Nov-2015**	**14-Nov-2020**

6. Date of Establishment of IQAC	**11-Apr-2003**

7. Internal Quality Assurance System

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

IQAC		
Regular meeting of IQAC Cell	05-Nov-2018 1	8
Regular meeting of IQAC Cell	04-Feb-2019 1	14
Regular meeting of IQAC Cell	15-Mar-2019 1	12
Regular meeting of IQAC Cell	20-Apr-2019 1	10
Regular meeting of IQAC Cell	13-Jun-2019 1	11
Timely submission of AQAR	21-Dec-2018 1	0
Feedback from students collected, analysed	10-Oct-2019 1	300
Feedback from Parents collected, analysed	21-Oct-2019 1	58
Feedback from Alumni collected, analysed	21-Oct-2019 1	15
Best Department Award instituted	05-Sep-2019 1	31
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8. Provide the list of funds by Central/ State Government- UGC/CSIR/DST/DBT/ICMR/TEQIP/World Bank/CPE of UGC etc.

Institution/Department/Faculty	Scheme	Funding Agency	Year of award with duration	Amount
Paschim Guwahati Mahavidyalaya	Infrastructure Grant to Colleges 1.0	RUSA (Assam)	2019 365	10000000
Paschim Guwahati Mahavidyalaya	Excursion Grant	State Government (Assam)	2019 365	100000
No Files Uploaded !!!				

9. Whether composition of IQAC as per latest NAAC guidelines:	**Yes**
Upload latest notification of formation of IQAC	View File
10. Number of IQAC meetings held during the year :	**5**
The minutes of IQAC meeting and compliances to the decisions have been uploaded on the institutional website	**Yes**

Upload the minutes of meeting and action taken report	[View File]
11. Whether IQAC received funding from any of the funding agency to support its activities during the year?	**No**

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

No Data Entered/Not Applicable!!!

[View File]

13. Plan of action chalked out by the IQAC in the beginning of the academic year towards Quality Enhancement and outcome achieved by the end of the academic year

Plan of Action	Achivements/Outcomes
No Data Entered/Not Applicable!!!	
[View File]	

14. Whether AQAR was placed before statutory body ?	**Yes**

Name of Statutory Body	Meeting Date
College Governing Body	**25-May-2019**

15. Whether NAAC/or any other accredited body(s) visited IQAC or interacted with it to assess the functioning ?	**No**
16. Whether institutional data submitted to AISHE:	**Yes**
Year of Submission	**2019**
Date of Submission	**15-Jun-2019**
17. Does the Institution have Management Information System ?	**Yes**
If yes, give a brief descripiton and a list of modules currently operational (maximum 500 words)	**The college uses the following for running the institution systematically: 1. LMS (Leave Management System): All the employees of the institution have to apply for leave of any kind online and the records of the employees are maintained by the college administration. 2. Teacher and staff**

attendance Biometric System: All the teachers and office staff have to register their time of arrival and departure through biometrics. 3. Employee Pay Roll System: All the bills for payment of salary to the employees of the institution are prepared online and salary is deposited directly in the employee's account. 4. UGC and RUSA funds are cleared through PFMS Portel/ system. 5. Online form submission and fee collection for Admission. 6. Online Attendance of Students: 7. Principal's Official Whatsapp Group is formed to communicate/ notify among the Faculty and Office Staff. 8. Whatsapp Group among the Principal and HODs for quick communication and notification. 9. IQAC Whastapp Group among the members of the IQAC for quick communication.

Part B

CRITERION I – CURRICULAR ASPECTS

1.1 – Curriculum Planning and Implementation

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

The College follows curriculum, at undergraduate levels for both Arts and Commerce streams, prepared by the affiliating University, i.e. Guwahati University. To deliver the Curriculum effectively, the Academic Committee of the college prepares an Academic Calendar for the whole academic session consisted of two semester period based on the Academic Calendar prepared by Gauhati university with necessary modification to suit the requirement of the college. Every departmental head has been entrusted with the responsibility of allocation of courses as per syllabus amongst the teachers of their department. Accordingly, departmental class routines are prepared and finally all departmental routines have been incorporated in a Master routine prepared separately for each streams of the college. A routine committee supervised by Convener, Academic Committee looks after any routine related issue. The college has undertaken a wide variety of effective means for quality delivery of the curriculum. Class monitoring are conducted by the Principal, Vice-Principal and Academic Co0mmittee on regular basis. Grievances of minor nature are tried to be resolved on the spot as far as possible. Only major grievances are placed before the authority for their solutions. Classes are held as per routine and the attendance of the students are taken manually on the attendance registers. Attendance are monitored by the departments and students are intimated in due time if their attendance falls below the University norms. One Internal Examination each semester is conducted as per Academic Calendar following the pattern suggested by the Gauhati University. An Examination Committee, formed every semester, looks after the internal as well as the external /Final Examinations held in the college. For internal Sessional and Annual Examinations routines are prepared by the Examination Committee. The answer scripts are evaluated by the teachers of the concerned departments and results are declared by the Exam Committee in due time. Unsuccessful students, if any, are asked to sit in another Sessional Examination specially conducted for them. The final marks of the students are sent to Gauhati University which are

incorporated in the Marks Sheets along with the semester end final examination marks. The Final Examinations are held at the end of every academic session and are conducted by the Affiliating University. The results of the sessional and final examination are recorded centrally in the office of the college before delivering the Mark- sheet to the candidates. To involve students in participatory reading, Departmental Wall Magazines, College Magazine, Lexicon, Aaj Ka Sabd etc. are prepared taking the help of students under the guidance of the teachers. Digital Class Room teaching has been imparted to break the monotony of Black board teaching and to make class room teaching more informative and interesting. Teams of students are motivated to participate in conferences, symposia, workshop, debate and quiz competition held in other institution for exposure of their talents. Students Feedback and Parent's feedback are collected annually to get their feedback and suggestions for the improvement of the academic environment of the college. Faculty members maintain Activity Register.

1.1.2 – Certificate/ Diploma Courses introduced during the academic year

Certificate	Diploma Courses	Dates of Introduction	Duration	Focus on employ ability/entreprene urship	Skill Development
No Data Entered/Not Applicable !!!					

1.2 – Academic Flexibility

1.2.1 – New programmes/courses introduced during the academic year

Programme/Course	Programme Specialization	Dates of Introduction
No Data Entered/Not Applicable !!!		
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1.2.2 – Programmes in which Choice Based Credit System (CBCS)/Elective course system implemented at the affiliated Colleges (if applicable) during the academic year.

Name of programmes adopting CBCS	Programme Specialization	Date of implementation of CBCS/Elective Course System
No Data Entered/Not Applicable !!!		

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

	Certificate	Diploma Course
Number of Students	0	0

1.3 – Curriculum Enrichment

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

Value Added Courses	Date of Introduction	Number of Students Enrolled
3months certificate course in Beautician and Wellness	15/03/2019	18
3 months certificate course in Spoken English	13/08/2018	14
1 year Certificate Course in Spoken Sanskrit	20/07/2018	25
1 year Diploma Course in Sanskrit Language	20/07/2018	7
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1.3.2 – Field Projects / Internships under taken during the year

Project/Programme Title	Programme Specialization	No. of students enrolled for Field Projects / Internships
No Data Entered/Not Applicable !!!		

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1.4 – Feedback System

1.4.1 – Whether structured feedback received from all the stakeholders.

Students	Yes
Teachers	No
Employers	No
Alumni	Yes
Parents	Yes

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

Feedback Obtained

The feedback obtained from the students through structured Feedback Forms were analysed through computerised Excel formats by the Feedback Coordination Committee. The feedbacks received from the students were taken into consideration point by point and the responses found were analysed category wise. After the analysis of the sample feedback formats an overall impression of the opinions of the students is assessed and accordingly an overall report is prepared on the basis of the findings. The final report of the study along with suitable suggestions is placed by the committee to the IQAC. The IQAC then submits the report before the college authority to be discussed in the College Governing Body meeting. The Governing Body discusses the report in its meeting and suggests suitable course of actions to fulfil any shortcoming found from the feedback. Further, the Governing Body emphasises on certain points where the college needs to work for betterment of the overall academic atmosphere of the college.

CRITERION II – TEACHING- LEARNING AND EVALUATION

2.1 – Student Enrolment and Profile

2.1.1 – Demand Ratio during the year

Name of the Programme	Programme Specialization	Number of seats available	Number of Application received	Students Enrolled
No Data Entered/Not Applicable !!!				

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2.2 – Catering to Student Diversity

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

Year	Number of students enrolled in the institution (UG)	Number of students enrolled in the institution (PG)	Number of fulltime teachers available in the institution teaching only UG courses	Number of fulltime teachers available in the institution teaching only PG courses	Number of teachers teaching both UG and PG courses
2018	1229	0	32	0	0

2.3 – Teaching - Learning Process

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

Number of Teachers on Roll	Number of teachers using ICT (LMS, e-Resources)	ICT Tools and resources available	Number of ICT enabled Classrooms	Numberof smart classrooms	E-resources and techniques used
<td colspan="6" align="center">**No Data Entered/Not Applicable !!!**</td>					
<td colspan="6" align="center">View File of ICT Tools and resources</td>					
<td colspan="6" align="center">View File of E-resources and techniques used</td>					

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

According to UGC/NAAC guidelines, students mentoring system has been adopted and modalities were finalised to be implemented from the next academic year, starting from August 2019 onwards. Accordingly, as approved by the Governing Body in its meeting held on 15-03-2019, a committee was formed as Students' Discipline and Mentoring Committee on 12-04-2019 with Associate Professor Ms. Manisha Sarma as the Chairperson and Dr. Purabi Kalita as the Coordinator with four other senior teachers as members. It was decided by the committee, in its first meeting, to include only the 1st. Sem. students in the first phase of mentoring. It was decided by the committee to put the students of different abilities mixed up together under different teachers as mentors and to allot the students on random basis combining Arts and Commerce. It was also decided to hold one Mentoring Session every month on the last Saturday of the month or if it happens to be a holiday to hold it on the next available working day. Register of the students to be maintained by the Mentors along with the personal details of the students like postal address, communication details, e-mail i/d, family background, economic condition, hobbies and habits. Friendly environment should be created so that they can share problems of any kind easily. Further the students were to be counselled on various issues such as education, family, health, any other personal matters etc.

Number of students enrolled in the institution	Number of fulltime teachers	Mentor : Mentee Ratio
1229	**32**	**1:38**

2.4 – Teacher Profile and Quality

2.4.1 – Number of full time teachers appointed during the year

No. of sanctioned positions	No. of filled positions	Vacant positions	Positions filled during the current year	No. of faculty with Ph.D
26	**25**	**1**	**0**	**13**

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

Year of Award	Name of full time teachers receiving awards from state level, national level, international level	Designation	Name of the award, fellowship, received from Government or recognized bodies
2018	**Ms. Marie Kalita**	**Associate Professor**	**FDP**
2019	**Dr. Sofiul Islam Khan**	**Assistant Professor**	**Commissioned as Lieutenant in 1Assam Bn. NCC**
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2.5 – Evaluation Process and Reforms

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

Programme Name	Programme Code	Semester/ year	Last date of the last semester-end/ year-	Date of declaration of results of semester-

			end examination	end/ year- end examination
BA	BA	2nd Semester	20/05/2019	08/08/2019
BCom	BCOM	2nd Semester	20/05/2019	08/08/2019
BA	BA	4th Semester	08/06/2019	03/09/2019
BCom	BCOM	4th Semester	08/06/2019	03/09/2019
BA	BA	6th Semester	21/05/2019	10/07/2019
BCom	BCOM	6th Semester	21/05/2019	10/07/2019
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2.5.2 – Reforms initiated on Continuous Internal Evaluation(CIE) system at the institutional level (250 words)

For continuous internal evaluation(CIE) of the students, the college has adopted various student centric learning methods for each academic session. In general, Semester Examinations of each semester are conducted according to the rules and regulations of Affiliating University(GU). However, Academic Council of the college designs and implements the internal examinations and other academic activities of the college. Academic Council prepares the overall schedules for the internal examinations. The Academic Council and college authority always emphasises on regular attendance of the students in the class to be qualified for internal and external examinations. Apart from these, the college also follows the following measures for Continuous Internal Evaluation: 1. 1 or 2 Sessional Examinations are held for each course in each semester as a part of the evaluation process. 2. Periodical Class Tests are conducted by the departments as well as by individual teachers. 3. Seminars of the students are also organised departmentally. 4. Home Assignments and Project Reports are allotted to the students and assessed departmentally. 5. Through personal mentoring, weak students are identified and they are given extra class room counselling.

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

The prospectus Committee in consultation with Academic Council of the college prepares the Academic Calendar of the college for an Academic Session taking into consideration the Academic Calendar of the Affiliating University, i.e., Gauhati University. Accordingly, the election of the Students' Union for the session 2018-19 was held on 25th Sept.2018. Sessional Examination for B.A, B.Com. of 2018-19 1st, 3rd and 5th Semester Session was conducted from 5th to 11th Oct. 2018. Semester End Examination for B.A, B.Com. 1st, 3rd and 5th Semester Session 2018-19 were conducted in the month of Nov.-Dec.2018 according to the University notification. Sessional Exam. for B.A, B.Com. 2nd, 4th and 6th Semester were conducted from 18th April to 22nd April 2019. Semester End Examination for B.A, B.Com. 2nd, 4th and 6th Semester for the Session 2018-19 were conducted in the month of May and June as per notification of Gauhati University. The college Academic Calendar is made available to each student through the prospectus and college website.

2.6 – Student Performance and Learning Outcomes

2.6.1 – Program outcomes, program specific outcomes and course outcomes for all programs offered by the institution are stated and displayed in website of the institution (to provide the weblink)

https://pgmdharapur.ac.in/alldepartment/all/course

2.6.2 – Pass percentage of students

Programme Code	Programme Name	Programme Specialization	Number of students	Number of students passed	Pass Percentage

			appeared in the final year examination	in final year examination	
			No Data Entered/Not Applicable !!!		
			[View File](#)		

2.7 – Student Satisfaction Survey

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

https://pgmdharapur.ac.in/static/media/sf_2019.4a12ccd6.pdf

CRITERION III – RESEARCH, INNOVATIONS AND EXTENSION

3.1 – Resource Mobilization for Research

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

Nature of the Project	Duration	Name of the funding agency	Total grant sanctioned	Amount received during the year
No Data Entered/Not Applicable !!!				
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3.2 – Innovation Ecosystem

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

Title of workshop/seminar	Name of the Dept.	Date
No Data Entered/Not Applicable !!!		

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

Title of the innovation	Name of Awardee	Awarding Agency	Date of award	Category
No Data Entered/Not Applicable !!!				
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3.2.3 – No. of Incubation centre created, start-ups incubated on campus during the year

Incubation Center	Name	Sponsored By	Name of the Start-up	Nature of Start-up	Date of Commencement
No Data Entered/Not Applicable !!!					
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3.3 – Research Publications and Awards

3.3.1 – Incentive to the teachers who receive recognition/awards

State	National	International
0	**0**	**0**

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

Name of the Department	Number of PhD's Awarded
not applicable	**0**

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

Type	Department	Number of Publication	Average Impact Factor (if any)

International	English	1	5.87
International	English	1	2.72
International	English	1	0
National	Commerce	1	0
[View File](#)			

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

Department	Number of Publication
Economics	2
[View File](#)	

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

Title of the Paper	Name of Author	Title of journal	Year of publication	Citation Index	Institutional affiliation as mentioned in the publication	Number of citations excluding self citation
No Data Entered/Not Applicable !!!						
No file uploaded.						

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

Title of the Paper	Name of Author	Title of journal	Year of publication	h-index	Number of citations excluding self citation	Institutional affiliation as mentioned in the publication
No Data Entered/Not Applicable !!!						
No file uploaded.						

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

Number of Faculty	International	National	State	Local
No Data Entered/Not Applicable !!!				
[View File](#)				

3.4 – Extension Activities

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

Title of the activities	Organising unit/agency/ collaborating agency	Number of teachers participated in such activities	Number of students participated in such activities
No Data Entered/Not Applicable !!!			
[View File](#)			

3.4.2 – Awards and recognition received for extension activities from Government and other recognized bodies during the year

Name of the activity	Award/Recognition	Awarding Bodies	Number of students Benefited
not available	not available	not available	0
No file uploaded.			

3.4.3 – Students participating in extension activities with Government Organisations, Non-Government Organisations and programmes such as Swachh Bharat, Aids Awareness, Gender Issue, etc. during the year

Name of the scheme	Organising unit/Agency/collaborating agency	Name of the activity	Number of teachers participated in such activites	Number of students participated in such activites
No Data Entered/Not Applicable !!!				
View File				

3.5 – Collaborations

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

Nature of activity	Participant	Source of financial support	Duration
0	0	not available	0
No file uploaded.			

3.5.2 – Linkages with institutions/industries for internship, on-the- job training, project work, sharing of research facilities etc. during the year

Nature of linkage	Title of the linkage	Name of the partnering institution/ industry /research lab with contact details	Duration From	Duration To	Participant
No Data Entered/Not Applicable !!!					
No file uploaded.					

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

Organisation	Date of MoU signed	Purpose/Activities	Number of students/teachers participated under MoUs
No Data Entered/Not Applicable !!!			
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CRITERION IV – INFRASTRUCTURE AND LEARNING RESOURCES

4.1 – Physical Facilities

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

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

4.1.2 – Details of augmentation in infrastructure facilities during the year

Facilities	Existing or Newly Added
No Data Entered/Not Applicable !!!	
View File	

4.2 – Library as a Learning Resource

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

Name of the ILMS software	Nature of automation (fully or patially)	Version	Year of automation

SOUL 2.0	Fully	College Version	2008

4.2.2 – Library Services

Library Service Type	Existing	Newly Added	Total
No Data Entered/Not Applicable !!!			
View File			

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

Name of the Teacher	Name of the Module	Platform on which module is developed	Date of launching e-content
No Data Entered/Not Applicable !!!			
No file uploaded.			

4.3 – IT Infrastructure

4.3.1 – Technology Upgradation (overall)

Type	Total Computers	Computer Lab	Internet	Browsing centers	Computer Centers	Office	Departments	Available Bandwidth (MBPS/ GBPS)	Others
Existing	94	0	16	0	14	12	15	100	53
Added	0	0	0	0	0	0	0	0	0
Total	94	0	16	0	14	12	15	100	53

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

100 MBPS/ GBPS

4.3.3 – Facility for e-content

Name of the e-content development facility	Provide the link of the videos and media centre and recording facility
No Data Entered/Not Applicable !!!	

4.4 – Maintenance of Campus Infrastructure

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

Assigned Budget on academic facilities	Expenditure incurred on maintenance of academic facilities	Assigned budget on physical facilities	Expenditure incurredon maintenance of physical facilites
0	0.16	0	2.1

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

College did not prepare any Budget for its expenditures on maintenance of physical facilities and academic support facilities. However, Budget is prepared only on salary components of the Sanctioned faculty and office staff. Expenditure for maintenance of physical and academic support facilities is incurred on the basis of availability of fund. The College has policies and procedures in place for purchase of assets, maintenance of day to day physical,

academic, support facilities for total infrastructure including laboratory and library. However, in case of emergency situations, the head of the institution uses his discretionary authority. Beyond this, for any kind of purchase or maintenance of any infrastructural facilities, equipment etc. competitive bidding is called for and necessary tender formalities are observed. For any kind of purchase or maintenance of any infrastructure a requisition is submitted by the concerned department or a cell to the principal. The principal then arranges for the requisition on a priority basis. The Purchase Committee of the college approved by the Governing body consists of Principal as the Chairperson, a Coordinator from teaching staff and members from both teaching and non-teaching staff. In all such matters approval of Governing Body is mandatory. The Purchase Committee looks after the procurement, maintenance and utilization of physical facilities. The college also has a College Development and Construction Committee with President, Governing Body as Adviser, Principal as Chairperson and others. An Academic Council is constituted with the Principal as the Chairperson, Vice Principal, Librarian and all the Heads of the Departments and the Coordinators of IQAC, and others as members. One of the senior teachers of the college is appointed as the Coordinator. The Academic Council looks after the Class Routines, Prospectus, Academic Calendar, internal examinations etc. A Library Development Committee is constituted headed by the Principal as the Chairperson with the Librarian as Coordinator. The committee looks after different activities like purchase of books, maintenance of infrastructure and physical facilities along with other related issues and also arranges regular book fairs in collaboration with reputed publishers. The Psychological Laboratory of Education Department is maintained by the Department and necessary formalities are followed for purchase of equipment and apparatus. A Sports Development Board is constituted by the Principal with a senior faculty member as Chairperson. The committee arranges and looks after various sports activities held in the college. The Committee also looks after the development of the permanent indoor facilities in the college and the outdoor playground in the locality. The maintenance of the computers in the departments and the library are done centrally by the college. The college is equipped with adequate number of well-lit and ventilated class rooms for all the departments where various Selection and Screening Tests of the Public Sector organisations are held on Sundays and holidays. There are also Smart class rooms with LCD projectors. Contact Classes of IDOL, Gauhati University and K.K. Handiqui are also held in the classrooms with suitable adjustment with the general class routine. .

https://pgmdharapur.ac.in/static/media/Maintenance_of_Campus_Infrastructure.314aa81f.pdf

CRITERION V – STUDENT SUPPORT AND PROGRESSION

5.1 – Student Support

5.1.1 – Scholarships and Financial Support

	Name/Title of the scheme	Number of students	Amount in Rupees
No Data Entered/Not Applicable !!!			
View File			

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

Name of the capability enhancement scheme	Date of implemetation	Number of students enrolled	Agencies involved
Workshop on How to Face an Interview-	14/06/2019	65	Rotary Club of Guwahati South
3months Certificate Course in Spoken	13/08/2018	20	Perfect Trainer, Zoo

| English (Soft skill development) | | | | Tiniali,Guwahati | |

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

Year	Name of the scheme	Number of benefited students for competitive examination	Number of benefited students by career counseling activities	Number of students who have passedin the comp. exam	Number of studentsp placed
2018	Workshop on Preparation for competitive exams by School of Banking	0	45	0	0
2018	Awareness programme on IT Apps and scope for employment by FASS	0	40	0	0
2019	Workshop on How to Face an Interview- Conducted by Rotary Club of Guwahati South	0	65	0	0

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

Total grievances received	Number of grievances redressed	Avg. number of days for grievance redressal
0	0	0

5.2 – Student Progression

5.2.1 – Details of campus placement during the year

On campus			Off campus		
Nameof organizations visited	Number of students participated	Number of stduents placed	Nameof organizations visited	Number of students participated	Number of stduents placed
not available	0	0	not available	0	0

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

Year	Number of	Programme	Depratment	Name of	Name of

	students enrolling into higher education	graduated from	graduated from	institution joined	programme admitted to
2018	5	B.Com.	Commerce	IGNOU	M.Com.
2018	3	B.A. Assamese Major	Assamese	D.K.College, Mirza	M.A.
2018	1	B.A. Economics Major	Economics	Gauhati University	M.A.
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5.2.3 – Students qualifying in state/ national/ international level examinations during the year (eg:NET/SET/SLET/GATE/GMAT/CAT/GRE/TOFEL/Civil Services/State Government Services)

Items	Number of students selected/ qualifying
NET	1
View File	

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

Activity	Level	Number of Participants
No Data Entered/Not Applicable !!!		
View File		

5.3 – Student Participation and Activities

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

Year	Name of the award/medal	National/ Internaional	Number of awards for Sports	Number of awards for Cultural	Student ID number	Name of the student
No Data Entered/Not Applicable !!!						
View File						

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

1. i) Students Union organise various sports and cultural activities in the college. ii) Students Union organise College Week, Supta Pratibha Bikash, Freshers' Social, Annual Students Union Election, Independence Day, Republic Day, Foundation Day, Yoga Day and other such festivals. iii) Students' Union help organise Alumni Day, Blood Donation Camp and all such activities under Extension Activity Cell. iv) Students take active part in the cultural event presented at the North-East Book Fair every year under the active participation of the Cultural Secretary of the Students' Union. v) Under the leadership of the Students' Union talented students take part in the various sports and cultural events in the Inter College Youth Festival Organised by the Affiliating University. vi) Students' Union play an important role in organising seminars and workshops in the college. Members of Students Union organise the Saraswati Puja in the college under the guidance of teachers-in-charge. vii) Students take active role in maintaining the green environment in the college campus by tree plantation on the occasions like Environment Day, Foundation Day, Alumni Day etc. viii) Students take active part in maintaining cleanliness in the college campus and in and around the area under the initiative of the Social Service Secretary. ix) Members of the Students' Union

cooperate actively with the college authority in maintaining the overall discipline in the college campus. 2. Student representatives in Internal Quality Assurance Cell (IQAC) and Rashtriya Uchchattar Shiksha Abhiyan (RUSA).

5.4 – Alumni Engagement

5.4.1 – Whether the institution has registered Alumni Association?

Yes

Paschim Guwahati Mahavidyalaya has a registered Alumni Association with a total number of 1209 members till date. Since 2015 the association has been celebrating 31st May as the Alumni Day. The members are actively associated with the college and take part in all the special programmes like Freshers' Social, Foundation Day, Saraswati Puja, NAAC Peer Team visit etc. The present President and Secretary of the Association are regular employees of the college, one a Faculty of Commerce and the other the Head Assistant of the Principal's Office. Some of the alumni members actively participate in Extension Cell Programmes like Blood Donation Camp, Health Camp etc. Suprakash Das had achieved the 1st Class 1st position in Finance in B. Com Final Exam , 2014, from Gauhati University. Some of the Alumni are serving in Faculty positions in nearby colleges like, Chhaygaon College, Chaigaon D.K.College, Mirza, Girijananda Chowdhury Institute of Management Technology, Azara, ACT Commerce College, Bijoynagar and other junior colleges. Some others are engaged in Central and State Govt. organisations like Banks and other private sector organisations. Some of the Alumni members have established their own small business like Beauty Parlour after getting training at the college centre. Some of our alumni have brought laurels in the sphere of games and sports too. Some of our alumni members have gone into private business. One of our alumni has become the Executive Member of the All Assam Tour Operators' Association and is the Chairman, Rangmon Tourism Society, Chakardeu, Deepar Beel.

5.4.2 – No. of enrolled Alumni:

1209

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

120900

5.4.4 – Meetings/activities organized by Alumni Association :

07-04-2019 General Meeting 05-05-2019 Executive Meeting 12-05-2019 Executive Meeting 22-05-2019 Executive Meeting 16-06-2019 Executive Meeting • Alumni Activities: Annual Alumni Award- The beast meritorious students from both Arts and Commerce Streams are awarded every year on the Annual Alumni Day Celebration. • Convene at least one Annual General Meeting every year. • Celebration of Alumni Day on 31st May every year. • Permanent structure of Alumni Community Hall is under construction under Local MLA Fund.

CRITERION VI – GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.1 – Institutional Vision and Leadership

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

For the smooth functioning and coordinating important administrative activities, the institution follows the principle of decentralized and participative management seeking active participation of Teaching and Non-teaching staff along with students. Various committees are formed for proper implementation of academic programmes and extra-curricular activities under the supervision of IQAC comprising representation from all the stakeholders of the college. 1. Authority Level: The college Governing Body is formed according to

the UGC guidelines, headed by the GB President. The management gives ample freedom to the Principal to fulfill the Goal and Mission of the college. He is also supported by the Vice Principal (Senior most faculty) who looks after the day to day academic and administrative activities of the college. The Examination Committees are headed by the Principal and the Vice Principal actively supervises the activities. Fresh Committees are formed headed by the Principal as the Zonal Officer with Faculty members to conduct the activities and to manage the Micro Zones of the Final Semester Exams under Gauhati University. 2. Teaching and Non-Teaching Level: Faculty members are given representation in various specific committees with specific duties have proved to be effective for efficient delivery of the teaching learning process. The non-teaching along with support staff also works as per the instruction of the Principal in different matters. 3. Student Level: Students are also involved in monitoring cleanliness and discipline of the students within the campus. Student representatives are members of the RUSA and IQAC committees and are active participants in various activities of the institution. Moreover, through the duly elected students' Union Body consisting different port-folios the students, under the guidance and supervision of the respective Teachers in Charge organize and conduct various extra-curricular and co-curricular activities.

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

Yes

6.2 – Strategy Development and Deployment

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

Strategy Type	Details
Admission of Students	• Advertisements regarding admission were circulated through local newspapers and through the college website. • For the first time form fill up for admission was done online. • Students are admitted on the basis of Merit. • As per State Govt. policy, students with BPL Certificates were provided free admissions for this session, i.e., 2018-19. • As per guidelines from the affiliating university, CBCS Course module has been introduced starting from the coming session and students could choose their subjects from the various options.
Industry Interaction / Collaboration	There have been collaborations with various organisations for various academic purposes: • Students of Commerce are assigned to prepare project reports on topics related to nearby industries. • Gauhati University, Jalukbari • K.K.Handiqui University, • IDOL, Gauhati University, • Perfect Trainer (Spoken English Course) • Rastriya Sanskrit Sansthan, New Delhi • Village Guimari, Rani (Adopted village) • Assam Downtown University • IOC AOD, Guwahati, • NSS, G.U, • School of Banking • North-East

	Institute of Advanced Studies • SAKSHI, an NGO • Indian Institute of Entrepreneurship (IIE), Guwahati • Rotary Club of Guwahati South • Kaziranga University School of Health Sciences • Hari Gayatri Das College, Azara • Institute of Computer Accounts, Maligaon a unit of ICA Infotech • Patanjali Yogapeeth, Azara • Saraswati Prakashan • Various colleges for exam. purposes.
Human Resource Management	• One of the senior teachers is assigned the responsibility of the IQAC Coordinator. • Different faculty members are assigned responsibilities in various committees as per their interest and abilities for the smooth running of the institution. • Office staff had been imparted training for Office Automation. • Contractual appointments are made both in teaching and non-teaching positions depending upon requirements. • Two numbers of Multi Tasking Compatible Personals are recruited for smooth running of the HRM System.
Library, ICT and Physical Infrastructure / Instrumentation	• Increase in the number of books, journals, magazines in the college library. • 3 Digital Classrooms are being used. • A computer hub with Wi-Fi facility has been provided in the library for the students and faculty members. • The ICT Committee looks into various issues related to computer education in the institution
Research and Development	• The IQAC encourages the faculty to go for research. • A number of teachers have availed FDP Fellowship of UGC for active research. • Faculty members participate in various seminars with their Research Papers. • Teachers are facilitated to take part in the faculty development programmes such as O.P., R.C., S.T.C. organised by HRDCs of various universities to develop a research approach in them. • Departments of Commerce and Assamese have full papers on Projects and students assigned under various faculty members are guided to prepare project reports systematically to help them develop a research mentality. • Some faculty members are engaged in preparing study materials for the undergraduate students of distance learning in other universities.

Examination and Evaluation	The college has been following the reformative measures taken by the Gauhati University regarding examination and evaluation from time to time. • Spot evaluation of final examination scripts for quick and proper evaluation. • Micro zones are formed for quick, easy and effective evaluation system. • After the completion of sessional examination, a follow up measure is taken for the benefit of the students. • Students not being able to appear in the Sessional Exams. with valid and justified reasons are given another chance to appear in the exam. • Two different committees are formed to conduct the Odd and Even Semester Examinations and the committees submit a report of the completed Exam. to the IQAC.
Teaching and Learning	• For the major courses of study, permanent and separate classrooms are arranged • The authority always encourages the use of Audio-Visual aids in class rooms. Teachers also use laptops and mobile phones to help students with updated information. • The library has a computer section with internet facility for the use of the students. • Some of the classes are held in the newly equipped digital class rooms. • Remedial classes have been arranged for the academically weak students. • Provision of class test for improvement of the students. • Home assignments are given for improving writing abilities and for building up confidence in the students. • Counselling offered at the time of admission.
Curriculum Development	• The faculty of the institution suggest changes in the curriculum and send to the CCS through the Principal. • The Heads of Departments are in touch with the HoDs of the respective departments in the Affiliating University. • The Heads of Departments are in constant touch also with the Coordinator of the CBCS Committee for any confusion regarding the new syllabus etc. • A One Day Workshop was organised by IQAC on "CBCS Course at Undergraduate Level under Gauhati University"- Resource Person: Prof. Nissar Ahmed Barua, Chairman, CBCS Implementation Committee, Gauhati University on 17-06-2019 to discuss the

nuances of the newly introduced CBCS Course.

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

E-governace area	Details
Planning and Development	• Bidding for supply and construction is done online.
Administration	• Attendance of faculty and office staff is maintained through Biometrics. • Leave records of the employees are maintained through LMS. • Class Routine is available online. • Attendance of students is recorded online.
Finance and Accounts	• Bills for salary of the staff and payments are made online. • Scholarship amounts to students are made directly to their respective accounts online. • All payments related to examination and evaluation are made through RTGS. • All RUSA and UGC related payments are done online using PFMS portal. • All tenders relating to construction and printing etc. are managed online.
Student Admission and Support	• For the first time form fill up for admission was done online. • Students are admitted on the basis of Merit. • As per State Govt. policy, students with BPL Certificates were provided free admissions for this session, i.e., 2018-19.
Examination	• Form fill up is done online. • Admit Cards are made available online by the university. • Sessional marks are sent from the college to the Examination Branch of the affiliating university online.

6.3 – Faculty Empowerment Strategies

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

Year	Name of Teacher	Name of conference/ workshop attended for which financial support provided	Name of the professional body for which membership fee is provided	Amount of support
No Data Entered/Not Applicable !!!				
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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 organised for	Title of the administrative training programme organised for	From date	To Date	Number of participants (Teaching staff)	Number of participants (non-teaching staff)

2019	Workshop on NAAC Assessment and Accreditation	Workshop on NAAC Assessment and Accreditation	02/03/2019	02/03/2019	31	5

| teaching staff | non-teaching staff | | | | | |

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

Title of the professional development programme	Number of teachers who attended	From Date	To date	Duration
No Data Entered/Not Applicable !!!				

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

Teaching		Non-teaching	
Permanent	Full Time	Permanent	Full Time
No Data Entered/Not Applicable !!!			

6.3.5 – Welfare schemes for

Teaching	Non-teaching	Students
1. 2 nos. of faculty members (Fulltime, permanent) were provided financial assistance for attending National Seminars. 2 One faculty member (Fulltime, permanent) was granted Special Leave on the occasion of bereavement in the family.	2 nos. of wards of Office Staff were provided financial assistance for admission into college.	Book Bank facility provided to poor meritorious students.

6.4 – Financial Management and Resource Mobilization

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

College conducts regular internal financial audits. Internal Audits were conducted by the Chartered Accountant Firm Ramen Sarma and Co. Chartered Accountant, House No. 3, R.G.Barua Road, Chandmari, Guwahati-781003, email-rsarmaandco@gmail.com. Reports for financial year 2015-16, 2016-17, 2017-18 and 2018-19 have been prepared and submitted to the College Governing Body by the firm. College conducted external financial audits till the financial year 2014-15. Audit Reports were submitted to the College Authority and objections, if any, in the reports were taken into consideration by the concerned authority. Measures were taken accordingly for rectification and the same has been communicated to the concerned office of the Directorate of Audit, Govt. of Assam. The college has applied also for the external audit for the financial years 2015-16 till date. The official process for the same is going on.

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

Name of the non government funding agencies /individuals	Funds/ Grnats received in Rs.	Purpose
Not Available	0	Not Available
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6.4.3 – Total corpus fund generated

329000

6.5 – Internal Quality Assurance System

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

Audit Type	External		Internal	
	Yes/No	Agency	Yes/No	Authority
Academic	No		Yes	College Authority, IQAC
Administrative	No		Yes	Ramen Sarma Co.

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

There is no organised Parents-Teacher Association as such. However, • Parents take part in the Parents-Teacher Meet, though very small in number, and offer suggestions, • The parents respond to the feedback formats • The parents keep an overall eye on the students immediately outside the campus and inform the authority in case of any indiscipline on their part. • The parents maintain communication with the teachers and always respond positively in time of various programmes.

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

• Free food provided for the hostel cook. • The Gym and college sports utility facilities are available for the support staff. • They are assigned extra duties for the external exams held in the college on Sundays and holidays to facilitate some extra income for them.

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

• Salary Enhancement for the Non-Sanctioned staff, (teaching and non-teaching) • Alumni Day celebrated every year on 31st May. • LMS introduced.

6.5.5 – Internal Quality Assurance System Details

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

6.5.6 – Number of Quality Initiatives undertaken during the year

Year	Name of quality initiative by IQAC	Date of conducting IQAC	Duration From	Duration To	Number of participants
No Data Entered/Not Applicable !!!					
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CRITERION VII – INSTITUTIONAL VALUES AND BEST PRACTICES

7.1 – Institutional Values and Social Responsibilities

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

year)

Title of the programme	Period from	Period To	Number of Participants	
			Female	Male
Protection from Child Abuse	15/02/2019	15/02/2019	55	36
International Women's Day	08/03/2019	08/03/2019	59	6

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

Percentage of power requirement of the University met by the renewable energy sources
We have 29 number of Solar Lights of 15Watt capacity producing electricity of nearly 143.55 KWH per month. This is equivalent to 5.07 per cent of the total monthly power requirement of the college.

7.1.3 – Differently abled (Divyangjan) friendliness

Item facilities	Yes/No	Number of beneficiaries
Ramp/Rails	Yes	5

7.1.4 – Inclusion and Situatedness

Year	Number of initiatives to address locational advantages and disadvantages	Number of initiatives taken to engage with and contribute to local community	Date	Duration	Name of initiative	Issues addressed	Number of participating students and staff
No Data Entered/Not Applicable !!!							
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7.1.5 – Human Values and Professional Ethics Code of conduct (handbooks) for various stakeholders

Title	Date of publication	Follow up(max 100 words)
For students (College Discipline)	02/05/2018	Code of Conduct for the students under the title "College Discipline' has been there in print since the first College Prospectus brought out in the session 2003-04. Some new clauses were added to it and the name was changed to 'Code of Conduct for Students' in 2013-14. As for compliance of the rules by the students, the Vice Principal and the faculty members in general keep an eye . The Academic Committee is vigilant about the attendance in the class and

		examinations. The members of the Students' Union help maintaining the discipline at the time of festivals and celebrations.
For Teachers, Principal, Non-teaching staff and Governing Body	02/05/2018	The college has been following The Assam Non-Government College Management Rules later called the Assam Provincialised Colleges and Assam Non-Government College Management Rules, 2001(amended from time to time).
For the Students' Union	02/05/2018	Constitution, Paschim Guwahati Mahavidyalaya Students Union
For Alumni Association	02/05/2018	Alumni Association. Paschim Guwahati Mahavidyalaya, Rules, Regulations and Bye-Laws
Women's Hostel	02/05/2018	Rules and Regulations, Women's Hostel, Paschim Guwahati Mahavidyalaya

7.1.6 – Activities conducted for promotion of universal Values and Ethics

Activity	Duration From	Duration To	Number of participants
No Data Entered/Not Applicable !!!			
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7.1.7 – Initiatives taken by the institution to make the campus eco-friendly (at least five)

1. Tree plantation in and around the campus on Environment Day, Foundation Day, Alumni Day 2. Efforts are on to keep the college campus and the surrounding garbage free, dust free 3. Ample garbage cans are placed at various places in the campus to keep the surrounding clean. 4. Electronic garbage has been disposed of in an eco-friendly manner. 5. Solar lights are installed in the campus and in the approach road for illumination in the evening and night. 6. Tobacco, Ghutkha etc. are prohibited within the campus. 7. Maintaining the college pond clean and unpolluted. 8. LED Bulbs in the class rooms.

7.2 – Best Practices

7.2.1 – Describe at least two institutional best practices

Best Practice I: Session 2018-2019 1. Title of the Practice: Book Fair 2. Goal: (i) The main goal of the practice is to generate awareness about books among the students in the college and the community. (ii) To create awareness among the students about the habit of reading books and the variety of books. 3. The Context: The students and the youth of today are not habituated to acquiring knowledge by reading books and do not realise the positive aspects of reading. In order to create awareness among the students coming from various community and backgrounds and to attract them to books this book fair was organised. 4. The Practice: To meet our social responsibility towards the students of the college and nearby community, an attempt was made under the aegis of the

Library Advisory Committee in collaboration with Saraswati Prakashan to hold this book fair. The programme was inaugurated by Dr. Dhiren Sharma, President Governing Body on 5th September, 2018. The book fair continued for four days and was open for students and community people from nearby areas also. Students from the nearby Dharapur M.E School and Dharapur Higher Secondary School visited along with their teachers in-Charge and looked at the books and purchased some too. Students from our college were very much enthusiastic about the varieties of books that were exhibited in the fair. Apart from course related books there were books related to competitive exams, general knowledge, children's books and other books of interest. 5. Evidence of Success: The programme was successful as quite a number of students, teachers and people from around the college visited the fair. Active participation from our students and ex- students and community people made the programme a success. Around 116 students visited the fair. People who attended felt that more such programmes should be held in future for the betterment of the students in general. 6. Problems encountered and Resources Required: Most of the students do not get a chance to see the variety of books as this type of fairs were not held in this area and nearby. Hence they have not developed any habit of reading books. It was a challenge to get the students attracted towards the fair. Moreover, the book fair had to be accommodated within the library and there was space constraint. The resources required were ample space to display the books and adequate staff to assist the visitors. Notes: It has been felt by everyone that such programmes should be organised on a regular basis in future, so that the young generation can have a touch with books and start loving them. 7. Contact Details: Name of the Principal: Dr. Rana Sarmah Name of the Institution: Paschim Guwahati Mahavidyalaya, Dharapur City: Guwahati Pin Code: 781017 Ph. No: (0361) 2845021 (O) Website: www.pgmdharapur.ac.in E-mail: pgm17dharapur@gmail.com pgmahavidyalaya@rediffmail.com Best Practice II: Session 2018-2019 1. Title of the Practice: Children's Day Celebration 2. Goal: (i) The main goal of the programme was to generate awareness about the significance of the celebration of Children's Day on the day of birth of Pandit Jawaharlal Nehru among the little students and to make the students happy as part of the celebration. (ii) To make the students attracted towards science and general knowledge books, story books, inspirational books and art books too. 3. The Context: To keep pace with the mainstream schools of the nearby city, the students of this small village school Bhagya Das Adarsha Prathamik Vidyalaya, Guimari, Rani, which was adopted by our college on 5th May 2015, need to get acquainted with the new branches of education and develop confidence to face the challenges of the world in future. 4. The Practice: To fulfil the responsibility of the institution towards the society, the Extension Education Cell of the college organised this programme on 14th November, 2018. Associate Professor Ms. Parul Baishya, (Principal in-Charge), Ms. Manisha Sarma, Dr. Yashodhara Medhi, Coordinator, IQAC and Dr. Madhuleema Chaliha, Convener, Extension Education Cell of the college addressed the students and the few local people present there and explained to them the significance of the day and also about reading books and importance of education. To start the programme students were assembled in two rows outside the school in front of a photograph of Jawaharlal Nehru and floral tributes were paid to the photograph led by the teachers of the school and our team members. The students were given sheets of paper to draw and colour on them. It was a pleasure to watch the little students engrossed in drawing and colouring as per their concept and ability and the adorable results they produced. The drawings were assessed and results were declared then and there. The winners were awarded with books and colour pencil sets and all the students were distributed with pencils, erasers and chocolates. 5. Evidence of Success: The programme was successful as the students seemed to be very happy taking part in it. The teachers, assembled local people and even the mid-day meal cooks expressed satisfaction that such a programme was organised in the school. It was felt by everyone that even such

small programmes can enlighten and encourage the little students a lot. A total no of 16 students took part in the programme. 6. Problems encountered and Resources Required: The main problem faced was the number of students which was very few. It has always been a problem for the teachers to motivate the students to come to school regularly or even to impress upon the guardians to send in their wards to school every day. However, it was a great encouragement for the teachers of the school and specially for our college that the school has been able to achieve a grade 'A' in the recently conducted 'Gunotsav', the general assessment of schools in the state by the State Government. Notes: The students seemed to take interest in the books that were brought to them and it was a general feeling that more such programmes would motivate the students and encourage them to take up books and use the library where books were donated on an earlier occasion too. 7. Contact Details: Name of the Principal: Dr. Rana Sarmah Name of the Institution: Paschim Guwahati Mahavidyalaya, Dharapur City: Guwahati Pin Code: 781017 Ph. No: (0361) 2845021 (O) Website: www.pgmdharapur.ac.in E-mail: pgm17dharapur@gmail.com pgmahavidyalaya@rediffmail.com

Upload details of two best practices successfully implemented by the institution as per NAAC format in your institution website, provide the link
https://pgmdharapur.ac.in/static/media/7.2.1%20Best%20Practice%20I%20and%20II%202018-19.9901d548.pdf

7.3 – Institutional Distinctiveness

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

Paschim Guwahati Mahavidyalaya is one of the prestigious educational hub located in the western fringe of the fast-expanding Guwahati city. The college was established on 5th of September, 1978. In the 41 years of its existence till date, the college has been continuously scaling new heights, crossing notable milestones in its academic and co-curricular activities. In 2015, the college was accredited with CGPA 2.39 on four point scale with 'B' Grade in its 2nd Cycle of Accreditation by NAAC, Bangalore. Unique Features of the College: 1. No Ragging campus. 2. The college maintains a very clean and green campus which was greatly appreciated by NAAC Peer Teams. 3. The college has a beautiful flower garden and it is looked after mainly by the Head Assistant of the college Mr. Dhaneswar Kalita with assistance from Mr Niren Das, a fourth grade employee in college. A small medicinal plant garden is also maintained. 4. A whatsapp group by the name "Blood Donation Group PGM" with 37 active members at present, present students and alumni together, have been offering lifesaving services to the needy at critical time. 5. Annual publication of the college Bulletin "Deepar's Echo" is released on the Foundation Day Celebration every year. 6. "Supta Pratibha Bikash" is a platform to find out the hidden talents among the general students and to help the students to come out of any inhibition in them. 7. The alumni association is very active and they organise various programmes. They celebrate "Alumni Day" every year on 31st May. 8. A good number of girl students from very backward places avail accommodations in the Women's Hostel within the campus and pursue their regular studies in the college. 9. The college library has 39,261 number of books and facilitates the poor meritorious students with Book Bank facility. 10. The college encourages the students to participate in different games and sports. Some of the students have participated in National, State and District Level competitions and have won prizes. 11. The college team performs in the cultural competitions held during the North-East Book Fair every year. 12. Students took part in All Assam Power Point Presentation on Swami Vivekananda organized by Vivekananda Kendra, Assam Prant and have won prizes. 13. Students participated in State Level Talent Search Examination secured good ranks. 14. Students have been sent for

one-week free training programme on Electrical House Wiring and Desktop Publishing PC Maintenance conducted by Assam Don-Bosco University. 15. Every year different health camps are organized in collaboration with various organizations like Kaziranga University, School of Health Sciences, Nemcare Hospital etc. 16. The college maintains very cordial relationship with the local people and various local committees like Bazar Committee, Taluk Committee, Durga Puja Committee etc. 17. The Students' union body elected by the students of the college is very active works under the guidance of the Professors-in-Charge. 18. There is a Centre for Non-Formal Sanskrit Education under Rashtriya Sanskrit Sansthan, New Delhi operating from the college since 10-08-2016.

Provide the weblink of the institution
https://pqmdharapur.ac.in/static/media/7.3.1%20Institutional%20Distinctiveness.5b4f0d82.pdf

8.Future Plans of Actions for Next Academic Year

Plan of Action for the Academic Year 2019-2020 1. To complete construction of two smart class rooms on the first floor of the library building with RUSA funding. 2. First floor of the Women's Hostel to be constructed with UGC Grant. 3. To continue construction of the remaining part of the boundary wall. 4. To introduce PG courses. 5. To initiate the process of opening of Science Stream at the Undergraduate Level. 6. More emphasis on participation of students in sports and culture. 7. Students are to be taken out on short excursion trips by the departments. 8. To make the college campus Wi-Fi enabled with a Leased Line with RUSA funding. 9. Mentoring to be started from the beginning of the next academic session starting from July, 2019. 10. As per direction from the Affiliating University CBCS courses at the Undergraduate level to be started from the coming academic session and preparations to be made accordingly. 11. Online Admission process to be introduced from the coming session. 12. Introduction of recording attendance of students through mobile app.