



YEARLY STATUS REPORT - 2023-2024

Part A

Data of the Institution

Part A	
Data of the Institution	
1.Name of the Institution	PASCHIM GUWAHATI MAHAVIDYALAYA
• Name of the Head of the institution	Dr. Manisha Bhattacharyya
• Designation	Principal
• Does the institution function from its own campus?	Yes
• Phone no./Alternate phone no.	0361285405
• Mobile No:	9435236251
• Registered e-mail	pgm17dharapur@gmail.com
• Alternate e-mail	pgmahavidyalaya@rediffmail.com
• Address	Amrit Bharali Path, VillageDharapur, P.O. & P.S.- Azara
• City/Town	Guwahati
• State/UT	Assam
• Pin Code	781017
2.Institutional status	
• Affiliated / Constitution Colleges	Affiliated
• Type of Institution	Co-education
• Location	Semi-Urban

• Financial Status	UGC 2f and 12(B)				
• Name of the Affiliating University	Gauhati University				
• Name of the IQAC Coordinator	Dr. Mrinmoyee Bhattacharyya				
• Phone No.	9864011806				
• Alternate phone No.	9864011806				
• Mobile	9864011806				
• IQAC e-mail address	iqac.pgm@gmail.com				
• Alternate e-mail address	pgm17dharapur@gmail.com				
3.Website address (Web link of the AQAR (Previous Academic Year))	https://pgmdharapur.ac.in/upload/aqar/AQAR%202022-23.pdf				
4.Whether Academic Calendar prepared during the year?	Yes				
• if yes, whether it is uploaded in the Institutional website Web link:	https://pgmdharapur.ac.in/upload/aqar2324/1734330106.pdf				
5.Accreditation Details					
Cycle	Grade	CGPA	Year of Accreditation	Validity from	Validity to
Cycle 1	C++	67.00	2004	16/09/2004	15/09/2009
Cycle 2	B	2.39	2015	15/11/2015	14/11/2020
Cycle 3	B+	2.54	2022	12/04/2022	11/04/2027
6.Date of Establishment of IQAC	11/04/2003				
7.Provide the list of funds by Central / State Government UGC/CSIR/DBT/ICMR/TEQIP/World Bank/CPE of UGC etc.,					
Institutional/Department /Faculty	Scheme	Funding Agency	Year of award with duration	Amount	
Paschim Guwahati Mahavidyalaya	Fee Waiver	State Government	2023-2024	3915810	

8. Whether composition of IQAC as per latest NAAC guidelines	Yes	
<ul style="list-style-type: none"> • Upload latest notification of formation of IQAC 	View File	
9.No. of IQAC meetings held during the year	08	
<ul style="list-style-type: none"> • Were the minutes of IQAC meeting(s) and compliance to the decisions have been uploaded on the institutional website? 	Yes	
<ul style="list-style-type: none"> • If No, please upload the minutes of the meeting(s) and Action Taken Report 	No File Uploaded	
10. Whether IQAC received funding from any of the funding agency to support its activities during the year?	No	
<ul style="list-style-type: none"> • If yes, mention the amount 		
11. Significant contributions made by IQAC during the current year (maximum five bullets)		
<p>1. Observing World Earth Day and simultaneously organized Seminar on the Sustainable Development Goal (SDG) in collaboration with UN-NER UNESCO association, Guwahati on 22nd April 2024. Celebration of various Commemorative Days such as World Environment day, Yoga Day, Rabha Divas, Matribhasa Divas, World Water day etc. to create awareness & integration of students. 2. Organized Career Guidance Programme on the theme of "Career in Civil Services: Strategy and Preparation" on 22/02/2024. Moreover, Pradip Ch. Das Memorial Best Graduate Award for Commerce student, Bhudev Das Memorial Best Graduate Award for Arts student and Bijoylakshmi Das Cultural award were presented to students of the college in their respective fields. 3. Organized one day workshop on the use of different AI applications on 2nd April 2024. Organized one week faculty Development Programme on Teaching, Research & Academic Writing from 1st November 2023 to 7th November 2023. Organized two days Faculty Development Programme on "E-writing and Content Development & Digital mode of Teaching" from 4th may 2024 to 5th May 2024. 4. All the departments are engaged to organize popular talks, research based talks, memorial lectures on diverse topics for knowledge enhancement and national instigation of students. Medical Camps and</p>		

some outreached programmes have been carried on in the nearby locality and adopted village with a motive to enhance community development. Observation of World Sanitation Day, Children Day etc. 5. Conduct Green Audit & Annual Academic Audit. Moreover Student Feedback, Teachers Feedback, Alumni Feedback along with Student Safety Survey have been done during the Session.

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

Plan of Action	Achievements/Outcomes
To organize Faculty Development Programmes	<p>1. One week Faculty Development Programme was held from 1st November 2023 to 7th November 2023 on the topic "Teaching, Research and Academic Writing".</p> <p>2. Two Days FDP on E-content Development.</p>
To organize workshop for teaching and non-teaching staff	<p>1. A Financial Literacy Workshop was held on 23/02/2024 and more than 30 members were present in the programme. Members from ICICI Academy explain the various financial schemes, particularly beneficial for girls, provided by various different financial institutions.</p> <p>2. On Day workshop on AI.</p>
To organize festive oriented cultural programme for integration of students from different communities in the locality.	Festive oriented cultural programme "Bohagar Edin" was celebrated very enthusiastically in the college premises on 26/04/2024.
To organize Medical Camp	A medical camp (i.e., common Cancer screening camp, oral, breast & Cervix) was organized under the aegis of Women Cell on 26/06/2024 in the college campus. More than 75 women had attended the camp.
To initiate MOU with UNESCO	Another new MOU has been signed with the International Organisation i.e., UNESCO Guwahati. They initiate different activities of UNESCO among the faculty members and students of the institution.
13. Whether the AQAR was placed before statutory body?	Yes

- Name of the statutory body

Name	Date of meeting(s)
Governing Body	19/11/2024

14. Whether institutional data submitted to AISHE

Year	Date of Submission
2022-23	26/02/2024

15. Multidisciplinary / interdisciplinary

a). The vision of the institution is to foster society relevant credible higher education. To make the higher education socially relevant and credible, the institution adopts several measures to transform itself into a multidisciplinary institution. It is working to get approval the science stream from the government. b). In fact the institution offers curricular framed by the affiliating university. However, flexible and innovative curricular that includes credit-based courses, projects and assignments in the events of community engagement, environmental educations and valuebased towards the attainment of a holistic and multidisciplinary education which is embodied in the curricular framed by the university. As per syllabus, concerned, departments of the college conduct community & environmental projects regularly. c). Moreover, at the advent of implementation of NEP2020, institution has been integrated multi-disciplinary courses as per the direction of affiliating university i.e., Gauhati University from this session. Our institution follows all the guidelines & the strategies which are made by Gauhati University. The institution is adopting measures to introduce vocational and add on courses in different courses, such as -Basic Computer Application, Spoken Hindi, Yoga Education, Panchayati Raj and Practice, Byabaharik Asomiya, Gaon Panchayat in practice, Human Rights, Translations Studies etc. Besides, the institution is planning to offer science subjects with the approval of the government. d). Gauhati University has prescribed Multidisciplinary / interdisciplinary courses from this session on various topics. Such as- Humanities and Social Science (Makers of modern Assam), Valueadded Courses (Environmental Studies)

16. Academic bank of credits (ABC):

Basic data on Academic Bank of Credits are available with the institutions. For this purpose, a centralized data base of the students is already maintained and it would be followed to digitally store the academic credits earned by the students. 2. Paschim Guwahati Mahavidyalaya is an institute of higher education affiliated to Gauhati University. The college has to follow the guidelines of the affiliating university. The affiliating University, i.e Gauhati University lays down the framework for curriculum designing along with credit system, assessment system & evaluation system. From this session affiliating University ie. Gauhati University has introduced ABC and colleges are asked to register in ABC. As such our institution has already registered ABC under Gauhati University as the Government of Assam announced to implement NEP 2020 from this year.

17.Skill development:

Institution is planning to initiate more vocational education courses and soft skills for the students in alignment with National skills Qualification framework. Under the CBCS system of affiliating University i.e- Gauhati University has already prescribed various skill development papers to every department at under graduate level and these are already followed by our institution. 2. From this session, more than 200 skill enhancement papers have been enlisted in the NEP2020 course by the Gauhati University and our institution has also selected some skill enhancement papers which are appropriate for our student. These are Byabaharik Asomiya, Life Skill Education, Business Communication, Spoken Hindi, Philosophical Counselling, and Panchayati Raj in Practice. From this session, all the departments followed the opted new skill enhancement papers and taking classes regularly as per scheduled time table. 3. In view of the importance of value-based education, the institution has taken some measures which would create positivity among the student. To inculcate value-based education, the institution celebrates, International Yoga Day along with Yoga camp, World Water Day, International women Day, World Environment Day, World Aids Day along with blood donation camp, etc. Moreover, some vocational courses are also introduced by the institution. These are Basic Computer Application, Yoga, Panchayati Raj in Practice, Tourism for North East India etc.

18.Appropriate integration of Indian Knowledge system (teaching in Indian Language, culture, using online course)

Delineate the strategy and details regarding the integration of the Indian Knowledge system into the curriculum using both offline and online courses. The institution has been following the curriculum

and syllabus designed by Gauhati University as the institution is affiliated to G.U. From 2023, the Gauhati University has implemented NEP, 2023 and integrated Indian Knowledge System related papers like 'Understanding India', 'Ancient Indian Thought' etc to the curriculum and accordingly designed the syllabus of G.U courses. Our institution has been imparting knowledge to the students on such Indian Knowledge System related papers. The institution is planning to teach Assamese language to nonacademic students. So far as teaching in Indian Language is concerned, Assamese and Hindi have been taught as compulsory subjects in the college apart from English. Honors in Assamese & Hindi language are also available in our institution Medium of instruction at Under- Graduate level is bilingual. The institution has also trained a few teachers through participation in UGC sponsored short term Faculty Training Programme on Indian knowledge system organised by Malaviya Mission Teacher Training Centre (MMTTC), GU in collaboration with Indian Knowledge system division, Ministry of Education, Goot of India, New Delhi. Our institution is also planning to conduct seminars, workshop etc for students and teachers on Indian Knowledge System for appropriate integration of Indian Knowledge System using offline and on line so that knowledge of Indian Knowledge System can be transmitted to students and faculties. The institution has also planned to purchase some fundamentals books on Indian Knowledge System for college library. 1. i.) Degree courses taught in Indian language, BA in Assamese. BA in Hindi, MA in Assamese. ii.) Degree courses taught bilingually B.com in commerce, BA in Economics, Education, History, Political science, MA in Political Science. 1. Effort of integration of Indian Language has been preserved and promotes through publication of college magazine in three languages viz English, Assamese & Hindi. For encouraging the students, award winning creative writing on different languages have been published in the college magazine. In the context of Indian Traditional knowledge system, Yoga Education gained of worldwide popularity. Accordingly, our institution has constituted a yoga committee which is regularly involved in practicing yoga. The committee also organise Yoga camp every year. Establishment of book section entitled "North East Corner" and "Bhupen Hazarika Corner" in the central library is also an effort for integration of Indian Knowledge culture in us among the students.

19.Focus on Outcome based education (OBE):Focus on Outcome based education (OBE):

The Institution is implementing outcome-based education as per affiliating university curriculum. In teaching-learning process, institution always encourages student centric learning method. The CBCS curriculum of UG course under Gauhati University has laid down

the learning outcome in terms of Programme Outcome (PO), Programme Specific Outcome (PSO) and Course Outcome (CO). The students are made aware of the learning outcomes by counselling programme at the time of admission and all the learning outcomes are uploaded in the college website. 2. Focus on Outcome based education (OBE): The Institution is implementing outcome-based education as per affiliating university curriculum. The institution has taken various initiatives to transform its curriculum towards outcome-based education. To measure the learning outcome, institution has taken viva-voce and practical examination in certain subjects. Moreover, field visit and case study reports, different academic project reports prepared by the student, student seminar act as tools to transform curriculum to outcome-based education. Institution has been regularly inviting alumni who are being able to establish in a good position in the society, as resource person to encourage the students in various seminar and talks of the institution. The whole outcome-based education process in the institution can be assessed on Alumni Day of the college on 31st May every year. The gathering includes alumni who are being able to establish themselves in various fields of the society, as college teacher or school teacher, business man to the defence sector, air force, army, from the exclusive world of modelling, acting, to national and international sport personalities. Some of the alumni members are in active in party politics and some others passionately involved in social services such as "Blood donation group" to assist anyone in distress. These are the examples of students transforming learning into a practical way of life, finding the best way possible with one's individual capacity and making a livelihood out of it turning into socially responsible citizen justifying the proper outcome-based education. 3. As the outcome-based Education needs restructuring the curriculum and assessment model, the institution has its limited capacity, because the framework for outcome-based education has to be laid down by the affiliating University i.e, Gauhati University. From this session, Gauhati University along with Government of Assam instructs the institution to implement the guidelines of NEP2020 on outcome-based education and accordingly our institution will definitely follow the guidelines of affiliating University. Mentoring is practice regularly to make understand students for outcome based education.

20.Distance education/online education:

Institution is planning to implement were distance learning program. Institution has already a centre of distance education university known as Krishna Kanta Handique State Open University (KKHSOU) where an average of 100 students are enrolled and given various degree and

diplomas. In this centre study material are also provided and orientation classes are taken in online mode. 2. Institution has five numbers of no's digital class rooms, language lab, e-resource room which are extensively use for teaching learning activities. Teachers are involved in encouraging and guiding students to use E-Pathsala, Swayam and others in e-resource room of the institution. A good number of students are enrolled in different courses under MOOCS. During the period of lockdown and now also teachers take classes though various platforms like Google Class Room, Google Meet, Zoom Platform etc. Moreover, to meet the NEP 2020, institution is planning to take more courses in blended mode.

Extended Profile

1.Programme

1.1	16
Number of courses offered by the institution across all programs during the year	

File Description	Documents
Data Template	View File

2.Student

2.1	1204
Number of students during the year	

File Description	Documents
Data Template	View File

2.2	925
Number of seats earmarked for reserved category as per GOI/ State Govt. rule during the year	

File Description	Documents
Data Template	View File

2.3	201
Number of outgoing/ final year students during the year	

File Description	Documents
Data Template	View File
3.Academic	
3.1 Number of full time teachers during the year	33
File Description	Documents
Data Template	View File
3.2 Number of Sanctioned posts during the year	43
File Description	Documents
Data Template	View File
4.Institution	
4.1 Total number of Classrooms and Seminar halls	32
4.2 Total expenditure excluding salary during the year (INR in lakhs)	10.05
4.3 Total number of computers on campus for academic purposes	69

Part B

CURRICULAR ASPECTS

1.1 - Curricular Planning and Implementation

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

Paschim Guwahati Mahavidyalaya follows curriculum framed by Guwahati University, the affiliating University, at under graduate level for both the Arts and Commerce streams and Post Graduate level in Assamese and Political Science. To deliver the curriculum effectively, the Academic Council of the College prepares an Annual

Academic calendar based on the Calendar prepared by Gauhati University for the whole academic session consisting two semesters. The Routine committee prepares the master Routine under the guidance of Academic Council. Heads of Departments are entrusted with the responsibility of distributing the courses as per syllabus, prescribed by the Gauhati University amongst the teachers of the Departments. Accordingly, class routines are prepared and portions are allocated. Class monitoring is conducted by the Principal, VicePrincipal and Academic Council. Classes are held as per routine and the class attendance of the students is recorded online attendance portal through mobile phones from the session 2019-20. One sessional Examination of each semester is conducted as per Academic calendar following the pattern suggested by Gauhati University. The Examination Committee formed every semester looks after the internal as well as the University final Examinations. To involve students in participating learning, Departmental Wall Magazine, 'College Magazine', 'Lexicon', 'AjkaSabd' etc. are prepared.

NEP (FYUGP) introduced during the Academic year 2023-24.

File Description	Documents
Upload relevant supporting document	View File
Link for Additional information	https://pgmdharapur.ac.in/upload/aqar2324/1735364986.pdf

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

The Academic Committee/ Council of the college prepares an annual Academic Calendar based on the Calendar session consisting of two semester i.e Odd and Even. The college Academic calendar is made available to each student through the prospectus and college website. Sessional Examination for UG and PG odd semesters are conducted in the month of September/October and Semester end Examinations are conducted in the month of November-December as per University notification.

Sessional Examination for UG and PG Even semesters are conducted in the month of March / April every year. Semester end Examinations of even semester are conducted in the month of May-June as per university notification.

For continuous general evaluation of the Students College has follows the following measures.

1. One sessional Examination is held for each course in each semester.
2. Periodical class tests are conducted by the Department.
3. Seminars of students are also organized Departmentally
4. Home Assignments and project also allotted to the students.
5. Through personal mentoring weak students are identified and given extra class.
6. Department organize popular talks.
7. College week for co-curricular activities is held as per the Academic Calendar.
8. The students Union Election is completed generally around September/ October every year.

File Description	Documents
Upload relevant supporting documents	View File
Link for Additional information	https://pgmdharapur.ac.in/upload/aqar2324/1735365045.pdf

1.1.3 - Teachers of the Institution participate in B. Any 3 of the above following activities related to curriculum development and assessment of the affiliating University and/are represented on the following academic bodies during the year.
Academic council/BoS of Affiliating University
Setting of question papers for UG/PG programs
Design and Development of Curriculum for Add on/ certificate/ Diploma Courses
Assessment /evaluation process of the affiliating University

File Description	Documents
Details of participation of teachers in various bodies/activities provided as a response to the metric	View File
Any additional information	View File

1.2 - Academic Flexibility

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

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

16

File Description	Documents
Any additional information	No File Uploaded
Minutes of relevant Academic Council/ BOS meetings	View File
Institutional data in prescribed format (Data Template)	View File

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

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

01

File Description	Documents
Any additional information	View File
Brochure or any other document relating to Add on /Certificate programs	View File
List of Add on /Certificate programs (Data Template)	View File

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

17

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

17

File Description	Documents
Any additional information	View File
Details of the students enrolled in Subjects related to certificate/Add-on programs	View File

1.3 - Curriculum Enrichment

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

Paschim Guwahati Mahavidyalaya being an affiliated college i.e. follows the curriculum offered by its affiliating institution Gauhati University.

Two papers one thics in Philosophy in B.A.3rd SEMP hilosophy honours and regular course PHI-HC-3036 and PH-HG 3016 respectively.Two papers in B.A 6thsemester PHI-HC-6026 Meta Ethics and PHI-HE-6036 Applied Ethics.

Two papers containing units on value education are included in the B.A 3rd semester in both Honours and Regular courses of Education Department.

Department of Political Science has paper on Human rights in honours courses in the 5th and 6thsemester as apart of the ir course curriculum.The Department has another paper in B.A 3rd semester Regular course with a unit Fundamenta Rights..

Department of Education also has one aperinthe B.A 3rd semester Honours course with a unit on Education and Human Rights.

A paper on women's writingis offered to thes tudents of B.A 5th semester English honours course.

Another unit on Feminismis offered to the students of B.A 1stsemester honours and regular course by the Political science Department.

A paper British Romantic literature ENG-HC-4026 included one unit conceptions of nature in B.A 4th semester in English honours course.

File Description	Documents
Any additional information	No File Uploaded
Upload the list and description of courses which address the Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum	View File

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

03

File Description	Documents
Any additional information	View File
Programme / Curriculum/ Syllabus of the courses	View File
Minutes of the Boards of Studies/ Academic Council meetings with approvals for these courses	No File Uploaded
MoU's with relevant organizations for these courses, if any	No File Uploaded
Number of courses that include experiential learning through project work/field work/internship (Data Template)	View File

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

418

File Description	Documents
Any additional information	View File
List of programmes and number of students undertaking project work/field work/ /internships (Data Template)	View File

1.4 - Feedback System

1.4.1 - Institution obtains feedback on the syllabus and its transaction at the institution

A. All of the above

from the following stakeholders Students
Teachers Employers Alumni

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

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

C. Feedback collected and analyzed

File Description	Documents
Upload any additional information	View File
URL for feedback report	https://pgmdharapur.ac.in/aqar2324.php

TEACHING-LEARNING AND EVALUATION

2.1 - Student Enrollment and Profile

2.1.1 - Enrolment Number Number of students admitted during the year

2.1.1.1 - Number of sanctioned seats during the year

2530

File Description	Documents
Any additional information	No File Uploaded
Institutional data in prescribed format	View File

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

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

585

File Description	Documents
Any additional information	No File Uploaded
Number of seats filled against seats reserved (Data Template)	View File

2.2 - Catering to Student Diversity

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

In an effort to develop efficient human resources, the college has been providing special care for slow and advanced learners. The college has been continuing the mentoring classes for giving proper guidance to go forward with proper line in future life of the students. The students are assessed on the basis of their classroom performance, class tests, home assignments, individual interactions along with their participation in different Extra Curricular activities in the college.

Strategies for slow learners:

For unsuccessful students in exam, another chance to appear, personalized teaching, tutorial and additional classes, assessment of their progress, home assignment, involvement in social and community activities have been given to the students.

Strategies for advanced learners: Additional reading materials, different motivational programmes, lectures by eminent personalities, students' seminars, quizzes etc. have been organized to encourage and motivate the advanced learners, Faculty members guides the advanced learners particularly to prepare and present the research papers, different project reports following standard research methodology, organizes different interactive programmes with eminent personalities from required fields to inspire and motivate the advanced learners, encourages to use the e-learning accesses properly in their preparation of answers, Advanced learners are engaged to deliver lectures before faculties, students, audience.

File Description	Documents
Link for additional Information	Nil
Upload any additional information	No File Uploaded

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

Number of Students	Number of Teachers
1204	31

File Description	Documents
Any additional information	View File

2.3 - Teaching- Learning Process

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

College adopted different student centric methods like experiential, participatory and problem-solving methodologies for enhancing active participation of the students in the teaching- learning and evaluation process.

Different academic field visits are conducted like Book Fairs, University libraries, guided to undertake different project works and home assignments, encouraged to engage themselves in different useful learning activities like Departmental Wall Magazine, departmental seminars, quiz, painting competition, group discussions, get together programmes, etc.

To facilitate participatory learning teaching aids like Google Classroom, interactive sessions; Co-curricular, extra-curricular like different sports and cultural events including Inter College Competitions, Youth Festivals, Cultural Programmes in the North-East Book Fair, NCC and NSS events etc community activities and value-added Programmes like blood donation, health check- up and health awareness camps, cleanliness drives, tree plantation have been organised. Students are appointed as members of different committees of the college and assigned responsibilities in administrative bodies.

Students are made to organize different skill education in the form of Yoga, Meditation, Creative and Performing Art and awareness lectures; NCC cadets and NSS volunteers are encouraged to get involved in various current social issues and burning problems of the community; Opportunities provided to the students to be involved in Students' Union.

File Description	Documents
Upload any additional information	View File
Link for additional information	https://pgmdharapur.ac.in/upload/aqar2324/1735296513.pdf

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

Continuation of LMS System enabled teachers to record attendance of students, maintain the activity diary and record of syllabus covered in the classes using smart phones, Digital Library with an Internet Zone for the benefit of the students, teachers and other library users.

A Language Laboratory has been set up with 31 nos. of computers and Digital Display Board installed in the said laboratory. Students can use the laboratory for improvement of their language skills in both pronunciation and understanding.

Three Digital Class Rooms have been created to facilitate teachers and students with modern day teaching-learning experiences. Creation of two more Smart Class Rooms have been under progress with the help of RUSA Infrastructure Grant.

The college has Wi-Fi facilities to students and staff of the college. All departments, IQAC Room, Library, and Computer Centre were covered with the Wi-Fi facility. Teachers also use personal mobile internet facilities to search and share online resources with the students.

Each Department created class wise WhatsApp groups for better communication, guidance and sharing e-resources for effective teaching-learning environment which proved very successful.

Teachers are using Google-Zoom Network, for online classes, digital classes according to Government and affiliating university guidelines during the pandemic.

File Description	Documents
Upload any additional information	View File
Provide link for webpage describing the ICT enabled tools for effective teaching-learning process	https://pgmdharapur.ac.in/upload/aqar2324/1735105835.pdf

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

2.3.3.1 - Number of mentors

31

File Description	Documents
Upload, number of students enrolled and full time teachers on roll.	View File
Circulars pertaining to assigning mentors to mentees	View File
mentor/mentee ratio	View File

2.4 - Teacher Profile and Quality

2.4.1 - Number of full time teachers against sanctioned posts during the year

28

File Description	Documents
Full time teachers and sanctioned posts for year (Data Template)	View File
Any additional information	No File Uploaded
List of the faculty members authenticated by the Head of HEI	View File

2.4.2 - Number of full time teachers with Ph. D. / D.M. / M.Ch. /D.N.B Superspeciality / D.Sc. / D.Litt. during the year (consider only highest degree for count)

2.4.2.1 - Number of full time teachers with Ph. D. / D.M. / M.Ch. /D.N.C Superspeciality / D.Sc. / D.Litt. during the year

20

File Description	Documents
Any additional information	No File Uploaded
List of number of full time teachers with Ph. D. / D.M. / M.Ch./ D.N.B Super specialty / D.Sc. / D.Litt. and number of full time teachers for year(Data Template)	View File

2.4.3 - Number of years of teaching experience of full time teachers in the same institution (Data for the latest completed academic year)

2.4.3.1 - Total experience of full-time teachers

591

File Description	Documents
Any additional information	No File Uploaded
List of Teachers including their PAN, designation, dept. and experience details(Data Template)	View File

2.5 - Evaluation Process and Reforms

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

Academic Calendar prepared by Academic Council taking into consideration different academic matters in the college and plans accordingly for the entire academic session.

one sessional examination is held in every semester and class tests, group discussions, quizzes Viva-voce are held time to time. The Examination Committee of the college conducts all the internal and external examinations in the college. Each department conducts the Sessional Examinations for their respective Honours papers and the Examination Committee organizes examinations for the general papers centrally.

The college organizes Orientation Programmes for the newly admitted students in the beginning of a new academic session, to make them acquainted with the various rules and regulations of the college including the examination systems. These examination notices are displayed in the departmental and college notice boards, in the

college website and Principal's official WhatsApp Group.

The Internal Quality Assurance Cell (IQAC) of the college regularly monitors the feedback system on different academic matters including on the mechanism of internal assessment with the help of the Feedback Committee. The college organizes PTMs and feedbacks from the guardians are also collected. The guardians can approach the departments and faculty members any time to know about the progress of their wards.

File Description	Documents
Any additional information	View File
Link for additional information	https://pgmdharapur.ac.in/upload/aqar2324/1735296541.pdf

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

Each academic department resolves the grievances related to sessional examinations in their respective subjects of the college. Unsuccessful students and students who fail to appear in the sessional examinations on genuine ground, are allowed to re-appear in the re-examination, against application, conducted by the concerned departments or are allotted Home Assignments in the respective subject. The faculty members of the college always clarify the doubts and enquiries of the students on any academic matter. In case University not updated the internal marks of a student whether the student appeared in these sessional examinations and college also submitted the marks in University Portal, in such cases college authority resubmit the marks after verification through a special format prepared by college to the University.

File Description	Documents
Any additional information	No File Uploaded
Link for additional information	Nil

2.6 - Student Performance and Learning Outcomes

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

The college adopts different mechanism and practices to communicate the course outcome to all the stakeholders of the college. The main

objectives of such mechanism and practices are to provide the students and the teachers a clear and comprehensive idea of the concerned courses in connection with the teaching learning process and to formulate measures for rectification if necessary. The main features of "Programme Outcomes" (POs) and "Course Outcomes" (COs) of every department are displayed explicitly in the college Website (www.pgmdharapur.ac.in).

- "Deepar's Echo", the annual college newsletter, departmental newsletters, "Nibedan", the college annual magazine highlight the programme outcome of the college by reflecting the achievements of the students in academic and other allied fields.

File Description	Documents
Upload any additional information	View File
Paste link for Additional information	https://pgmdharapur.ac.in/allcopo.php
Upload COs for all courses (exemplars from Glossary)	View File

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

The college regularly evaluates the attainment of Programme Outcomes, Programme Specific Outcomes and Course Outcomes primarily on the basis of the performances of the students in formative and summative assessment in the courses. The evaluation is done by the following methods:

-

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for Additional information	Nil

2.6.3 - Pass percentage of Students during the year

2.6.3.1 - Total number of final year students who passed the university examination during the year

219

File Description	Documents
Upload list of Programmes and number of students passed and appeared in the final year examination (Data Template)	View File
Upload any additional information	No File Uploaded
Paste link for the annual report	https://pgmdharapur.ac.in/upload/aqar2324/1735276417.pdf

2.7 - Student Satisfaction Survey

2.7.1 - Student Satisfaction Survey (SSS) on overall institutional performance (Institution may design its own questionnaire) (results and details need to be provided as a weblink)

<https://pgmdharapur.ac.in/upload/aqar2324/1735360622.pdf>

RESEARCH, INNOVATIONS AND EXTENSION

3.1 - Resource Mobilization for Research

3.1.1 - Grants received from Government and non-governmental agencies for research projects / endowments in the institution during the year (INR in Lakhs)

3.1.1.1 - Total Grants from Government and non-governmental agencies for research projects / endowments in the institution during the year (INR in Lakhs)

0

File Description	Documents
Any additional information	No File Uploaded
e-copies of the grant award letters for sponsored research projects /endowments	No File Uploaded
List of endowments / projects with details of grants(Data Template)	View File

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

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

0

File Description	Documents
List of research projects and funding details (Data Template)	View File
Any additional information	No File Uploaded
Supporting document from Funding Agency	No File Uploaded
Paste link to funding agency website	Nil

3.1.3 - Number of Seminars/conferences/workshops conducted by the institution during the year

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

29

File Description	Documents
Report of the event	View File
Any additional information	No File Uploaded
List of workshops/seminars during last 5 years (Data Template)	View File

3.2 - Research Publications and Awards

3.2.1 - Number of papers published per teacher in the Journals notified on UGC website during the year

3.2.1.1 - Number of research papers in the Journals notified on UGC website during the year

7

File Description	Documents
Any additional information	View File
List of research papers by title, author, department, name and year of publication (Data Template)	View File

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

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

7

File Description	Documents
Any additional information	View File
List books and chapters edited volumes/ books published (Data Template)	View File

3.3 - Extension Activities

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

The diversified events comprising training programmes on career counselling, applied ethics, participation in competitive events, providing a learning platform to the students of the college with regard to their holistic development. The talent search events, cleanliness drives, screening for cancer and health issues with the community, initiation to suicide preventive measures, have deep productive outcome as expected on those who participate. Crisis regarding vulture extinction, land erosion etc and, in trash disposal from the college campus and plantation in the area, and river cleaning, (including correct usage of water etc. as organised by IQAC as a lecture) in connection with community is expected to make them conscientious citizens. Participation in College Elections, sports activities, events on gender issues has produced awareness due to which an absence of negative activities in the college campus regarding those can be still seen. NCC and NSS programmes have trained the students to be nationalistic, and devoted, by serving as volunteers in various social and academic ,events (as volunteers) Regarding social upliftment of the neighbourhood, teachers of the college have taken classes in the nearby colleges, schools (under MoUs etc.). Sexual issues and awareness about harassment contributes towards mental health of the students.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

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

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

1

File Description	Documents
Any additional information	No File Uploaded
Number of awards for extension activities in last 5 year(Data Template)	View File
e-copy of the award letters	View File

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

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

8

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

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

3.3.4.1 - Total number of Students participating in extension activities conducted in collaboration with industry, community and Non- Government Organizations through NSS/ NCC/ Red Cross/ YRC etc., during the year

160

File Description	Documents
Report of the event	View File
Any additional information	No File Uploaded
Number of students participating in extension activities with Govt. or NGO etc (Data Template)	View File

3.4 - Collaboration

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

7

File Description	Documents
e-copies of linkage related Document	No File Uploaded
Details of linkages with institutions/industries for internship (Data Template)	View File
Any additional information	No File Uploaded

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

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

11

File Description	Documents
e-Copies of the MoUs with institution./ industry/corporate houses	View File
Any additional information	No File Uploaded
Details of functional MoUs with institutions of national, international importance, other universities etc during the year	View File

INFRASTRUCTURE AND LEARNING RESOURCES

4.1 - Physical Facilities

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

The college has 29 nos. of well-lit and ventilated classrooms with different sizes and capacities equipped with good quality furniture and boards. These include 3 nos. of digital class rooms, all equipped with LCD projectors and smart boards. Out of classrooms one room is also used to hold seminars, workshops and other departmental activities for small groups of students apart from holding routine classes. In addition, there are two sets of portable projectors with screens which are used in different class rooms as and when necessary. 4 big sized class rooms (Halls) are also used as make shift Multi-Purpose Hall and used for general meetings, official functions, seminars, workshops and cultural functions etc. Apart from class rooms, there is one Digital Conference Room for conducting seminars and workshops. There are also two medium-size conference rooms including one inside the library for holding meetings and small presentations.

All the 13 departments are provided with computers, printers and other necessary furniture. There is one Psychological Laboratory, one Language Laboratory. One Library with good collection of books and journals is available for students, teachers, researchers as well as for reading enthusiast from local community with restricted facilities.

(please refer additional information)

File Description	Documents
Upload any additional information	View File
Paste link for additional information	https://pgmdharapur.ac.in/upload/aqar2324/1735105630.pdf

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

Facilities for Games and Sports

1.Indoor Games

The college has an Indoor Sports Complex with 589.00 Sq.m. floor area. The Sports Complex has adequate facilities for various Indoor Games which include Table Tennis, Badminton, Carom , Arm-wrestling

etc. Multi-gym facility with treadmills and weights are also provided inside the indoor sports complex.

2.Outdoor Games:

The College has facilities for various out door games and sports facilities which include 1 Volleyball Court, 1Basketball Court , one community playground adjacent to college used to play cricket, football and various athletic sports..

User Rate: 4.06

1.Indoor games- throughout the year (timing 2 PM to 4 PM).

2.Outdoor- seasonal

Facilities for Cultural Activities:

For conducting various cultural activities, the college uses the make shift Multi-Purpose Hall for indoor programmes and the open field for outdoor programmes with large number of students. Various activities like Freshmen Social, Annual College Week, Supta Pratibha Bikash Mancha and Alumni Day functions are held annually.

Selected groups of students are encouraged to take part in the cultural programme and competitions such as Youth Festivals, Inter college Debating Competition etc. annually.

(please refer additional information)

File Description	Documents
Upload any additional information	View File
Paste link for additional information	https://pgmdharapur.ac.in/upload/aqar2324/1735105690.pdf

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

9

4.1.3.1 - Number of classrooms and seminar halls with ICT facilities

9

File Description	Documents
Upload any additional information	View File
Paste link for additional information	https://pgmdharapur.ac.in/upload/agar2324/1735102472.pdf
Upload Number of classrooms and seminar halls with ICT enabled facilities (Data Template)	View File

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

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

10.12

File Description	Documents
Upload any additional information	View File
Upload audited utilization statements	View File
Upload Details of budget allocation, excluding salary during the year (Data Template)	View File

4.2 - Library as a Learning Resource

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

The Bipin Chandra Baruah Library is a well-equipped library with computerized networking through SOUL 2.0 software and LAN and internet facilities. The library is well stocked with a collection of over 40,183 books in English, Assamese, Hindi and Bengali languages along with college component of e-Shodh Sindhu consortium with access to 6000+ journals, 164300+ e-books under NLIST and 6,00,000 e-books through NDL. Out of the total books, the library has a collection of 18,737 numbers of text books and 21,446 numbers of other books and reading material which includes relevant reference books and journals. The library is fully automated. A Local Area Network (LAN) using ILMS (Integrated Library Management System) Software for University Libraries (SOUL 2.0 College Version)

was installed in the year 2008. This is extensively used for automating in-house activities and services of the library along with bar-coding facility for fast transaction of library resources. The Online Public Access Catalogue (OPAC) is made available for users to identify the status of availability of books and documents in the library.

(please refer additional information)

File Description	Documents
Upload any additional information	View File
Paste link for Additional Information	https://pgmdharapur.ac.in/upload/agar2324/1735105765.pdf

4.2.2 - The institution has subscription for the following e-resources e-journals e-ShodhSindhu Shodhganga Membership e-books Databases Remote access toe-resources A. Any 4 or more of the above

File Description	Documents
Upload any additional information	No File Uploaded
Details of subscriptions like e-journals,e-ShodhSindhu, Shodhganga Membership etc (Data Template)	View File

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

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

0.20

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

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

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

26

File Description	Documents
Any additional information	View File
Details of library usage by teachers and students	View File

4.3 - IT Infrastructure

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

Paschim Guwahati Mahavidyalaya continuously updates its IT facilities at regular intervals by measures taken like installation of new computers, creation of Smart Class Rooms, creation of Language Laboratory, Introduction of LMS System for electronic record keeping of attendance of staff, online attendance record of students using mobile phones, adoption of customized accounting software for office, periodic updating of college website etc.

The college has increased the availability of computers from 41 numbers in the year 2015-16 to 93 in 2023-24. Three Digital Class Rooms have been created in the year 2017 to facilitate teachers and students with modern day teaching-learning experiences.

The college has built a Digital Library in the year 2017. The library has updated its Library Software SOUL 1.0 to SOUL 2.0. Institutional Digital Repository N-LIST e-resources Software programme, maintained by INFLIBNET, Ahmedabad has been renewed on 23-03-2022.

The college has created limited Wi-Fi facilities to students and staff of the college with Railnet Leased Line. All departments, IQAC Room, Principal's office, Library, and Computer Centre were covered with the Wi-Fi facility. Teachers also use personal mobile internet facilities to search and share online resources with the students.

(please refer additional information)

File Description	Documents
Upload any additional information	View File
Paste link for additional information	https://pgmdharapur.ac.in/upload/aqar2324/1735105835.pdf

4.3.2 - Number of Computers

93

File Description	Documents
Upload any additional information	View File
Student – computer ratio	View File

4.3.3 - Bandwidth of internet connection in the Institution B. 30 - 50MBPS

File Description	Documents
Upload any additional Information	View File
Details of available bandwidth of internet connection in the Institution	View File

4.4 - Maintenance of Campus Infrastructure

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

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

10.05

File Description	Documents
Upload any additional information	View File
Audited statements of accounts.	View File
Details about assigned budget and expenditure on physical facilities and academic support facilities (Data Templates)	View File

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

The College has policies and procedures in place for maintenance of day to day physical, academic, support facilities for total infrastructure including laboratory and library. Except an emergency situation, for any kind of purchase or maintenance of any infrastructural facilities, equipment etc. competitive bidding is called for and necessary tender formalities are observed. Information about tender is publicized through the college website sufficiently ahead of time. For any kind of purchase or maintenance of any gadget, requisition is submitted to the Principal by the concerned department or cell. The Principal then referred the matter to the Purchasing Committee. The Purchasing Committee of the college is formed with approval from the Governing body consisting of the Principal as the Chairperson, a Coordinator from the teaching staff and members from both teaching and non-teaching staff. In all such matters approval of Governing Body is mandatory. The Purchasing Committee looks after the procurement, maintenance and utilization of physical facilities following the Manual of Government of India on matters relating to purchase of goods and the process of tendering related to such purchase. All academic matters are supervised by the Academic Council constituted by the principal and headed by a senior teacher as Coordinator.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	https://pgmdharapur.ac.in/upload/aqar2324/1735105919.pdf

STUDENT SUPPORT AND PROGRESSION

5.1 - Student Support

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

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

1197

File Description	Documents
Upload self attested letter with the list of students sanctioned scholarship	View File
Upload any additional information	No File Uploaded
Number of students benefited by scholarships and free ships provided by the Government during the year (Data Template)	View File

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

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

3

File Description	Documents
Upload any additional information	View File
Number of students benefited by scholarships and free ships institution / non- government agencies in last 5 years (Date Template)	View File

**5.1.3 - Capacity building and skills enhancement initiatives taken by the institution include the following: Soft skills
Language and communication skills Life skills
(Yoga, physical fitness, health and hygiene)
ICT/computing skills**

A. All of the above

File Description	Documents
Link to institutional website	https://pgmdharapur.ac.in/
Any additional information	View File
Details of capability building and skills enhancement initiatives (Data Template)	View File

5.1.4 - Number of students benefitted by guidance for competitive examinations and career counseling offered by the institution during the year

361

5.1.4.1 - Number of students benefitted by guidance for competitive examinations and career counseling offered by the institution during the year

361

File Description	Documents
Any additional information	View File
Number of students benefitted by guidance for competitive examinations and career counseling during the year (Data Template)	View File

5.1.5 - The Institution has a transparent mechanism for timely redressal of student grievances including sexual harassment and ragging cases Implementation of guidelines of statutory/regulatory bodies Organization wide awareness and undertakings on policies with zero tolerance Mechanisms for submission of online/offline students' grievances Timely redressal of the grievances through appropriate committees

B. Any 3 of the above

File Description	Documents
Minutes of the meetings of student redressal committee, prevention of sexual harassment committee and Anti Ragging committee	View File
Upload any additional information	View File
Details of student grievances including sexual harassment and ragging cases	No File Uploaded

5.2 - Student Progression

5.2.1 - Number of placement of outgoing students during the year

5.2.1.1 - Number of outgoing students placed during the year

6

File Description	Documents
Self-attested list of students placed	View File
Upload any additional information	View File

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

5.2.2.1 - Number of outgoing student progression to higher education

5

File Description	Documents
Upload supporting data for student/alumni	View File
Any additional information	No File Uploaded
Details of student progression to higher education	View File

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

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

examinations) during the year

1

File Description	Documents
Upload supporting data for the same	View File
Any additional information	View File

5.3 - Student Participation and Activities**5.3.1 - Number of awards/medals for outstanding performance in sports/cultural activities at university/state/national / international level (award for a team event should be counted as one) during the year****5.3.1.1 - Number of awards/medals for outstanding performance in sports/cultural activities at university/state/ national / international level (award for a team event should be counted as one) during the year.**

7

File Description	Documents
e-copies of award letters and certificates	No File Uploaded
Any additional information	View File
Number of awards/medals for outstanding performance in sports/cultural activities at university/state/national/international level (During the year) (Data Template)	View File

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

College Students participate in various competitions in sports, music, debating, speech etc. organized in the college and also in inter-college competitions organized by other institutions. Students also take part in events organized by other institutions like "Centre for cultural Resources and Training under Govt. of India and awarded various certificates and get a chance to visit places and see talents outside their own institutions. Mr Pranab jyoti Rabha (a commerce student) is invited as resource person to the participating teachers of the workshop on "Role of puppetry in education in line with NEP-2020". Students participate actively in organizing events

like the Foundation Day, World Environment Day, International Women's Day, observation of international yoga day, NSS activities, cleanliness programme, tree plantation to mark various occasions in the college and thereby develop the practical experience of organizing events as per requirements. NCC Cadets help in local Durga Puja etc. for maintaining order and discipline in large gathering. Students take active role in bringing out the annual college magazine 'Nibedan' under the guidance of the Teacher-in-Charge. Students contribute write ups for the annual departmental publications and also take active role as members of the Editorial Board. Students also actively participate in bringing out the departmental wall magazines as group activity. Moreover, Student groups have been taken on educational excursions to places of historical and cultural importance both inside and outside the state for exposure and first-hand experience.

File Description	Documents
Paste link for additional information	https://pgmdharapur.ac.in/upload/agar2324/1735285007.pdf
Upload any additional information	View File

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

5.3.3.1 - Number of sports and cultural events/competitions in which students of the Institution participated during the year

36

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

5.4 - Alumni Engagement

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

Paschim Guwahati Mahavidyalaya Alumni Association was formed in the year 2003 and registered with the Registration No. KAM(M)/263/L/344 of 2015-16. As such, members of the Alumni Association are very much attached with the college and maintain belongingness for the institution protecting jealously the overall prestige of the institution. It is a matter of great satisfaction that the General Secretary of the Alumni Association Dr. Hemanta Kalita is a faculty of this college and the President Mr. Paresh Baruah is a social worker has actively involved in all activities of the college. The college feels proud of its alumni who are being able to establish themselves in various Governments, Non-Government organizations, in the Defense sector and as entrepreneurs. The college also boasts of the Sports personalities who have achieved laurels in various State, National and International events. On the Annual Alumni Day Celebration on 31st May every year, the best academic performers of the college in the last completed session from both the streams are felicitated with the "Alumni Award" by the Alumni Association. The Alumni Association of the college has, over the years, made donations for getting the statue of the founder Principal Late Bipin Chandra Baruah made and erected in front of the college and also constructing a "Alumni community hall" on the 1st floor of the library.

File Description	Documents
Paste link for additional information	https://pgmdharapur.ac.in/upload/aqar2324/1735285007.pdf
Upload any additional information	View File

5.4.2 - Alumni contribution during the year E. <1Lakhs
(INR in Lakhs)

File Description	Documents
Upload any additional information	No File Uploaded

GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.1 - Institutional Vision and Leadership

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

institution

The vision and mission statement of the college gets ample reflection in the functioning of the college in all matters related to its overall upliftment. One of the primary mission is related to preparing equipping and enlightening our students to meet the demands of the present day times. This has been constantly strived

for in all the decisions taken by the G.B., the Principal, The Academic Council and all the other bodies of the college. The governing body is the apex body which monitors matters relating to formulation of policies and all decision-making matters. The GB has got representatives from both the teaching and non-teaching

staff. The principal keeps in touch with the HODs of various departments, conveners and coordinators of various cells and committees, the office staff to ensure smooth implementation of all the plans and policies related to the college. There are different cells and committees headed by senior teachers .

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

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

The Academic Council takes all decisions related to academic matters e.g., admission, routine and academic calendar. Decisions regarding policy matters are communicated to the faculty members through HODs by the authority. Participation of the students in the different decision-making matters is ensured through the representation of the General Secretary and President of the students union. Practice of decentralization and participative management is also reflected in various committees i.e. Academic Council, IQAC, RUSA, Grievance Redressal and Anti Sexual Harassment Committee ICC, Sports Board etc. In all these Committees representatives from students are included. On important Days, the Institution felicitates some senior well-wishers and associates of the college.

Moreover, the process of holding the sessional examination is another example of decentralization and participative management. The Vice Principal is given overall charge regarding examination matters. Apart from Academic Council & IQAC the college has 24

different committees, cells, councils to handle different issues effectively.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

6.2 - Strategy Development and Deployment

6.2.1 - The institutional Strategic/ perspective plan is effectively deployed

Strategy:

Digitalization has been initiated by the college authority with regard to all matters related to the various functions of the college. Digital classes has been made compulsory in the routine itself from the year 2021 -2022 onwards for all the departments.

Action:

The Academic Council has taken all steps for taking digital classes by the teachers by providing attendance registers to keep records of it and also centrally in the digital class room. The institution has been implementing online processes of administration particularly admission, student's online attendance portal (e-attendance), leave management system etc. Implementation of PFMS (Public Fund Management System) pertaining to fund received from the UGC and RUSA, digital payment, mostly RTGS mode regarding remuneration of examinations and other bills are considered to be bold steps forward in institutional strategic and perspective plans.

Online admission has become fully operational in all programmes offered by the institution from the academic session 2019-20. Merit List of selected candidates is automatically generated and the same is uploaded in the website.

File Description	Documents
Strategic Plan and deployment documents on the website	View File
Paste link for additional information	https://pgmdharapur.ac.in/upload/aqar2324/1735360713.pdf
Upload any additional information	View File

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

The apex decision making body is the Governing Body, which is at the top of the organizational structure of the college followed by the Principal who is the Secretary of the GB. The Principal coordinates the GB with other stakeholders. The GB is constituted with the President appointed by the State Government, two nominated members from affiliating University, two members from the teaching staff, one member from the non-teaching staff, three members from the parents, one donor member, the Librarian and the Vice Principal as ex-officio members.

The service rules are governed as per Provincialisation of College Employees Act, 2005 and College Service Rule. New recruitments are made in a transparent manner by publishing advertisements in widely circulated daily newspaper of the state and displayed in the college website as per directives from the concerned authorities.

Promotions accorded as per the rules and guidelines of the Govt. under Career Advancement Scheme and promotion to the non-teaching staff is implemented as per vacancy and seniority. The administrative setup and the committees are shown in the organogram.

File Description	Documents
Paste link for additional information	https://pgmdharapur.ac.in/upload/aqar2324/1735360753.pdf
Link to Organogram of the Institution webpage	https://pgmdharapur.ac.in/upload/aqar2324/1735360753.pdf
Upload any additional information	View File

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

A. All of the above

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

6.3 - Faculty Empowerment Strategies

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

The management of the institution always comes forward to meet up the needs of the employees (both teaching and non-teaching staff). Incremental and other financial incentives:

Incremental financial incentives are given to the non-sanctioned fulltime teachers and contractual employees from time to time. As per the Govt. rules all the permanent teachers and non-teaching staff avail the facilities provided under different schemes. These include - GSLI (GROUP SAVING LINKED INSURANCE) for

employees, Gratuity, Maternity Leave, CCL, Special Leave, Academic Leave and Duty leave.

Waiving of Tuition Fees for wards of non-teaching staff:

The Tuition Fees of two wards of non-teaching staff have been waived as per the GB's Resolution dated 29/10/ 2019.

Free food and lodging:

The authority has been providing free food & lodging for hostel support staff since 2019.

Gym and sports facility:

Gym and sports facilities are available for all.

Library and Internet Facility:

Free Internet facility is available.

Others:

Each department has separate common rooms with attached toilet and kitchenette facilities.

File Description	Documents
Paste link for additional information	https://pgmdharapur.ac.in/upload/aqar2324/1735360788.pdf
Upload any additional information	View File

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

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

03

File Description	Documents
Upload any additional information	No File Uploaded
Details of teachers provided with financial support to attend conference, workshops etc during the year (Data Template)	View File

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

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

03

File Description	Documents
Reports of the Human Resource Development Centres (UGCASC or other relevant centres).	No File Uploaded
Reports of Academic Staff College or similar centers	No File Uploaded
Upload any additional information	View File
Details of professional development / administrative training Programmes organized by the University for teaching and non teaching staff (Data Template)	View File

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

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

13

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

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

There are lot of performance appraisal systems in the institution.

Best Department Award:

To acknowledge the commendable performance of the departments and also to encourage continuous efforts for enhancement of performance

by the departments, the Best Department Award was initiated annually from the session 2018-19. A cash prize of Rs. 10,000/- and a trophy is presented to the department adjudged as the 'Best Department'. The Best Department is selected from among all the departments on the basis of certain administrative, academic, co-curricular and other relevant performances on the part of the teachers and students and the records maintained about them.

Student Feedback: The institution collects feedback from students on curriculum, teaching- learning, and performance of faculty members, infrastructure and facilities provided to initiate action for all round academic development.

Teachers' Annual Performance for Career Advancement Scheme (CAS):

For the promotion of the teachers through CAS, the Coordinator of the IQAC along with a few members of IQAC assess and verify the various criteria regarding API of the teacher concerned. After thorough assessment, the committee forwards with recommendations to the Head of the institution for further processing. After due approval from the GB, the teachers can apply for their respective promotion to the State Govt. i.e., the Director of Higher Education.

Annual Confidential Report:

The authority of the institution always maintains Annual Confidential Report of each & every teaching and non-teaching staff of the college.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

6.4 - Financial Management and Resource Mobilization

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

The institution has a well-established mechanism for both internal and external audit for all financial activities. The college authority regularly conducts internal audit by chartered accountant appointed by the college administration. The report of the internal audit is placed before the GB for discussion and approval. Again,

external audit is done by the Auditor General of Assam through the Office of the Director of Higher Education of Assam, under the initiative of the Govt. of Assam. The College Authority has completed internal audit up to 2023-24 and external audit (Govt. Audit) up to 2024. Objections raised during audit are meted out satisfactorily. Further report of external audit after 2024 is being carried out and is about to complete.

The details of internal & external audit of the college are as follows

Internal Audit:

Year

No. of Objection

Status

Name of the Auditor/Chartered Accountant

2022-23

NIL

Completed

M/s Ramen Sarma & Company

2023-24

NIL

Completed

M/s Ramen Sarma & Company

External Audit:

Till 2021 -2022 : completed

2022-23 & 2023-24 : being carried out.

File Description	Documents
Paste link for additional information	https://pgmdharapur.ac.in/upload/agar2324/1735436907.pdf
Upload any additional information	View File

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

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

0.1 Lakh

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

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

The college authority submits various proposals to meet the requirements of funds to the Government through UGC and RUSA. The financial grants received by the institutions are utilized according to the proposal and instruction of the funding agency and utilization reports are submitted by the institution within the stipulated time to the respective agencies. The major source of internal resource mobilization of the college is the fee received from the students in the form of admission fee, examination fee etc. However, the state government announced free admission for students under BPL Category since 2018. And this has created a lot of problem regarding funds to run the institutions smoothly.

Besides, the college also earns some resources as rent by allowing its infrastructure to be used by Govt. & non-Govt. organizations. It was decided that a fixed 10% amount out of the total expenditure is to be earned as rent for allowing the use of college infrastructure since 2019. Again, the college centers of the KKHSOU and NIOS pay annual fee for using college infrastructure.

File Description	Documents
Paste link for additional information	https://pgmdharapur.ac.in/upload/aqar2324/1735360920.pdf
Upload any additional information	View File

6.5 - Internal Quality Assurance System

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

The IQAC of the college has been putting in efforts for continuous quality enhancement through various practices and initiatives. As a result, some quality practices have become institutionalized.

Continuation of Best Department Award:

IQAC of the college has initiated, starting from the Session 2018-19, an annual award for the Best Department on the basis of academic as well as co-curricular activities to enhance the work culture and to encourage and inspire the student & faculty members of each department. . The Best Department Award consists of a cash prize of Rs. 10,000/- and a trophy.

Commemorating Various Special Days:

To imbibe nationalistic feeling and develop awareness and respect towards local and national culture among the students, IQAC of the institution has initiated observation of various important days related to important personalities and of national significance .

the Academic Council has prepared the Academic Calendar for the year 2023 -2024 where each and every event of the college including examination schedule , commemoration and celebration of days and events of national and International importance have been assigned date wise as well as department wise for each smooth conduction.

File Description	Documents
Paste link for additional information	https://pgmdharapur.ac.in/upload/aqar2324/1735360954.pdf
Upload any additional information	View File

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

The institution reviews its teaching learning process, structure & methodology of operation and learning outcomes at periodical intervals through IQAC. Two examples of institutional reforms facilitated by the IQAC are-

Annual feedback from students:

The IQAC has structured out a questionnaire covering various academic aspects of the teaching learning process to evaluate the academic development of the institution by the learners.

- i) All the teaching staff is covered under this process.
- ii) The Feedback Committee conducts the system under the supervision of IQAC for collecting and analyzing the data and preparing the report.
- iii) The secrecy of the student evaluating is maintained and students can take part in the process without any hesitation and doubt.
- iv) The report of the feedback is communicated to the authority for further improvement.

Mentoring:

To create a student centric atmosphere in the institution and also to provide opportunity to the students to be close with their teachers, to get required guidance and encouragement and also to share their doubts and aspirations a Mentoring Committee was formed following UGC and NAAC guidelines, (Resolution No. 5.1, IQAC meeting Dated, 15th March, 2019) through notification dated 12-04-2019.

Students of the 1st and 3rd Semesters from both Arts and Commerce Streams were included in the programme under all the full-time teachers.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

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

B. Any 3 of the above

File Description	Documents
Paste web link of Annual reports of Institution	https://pgmdharapur.ac.in/upload/agar2324/1735276417.pdf
Upload e-copies of the accreditations and certifications	View File
Upload any additional information	View File
Upload details of Quality assurance initiatives of the institution (Data Template)	View File

INSTITUTIONAL VALUES AND BEST PRACTICES

7.1 - Institutional Values and Social Responsibilities

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

The college is committed to creating and maintaining a community in which students, teachers and non-teaching staff can work together in an environment free from all forms of gender violence, harassment, exploitation and discrimination. The college is committed to the right to freedom of expression and association. The college firmly supports gender equality.

It may be mention that papers containing units on gender issues such as Womens' writing, Feminism, Human Rights, Guidance and Counseling, Women and politics etc are also included in the

curriculum of UG courses under NEP and CBCS system.

The college has many committees such as women cell, extension education cell, student discipline and mentoring committee, sexual harassment and internal complaint committee etc to organize and conduct programs on gender issues. These committees keep close eyes on gender equity and sensibility, women empowerment, safety and security of the students, specially for the girls students and women employees.

Self defense training programs and common cancer screening camp have been conducted by the institutions for the benefit of the girl students and local community. The college has separate common rooms, toilets for both boys and girls. Incinerators and napkin vending machines are installed in different places of the college. A women's hostel having proper safety and security(24x7 CCTV surveillance, boundary wall, warden, security person etc) exists in the college.

File Description	Documents
Annual gender sensitization action plan	https://pgmdharapur.ac.in/upload/aqar2324/1734940373.pdf
Specific facilities provided for women in terms of: a. Safety and security b. Counseling c. Common Rooms d. Day care center for young children e. Any other relevant information	https://pgmdharapur.ac.in/upload/aqar2324/1734940509.pdf

7.1.2 - The Institution has facilities for alternate sources of energy and energy conservation measures Solar energy Biogas plant Wheeling to the Grid Sensor-based energy conservation Use of LED bulbs/ power efficient equipment

B. Any 3 of the above

File Description	Documents
Geo tagged Photographs	View File
Any other relevant information	No File Uploaded

7.1.3 - Describe the facilities in the Institution for the management of the following types of degradable and non-degradable waste (within 200 words) Solid waste management Liquid waste management Biomedical waste management E-waste management Waste recycling system Hazardous chemicals and radioactive waste management

Solid waste Management:

Ample garbage cans are placed at various places in the campus to keep the surrounding clean. A staff of cleaners and sweepers are engaged for this purpose. Incinerators are provided in the different places such as girls hostels, library complex etc of the institutions for hygienic and scientific disposal of used sanitary napkins.

Liquid waste Management:

The college has proper drainage management system to the surrounding low land area and to the nearby paddy fields. All the toilets of the college are connected to safety tanks. College closely monitors the leakage of taps and repairs or replaces it as found necessary.

E-waste management:

Electronic garbage has been periodically disposed of through auction. Outdated models are replaced and the old models are sold off to college staff against a nominal price.

Waste recycling system

The college is aiming for a complete paperless office by applying online modes in regards to admission, e-communication, salary paid through NEFT. The institution has been circulated various notifications, orders etc through whatsapp, email, college website within the institution. Recycle materials like cardboards, non-repairable furniture, broken pieces of metal etc are given to the vendors as scrap.

File Description	Documents
Relevant documents like agreements/MoUs with Government and other approved agencies	No File Uploaded
Geo tagged photographs of the facilities	https://pgmdharapur.ac.in/upload/aqar2324/1734940564.pdf
Any other relevant information	No File Uploaded

7.1.4 - Water conservation facilities available in the Institution: Rain water harvesting Bore **B. Any 3 of the above**

well /Open well recharge Construction of tanks and bunds Waste water recycling Maintenance of water bodies and distribution system in the campus

File Description	Documents
Geo tagged photographs / videos of the facilities	View File
Any other relevant information	No File Uploaded

7.1.5 - Green campus initiatives include

7.1.5.1 - The institutional initiatives for greening the campus are as follows:

A. Any 4 or All of the above

1. Restricted entry of automobiles
2. Use of Bicycles/ Battery powered vehicles
3. Pedestrian Friendly pathways
4. Ban on use of Plastic
5. Landscaping with trees and plants

File Description	Documents
Geo tagged photos / videos of the facilities	View File
Any other relevant documents	No File Uploaded

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

7.1.6.1 - The institutional environment and energy initiatives are confirmed through the following 1.Green audit 2. Energy audit 3.Environment audit 4.Clean and green campus recognitions/awards 5. Beyond the campus environmental promotional activities

A. Any 4 or all of the above

File Description	Documents
Reports on environment and energy audits submitted by the auditing agency	View File
Certification by the auditing agency	View File
Certificates of the awards received	No File Uploaded
Any other relevant information	No File Uploaded

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

B. Any 3 of the above

5.

File Description	Documents
Geo tagged photographs / videos of the facilities	View File
Policy documents and information brochures on the support to be provided	No File Uploaded
Details of the Software procured for providing the assistance	No File Uploaded
Any other relevant information	No File Uploaded

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

The college is committed to provide an inclusive environment with tolerance, harmony towards cultural, regional, linguistic, communal, socioeconomic and other diversities. In order to maintain an inclusive environment , the college organizes different programs related to cultural, regional, linguistic and communal diversities.

Every year the student union observes a one week long college week programs where several sports and cultural programs are being held in order to develop the potentials of the students in different fields. Many commemorative days like International Women's day , Yoga day , World AIDS day, World Environment day, Teachers Day etc are celebrated in the college in order to revamp the positive relationship among people belonging to different races and cultural background. Moreover, a good number of students participate in the youth festival organized by Gauhati University. The college has a Alumni Association which organizes and participates in various activities of the college. Alumni members take part and help in most of the important college activities organized under various sales of the college. Girls students from far off an interior places with uneven social background belonging to different race, creed, religion and practice, stay in the hostel with friendship harmony.

File Description	Documents
Supporting documents on the information provided (as reflected in the administrative and academic activities of the Institution)	View File
Any other relevant information	No File Uploaded

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

The College is committed to sensitize the students and employees regarding the constitutional obligations such as values, rights, duties and responsibilities as citizens. The primary duty of the institution is to impart value education to the students for being responsible citizens. National festivals like Republic Day, Independence Day , Rastriya Ekta Divas, Gandhi Jayanti, College Foundation Day etc are celebrated in the college every year with great enthusiasm. The college undertakes various activities from time to time to spread awareness about HIV/AIDS, tree plantation inside and outside of the Campus, Green awareness program, etc. The college also undertakes programs such as Vigilance Awareness Week, Lecture Program on Human Rights, Skill Enhancement Program, Cyber Crime and its effects, Road safety, etc in order to inculcate values to the students for being responsible citizen of India. The college also celebrates Rongali Bihu, a tradition of Assam, Holi, Saraswati Puja, Birth and Death anniversaries of Dr Bhupen Hazarika, a musical legend of india, to inculcate the cultural values in the young minds of the students. A code of conduct handbook for all the stake holders is prepared by the institution so that the students and

employees can have the guidelines on values, responsibilities, discipline of the institution.

File Description	Documents
Details of activities that inculcate values; necessary to render students in to responsible citizens	View File
Any other relevant information	No File Uploaded

7.1.10 - The Institution has a prescribed code of conduct for students, teachers, administrators and other staff and conducts periodic programmes in this regard. The Code of Conduct is displayed on the website There is a committee to monitor adherence to the Code of Conduct Institution organizes professional ethics programmes for students, teachers, administrators and other staff 4. **Annual awareness programmes on Code of Conduct are organized**

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

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

College organizes the following national and international commemorative days, events and festivals with great enthusiasm.

1. Republic Day (26th January) and Independence Day (15th August) have been celebrated to imbibe a sense of pride, integrity and responsibility in the young students.

2. Teacher's Day and Foundation Day of the College (5th September): Teachers' Day, being the Foundation Day of the college, has also

been celebrated with great enthusiasm.

3. Gandhi Jayanti (2nd October) was celebrated on 2nd October in every year .

4. International Women's Day (8th March) has been celebrated by organizing awareness programs on women.

5. World Environment Day (5th June) is celebrated with awareness relating to various environmental issues.

6. International Yoga day (21st June) has been celebrated by the institution in order to educate the students and other stakeholders on the benefits of physical and mental health.

7. Vigilance Awareness Week, Saraswati Puja , National Youth Day, Children Day , World AIDS Day, National Education Day (11 Nov), World Philosophy Day, Hindi Divas etc have been observed to create awareness among the Students and Local People.

8. Khadi Divas (30th September) has been observed to create awareness on the products of khadi.

File Description	Documents
Annual report of the celebrations and commemorative events for the last (During the year)	View File
Geo tagged photographs of some of the events	View File
Any other relevant information	No File Uploaded

7.2 - Best Practices

7.2.1 - Describe two best practices successfully implemented by the Institution as per NAAC format provided in the Manual.

BEST PRACTICE -1

1. Title of the Practice:

Bipin Chandra Barua Library: A Window for Knowledge and Information to All

2. Objectives: To provide as well as open up knowledge and information to the readers

3. The Context: College has provided a library having physical books and e-resource centre.

4. The Practice: A MoU was signed between Dharapur HS School and college. Book Bank facility is also available.

1. Students are benefitted by Book Bank Facility .

2. E-journal, thesis, and reference books etc are available

6. Problems Encountered and Resources Required

1. It requires a well equipped reading room.

2. It requires adequate funds to improve infrastructural facilities.

BEST PRACTICE -2

1. Title of the Practice: Gender Equity: A step Towards an Inclusive and Harmonious Society

2. Objectives:

To create a gender neutral Society.

3. The Context: To Provide discrimination free and safe work place.

4. The Practice:

College offers opportunity to all genders for admission.

The college has gender equity action plan.

5. Evidence of Success:

College has conducted gender equity initiatives like self-defense program, student safety survey etc.

6. Problems Encountered and Resources Required

Shortage of resources to increase the number of seats in women hostel.

File Description	Documents
Best practices in the Institutional web site	View File
Any other relevant information	No File Uploaded

7.3 - Institutional Distinctiveness

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

The college has committed to create green awareness among the students and common people of the locality. To make students aware about the increasing threat of environmental degradation and to inculcate in them the practice of tree plantation, the college has conducted various awareness programs. Every year college celebrates World Environment Day by organizing lecture series by inviting prominent personalities to talk on environment related issues. Tree plantation programs are being held within and beyond the campus. Students, alumni, NCC cadets, members of NSS, faculty members, staff, boarders of girls hostel all actively take part in tree plantation drive to make the campus green and eco friendly.

All trees of the campus are indentified and scientific names are also attached. Solar lights are installed in the campus. To keep the surrounding clean, ample garbage cans are placed. Ponds of the college are well maintained. Fruit and medicinal plants are also available. It is worth mentioning that the Peer Team members of second cycle NAAC assessment comment in their report that the college has "nicely maintained green and eco friendly campus". Moreover visitors who came to the college are very impressed with the green and clean environment of the college.

Part B

CURRICULAR ASPECTS

1.1 - Curricular Planning and Implementation

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

Paschim Guwahati Mahavidyalaya follows curriculum framed by Guwahati University, the affiliating University, at under graduate level for both the Arts and Commerce streams and Post Graduate level in Assamese and Political Science. To deliver the curriculum effectively, the Academic Council of the College prepares an Annual Academic calendar based on the Calendar prepared by Gauhati University for the whole academic session consisting two semesters. The Routine committee prepares the master Routine under the guidance of Academic Council. Heads of Departments are entrusted with the responsibility of distributing the courses as per syllabus, prescribed by the Gauhati University amongst the teachers of the Departments. Accordingly, class routines are prepared and portions are allocated. Class monitoring is conducted by the Principal, VicePrincipal and Academic Council. Classes are held as per routine and the class attendance of the students is recorded online attendance portal through mobile phones from the session 2019-20. One sessional Examination of each semester is conducted as per Academic calendar following the pattern suggested by Gauhati University. The Examination Committee formed every semester looks after the internal as well as the University final Examinations. To involve students in participating learning, Departmental Wall Magazine, 'College Magazine', 'Lexicon', 'AjkaSabd' etc. are prepared.

NEP (FYUGP) introduced during the Academic year 2023-24.

File Description	Documents
Upload relevant supporting document	View File
Link for Additional information	https://pgmdharapur.ac.in/upload/aqar2324/1735364986.pdf

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

The Academic Committee/ Council of the college prepares an annual

Academic Calendar based on the Calendar session consisting of two semester i.e Odd and Even. The college Academic calendar is made available to each student through the prospectus and college website. Sessional Examination for UG and PG odd semesters are conducted in the month of September/October and Semester end Examinations are conducted in the month of November-December as per University notification.

Sessional Examination for UG and PG Even semesters are conducted in the month of March / April every year. Semester end Examinations of even semester are conducted in the month of May-June as per university notification.

For continuous general evaluation of the Students College has follows the following measures.

1. One sessional Examination is held for each course in each semester.
2. Periodical class tests are conducted by the Department.
3. Seminars of students are also organized Departmentally
4. Home Assignments and project also allotted to the students.
5. Through personal mentoring weak students are identified and given extra class.
6. Department organize popular talks.
7. College week for co-curricular activities is held as per the Academic Calendar.
8. The students Union Election is completed generally around September/ October every year.

File Description	Documents
Upload relevant supporting documents	View File
Link for Additional information	https://pgmdharapur.ac.in/upload/aqar2324/1735365045.pdf

1.1.3 - Teachers of the Institution participate in following activities related to curriculum

B. Any 3 of the above

development and assessment of the affiliating University and/are represented on the following academic bodies during the year. Academic council/BoS of Affiliating University Setting of question papers for UG/PG programs Design and Development of Curriculum for Add on/ certificate/ Diploma Courses Assessment /evaluation process of the affiliating University

File Description	Documents
Details of participation of teachers in various bodies/activities provided as a response to the metric	View File
Any additional information	View File

1.2 - Academic Flexibility

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

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

16

File Description	Documents
Any additional information	No File Uploaded
Minutes of relevant Academic Council/ BOS meetings	View File
Institutional data in prescribed format (Data Template)	View File

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

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

01

File Description	Documents
Any additional information	View File
Brochure or any other document relating to Add on /Certificate programs	View File
List of Add on /Certificate programs (Data Template)	View File

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

17

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

17

File Description	Documents
Any additional information	View File
Details of the students enrolled in Subjects related to certificate/Add-on programs	View File

1.3 - Curriculum Enrichment

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

Paschim Guwahati Mahavidyalaya being an affiliated college i.e.follows the curriculum offered by its affiliating institution Gauhati University.

Two papers one thics in Philosophy in B.A.3rd SEMP hilosophy honours and regular course PHI-HC-3036 and PH-HG 3016 respectively.Two papers in B.A 6thsemester PHI-HC-6026 Meta Ethics and PHI-HE-6036 Applied Ethics.

Two papers containing units on value education are included in the

B.A 3rd semester in both Honours and Regular courses of Education Department.

Department of Political Science has paper on Human rights in

honours courses in the 5th and 6th semester as apart of the ir course curriculum. The Department has another paper in B.A 3rd semester Regular course with a unit Fundamenta Rights..

Department of Education also has one aperinthe B.A 3rd semester Honours course with a unit on Education and Human Rights.

A paper on women's writingis offered to thes tudents of B.A 5th semester English honours course.

Another unit on Feminismis offered to the students of B.A 1stsemester honours and regular course by the Political science Department.

A paper British Romantic literature ENG-HC-4026 included one unit conceptions of nature in B.A 4th semester in English honours course.

File Description	Documents
Any additional information	No File Uploaded
Upload the list and description of courses which address the Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum	View File

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

03

File Description	Documents
Any additional information	View File
Programme / Curriculum/ Syllabus of the courses	View File
Minutes of the Boards of Studies/ Academic Council meetings with approvals for these courses	No File Uploaded
MoU's with relevant organizations for these courses, if any	No File Uploaded
Number of courses that include experiential learning through project work/field work/internship (Data Template)	View File

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

418

File Description	Documents
Any additional information	View File
List of programmes and number of students undertaking project work/field work/ /internships (Data Template)	View File

1.4 - Feedback System

1.4.1 - Institution obtains feedback on the syllabus and its transaction at the institution from the following stakeholders Students Teachers Employers Alumni	A. All of the above

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

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

C. Feedback collected and analyzed

File Description	Documents
Upload any additional information	View File
URL for feedback report	https://pgmdharapur.ac.in/aqar2324.php

TEACHING-LEARNING AND EVALUATION

2.1 - Student Enrollment and Profile

2.1.1 - Enrolment Number Number of students admitted during the year

2.1.1.1 - Number of sanctioned seats during the year

2530

File Description	Documents
Any additional information	No File Uploaded
Institutional data in prescribed format	View File

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

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

585

File Description	Documents
Any additional information	No File Uploaded
Number of seats filled against seats reserved (Data Template)	View File

2.2 - Catering to Student Diversity

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

In an effort to develop efficient human resources, the college has been providing special care for slow and advanced learners. The college has been continuing the mentoring classes for giving proper guidance to go forward with proper line in future life of the students. The students are assessed on the basis of their classroom performance, class tests, home assignments, individual interactions along with their participation in different Extra Curricular activities in the college.

Strategies for slow learners:

For unsuccessful students in exam, another chance to appear, personalized teaching, tutorial and additional classes, assessment of their progress, home assignment, involvement in social and community activities have been given to the students.

Strategies for advanced learners: Additional reading materials, different motivational programmes, lectures by eminent personalities, students' seminars, quizzes etc. have been organized to encourage and motivate the advanced learners, Faculty members guides the advanced learners particularly to prepare and present the research papers, different project reports following standard research methodology, organizes different interactive programmes with eminent personalities from required fields to inspire and motivate the advanced learners, encourages to use the e-learning accesses properly in their preparation of answers, Advanced learners are engaged to deliver lectures before faculties, students, audience.

File Description	Documents
Link for additional Information	Nil
Upload any additional information	No File Uploaded

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

Number of Students	Number of Teachers
1204	31

File Description	Documents
Any additional information	View File

2.3 - Teaching- Learning Process

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

College adopted different student centric methods like experiential, participatory and problem-solving methodologies for enhancing active participation of the students in the teaching-learning and evaluation process.

Different academic field visits are conducted like Book Fairs, University libraries, guided to undertake different project works and home assignments, encouraged to engage themselves in different useful learning activities like Departmental Wall Magazine, departmental seminars, quiz, painting competition, group discussions, get together programmes, etc.

To facilitate participatory learning teaching aids like Google Classroom, interactive sessions; Co-curricular, extra-curricular like different sports and cultural events including Inter College Competitions, Youth Festivals, Cultural Programmes in the North-East Book Fair, NCC and NSS events etc community activities and value-added Programmes like blood donation, health check- up and health awareness camps, cleanliness drives, tree plantation have been organised. Students are appointed as members of different committees of the college and assigned responsibilities in administrative bodies.

Students are made to organize different skill education in the form of Yoga, Meditation, Creative and Performing Art and awareness lectures; NCC cadets and NSS volunteers are encouraged to get involved in various current social issues and burning problems of the community; Opportunities provided to the students to be involved in Students' Union.

File Description	Documents
Upload any additional information	View File
Link for additional information	https://pgmdharapur.ac.in/upload/aqar2324/1735296513.pdf

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

Continuation of LMS System enabled teachers to record attendance of students, maintain the activity diary and record of syllabus covered in the classes using smart phones, Digital Library with an Internet Zone for the benefit of the students, teachers and other library users.

A Language Laboratory has been set up with 31 nos. of computers and Digital Display Board installed in the said laboratory. Students can use the laboratory for improvement of their language skills in both pronunciation and understanding.

Three Digital Class Rooms have been created to facilitate teachers and students with modern day teaching-learning experiences. Creation of two more Smart Class Rooms have been under progress with the help of RUSA Infrastructure Grant.

The college has Wi-Fi facilities to students and staff of the college. All departments, IQAC Room, Library, and Computer Centre were covered with the Wi-Fi facility. Teachers also use personal mobile internet facilities to search and share online resources with the students.

Each Department created class wise WhatsApp groups for better communication, guidance and sharing e-resources for effective teaching-learning environment which proved very successful.

Teachers are using Google-Zoom Network, for online classes, digital classes according to Government and affiliating university guidelines during the pandemic.

File Description	Documents
Upload any additional information	View File
Provide link for webpage describing the ICT enabled tools for effective teaching-learning process	https://pgmdharapur.ac.in/upload/aqar2324/1735105835.pdf

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

2.3.3.1 - Number of mentors

31

File Description	Documents
Upload, number of students enrolled and full time teachers on roll.	View File
Circulars pertaining to assigning mentors to mentees	View File
mentor/mentee ratio	View File

2.4 - Teacher Profile and Quality

2.4.1 - Number of full time teachers against sanctioned posts during the year

28

File Description	Documents
Full time teachers and sanctioned posts for year (Data Template)	View File
Any additional information	No File Uploaded
List of the faculty members authenticated by the Head of HEI	View File

2.4.2 - Number of full time teachers with Ph. D. / D.M. / M.Ch. /D.N.B Superspeciality / D.Sc. / D.Litt. during the year (consider only highest degree for count)

2.4.2.1 - Number of full time teachers with Ph. D. / D.M. / M.Ch. /D.N.C Superspeciality / D.Sc. / D.Litt. during the year

20	
File Description	Documents
Any additional information	No File Uploaded
List of number of full time teachers with Ph. D. / D.M. / M.Ch./ D.N.B Super specialty / D.Sc. / D.Litt. and number of full time teachers for year(Data Template)	View File
2.4.3 - Number of years of teaching experience of full time teachers in the same institution (Data for the latest completed academic year)	
2.4.3.1 - Total experience of full-time teachers	
591	
File Description	Documents
Any additional information	No File Uploaded
List of Teachers including their PAN, designation, dept. and experience details(Data Template)	View File
2.5 - Evaluation Process and Reforms	
2.5.1 - Mechanism of internal assessment is transparent and robust in terms of frequency and mode. Write description within 200 words.	
<p>Academic Calendar prepared by Academic Council taking into consideration different academic matters in the college and plans accordingly for the entire academic session.</p> <p>one sessional examination is held in every semester and class tests, group discussions, quizzes Viva-voce are held time to time. The Examination Committee of the college conducts all the internal and external examinations in the college. Each department conducts the Sessional Examinations for their respective Honours papers and the Examination Committee organizes examinations for the general papers centrally.</p> <p>The college organizes Orientation Programmes for the newly admitted students in the beginning of a new academic session, to make them acquainted with the various rules and regulations of the college including the examination systems. These examination</p>	

notices are displayed in the departmental and college notice boards, in the college website and Principal's official WhatsApp Group.

The Internal Quality Assurance Cell (IQAC) of the college regularly monitors the feedback system on different academic matters including on the mechanism of internal assessment with the help of the Feedback Committee. The college organizes PTMs and feedbacks from the guardians are also collected. The guardians can approach the departments and faculty members any time to know about the progress of their wards.

File Description	Documents
Any additional information	View File
Link for additional information	https://pgmdharapur.ac.in/upload/aqar2324/1735296541.pdf

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

Each academic department resolves the grievances related to sessional examinations in their respective subjects of the college. Unsuccessful students and students who fail to appear in the sessional examinations on genuine ground, are allowed to re-appear in the re-examination, against application, conducted by the concerned departments or are allotted Home Assignments in the respective subject. The faculty members of the college always clarify the doubts and enquiries of the students on any academic matter. In case University not updated the internal marks of a student whether the student appeared in these sessional examinations and college also submitted the marks in University Portal, in such cases college authority resubmit the marks after verification through a special format prepared by college to the University.

File Description	Documents
Any additional information	No File Uploaded
Link for additional information	Nil

2.6 - Student Performance and Learning Outcomes

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

The college adopts different mechanism and practices to communicate the course outcome to all the stakeholders of the college. The main objectives of such mechanism and practices are to provide the students and the teachers a clear and comprehensive idea of the concerned courses in connection with the teaching learning process and to formulate measures for rectification if necessary. The main features of "Programme Outcomes" (POs) and "Course Outcomes" (COs) of every department are displayed explicitly in the college Website (www.pgmdharapur.ac.in).

- "Deepar's Echo", the annual college newsletter, departmental newsletters, "Nibedan", the college annual magazine highlight the programme outcome of the college by reflecting the achievements of the students in academic and other allied fields.

File Description	Documents
Upload any additional information	View File
Paste link for Additional information	https://pgmdharapur.ac.in/allcopo.php
Upload COs for all courses (exemplars from Glossary)	View File

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

The college regularly evaluates the attainment of Programme Outcomes, Programme Specific Outcomes and Course Outcomes primarily on the basis of the performances of the students in formative and summative assessment in the courses. The evaluation is done by the following methods:

-

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for Additional information	Nil

2.6.3 - Pass percentage of Students during the year**2.6.3.1 - Total number of final year students who passed the university examination during the year**

219

File Description	Documents
Upload list of Programmes and number of students passed and appeared in the final year examination (Data Template)	View File
Upload any additional information	No File Uploaded
Paste link for the annual report	https://pgmdharapur.ac.in/upload/aqar2324/1735276417.pdf

2.7 - Student Satisfaction Survey**2.7.1 - Student Satisfaction Survey (SSS) on overall institutional performance (Institution may design its own questionnaire) (results and details need to be provided as a weblink)**<https://pgmdharapur.ac.in/upload/aqar2324/1735360622.pdf>**RESEARCH, INNOVATIONS AND EXTENSION****3.1 - Resource Mobilization for Research****3.1.1 - Grants received from Government and non-governmental agencies for research projects / endowments in the institution during the year (INR in Lakhs)****3.1.1.1 - Total Grants from Government and non-governmental agencies for research projects / endowments in the institution during the year (INR in Lakhs)**

0

File Description	Documents
Any additional information	No File Uploaded
e-copies of the grant award letters for sponsored research projects /endowments	No File Uploaded
List of endowments / projects with details of grants(Data Template)	View File

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

0

File Description	Documents
List of research projects and funding details (Data Template)	View File
Any additional information	No File Uploaded
Supporting document from Funding Agency	No File Uploaded
Paste link to funding agency website	Nil

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

29

File Description	Documents
Report of the event	View File
Any additional information	No File Uploaded
List of workshops/seminars during last 5 years (Data Template)	View File

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

7

File Description	Documents
Any additional information	View File
List of research papers by title, author, department, name and year of publication (Data Template)	View File

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

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

7

File Description	Documents
Any additional information	View File
List books and chapters edited volumes/ books published (Data Template)	View File

3.3 - Extension Activities

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

The diversified events comprising training programmes on career counselling, applied ethics, participation in competitive events, providing a learning platform to the students of the college with regard to their holistic development. The talent search events, cleanliness drives, screening for cancer and health issues with the community, initiation to suicide preventive measures, have deep productive outcome as expected on those who participate. Crisis regarding vulture extinction, land erosion etc and, in trash disposal from the college campus and plantation in the area, and river cleaning, (including correct usage of water etc. as organised by IQAC as a lecture) in connection with community is expected to make them conscientious citizens. Participation in College Elections, sports activities, events on gender issues has produced awareness due to which an absence of negative activities in the college campus regarding those can be still seen. NCC and NSS programmes have trained the students to be nationalistic, and devoted, by serving as volunteers in various social and academic events (as volunteers) Regarding social upliftment of the neighbourhood, teachers of the college have taken classes in the

nearby colleges, schools (under MoUs etc.). Sexual issues and awareness about harassment contributes towards mental health of the students.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

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

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

1

File Description	Documents
Any additional information	No File Uploaded
Number of awards for extension activities in last 5 year(Data Template)	View File
e-copy of the award letters	View File

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

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

8

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

3.3.4 - Number of students participating in extension activities at 3.3.3. above during the year**3.3.4.1 - Total number of Students participating in extension activities conducted in collaboration with industry, community and Non- Government Organizations through NSS/ NCC/ Red Cross/ YRC etc., during the year**

160

File Description	Documents
Report of the event	View File
Any additional information	No File Uploaded
Number of students participating in extension activities with Govt. or NGO etc (Data Template)	View File

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

7

File Description	Documents
e-copies of linkage related Document	No File Uploaded
Details of linkages with institutions/industries for internship (Data Template)	View File
Any additional information	No File Uploaded

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

11

File Description	Documents
e-Copies of the MoUs with institution./ industry/corporate houses	View File
Any additional information	No File Uploaded
Details of functional MoUs with institutions of national, international importance, other universities etc during the year	View File

INFRASTRUCTURE AND LEARNING RESOURCES

4.1 - Physical Facilities

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

The college has 29 nos. of well-lit and ventilated classrooms with different sizes and capacities equipped with good quality furniture and boards. These include 3 nos. of digital class rooms, all equipped with LCD projectors and smart boards. Out of classrooms one room is also used to hold seminars, workshops and other departmental activities for small groups of students apart from holding routine classes. In addition, there are two sets of portable projectors with screens which are used in different class rooms as and when necessary. 4 big sized class rooms (Halls) are also used as make shift Multi-Purpose Hall and used for general meetings, official functions, seminars, workshops and cultural functions etc. Apart from class rooms, there is one Digital Conference Room for conducting seminars and workshops. There are also two medium-size conference rooms including one inside the library for holding meetings and small presentations.

All the 13 departments are provided with computers, printers and other necessary furniture. There is one Psychological Laboratory, one Language Laboratory. One Library with good collection of books and journals is available for students, teachers, researchers as well as for reading enthusiast from local community with restricted facilities.

(please refer additional information)

File Description	Documents
Upload any additional information	View File
Paste link for additional information	https://pgmdharapur.ac.in/upload/aqar2324/1735105630.pdf

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

Facilities for Games and Sports

1.Indoor Games

The college has an Indoor Sports Complex with 589.00 Sq.m. floor area. The Sports Complex has adequate facilities for various Indoor Games which include Table Tennis, Badminton, Carom , Arm-wrestling etc. Multi-gym facility with treadmills and weights are also provided inside the indoor sports complex.

2.Outdoor Games:

The College has facilities for various out door games and sports facilities which include 1 Volleyball Court, 1Basketball Court , one community playground adjacent to college used to play cricket, football and various athletic sports..

User Rate: 4.06

1.Indoor games- throughout the year (timing 2 PM to 4 PM).

2.Outdoor- seasonal

Facilities for Cultural Activities:

For conducting various cultural activities, the college uses the make shift Multi-Purpose Hall for indoor programmes and the open field for outdoor programmes with large number of students. Various activities like Freshmen Social, Annual College Week, Supta Pratibha Bikash Mancha and Alumni Day functions are held annually.

Selected groups of students are encouraged to take part in the cultural programme and competitions such as Youth Festivals, Inter college Debating Competition etc. annually.

(please refer additional information)

File Description	Documents
Upload any additional information	View File
Paste link for additional information	https://pgmdharapur.ac.in/upload/aqar2324/1735105690.pdf

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

9

4.1.3.1 - Number of classrooms and seminar halls with ICT facilities

9

File Description	Documents
Upload any additional information	View File
Paste link for additional information	https://pgmdharapur.ac.in/upload/aqar2324/1735102472.pdf
Upload Number of classrooms and seminar halls with ICT enabled facilities (Data Template)	View File

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

10.12

File Description	Documents
Upload any additional information	View File
Upload audited utilization statements	View File
Upload Details of budget allocation, excluding salary during the year (Data Template)	View File

4.2 - Library as a Learning Resource**4.2.1 - Library is automated using Integrated Library Management System (ILMS)**

The Bipin Chandra Baruah Library is a well-equipped library with computerized networking through SOUL 2.0 software and LAN and internet facilities. The library is well stocked with a collection of over 40,183 books in English, Assamese, Hindi and Bengali languages along with college component of e-Shodh Sindhu consortium with access to 6000+ journals, 164300+ e-books under NLIST and 6,00,000 e-books through NDL. Out of the total books, the library has a collection of 18,737 numbers of text books and 21,446 numbers of other books and reading material which includes relevant reference books and journals. The library is fully automated. A Local Area Network (LAN) using ILMS (Integrated Library Management System) Software for University Libraries (SOUL 2.0 College Version) was installed in the year 2008. This is extensively used for automating in-house activities and services of the library along with bar-coding facility for fast transaction of library resources. The Online Public Access Catalogue (OPAC) is made available for users to identify the status of availability of books and documents in the library.

(please refer additional information)

File Description	Documents
Upload any additional information	View File
Paste link for Additional Information	https://pgmdharapur.ac.in/upload/aqar2324/1735105765.pdf

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

A. Any 4 or more of the above

File Description	Documents
Upload any additional information	No File Uploaded
Details of subscriptions like e-journals, e-ShodhSindhu, Shodhganga Membership etc (Data Template)	View File

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

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

0.20

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

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

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

26

File Description	Documents
Any additional information	View File
Details of library usage by teachers and students	View File

4.3 - IT Infrastructure

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

Paschim Guwahati Mahavidyalaya continuously updates its IT facilities at regular intervals by measures taken like installation of new computers, creation of Smart Class Rooms, creation of Language Laboratory, Introduction of LMS System for electronic record keeping of attendance of staff, online attendance record of students using mobile phones, adoption of customized accounting software for office, periodic updating of college website etc.

The college has increased the availability of computers from 41 numbers in the year 2015-16 to 93 in 2023-24. Three Digital Class Rooms have been created in the year 2017 to facilitate teachers and students with modern day teaching-learning experiences.

The college has built a Digital Library in the year 2017. The library has updated its Library Software SOUL 1.0 to SOUL 2.0. Institutional Digital Repository N-LIST e-resources Software programme, maintained by INFLIBNET, Ahmedabad has been renewed on 23-03-2022.

The college has created limited Wi-Fi facilities to students and staff of the college with Railnet Leased Line. All departments, IQAC Room, Principal's office, Library, and Computer Centre were covered with the Wi-Fi facility. Teachers also use personal mobile internet facilities to search and share online resources with the students.

(please refer additional information)

File Description	Documents
Upload any additional information	View File
Paste link for additional information	https://pgmdharapur.ac.in/upload/aqar2324/1735105835.pdf

4.3.2 - Number of Computers

93

File Description	Documents
Upload any additional information	View File
Student – computer ratio	View File

4.3.3 - Bandwidth of internet connection in the Institution

B. 30 - 50MBPS

File Description	Documents
Upload any additional Information	View File
Details of available bandwidth of internet connection in the Institution	View File

4.4 - Maintenance of Campus Infrastructure

4.4.1 - Expenditure incurred on maintenance of infrastructure (physical and academic

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

10.05

File Description	Documents
Upload any additional information	View File
Audited statements of accounts.	View File
Details about assigned budget and expenditure on physical facilities and academic support facilities (Data Templates)	View File

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

The College has policies and procedures in place for maintenance of day to day physical, academic, support facilities for total infrastructure including laboratory and library. Except an emergency situation, for any kind of purchase or maintenance of any infrastructural facilities, equipment etc. competitive bidding is called for and necessary tender formalities are observed. Information about tender is publicized through the college website sufficiently ahead of time. For any kind of purchase or maintenance of any gadget, requisition is submitted to the Principal by the concerned department or cell. The Principal then referred the matter to the Purchasing Committee. The Purchasing Committee of the college is formed with approval from the Governing body consisting of the Principal as the Chairperson, a Coordinator from the teaching staff and members from both teaching and non-teaching staff. In all such matters approval of Governing Body is mandatory. The Purchasing Committee looks after the procurement, maintenance and utilization of physical facilities following the Manual of Government of India on matters relating to purchase of goods and the process of tendering related to such purchase. All academic matters are supervised by the Academic Council constituted by the principal and headed by a senior teacher as Coordinator.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	https://pgmdharapur.ac.in/upload/aqar2324/1735105919.pdf

STUDENT SUPPORT AND PROGRESSION

5.1 - Student Support

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

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

1197

File Description	Documents
Upload self attested letter with the list of students sanctioned scholarship	View File
Upload any additional information	No File Uploaded
Number of students benefited by scholarships and free ships provided by the Government during the year (Data Template)	View File

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

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

3

File Description	Documents
Upload any additional information	View File
Number of students benefited by scholarships and free ships institution / non- government agencies in last 5 years (Date Template)	View File
5.1.3 - Capacity building and skills enhancement initiatives taken by the institution include the following: Soft skills Language and communication skills Life skills (Yoga, physical fitness, health and hygiene) ICT/computing skills	A. All of the above
File Description	Documents
Link to institutional website	https://pgmdharapur.ac.in/
Any additional information	View File
Details of capability building and skills enhancement initiatives (Data Template)	View File
5.1.4 - Number of students benefitted by guidance for competitive examinations and career counseling offered by the institution during the year	
361	
5.1.4.1 - Number of students benefitted by guidance for competitive examinations and career counseling offered by the institution during the year	
361	
File Description	Documents
Any additional information	View File
Number of students benefited by guidance for competitive examinations and career counseling during the year (Data Template)	View File
5.1.5 - The Institution has a transparent mechanism for timely redressal of student	B. Any 3 of the above

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

File Description	Documents
Minutes of the meetings of student redressal committee, prevention of sexual harassment committee and Anti Ragging committee	View File
Upload any additional information	View File
Details of student grievances including sexual harassment and ragging cases	No File Uploaded

5.2 - Student Progression

5.2.1 - Number of placement of outgoing students during the year

5.2.1.1 - Number of outgoing students placed during the year

6

File Description	Documents
Self-attested list of students placed	View File
Upload any additional information	View File

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

5.2.2.1 - Number of outgoing student progression to higher education

5

File Description	Documents
Upload supporting data for student/alumni	View File
Any additional information	No File Uploaded
Details of student progression to higher education	View File

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

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

1

File Description	Documents
Upload supporting data for the same	View File
Any additional information	View File

5.3 - Student Participation and Activities

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

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

7

File Description	Documents
e-copies of award letters and certificates	No File Uploaded
Any additional information	View File
Number of awards/medals for outstanding performance in sports/cultural activities at university/state/national/international level (During the year) (Data Template)	View File

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

College Students participate in various competitions in sports, music, debating, speech etc. organized in the college and also in inter-college competitions organized by other institutions. Students also take part in events organized by other institutions like "Centre for cultural Resources and Training under Govt. of India and awarded various certificates and get a chance to visit places and see talents outside their own institutions. Mr Pranab jyoti Rabha (a commerce student) is invited as resource person to the participating teachers of the workshop on "Role of puppetry in education in line with NEP-2020". Students participate actively in organizing events like the Foundation Day, World Environment Day, International Women's Day, observation of international yoga day, NSS activities, cleanliness programme, tree plantation to mark various occasions in the college and thereby develop the practical experience of organizing events as per requirements. NCC Cadets help in local Durga Puja etc. for maintaining order and discipline in large gathering. Students take active role in bringing out the annual college magazine 'Nibedan' under the guidance of the Teacher-in-Charge. Students contribute write ups for the annual departmental publications and also take active role as members of the Editorial Board. Students also actively participate in bringing out the departmental wall magazines as group activity. Moreover, Student groups have been taken on educational excursions to places of historical and cultural importance both inside and outside the state for exposure and first-hand experience.

File Description	Documents
Paste link for additional information	https://pgmdharapur.ac.in/upload/aqar2324/1735285007.pdf
Upload any additional information	View File

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

5.3.3.1 - Number of sports and cultural events/competitions in which students of the Institution participated during the year

36

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

5.4 - Alumni Engagement

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

Paschim Guwahati Mahavidyalaya Alumni Association was formed in the year 2003 and registered with the Registration No. KAM(M)/263/L/344 of 2015-16. As such, members of the Alumni Association are very much attached with the college and maintain belongingness for the institution protecting jealously the overall prestige of the institution. It is a matter of great satisfaction that the General Secretary of the Alumni Association Dr. Hemanta Kalita is a faculty of this college and the President Mr. Paresh Baruah is a social worker has actively involved in all activities of the college. The college feels proud of its alumni who are being able to establish themselves in various Governments, Non-Government organizations, in the Defense sector and as entrepreneurs. The college also boasts of the Sports personalities who have achieved laurels in various State, National and International events. On the Annual Alumni Day Celebration on 31st May every year, the best academic performers of the college in the last completed session from both the streams are felicitated with the "Alumni Award" by the Alumni Association. The Alumni Association of the college has, over the years, made donations for getting the statue of the founder Principal Late Bipin Chandra Baruah made and erected in front of the college and also constructing a "Alumni community hall" on the 1st floor of the library.

File Description	Documents
Paste link for additional information	https://pgmdharapur.ac.in/upload/aqar2324/1735285007.pdf
Upload any additional information	View File

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

E. <1Lakhs

File Description	Documents
Upload any additional information	No File Uploaded

GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.1 - Institutional Vision and Leadership

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

The vision and mission statement of the college gets ample reflection in the functioning of the college in all matters related to its overall upliftment. One of the primary mission is related to preparing equipping and enlightening our students to meet the demands of the present day times. This has been constantly strived

for in all the decisions taken by the G.B., the Principal, The Academic Council and all the other bodies of the college. The governing body is the apex body which monitors matters relating to formulation of policies and all decision-making matters. The GB has got representatives from both the teaching and non-teaching

staff. The principal keeps in touch with the HODs of various departments, conveners and coordinators of various cells and committees, the office staff to ensure smooth implementation of all the plans and policies related to the college. There are different cells and committees headed by senior teachers .

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

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

The Academic Council takes all decisions related to academic matters e.g., admission, routine and academic calendar. Decisions regarding policy matters are communicated to the faculty members through HODs by the authority. Participation of the students in the different decision-making matters is ensured through the representation of the General Secretary and President of the students union. Practice of decentralization and participative management is also reflected in various committees i.e. Academic Council, IQAC, RUSA, Grievance Redressal and Anti Sexual Harassment Committee ICC, Sports Board etc. In all these Committees representatives from students are included. On important Days, the Institution felicitates some senior well-wishers and associates of the college.

Moreover, the process of holding the sessional examination is another example of decentralization and participative management. The Vice Principal is given overall charge regarding examination matters. Apart from Academic Council & IQAC the college has 24 different committees, cells, councils to handle different issues effectively.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

6.2 - Strategy Development and Deployment

6.2.1 - The institutional Strategic/ perspective plan is effectively deployed

Strategy:

Digitalization has been initiated by the college authority with regard to all matters related to the various functions of the college. Digital classes has been made compulsory in the

routine itself from the year 2021 -2022 onwards for all the departments.

Action:

The Academic Council has taken all steps for taking digital classes by the teachers by providing attendance registers to keep records of it and also centrally in the digital class room. The institution has been implementing online processes of administration particularly admission, student's online attendance portal (e-attendance), leave management system etc. Implementation of PFMS (Public Fund Management System) pertaining to fund received from the UGC and RUSA, digital payment, mostly RTGS mode regarding remuneration of examinations and other bills are considered to be bold steps forward in institutional strategic and perspective plans.

Online admission has become fully operational in all programmes offered by the institution from the academic session 2019-20. Merit List of selected candidates is automatically generated and the same is uploaded in the website.

File Description	Documents
Strategic Plan and deployment documents on the website	View File
Paste link for additional information	https://pgmdharapur.ac.in/upload/aqar2324/1735360713.pdf
Upload any additional information	View File

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

The apex decision making body is the Governing Body, which is at the top of the organizational structure of the college followed by the Principal who is the Secretary of the GB. The Principal coordinates the GB with other stakeholders. The GB is constituted with the President appointed by the State Government, two nominated members from affiliating University, two members from the teaching staff, one member from the non-teaching staff, three members from the parents, one donor member, the Librarian and the Vice Principal as ex-officio members.

The service rules are governed as per Provincialisation of

College Employees Act, 2005 and College Service Rule. New recruitments are made in a transparent manner by publishing advertisements in widely circulated daily newspaper of the state and displayed in the college website as per directives from the concerned authorities.

Promotions accorded as per the rules and guidelines of the Govt. under Career Advancement Scheme and promotion to the non-teaching staff is implemented as per vacancy and seniority. The administrative setup and the committees are shown in the organogram.

File Description	Documents
Paste link for additional information	https://pgmdharapur.ac.in/upload/aqar2324/1735360753.pdf
Link to Organogram of the Institution webpage	https://pgmdharapur.ac.in/upload/aqar2324/1735360753.pdf
Upload any additional information	View File

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

A. All of the above

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

6.3 - Faculty Empowerment Strategies

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

The management of the institution always comes forward to meet up the needs of the employees (both teaching and non-teaching

staff.Incremental and other financial incentives:

Incremental financial incentives are given to the non-sanctionedfulltime teachers and contractual employees from time to time. As per the Govt. rules all the permanent teachers and non teachingstaff avail the facilities provided under different schemes. Theseinclude-GSLI (GROUP SAVING LINKED INSURANCE) for employees, Gratuity, Maternity Leave. CCL, Special Leave, Academic Leave and Duty leave.

Waiving of Tuition Fees for wards of non-teaching staff:

The Tuition Fees of two wards of non-teaching staff have been waivedas per the GB's Resolution dated 29/10/ 2019.

Free food and lodging:

The authority has been providing free food & lodging for hostelsupport staff since 2019.

Gym and sports facility:

Gym and sports facilities are available for all.

Library and Internet Facility:

Free Internet facility is available.

Others:

Each department has separate common rooms with attached toilet andkitchenette facilities.

File Description	Documents
Paste link for additional information	https://pgmdharapur.ac.in/upload/aqar2324/1735360788.pdf
Upload any additional information	View File

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

conferences/workshops and towards membership fee of professional bodies during the year

03

File Description	Documents
Upload any additional information	No File Uploaded
Details of teachers provided with financial support to attend conference, workshops etc during the year (Data Template)	View File

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

03

File Description	Documents
Reports of the Human Resource Development Centres (UGCASC or other relevant centres).	No File Uploaded
Reports of Academic Staff College or similar centers	No File Uploaded
Upload any additional information	View File
Details of professional development / administrative training Programmes organized by the University for teaching and non teaching staff (Data Template)	View File

6.3.4 - Number of teachers undergoing online/face-to-face Faculty development Programmes (FDP) during the year (Professional Development Programmes, Orientation / Induction Programmes, Refresher Course, Short Term Course etc.)**6.3.4.1 - Total number of teachers attending professional development Programmes viz., Orientation / Induction Programme, Refresher Course, Short Term Course during the year**

13

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

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

There are lot of performance appraisal systems in the institution.

Best Department Award:

To acknowledge the commendable performance of the departments and also to encourage continuous efforts for enhancement of performance by the departments, the Best Department Award was initiated annually from the session 2018-19. A cash prize of Rs. 10,000/- and a trophy is presented to the department adjudged as the 'Best Department'. The Best Department is selected from among all the departments on the basis of certain administrative, academic, co-curricular and other relevant performances on the part of the teachers and students and the records maintained about them.

Student Feedback: The institution collects feedback from students on curriculum, teaching- learning, and performance of faculty members, infrastructure and facilities provided to initiate action for all round academic development.

Teachers' Annual Performance for Career Advancement Scheme (CAS):

For the promotion of the teachers through CAS, the Coordinator of the IQAC along with a few members of IQAC assess and verify the various criteria regarding API of the teacher concerned. After thorough assessment, the committee forwards with recommendations to the Head of the institution for further processing. After due approval from the GB, the teachers can apply for their respective

promotion to the State Govt. i.e., the Director of Higher Education.

Annual Confidential Report:

The authority of the institution always maintains Annual Confidential Report of each & every teaching and non-teaching staff of the college.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

6.4 - Financial Management and Resource Mobilization

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

The institution has a well-established mechanism for both internal and external audit for all financial activities. The college authority regularly conducts internal audit by chartered accountant appointed by the college administration. The report of the internal audit is placed before the GB for discussion and approval. Again, external audit is done by the Auditor General of Assam through the Office of the Director of Higher Education of Assam, under the initiative of the Govt. of Assam. The College Authority has completed internal audit up to 2023-24 and external audit (Govt. Audit) up to 2024. Objections raised during audit are meted out satisfactorily. Further report of external audit after 2024 is being carried out and is about to complete.

The details of internal & external audit of the college are as follows

Internal Audit:

Year

No. of Objection

Status

Name of the Auditor/Chartered Accountant

2022-23

NIL

Completed

M/s Ramen Sarma & Company

2023-24

NIL

Completed

M/s Ramen Sarma & Company

External Audit:

Till 2021 -2022 : completed

2022-23 & 2023-24 : being carried out.

File Description	Documents
Paste link for additional information	https://pgmdharapur.ac.in/upload/aqar2324/1735436907.pdf
Upload any additional information	View File

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

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

0.1 Lakh

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

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

The college authority submits various proposals to meet the requirements of funds to the Government through UGC and RUSA. The financial grants received by the institutions are utilized according to the proposal and instruction of the funding agency and utilization reports are submitted by the institution within the stipulated time to the respective agencies. The major source of internal resource mobilization of the college is the fee received from the students in the form of admission fee, examination fee etc. However, the state government announced free admission for students under BPL Category since 2018. And this has created a lot of problem regarding funds to run the institutions smoothly.

Besides, the college also earns some resources as rent by allowing its infrastructure to be used by Govt. & non-Govt. organizations. It was decided that a fixed 10% amount out of the total expenditure is to be earned as rent for allowing the use of college infrastructure since 2019. Again, the college centers of the KKHSOU and NIOS pay annual fee for using college infrastructure.

File Description	Documents
Paste link for additional information	https://pgmdharapur.ac.in/upload/aqar2324/1735360920.pdf
Upload any additional information	View File

6.5 - Internal Quality Assurance System

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

The IQAC of the college has been putting in efforts for continuous quality enhancement through various practices and initiatives. As a result, some quality practices have become institutionalized.

Continuation of Best Department Award:

IQAC of the college has initiated, starting from the Session 2018-19, an annual award for the Best Department on the basis of academic as well as co-curricular activities to enhance the work culture and to encourage and inspire the student & faculty members of each department. . The Best Department Award consists of a cash prize of Rs. 10,000/- and a trophy.

Commemorating Various Special Days:

To imbibe nationalistic feeling and develop awareness and respect towards local and national culture among the students, IQAC of the institution has initiated observation of various important days related to important personalities and of national significance .

the Academic Council has prepared the Academic Calendar for the year 2023 -2024 where each and every event of the college including examination schedule , commemoration and celebration of days and events of national and International importance have been assigned date wise as well as department wise for each smooth conduction.

File Description	Documents
Paste link for additional information	https://pgmdharapur.ac.in/upload/aqar2324/1735360954.pdf
Upload any additional information	View File

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

The institution reviews its teaching learning process, structure & methodology of operation and learning outcomes at periodical intervals through IQAC. Two examples of institutional reforms facilitated by the IQAC are-

Annual feedback from students:

The IQAC has structured out a questionnaire covering various academic aspects of the teaching learning process to evaluate the academic development of the institution by the learners.

i) All the teaching staff is covered under this process.

ii) The Feedback Committee conducts the system under the supervision of IQAC for collecting and analyzing the data and preparing the report.

iii) The secrecy of the student evaluating is maintained and students can take part in the process without any hesitation and doubt.

iv) The report of the feedback is communicated to the authority for further improvement.

Mentoring:

To create a student centric atmosphere in the institution and also to provide opportunity to the students to be close with their teachers, to get required guidance and encouragement and also to share their doubts and aspirations a Mentoring Committee was formed following UGC and NAAC guidelines, (Resolution No. 5.1, IQAC meeting Dated, 15th March, 2019) through notification dated 12-04-2019.

Students of the 1st and 3rd Semesters from both Arts and Commerce Streams were included in the programme under all the full-time teachers.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

6.5.3 - Quality assurance initiatives of the institution include: Regular meeting of Internal Quality Assurance Cell (IQAC); Feedback collected, analyzed and used for improvements Collaborative quality initiatives with other institution(s)

B. Any 3 of the above

Participation in NIRF any other quality audit recognized by state, national or international agencies (ISO Certification, NBA)

File Description	Documents
Paste web link of Annual reports of Institution	https://pgmdharapur.ac.in/upload/aqar2324/1735276417.pdf
Upload e-copies of the accreditations and certifications	View File
Upload any additional information	View File
Upload details of Quality assurance initiatives of the institution (Data Template)	View File

INSTITUTIONAL VALUES AND BEST PRACTICES

7.1 - Institutional Values and Social Responsibilities

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

The college is committed to creating and maintaining a community in which students, teachers and non-teaching staff can work together in an environment free from all forms of gender violence, harassment, exploitation and discrimination. The college is committed to the right to freedom of expression and association. The college firmly supports gender equality.

It may be mention that papers containing units on gender issues such as Womens' writing, Feminism, Human Rights, Guidance and Counseling, Women and politics etc are also included in the curriculum of UG courses under NEP and CBCS system.

The college has many committees such as women cell, extension education cell, student discipline and mentoring committee, sexual harassment and internal complaint committee etc to organize and conduct programs on gender issues. These committees keep close eyes on gender equity and sensibility, women empowerment, safety and security of the students, specially for the girls students and women employees.

Self defense training programs and common cancer screening camp have been conducted by the institutions for the benefit of the

girl students and local community. The college has separate common rooms, toilets for both boys and girls. Incinerators and napkin vending machines are installed in different places of the college. A women's hostel having proper safety and security(24x7 CCTV surveillance , boundary wall, warden, security person etc) exists in the college.

File Description	Documents
Annual gender sensitization action plan	https://pgmdharapur.ac.in/upload/aqar2324/1734940373.pdf
Specific facilities provided for women in terms of: a. Safety and security b. Counseling c. Common Rooms d. Day care center for young children e. Any other relevant information	https://pgmdharapur.ac.in/upload/aqar2324/1734940509.pdf

7.1.2 - The Institution has facilities for alternate sources of energy and energy conservation measures Solar energy Biogas plant Wheeling to the Grid Sensor-based energy conservation Use of LED bulbs/ power efficient equipment

B. Any 3 of the above

File Description	Documents
Geo tagged Photographs	View File
Any other relevant information	No File Uploaded

7.1.3 - Describe the facilities in the Institution for the management of the following types of degradable and non-degradable waste (within 200 words) Solid waste management Liquid waste management Biomedical waste management E-waste management Waste recycling system Hazardous chemicals and radioactive waste management

Solid waste Management:

Ample garbage cans are placed at various places in the campus to keep the surrounding clean. A staff of cleaners and sweepers are engaged for this purpose. Incinerators are provided in the different places such as girls hostels, library complex etc of the institutions for hygienic and scientific disposal of used sanitary napkins.

Liquid waste Management:

The college has proper drainage management system to the surrounding low land area and to the nearby paddy fields. All the toilets of the college are connected to safety tanks. College closely monitors the leakage of taps and repairs or replaces it as found necessary.

E-waste management:

Electronic garbage has been periodically disposed of through auction. Outdated models are replaced and the old models are sold off to college staff against a nominal price.

Waste recycling system

The college is aiming for a complete paperless office by applying online modes in regards to admission, e-communication, salary paid through NEFT. The institution has been circulated various notifications, orders etc through whatsapp, email, college website within the institution. Recycle materials like cardboards, non-repairable furniture, broken pieces of metal etc are given to the vendors as scrap.

File Description	Documents
Relevant documents like agreements/MoUs with Government and other approved agencies	No File Uploaded
Geo tagged photographs of the facilities	https://pgmdharapur.ac.in/upload/aqar2324/1734940564.pdf
Any other relevant information	No File Uploaded

7.1.4 - Water conservation facilities available in the Institution: Rain water harvesting Bore well /Open well recharge Construction of tanks and bunds Waste water recycling Maintenance of water bodies and distribution system in the campus

B. Any 3 of the above

File Description	Documents
Geo tagged photographs / videos of the facilities	View File
Any other relevant information	No File Uploaded

7.1.5 - Green campus initiatives include	
7.1.5.1 - The institutional initiatives for greening the campus are as follows: 1.Restricted entry of automobiles 2.Use of Bicycles/ Battery powered vehicles 3.Pedestrian Friendly pathways 4.Ban on use of Plastic 5.landscaping with trees and plants	A. Any 4 or All of the above
File Description	Documents
Geo tagged photos / videos of the facilities	View File
Any other relevant documents	No File Uploaded
7.1.6 - Quality audits on environment and energy are regularly undertaken by the institution	
7.1.6.1 - The institutional environment and energy initiatives are confirmed through the following 1.Green audit 2. Energy audit 3.Environment audit 4.Clean and green campus recognitions/awards 5. Beyond the campus environmental promotional activities	A. Any 4 or all of the above
File Description	Documents
Reports on environment and energy audits submitted by the auditing agency	View File
Certification by the auditing agency	View File
Certificates of the awards received	No File Uploaded
Any other relevant information	No File Uploaded
7.1.7 - The Institution has disabled-friendly, barrier free environment Built environment with ramps/lifts for easy access to classrooms. Disabled-friendly washrooms Signage including tactile path, lights, display boards and signposts Assistive technology and facilities for persons with disabilities (Divyangjan) accessible website, screen-	B. Any 3 of the above

reading software, mechanized equipment
5. Provision for enquiry and information :
Human assistance, reader, scribe, soft copies
of reading material, screen reading

File Description	Documents
Geo tagged photographs / videos of the facilities	View File
Policy documents and information brochures on the support to be provided	No File Uploaded
Details of the Software procured for providing the assistance	No File Uploaded
Any other relevant information	No File Uploaded

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

The college is committed to provide an inclusive environment with tolerance, harmony towards cultural, regional, linguistic, communal, socioeconomic and other diversities. In order to maintain an inclusive environment, the college organizes different programs related to cultural, regional, linguistic and communal diversities. Every year the student union observes a one week long college week programs where several sports and cultural programs are being held in order to develop the potentials of the students in different fields. Many commemorative days like International Women's day, Yoga day, World AIDS day, World Environment day, Teachers Day etc are celebrated in the college in order to revamp the positive relationship among people belonging to different races and cultural background. Moreover, a good number of students participate in the youth festival organized by Gauhati University. The college has a Alumni Association which organizes and participates in various activities of the college. Alumni members take part and help in most of the important college activities organized under various sales of the college. Girls students from far off an interior places with uneven social background belonging to different race, creed, religion and practice, stay in the hostel with friendship harmony.

File Description	Documents
Supporting documents on the information provided (as reflected in the administrative and academic activities of the Institution)	View File
Any other relevant information	No File Uploaded

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

The College is committed to sensitize the students and employees regarding the constitutional obligations such as values, rights, duties and responsibilities as citizens. The primary duty of the institution is to impart value education to the students for being responsible citizens. National festivals like Republic Day, Independence Day, Rastriya Ekta Divas, Gandhi Jayanti, College Foundation Day etc are celebrated in the college every year with great enthusiasm. The college undertakes various activities from time to time to spread awareness about HIV/AIDS, tree plantation inside and outside of the Campus, Green awareness program, etc. The college also undertakes programs such as Vigilance Awareness Week, Lecture Program on Human Rights, Skill Enhancement Program, Cyber Crime and its effects, Road safety, etc in order to inculcate values to the students for being responsible citizen of India. The college also celebrates Rongali Bihu, a tradition of Assam, Holi, Saraswati Puja, Birth and Death anniversaries of Dr Bhupen Hazarika, a musical legend of india, to inculcate the cultural values in the young minds of the students. A code of conduct handbook for all the stake holders is prepared by the institution so that the students and employees can have the guidelines on values, responsibilities, discipline of the institution.

File Description	Documents
Details of activities that inculcate values; necessary to render students in to responsible citizens	View File
Any other relevant information	No File Uploaded

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

B. Any 3 of the above

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

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

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

College organizes the following national and international commemorative days, events and festivals with great enthusiasm.

1. Republic Day (26th January) and Independence Day (15th August) have been celebrated to imbibe a sense of pride, integrity and responsibility in the young students.

2. Teacher's Day and Foundation Day of the College (5th September): Teachers' Day, being the Foundation Day of the college, has also been celebrated with great enthusiasm.

3. Gandhi Jayanti (2nd October) was celebrated on 2nd October in every year .

4. International Women's Day (8th March) has been celebrated by organizing awareness programs on women.

5. World Environment Day (5th June) is celebrated with awareness relating to various environmental issues.

6. International Yoga day (21st June) has been celebrated by the institution in order to educate the students and other

stakeholders on the benefits of physical and mental health.

7. Vigilance Awareness Week, Saraswati Puja , National Youth Day, Children Day , World AIDS Day, National Education Day (11 Nov), World Philosophy Day, Hindi Divas etc have been observed to create awareness among the Students and Local People.

8. Khadi Divas (30th September) has been observed to create awareness on the products of khadi.

File Description	Documents
Annual report of the celebrations and commemorative events for the last (During the year)	View File
Geo tagged photographs of some of the events	View File
Any other relevant information	No File Uploaded

7.2 - Best Practices

7.2.1 - Describe two best practices successfully implemented by the Institution as per NAAC format provided in the Manual.

BEST PRACTICE -1

1. Title of the Practice:

Bipin Chandra Barua Library: A Window for Knowledge and Information to All

2. Objectives: To provide as well as open up knowledge and information to the readers

3. The Context: College has provided a library having physical books and e-resource centre.

4. The Practice: A MoU was signed between Dharapur HS School and college. Book Bank facility is also available.

1. Students are benefitted by Book Bank Facility .

2. E-journal, thesis, and reference books etc are available

6. Problems Encountered and Resources Required

1. It requires a well equipped reading room.
2. It requires adequate funds to improve infrastructural facilities.

BEST PRACTICE -2

1. Title of the Practice: Gender Equity: A step Towards an Inclusive and Harmonious Society
2. Objectives:

To create a gender neutral Society.

3. The Context: To Provide discrimination free and safe work place.

4. The Practice:

College offers opportunity to all genders for admission.

The college has gender equity action plan.

5. Evidence of Success:

College has conducted gender equity initiatives like self-defense program, student safety survey etc.

6. Problems Encountered and Resources Required

Shortage of resources to increase the number of seats in women hostel.

File Description	Documents
Best practices in the Institutional web site	View File
Any other relevant information	No File Uploaded

7.3 - Institutional Distinctiveness

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

The college has committed to create green awareness among the students and common people of the locality. To make students aware about the increasing threat of environmental degradation and to inculcate in them the practice of tree plantation, the college has conducted various awareness programs. Every year

college celebrates World Environment Day by organizing lecture series by inviting prominent personalities to talk on environment related issues. Tree plantation programs are being held within and beyond the campus. Students, alumni, NCC cadets, members of NSS, faculty members, staff, boarders of girls hostel all actively take part in tree plantation drive to make the campus green and eco friendly.

All trees of the campus are indentified and scientific names are also attached. Solar lights are installed in the campus. To keep the surrounding clean, ample garbage cans are placed. Ponds of the college are well maintained. Fruit and medicinal plants are also available. It is worth mentioning that the Peer Team members of second cycle NAAC assessment comment in their report that the college has "nicely maintained green and eco friendly campus". Moreover visitors who came to the college are very impressed with the green and clean environment of the college.

File Description	Documents
Appropriate web in the Institutional website	View File
Any other relevant information	No File Uploaded

7.3.2 - Plan of action for the next academic year

1. The College is Committed to conduct and continue the lecture programs on the eve of International Women Day, keeping in view the visibility of women in various fields such as gender equity, women empowerment etc.
2. To make provision for children care centre. Monitor children care provision, in terms of access, priority, provision and capacity in order to access to excellent child care for staff.
3. To conduct gender audit to ensure gender balance by following the below mentioned parameters:
 - Percentage (%) of girls and boys
 - Total capacity of hostel facility
 - Percentage (%) of Scholarships and awards.
 - Number of complaints received to internal complaint committee.
 - Number of women taking benefit of they care facility.
4. To organize professional ethics programs for students, teachers, administrators and other staff.
5. To conduct workshops, training program, guest lecture

etc to address diversity and gender sensitization for students, teachers and non-teaching staff.

- 6. To organize self-defense program for girls students for safety and security.