SELF STUDY REPORT

FOR

3rd CYCLE OF ACCREDITATION

TEZPUR COLLEGE

TEZPUR COLLEGE KALIBARI ROAD, NEAR CENTRAL JAIL DIST- SONITPUR
784001
www.tezpurcollege.com

Submitted To

NATIONAL ASSESSMENT AND ACCREDITATION COUNCIL

BANGALORE

May 2019

1. EXECUTIVE SUMMARY

1.1 INTRODUCTION

Tezpur College established on the 5th of August 1965 is situated by the mighty river Brahmaputra, adjacent to the historical hillock Agnigarh. Primarily started on Public demand as an Arts college, it now has a commerce stream introduced in 2007 and the Bachelor of Business Administration (BBA) in 2010.The college acknowledges the contribution of its founder members Late Dulal Chandra Bhattacharjee, Late Padma Prasad and Late Heramba Sarmah. Students from the neighbouring states of Arunachal Pradesh, Mizoram, Manipur, Meghalaya and Nagaland come to Tezpur College for higher education.

The college infrastructure and facilities are continuously being monitored and renovated and new facilities built. The Principal, teaching and non-teaching staff is committed to its vision and mission statements, to make the student worthy individuals of tomorrow by inculcating in them humane virtues through its scholastic and non-scholastic activities.

Vision

Tezpur College is committed to mould the youth of today into competent citizens of tomorrow by imparting quality, value based and innocative education emphasizing social sustainability.mane virtues through its scholastic and non-scholastic activities.

Mission

1. Encouraging creative, critical and rational thinking.
2. Furthering multidisciplinary learning, research and publication.
3. Demonstrating capacity building to improve organizational, entrepreneurial and leadership skills.
4. Ensuring employment opportunities through scholastic educationand varied non-scholastic activities.
5. Emphasizing intellecturally effective collaboration to promote curricular, extra-curricular and co-curricular activities.
6. Adopting life-oriented and value based teaching to promote solidarity, harmony, self-reliance, social justice and conflict resolution.
7. Developing a spirit of nationalism and patriotism.
8. Preserving a pollution free natural environment.

1.2 Strength, Weakness, Opportunity and Challenges(SWOC)

Institutional Strength

- Highly dedicated team of teachers.
- Support from the local community.
- Good sports and cultural facilities.
- Strong bond and a high level of interaction between faculty and students.

- Accessibility of teachers beyond college hours.
- Student friendly academic atmosphere

Institutional Weakness

- Understaffing at many levels.
- Not enough under graduate degree programmes.
- Inadequate resources for recruitment, retention of adhoc teachers.
- Inadequate resources and funds to fulfill institutional requirements.

Institutional Opportunity

- Distance education opportunities through Krishna Kanta Handiqui State Open University (KKHSOU) and Institute of Distance and Open Learning (IDOL) for people of all ages.
- To develop institutional, industrial and community network.
- To introduce Post- graduate courses.
- To start science stream at the under graduate level.
- To start vocational courses.

Institutional Challenge

- To motivate students to pursue higher education.
- To develop another spacious campus.
- To increase research and extension activities.
- To promote campus recruitment and provide employment avenues.
- To provide hostel facilities for boys.

1.3 CRITERIA WISE SUMMARY

Curricular Aspects

To ensure effective implementation and timely completion of syllabus the college publishes an Annual Academic Calendar and time table which is provided to the students and teachers before the commencement of the academic year. The respective departments then prepare syllabus and class distribution and lesson plans before the semester classes start. The institution encourages use of ICT and participative learning (e.g. Group Discussions, students seminars etc.) to make teaching learning more interesting and effective.

The institution participates in course design and development process of Gauhati University, Rajiv Gandhi University, Arunachal Pradesh and Don Bosco University Ph.D. programmethrough its teacher representatives. Dr. Basanta Kalita has authored a book on Public Finance for the Under Graduate course in Sikkim Manipal university, Distance Education.

Issues regarding Gender, Human Values, Ethics and Environment and Sustainability are integrated to the syllabus of different subjects. Environmental education and a field trip undertaking a project on environmental

issues is a mandatory course for the undergraduate students.

Teaching-learning and Evaluation

The Institution follows Government of India directives for enrolment of reserved categories. Thus it fulfils its commitment towards upliftment of the backward classes.

Discussion of questions and answers in class test, group discussions, quizzes etc are the mechanisms of continuous internal evaluation that the college practices. It ensures continuous feed-back of student progress and provides inputs to the teachers for taking remedial measures .This mechanism also makes teaching more learner centric and makes the teaching learning process more participative and interesting. Field trips and projects, micro teaching contribute towards experimental learning.

73 percent of the teachers use ICT as a teaching learning resource. The number of teachers with PhD has increased over the years. The infrastructure of the college has also considerably improved with the introduction of smart class rooms and digitalization of the library.

The departments have adopted mentor–mentee system. This has enhanced the accountability of both the teachers and students and has made the academic environment a healthier one .

Marks for internal evaluation is allotted based on sessional test, class attendance and performance and participation in different activities of the department. Mechanism of internal marking is transparent . The average pass percentage of student is 70 percent.

Research, Innovations and Extension

Despite being an Under Graduate college the total percentage of teachers recognized as research guides is 8.57%. The number of books and chapters published is edited volumes/books is 132.

The extension activities of the college are done with the objective of extending intellectual, environmental and value based services to the local community by dealing with issues like plantation, health and sanitation, education etc. The institution has adopted a school and a village (Rudrapad).

Infrastructure and Learning Resources

For effective teaching-learning to take place proper infrastructure is indispensable. The institution has thus taken steps to provide adequate facilities like computers along with internet facilities in every department, 3 smart classrooms and microphones. The college also provides a well equipped library with air conditioned reading rooms for both students and teachers.

A holistic development of an individual is incomplete without physical and other co- curricular activities. The institution provides adequate indoor games facilities like gymnasium, badminton courts, table tennis, carom board, etc. It also provides equipments for football, cricket, volleyball, athletics and basketball. The institution encourages various cultural activities and performances – music, dance, literacy competitions like poetry and story writing, wall magazine are other important events. The college has a new basketball court.

The institution has a rich library. C. M. Medhi library of Tezpur College is an active member of INFLIBNET. It has special corners for rare books, manuscripts, research section and special reports. Besides the central library the respective departments also have departmental libraries.

The institution abides by a proper policy approved by the GB maintaining and utilizing its physical, academic and support facilities . The college has different committees to look after student support and welfare.

Student Support and Progression

Tezpur College tries to give the best possible facilities and support to the students. The college provide financial support to poor but meritorious students. The teachers of the different departments impart remedial coaching classes to slow learners. The mentor-mentee system has been introduced and counselling is provided at the personal level. The college has a computer centre which conducts programmes on computer applications. The college has a language laboratory .The college has a counselling cell with a counsellor who provides counselling for competitive examinations, soft skill development and placement opportunities. There are also awards and scholarships for deserving students to boost their confidence.

The students are encouraged to participate in various policy making bodies like the IQAC and Students Union. The college has different cells to deal with student welfare and grievances. The college also has an active Tezpur College Alumni Association.

Governance, Leadership and Management

As envisaged in its mission and vision statement, Tezpur College is committed to fulfilling the same through good governance, effective leadership and skillful management. The college authority sticks to government regulations in matters of appointment, admission and in the utilization of funds and grants. The college has a transparent management system decentralizing the administration through the formation of various committees which includes teaching and non teaching staff with student members wherever needed. Keeping in mind the mission and vision statement, students are accorded top priority is teaching learning as they are the most important stakeholders of the institution. To enhance teaching learning ICT facilities are made available to students and teachers as per UGC regulations. Teachers are encouraged to attend and participate in seminars, conferences, workshops, short term courses and other faculty development programmes.

Institutional Values and Best Practices

In tune with its vision and mission statements, Tezpur College encourages creative, critical and rational thinking through its various scholastic and non scholastic activities. The teachers and students actively participate in the multidisciplinary classes internally in the college. A few teachers also visit schools and colleges to impart knowledge of their respective subjects.

Students are encouraged to display their capacity building skills through various organizational events held in the college during the general freshmen social, college week and other festival celebrations as per the academic calendar. They are also encouraged to participate in various extra –curricular activities like music ,drama, sports etc. are felicitated after their success.

A green initiative has been undertaken to enhance green cover in the college by planting trees and starting a mini tea garden. A herbal garden has also been proposed to be set up very soon .The street lights of the campus function on solar energy. Rain water harvesting has also been started in the college. LED lights have been used to light the administrative block.

In terms of waste disposal a MoU has been signed with Radiant skills Private Limited to dispose solid waste while the liquid waste is drained into the soak pit. An incinerator has been placed in the girls common room to dispose sanitary pads.

In keeping with the mission of the college various days of national and international importance are observed to promote solidarity, harmony, truth, peace the feeling of nationalism, patriotism, national integration etc. The observance of these days of importance makes the students aware of their contribution to the nation.

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2. PROFILE

2.1 BASIC INFORMATION

Name and Address of the College	
Name	TEZPUR COLLEGE
Address	Tezpur College Kalibari Road, Near Central Jail Dist- Sonitpur
City	Tezpur
State	Assam
Pin	784001
Website	www.tezpurcollege.com

Contacts for Communication					
Designation	**Name**	**Telephone with STD Code**	**Mobile**	**Fax**	**Email**
Principal	Jyoti Kamal Hazarika	03712-220535	9435737738	03712-233232	tezpurcollege2018iqac@gmail.com
IQAC / CIQA coordinator	Basanta Kalita	03712-232535	9101252248	03712-232065	kalitabasanta3@gmail.com

Status of the Institution	
Institution Status	Government

Type of Institution	
By Gender	Co-education
By Shift	Regular

Recognized Minority institution	
If it is a recognized minroity institution	No

Establishment Details	
Date of establishment of the college	05-08-1965

University to which the college is affiliated/ or which governs the college (if it is a constituent college)		
State	**University name**	**Document**
Assam	Gauhati University	[View Document](#)

Details of UGC recognition		
Under Section	**Date**	**View Document**
2f of UGC	18-04-1970	[View Document](#)
12B of UGC	18-04-1970	[View Document](#)

Details of recognition/approval by stationary/regulatory bodies like AICTE,NCTE,MCI,DCI,PCI,RCI etc(other than UGC)				
Statutory Regulatory Authority	**Recognition/Approval details Institution/Department programme**	**Day,Month and year(dd-mm-yyyy)**	**Validity in months**	**Remarks**
No contents				

Details of autonomy	
Does the affiliating university Act provide for conferment of autonomy (as recognized by the UGC), on its affiliated colleges?	No

Recognitions	
Is the College recognized by UGC as a College with Potential for Excellence(CPE)?	No
Is the College recognized for its performance by any other governmental agency?	No

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Location and Area of Campus				
Campus Type	Address	Location*	Campus Area in Acres	Built up Area in sq.mts.
Main campus area	Tezpur College Kalibari Road, Near Central Jail Dist-Sonitpur	Urban	6.6	6771

2.2 ACADEMIC INFORMATION

Details of Programmes Offered by the College (Give Data for Current Academic year)						
Programme Level	Name of Programme/Course	Duration in Months	Entry Qualification	Medium of Instruction	Sanctioned Strength	No.of Students Admitted
UG	BA,Assamese	36	HS	Assamese	500	478
UG	BA,Bengali	36	HS	Bengali	25	4
UG	BA,Economics	36	HS	English + Assamese	200	146
UG	BA,Education	36	HS	English + Assamese	350	332
UG	BA,Philosophy	36	HS	English + Assamese	200	150
UG	BA,Hindi	36	HS	Hindi	50	37
UG	BA,Tourism And Travel Management	36	HS	English + Assamese	100	82
UG	BA,History	36	HS	English + Assamese	350	212
UG	BBA,Bachelor Of Business Administration	36	HS	English + Assamese	20	20
UG	BCom,Commerce	36	HS	English + Assamese	300	299
UG	BA,Bodo	36	HS	Bodo	25	5
UG	BA,Nepali	36	HS	Nepali	50	16

UG	BA,Political Science	36	HS	English + Assamese	350	318
UG	BA,Geography	36	HS	English + Assamese	200	175
UG	BA,English	36	HS	English	200	195
UG	BA,Elective Assamese	36	HS	Assamese	150	99
UG	BA,Elective Bengali	36	HS	Bengali	20	0
UG	BA,Elective Hindi	36	HS	Hindi	15	10

Position Details of Faculty & Staff in the College

	Teaching Faculty											
	Professor				**Associate Professor**				**Assistant Professor**			
	Male	Female	Others	Total	Male	Female	Others	Total	Male	Female	Others	Total
Sanctioned by the UGC /University State Government				0				15				21
Recruited	0	0	0	0	6	6	0	12	10	10	0	20
Yet to Recruit				0				3				1
Sanctioned by the Management/Society or Other Authorized Bodies				0				0				31
Recruited	0	0	0	0	0	0	0	0	12	19	0	31
Yet to Recruit				0				0				0

Non-Teaching Staff				
	Male	**Female**	**Others**	**Total**
Sanctioned by the UGC /University State Government				16
Recruited	9	2	0	11
Yet to Recruit				5
Sanctioned by the Management/Society or Other Authorized Bodies				21
Recruited	17	4	0	21
Yet to Recruit				0

Technical Staff				
	Male	**Female**	**Others**	**Total**
Sanctioned by the UGC /University State Government				0
Recruited	0	0	0	0
Yet to Recruit				0
Sanctioned by the Management/Society or Other Authorized Bodies				1
Recruited	1	0	0	1
Yet to Recruit				0

Qualification Details of the Teaching Staff

Permanent Teachers									
Highest Qualification	Professor			Associate Professor			Assistant Professor		
	Male	Female	Others	Male	Female	Others	Male	Female	Others	Total
D.sc/D.Litt.	0	0	0	0	0	0	0	0	0	0
Ph.D.	0	0	0	3	0	0	5	3	0	11
M.Phil.	0	0	0	3	0	0	7	5	0	15
PG	0	0	0	6	6	0	22	29	0	63

Temporary Teachers									
Highest Qualification	Professor			Associate Professor			Assistant Professor		
	Male	Female	Others	Male	Female	Others	Male	Female	Others	Total
D.sc/D.Litt.	0	0	0	0	0	0	0	0	0	0
Ph.D.	0	0	0	0	0	0	0	0	0	0
M.Phil.	0	0	0	0	0	0	0	0	0	0
PG	0	0	0	0	0	0	0	0	0	0

Part Time Teachers									
Highest Qualification	Professor			Associate Professor			Assistant Professor		
	Male	Female	Others	Male	Female	Others	Male	Female	Others	Total
D.sc/D.Litt.	0	0	0	0	0	0	0	0	0	0
Ph.D.	0	0	0	0	0	0	0	0	0	0
M.Phil.	0	0	0	0	0	0	0	0	0	0
PG	0	0	0	0	0	0	0	0	0	0

Details of Visting/Guest Faculties				
Number of Visiting/Guest Faculty engaged with the college?	**Male**	**Female**	**Others**	**Total**
	0	0	0	0

Provide the Following Details of Students Enrolled in the College During the Current Academic Year

Programme		From the State Where College is Located	From Other States of India	NRI Students	Foreign Students	Total
UG	Male	1142	12	0	0	1154
	Female	1071	45	0	0	1116
	Others	0	0	0	0	0

Provide the Following Details of Students admitted to the College During the last four Academic Years					
Programme		**Year 1**	**Year 2**	**Year 3**	**Year 4**
SC	Male	111	113	97	116
	Female	82	88	103	111
	Others	0	0	0	0
ST	Male	131	152	164	146
	Female	110	139	158	147
	Others	0	0	0	0
OBC	Male	729	758	716	662
	Female	492	540	564	594
	Others	0	0	0	0
General	Male	433	445	410	385
	Female	297	323	315	324
	Others	0	0	0	0
Others	Male	0	0	0	0
	Female	0	0	0	0
	Others	0	0	0	0
Total		2385	2558	2527	2485

3. Extended Profile

3.1 Program

Number of courses offered by the institution across all programs during the last five years

Response: 408

File Description	Document
Institutional Data in Prescribed Format	View Document

Number of programs offered year-wise for last five years

2017-18	2016-17	2015-16	2014-15	2013-14
03	03	03	03	03

3.2 Students

Number of students year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
2540	2555	2577	2414	2335

File Description	Document
Institutional Data in Prescribed Format	View Document

Number of seats earmarked for reserved category as per GOI/State Govt rule year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
251	215	192	196	193

File Description	Document
Institutional Data in Prescribed Format	View Document

Number of outgoing / final year students year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
450	440	445	443	431

File Description	Document
Institutional Data in Prescribed Format	[View Document](#)

3.3 Teachers

Number of full time teachers year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
34	34	34	34	34

File Description	Document
Institutional Data in Prescribed Format	[View Document](#)

Number of sanctioned posts year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
34	34	34	34	34

File Description	Document
Institutional Data in Prescribed Format	[View Document](#)

3.4 Institution

Total number of classrooms and seminar halls

Response: 32

Number of computers

Response: 39

Total Expenditure excluding salary year-wise during the last five years (INR in Lakhs)

2017-18	2016-17	2015-16	2014-15	2013-14
387.9	244.5	298.7	257.7	274.5

4. Quality Indicator Framework(QIF)

Criterion 1 - Curricular Aspects

1.1 Curricular Planning and Implementation

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

Response:

Tezpur College is affiliated to Gauhati University, Guwahati and it follows the curriculum provided by Gauhati University. The College ensures timely and effective curriculum delivery through a well planned documentation process. The college prepares an Annual Academic Calendar prior to the commencement of the academic year by a committee selected for the purpose. It specifies the dates for academic and non-academic activities, examinations, holidays, etc. to ensure proper planning for the Teaching- Learning process and continuous evaluation. It is provided to the students at the time of admission and also to the various departments of the college.

The college prepares a general class routine to enable smooth functioning of the classes. Theory and practical classes are held according to the time-table prepared prior to commencement of the academic year by the Routine Committee and provided to the Students and Teachers.

The Heads of the respective departments take responsibility of allotting the classes to each teacher based on their specialization expertise. All the departments hold regular meetings for the effective academic planning, implementation and review of curriculum. The Heads of every department oversee the completion of the syllabus. The departments prepare course plans and lesson plans. The Principal and IQAC Co-ordinator hold regular meetings with the Heads of the Departments to keep track of the progress of the syllabus and to keep abreast of the functioning of the departments. The Principal, Vice-Principal and IQAC Co-ordinator also visit the classes to monitor the progress.

To make the Teaching- Learning process more learner centric and curriculum delivery more effective reasonable use of ICT is made along with conventional classroom teaching. Teaching is supplemented with Seminars, Workshops, Special Lectures, Group Discussions, Tutorials, Departmental Quiz, Paper Presentation by the students, Projects, Educational Tours, Field Trips etc. for effective curriculum delivery.

The college central library provides teachers and students with necessary learning resources for effective academic development. All faculty members have been provided with user ID and password for accessing NLIST site that offers 97000 E-books and 60000 E-Journals in full text form. The departments also have their own libraries with collection of subject specific books which are available for the use of both students and teachers.

Internal Examinations (Class Tests, Sessional Examination) are held to get feedback of students' progress so as to take proper steps in curriculum delivery. The institution encourages the faculty members to attend OC, RC, and STC courses, workshops, seminars, conferences etc. for acquiring necessary skills for effective delivery of curriculum. They are also encouraged to pursue research activities-M. Phil., Ph. D. and MRPs.

File Description	Document
Link for Additional Information	[View Document](#)

1.1.2 Number of certificate/diploma program introduced during the last five years

Response: 0

1.1.2.1 **Number of certificate/diploma programs introduced year-wise during the last five years**

2017-18	2016-17	2015-16	2014-15	2013-14
00	00	00	00	00

File Description	Document
Details of the certificate/Diploma programs	[View Document](#)

1.1.3 Percentage of participation of full time teachers in various bodies of the Universities/ Autonomous Colleges/ Other Colleges, such as BoS and Academic Council during the last five years

Response: 4.79

1.1.3.1 Number of teachers participating in various bodies of the Institution, such as BoS and Academic Council year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
2	1	0	0	0

File Description	Document
Details of participation of teachers in various bodies	[View Document](#)
Any additional information	[View Document](#)

1.2 Academic Flexibility

1.2.1 Percentage of new Courses introduced out of the total number of courses across all Programs offered during last five years

Response: 0.25

1.2.1.1 How many new courses are introduced within the last five years

Response: 01

File Description	Document
Details of the new courses introduced	[View Document](#)

1.2.2 Percentage of programs in which Choice Based Credit System (CBCS)/Elective course system has been implemented

Response: 0

1.2.2.1 Number of programmes in which CBCS/ Elective course system implemented.

File Description	Document
Name of the programs in which CBCS is implemented	[View Document](#)
Any additional information	[View Document](#)

1.2.3 Average percentage of students enrolled in subject related Certificate/ Diploma programs/Add-on programs as against the total number of students during the last five years

Response: 0

1.2.3.1 Number of students enrolled in subject related Certificate or Diploma or Add-on programs year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
00	00	00	00	00

File Description	Document
Details of the students enrolled in Subjects related to certificate/Diploma/Add-on programs	[View Document](#)

1.3 Curriculum Enrichment

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

Response:

Being an affiliated college, Tezpur College follows the curriculum offered by Gauhati University. A compulsory paper on Environmental Studies is taught at the Under Graduate level. It imparts knowledge on the following topics:

1. **Natural Resource:** This topic imparts knowledge on renewable and non-renewable sources of energy and the role of an individual in the conservation and equitable use of resources.
2. **Ecosystem:** It deals with the concept, structure, and function of the eco-system; the producers, consumers and decomposers of the ecosystem; energy flow in the ecosystem; the ecological pyramid and the different ecosystems.
3. **Bio-Diversity and its conservation:** It covers topics like hot-spots of bio-diversity, threats to and conservation of bio-diversity.
4. **Environmental Pollution:** Deals with the causes, effects, prevention of pollution and also disaster management.
5. **Social Issues and the Environment:** Covers issues like conservation of natural resources and sustainable development.
6. **Field Project:** Students are taken on field trips and are thereafter required to submit project reports on their observation and findings of the environment.

Economics major teaches a paper on environmental issues that enlightens students on:-

- analysing the working of the environment and the economy,
- interpreting issues related to the use of natural resources,
- various pollution control measures.

A paper on environment in Education major deals with-

- man environment relationship,
- economical and psychological perspective on environment,
- environmental degradation and education for sustainable development,
- environmental awareness and attitude change through formal education.

English Major incorporates a paper that revisits texts from different ages from an ecocritical perspective with a view to re-appraise the relationship between the human and the natural world as reflected in literature.

Geography has a paper on Environment and Development that deals with-

- environmental issues like climate change, desertification, environmental pollution,
- concept of sustainable development covering issues like ethics, ecology and socio-economics,
- role of geography in the management of environment and development.

Education major incorporates within its syllabus issues of women empowerment making students aware of prejudices against women-

- the need for creating equal opportunities and social justice,
- the need to provide them quality life,

- ○ emphasizes on the rule of education in women empowerment.

English Major has a paper on "women's writing which invites students

- ○ to examine how women's texts represent the historical and political condition of women,
- ○ to the ways in which they embody a politics of resistance.

The Hindi syllabus has a paper on women exploitation

A paper on Ethics in philosophy Major deals with value education emphasizing on the spirit of ahimsa, satyagraha, and non violence through Gandhiyan ideology.

Political science Major has a paper on Human Rights that gives students knowledge on-

- ○ human rights violation,
- ○ different perspectives on human rights,
- ○ different national and state commissions working for the protection of human right.

1.3.2 Number of value added courses imparting transferable and life skills offered during the last five years

Response: 3

1.3.2.1 Number of value-added courses imparting transferable and life skills offered during the last five years

Response: 03

File Description	Document
Details of the value-added courses imparting transferable and life skills	[View Document](#)
Brochure or any other document relating to value added courses.	[View Document](#)

1.3.3 Percentage of students undertaking field projects / internships

Response: 40.89

1.3.3.1 Number of students undertaking field projects or internships

Response: 1039

File Description	Document
Institutional data in prescribed format	[View Document](#)
Any additional information	[View Document](#)

1.4 Feedback System

1.4.1 Structured feedback received from 1) Students, 2)Teachers, 3)Employers, 4)Alumni and 5)Parents for design and review of syllabus-Semester wise/ year-wise
A.Any 4 of the above

B.Any 3 of the above

C. Any 2 of the above

D. Any 1 of the above

Response: E.None of the above

File Description	Document
Any additional information	[View Document](#)
URL for stakeholder feedback report	[View Document](#)

1.4.2 Feedback processes of the institution may be classified as follows:
A. Feedback collected, analysed and action taken and feedback available on website

B. Feedback collected, analysed and action has been taken

C. Feedback collected and analysed

D. Feedback collected

Response: A. Feedback collected, analysed and action taken and feedback available on website

File Description	Document
URL for feedback report	[View Document](#)

Criterion 2 - Teaching-learning and Evaluation

2.1 Student Enrollment and Profile

2.1.1 Average percentage of students from other States and Countries during the last five years

Response: 1.65

2.1.1.1 Number of students from other states and countries year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
42	62	54	28	21

File Description	Document
List of students (other states and countries)	[View Document](#)
Institutional data in prescribed format	[View Document](#)

2.1.2 Average Enrollment percentage (Average of last five years)

Response: 100

2.1.2.1 Number of students admitted year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
2541	2556	2578	2415	2336

2.1.2.2 Number of sanctioned seats year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
2541	2556	2578	2415	2336

File Description	Document
Institutional data in prescribed format	[View Document](#)

2.1.3 Average percentage of seats filled against seats reserved for various categories as per applicable reservation policy during the last five years

Response: 100

2.1.3.1 Number of actual students admitted from the reserved categories year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
251	215	192	196	193

File Description	Document
Institutional data in prescribed format	[View Document](#)

2.2 Catering to Student Diversity

2.2.1 The institution assesses the learning levels of the students, after admission and organises special programs for advanced learners and slow learners

Response:

The academic performance of the students are reviewed by the teachers through classroom lectures and discussions, previous Board results, unit tests, class participation, special class test and class seminars.

Slow learners:

Special attention is given to those students identified as slow learners. The teachers try to address their doubts and personal difficulties regarding the subject. Concepts which they fail to understand are repeated. Students are encouraged to get over their inhibition so that they can openly discuss their problems. They are provided study material by the teachers of respective subjects, questions and answers are also discussed in detail in the classroom.

Advanced learners

Advanced learners are motivated to strive for higher goals. They are provided with greater inputs for inculcating in them an analytical and critical perspective and thus for better career planning. They are encouraged to write seminar papers, lead group discussions, etc to inculcate in them a sense of research orientation and also to develop in them analytical and problem solving abilities and enhance their presentational skills. Good care is taken to enable them to secure high marks in the examination. Some of the departments also motivate them with awards for good results.

2.2.2 Student - Full time teacher ratio

Response: 39.7

2.2.3 Percentage of differently abled students (Divyangjan) on rolls

Response: 0

2.2.3.1 Number of differently abled students on rolls

Response: 00

File Description	Document
Institutional data in prescribed format	[View Document](#)

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

Response:

Student seminars, group discussions, debates and quizzes on subject related topics, play acting, organised by the various departments give the students a platform to go outside the limits of their syllabus and enhance their conceptual understanding. As the students are actively involved in the learning process it breaks the monotony of routine classroom learning. It also boosts the confidence of the students. Students are given a free hand in organising various departmental activities. This gives them an opportunity to develop their creativity, leadership quality, teamwork and organisational skills.

Students from the department of BBA do field projects with industrial and banking sectors. They take employee satisfaction and customer satisfaction reviews and prepare project reports on their findings.

Field projects and micro teaching are an integral part of teaching in the department of Education. Microteaching is skill based and provides opportunity to the students to get actively involved in the teaching- learning process to gain professional knowledge and skill.

The department of Tourism and Travel Management takes the students annually on educational tours to tourist destinations where they survey tourist opportunities and also talk to tourists. They have to present project reports on their findings which gives them the opportunity to reflect on and conceptualize the experience.

The Geography department takes the students to different areas in and around Tezpur giving first hand knowledge and experience of the specific areas. The topics covered are Geography, Eco Tourism, manner of tourist flow, species identification, socio-economic study of people of different communities (of the places where they are taken to), their social status and economic condition and flood hazard assessment. The students are taken on industrial visits where they meet and interact with Focus Groups. The teachers and students of the department have also organised awareness campaigns on snakebite, solid waste and plastic management and have done a GIS mapping of Tezpur town. It provides students with an opportunity to gain deeper understanding of the meaning of civil responsibility. They are given training in the use of Geographical Information System (GIS), in photography etc.

The department of History has taken their major students to different historical locations in and around

Tezpur and also other parts of Assam as well as to Kolkata. The Assamese major students visit people from different tribes to study their tradition and culture. The students from the department of Education do surveys on the condition and problems of primary education, women literacy rates and also on the socio-economic condition of the people of selected areas.

2.3.2 Percentage of teachers using ICT for effective teaching with Learning Management Systems (LMS), E-learning resources etc.

Response: 100

2.3.2.1 Number of teachers using ICT

Response: 34

File Description	Document
List of teachers (using ICT for teaching)	View Document
Any additional information	View Document

2.3.3 Ratio of students to mentor for academic and stress related issues

Response: 39.7

2.3.3.1 Number of mentors

Response: 64

2.3.4 Innovation and creativity in teaching-learning

Response:

Seminar presentation by the students, group discussions, quizzes, debates and play acting on subject related topics by the various departments encourage learning, make the teaching learning process more dynamic and interesting and enhance the conceptual knowledge of the students. It also develops team spirit among the students and makes them more confident. Departments also organise students' seminars where students and teachers from other colleges are invited for interaction. Special lectures by eminent academicians from esteemed academic institutions are arranged by the departments. Most of the departments combine conventional teaching methods with use of ICT (like laptops and LCD projectors) to facilitate the teaching learning process and to make learning an enjoyable process.

Research projects in the 6th semester help research orientation among the students and in understanding research methodology.

Taking outdoor classes where students get to learn through first hand experience by getting actively involved is an innovative and creative technique adopted by certain departments.

File Description	Document
Any additional information	[View Document](#)

2.4 Teacher Profile and Quality

2.4.1 Average percentage of full time teachers against sanctioned posts during the last five years

Response: 173.89

File Description	Document
Year wise full time teachers and sanctioned posts for 5 years	[View Document](#)
List of the faculty members authenticated by the Head of HEI	[View Document](#)

2.4.2 Average percentage of full time teachers with Ph.D. during the last five years

Response: 14.05

2.4.2.1 Number of full time teachers with Ph.D. year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
11	09	09	08	07

File Description	Document
List of number of full time teachers with PhD and number of full time teachers for 5 years	[View Document](#)

2.4.3 Teaching experience per full time teacher in number of years

Response: 11.88

2.4.3.1 Total experience of full-time teachers

Response: 760

2.4.4 Percentage of full time teachers who received awards, recognition, fellowships at State, National, International level from Government, recognised bodies during the last five years

Response: 0

2.4.4.1 Number of full time teachers receiving awards from state /national /international level from

Government recognised bodies year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
00	00	00	00	00

File Description	Document
Institutional data in prescribed format	[View Document](#)
e-copies of award letters (scanned or soft copy)	[View Document](#)

2.4.5 Average percentage of full time teachers from other States against sanctioned posts during the last five years

Response: 2.78

2.4.5.1 Number of full time teachers from other states year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
01	01	01	01	01

File Description	Document
List of full time teachers from other state and state from which qualifying degree was obtained	[View Document](#)

2.5 Evaluation Process and Reforms

2.5.1 Reforms in Continuous Internal Evaluation(CIE) system at the institutional level

Response:

The college conducts sessional examinations as per requirement of the Gauhati University examination system. Besides that, departments hold class tests to analyse the progress of the students. Class tests act as a feedback for the students to analyse their own understanding of the subject and also as a feedback for the teachers to review the progress level of the various learners. In a mixed classroom class tests are important to identify the different levels of students and thereby to deal with them accordingly.

Departments reserve the discretion to allot marks for class attendance, presence in class tests, participation in academic and non-academic activities of the department.

Seminars, group-discussions, quizzes and debates also facilitate the evaluation process. Individual teachers

also ask questions in regular classes to test the knowledge of the students on the specific topic discussed.

2.5.2 Mechanism of internal assessment is transparent and robust in terms of frequency and variety

Response:

Sessional examination for major subjects are held by the respective departments and examinations for general subjects are organised centrally. Sessional examinations are compulsory as marks are added to the final examinations. For those students who are unable to appear in the examination for genuine reasons, re-examination is held by the departments or they are allotted assignments on the subject.

Results of all examinations held by the college are duly intimated to the examinees. Corrected answer scripts are provided to the students of general subjects if they so desire. Major students are shown their answer scripts and their strengths and weaknesses pointed out. Doubts and enquiries of the students are clarified. The teachers also explain the mistakes and teach the correct answer so that the same mistakes are not repeated.

File Description	Document
Any additional information	[View Document](#)

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

Response:

As the final examinations are conducted by the Gauhati University, examination related grievances of the students are forwarded to the University for corrective measures. The college takes initiative through office assistants to register the grievances of the students and forward it to the University at the earliest. There is also online mechanism for registering examination related grievances. The college takes initiative to make the process hassle-free for the students. Grievances related to sessional examinations are solved by the respective departments. If any student fails to appear for any examination he/she is allowed to re-appear or is allotted an assignment in the respective subject on production of documents stating genuine reason of absence. Doubts and enquiries of the students are clarified by teachers.

File Description	Document
Link for Additional Information	[View Document](#)

2.5.4 The institution adheres to the academic calendar for the conduct of CIE

Response:

The university academic calendar is followed in planning the academic and non-academic activities of the college. Sessional tests for the odd semesters are generally held by the first part of October and sessional tests for even semesters are held by the second part of March. The end semester finals, conducted by the university are held in December and May respectively. Marks from the sessional examinations are added to the final examination. Passing in the sessional examination is mandatory as students failing in the sessional examinations will be considered as fail even though they pass in that particular subject in the final examination. Continuous internal evaluation is also done through observation of students' participation and performance in class, in group discussions, seminars, quiz competitions and debates organised by the individual teachers and also by the respective departments.

File Description	Document
Link for Additional Information	View Document

2.6 Student Performance and Learning Outcomes

2.6.1 Program outcomes, program specific outcomes and course outcomes for all programs offered by the Institution are stated and displayed on website and communicated to teachers and students

Response:

Being an affiliated college under Gauhati University, Tezpur College adheres to the framework of the university in following the Under Graduate curriculum of three years in major and general course for the three programmes of Arts, Commerce and Management. The college prepares a routine at the beginning of a semester so that the curriculum designed by the university can be carried out effectively. The final semester results are displayed in the affiliating university website whereas the sessional marks are displayed in the department notice board and the scripts are shown to those students who so desire. Staff council meetings are regularly held in the beginning of each academic session and also in the mid session to discuss academic matters and the progress of the departments. The Principal also holds meetings with the Heads of the department to discuss academic and non-academic matters of the departments.

File Description	Document
Link for Additional Information	View Document

2.6.2 Attainment of program outcomes, program specific outcomes and course outcomes are evaluated by the institution

Response:

- Attainment of Programme Outcomes, Programme Specific Outcomes and Course Outcomes are duly evaluated by the institution. Feedbacks taken from the students on teachers and the syllabus are a significant method of assessing the teaching- learning system. It provides inputs on teaching- learning drawbacks, limitations and constraints and also strengths of the faculty members.

- The college has an Internal Compliant Mechanism where students can place their problems at any time.
- Parent- Teacher Meets organized by the institution and also by the departments individually help in introspecting on and reviewing the teaching- learning process and also reconsidering teacher-student relations.
- Interacting with students in the classrooms, organizing class tests and subject-oriented quizzes and debates, student seminars, talks, workshops, etc help in measuring and checking Programme Outcomes.
- The institution has a Counseling Cell that help resolve students' problems, both academic and psychological, to attain programme outcomes. It also offers them guidance on various career options.

File Description	Document
Link for Additional Information	[View Document](#)

2.6.3 Average pass percentage of Students

Response: 57.84

2.6.3.1 Total number of final year students who passed the examination conducted by Institution.

Response: 450

2.6.3.2 Total number of final year students who appeared for the examination conducted by the institution

Response: 778

File Description	Document
Institutional data in prescribed format	[View Document](#)

2.7 Student Satisfaction Survey

2.7.1 Online student satisfaction survey regarding teaching learning process

Response: 3.57

Criterion 3 - Research, Innovations and Extension

3.1 Resource Mobilization for Research

3.1.1 Grants for research projects sponsored by government/non government sources such as industry ,corporate houses, international bodies, endowment, chairs in the institution during the last five years (INR in Lakhs)

Response: 0

3.1.1.1 Total Grants for research projects sponsored by the non-government sources such as industry, corporate houses, international bodies, endowments, Chairs in the institution year-wise during the last five years(INR in Lakhs)

2017-18	2016-17	2015-16	2014-15	2013-14
00	00	00	00	00

File Description	Document
List of project and grant details	[View Document]()

3.1.2 Number of research projects per teacher funded, by government and non-government agencies, during the last five year

Response: 0

3.1.2.1 Number of research projects funded by government and non-government agencies during the last five years

3.1.2.2 Number of full time teachers worked in the institution during the last 5 years

Response: 63

File Description	Document
Supporting document from Funding Agency	[View Document]()
Funding agency website URL	[View Document]()

3.2 Innovation Ecosystem

3.2.1 Institution has created an ecosystem for innovations including incubation centre and other initiatives for creation and transfer of knowledge

Response:

The College has taken initiative to create knowledge and transfer of the same in different fields. It has organized a workshop for the girl-students on sanitary pad making out of old and unused pieces of cloth, by Sri Pallabi Devi, an alumnus of the department of History, Tezpur College. This will help the female students, specially the poor ones, to take care of themselves. Similarly, Raghab Mahanta, faculty member in the department of Assamese, teaches Music to the students. Mr. Azizur Rahman, Mr. Gauhati University 2018-19 and Miss Kareena Koch, National Awardee of the college, teach the technique of body building and power lifting.

File Description	Document
Any additional information	[View Document](#)

3.2.2 Number of workshops/seminars conducted on Intellectual Property Rights (IPR) and Industry-Academia Innovative practices during the last five years

Response: 1

3.2.2.1 Number of workshops/seminars conducted on Intellectual Property Rights (IPR) and Industry-Academia Innovative practices year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
01	00	00	00	00

File Description	Document
List of workshops/seminars during the last 5 years	[View Document](#)
Any additional information	[View Document](#)

3.3 Research Publications and Awards

3.3.1 The institution has a stated Code of Ethics to check malpractices and plagiarism in Research

Response: Yes

File Description	Document
Institutional data in prescribed format	[View Document](#)
Any additional information	[View Document](#)

3.3.2 The institution provides incentives to teachers who receive state, national and international recognition/awards

Response: Yes	
File Description	**Document**
Any additional information	[View Document](#)

3.3.3 Number of research papers per teacher in the Journals notified on UGC website during the last five years

Response: 0

3.3.3.1 Number of research papers in the Journals notified on UGC website during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
00	00	00	00	00

File Description	**Document**
List of research papers by title, author, department, name and year of publication	[View Document](#)

3.3.4 Number of books and chapters in edited volumes/books published and papers in national/international conference proceedings per teacher during the last five years

Response: 2.74

3.3.4.1 Total number of books and chapters in edited volumes / books published, and papers in national/international conference-proceedings year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
20	6	51	8	8

File Description	**Document**
List books and chapters in edited volumes / books published	[View Document](#)

3.4 Extension Activities

3.4.1 Extension activities in the neighbourhood community in terms of impact and sensitising students to social issues and holistic development during the last five years

Response:

Tezpur College has undertaken many extension activities during the last five years. Some activities are taken in collaboration with other external agencies whereas few are taken by the college itself. These extension programmes cover a variety of social issues which may be grouped as below-

- Plantation drive for better environment.
- Blood Donation Camp to save precious human lives.
- Anti- Tobacco Campaign for better health.
- Distribution of Relief materials to riot-affected people.
- AIDS awareness programme.
- Swachch Bharat Abhijan to practice cleanliness.
- Village adoption programme for overall development of the area.
- School adoption programme to extend academic help.
- Community Development, relief and post flood awareness campaign in Tol Gereki Village, Tezpur 23rd October 2016.
- Awareness programme on SWM at Tourist Places of Tezpur on 7th November 2016 by B.A. 1st Semester Students of Geography Department, Tezpur College, Tezpur.

These activities are primarily aimed at fulfilling objectives like extending intellectual and physical benefits to the local community, sensitizing the students towards vital issues concerning the society, to create awareness among the common people regarding issues like health sanitation, education, cleanliness etc. For example, plantation drives increase the student's perception towards the environmental challenges faced by the present generation. The students are informed about the importance of forestation and the role played by trees in making the environment healthy and clean.

Again the various activities related to health and wellness make the students aware of the gravity of the issues. The students as well as the people from the neighbourhood community get benefit from these programmes in a holistic manner. It also helps to eradicate the various social superstitions attached to our society regarding habits and customs. The impact of the programmes can be seen in the form of increasing number of students participating in the subsequent endeavours.

The School Adoption Programme is undertaken in accordance with the directives from the UGC and NAAC. This aims to extend the academic and intellectual knowledge to neighbourhood schools and educational institutions. The young students of schools are given advance knowledge by the teachers of our college. This practice is helpful in igniting the minds and encouraging them to think in a different way.

File Description	Document
Any additional information	[View Document](#)
Link for Additional Information	[View Document](#)

3.4.2 Number of awards and recognition received for extension activities from Government /recognised bodies during the last five years

Response: 0

3.4.2.1 Total number of awards and recognition received for extension activities from Government /recognised bodies year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
0	0	0	00	00

File Description	Document
Number of awards for extension activities in last 5 years	View Document
e-copy of the award letters	View Document

3.4.3 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 last five years

Response: 8

3.4.3.1 Number of extension and outreach Programs conducted in collaboration with Industry, Community and Non- Government Organizations through NSS/ NCC/ Red Cross/ YRC etc., year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
00	02	03	02	01

File Description	Document
Number of extension and outreach programs conducted with industry,community etc for the last five years	View Document
Any additional information	View Document

3.4.4 Average percentage of students participating in extension activities with Government Organisations, Non-Government Organisations and programs such as Swachh Bharat, Aids Awareness, Gender Issue, etc. during the last five years

Response: 11.88

3.4.4.1 Total number of students participating in extension activities with Government Organisations, Non-

Government Organisations and programs such as Swachh Bharat, Aids Awareness, Gender Issue, etc. year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
523	660	335	00	00

File Description	Document
Average percentage of students participating in extension activities with Govt. or NGO etc.	View Document
Any additional information	View Document

3.5 Collaboration

3.5.1 Number of linkages for faculty exchange, student exchange, internship, field trip, on-the-job training, research, etc during the last five years

Response: 10

3.5.1.1 Number of linkages for faculty exchange, student exchange, internship, field trip, on-the-job training, research, etc year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
02	02	02	03	01

File Description	Document
Number of Collaborative activities for research, faculty etc.	View Document
Any additional information	View Document

3.5.2 Number of functional MoUs with institutions of National/ International importance, Other Institutions, Industries, Corporate houses etc., during the last five years (only functional MoUs with ongoing activities to be considered)

Response: 0

3.5.2.1 Number of functional MoUs with institutions of national, international importance, other universities, industries, corporate houses etc. year-wise during the last five years (only functional MoUs with ongoing activities to be considered)

2017-18	2016-17	2015-16	2014-15	2013-14
00	00	00	00	00

File Description	Document
e-copies of the MoUs with institution/ industry/ corporate house	[View Document](#)
Details of functional MoUs with institutions of national, international importance,other universities etc during the last five years	[View Document](#)

Criterion 4 - Infrastructure and Learning Resources

4.1 Physical Facilities

4.1.1 The institution has adequate facilities for teaching- learning. viz., classrooms, laboratories, computing equipment, etc.

Response:

- There are 30 nos of classrooms which are well lit and 10 classrooms have got projectors which make teaching learning interesting and enriching.
- All the big classrooms are installed with CCTV surveillance to stop any untoward incidents during examinations.
- There are three smart classrooms with LCD projector, computer, smart board, microphone, amplifier, etc.
- The institution has one modern and up-to-date recording room for recording and preparing e-content by the faculty members.
- All departments have been provided with microphone and voice amplifier systems to be used while teaching in big classes.
- There are 15 departments in the entire college. All the departments are provided with a computer each having internet facility.
- Free Wi-Fi facility has been provided to all students and teachers of the college. NME connection is available in Principal's, Vice-Principal's Chamber as well as office and IQAC.
- There are two laboratories in the department of Geography and in the department of Education.
- The Geography department also has one GIS laboratory to provide knowledge on GIS.
- There is one language laboratory in the college.
- Students can learn basic computer course at the college computer centre at minimum fees.
- All classrooms are equipped with green boards for better visibility clean environment.
- The college also has a well equipped library with air conditioned reading room and having Wi-Fi facility. E-book readers are provided for students.
- Besides the central library each department has its own departmental library.
- Students can avail of library resources through e-resource.

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

Response:

Adequacy of Facilities for sports, games

- : The college has adequate facilities for indoor games and various indoor games are conducted which includes Table Tennis, Badminton, Carrom etc.
- : An indoor stadium was established in the year 2010 which is suitable for conducting games like Table Tennis and Badminton. The size of the indoor stadium is 119 feet X 81 feet.

1. One set of Table Tennis Board.
2. Movable Badminton Stand- 02 no

3. Badminton Court- 3 nos
4. Carrom boards- 2 nos
5. Badminton Rackets- 12 nos

Outdoor: The College has facilities for conducting volley ball competitions in the playground available in the campus.

1. Equipment for cricket.
2. Footballs and football net.
3. Basketball Court and Basket Balls.
4. Volleyball court with volleyballs and Net.

Athletics

1. 3 nos of Javelins
2. 2 nos of shot puts.
3. Jumping stand.
4. 2 nos of Discuss.
5. Tug of War Rope.

User Rate

1. Indoor games- throughout the year.
2. Outdoor- seasonal
3. Volleyball- seasonal.

Facilities for sports, games, gymnasium, yoga centre, cultural activities:

For conducting various cultural activities the college utilizes the auditorium cum indoor stadium. Freshmen Social and Annual College Week functions are held annually. The students are encouraged to participate in various competitions at the university level for which the Department of Music has been started with a music teacher.

File Description	Document
Any additional information	[View Document](#)

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

Response: 37.5

4.1.3.1 Number of classrooms and seminar halls with ICT facilities

Response: 12

File Description	Document
Number of classrooms and seminar halls with ICT enabled facilities	[View Document](#)
any additional information	[View Document](#)

4.1.4 Average percentage of budget allocation, excluding salary for infrastructure augmentation during the last five years.

Response: 35.84

4.1.4.1 Budget allocation for infrastructure augmentation, excluding salary year-wise during the last five years (INR in Lakhs)

2017-18	2016-17	2015-16	2014-15	2013-14
245	51	116	132	14

File Description	Document
Details of budget allocation, excluding salary during the last five years	[View Document](#)
Audited utilization statements	[View Document](#)

4.2 Library as a Learning Resource

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

Response:

The Tezpur College library was established in the year 1965. The library has a collection of 38626 (Text-16156 and Reference- 22470) reading material which includes texts, references, rare books. The library also has a collection of books on Human Rights, Medicinal Plants, Gandhian Thoughts, Indian Struggle for Independence, Books on the lives of Philosophers etc. Local Area Network (LAN) using ILMS Software for University Libraries (SOUL) is installed 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. The Tezpur College Library is an active member of the INFLIBNET, Ahmadabad. The Library also has internet connectivity for accessing e-resources.

- Name of ILMS software- SOUL
- Nature of automation (fully or partially)- Partially
- Version- 2.0
- Year of Automation- 2006

File Description	Document
Any additional information	[View Document](#)

4.2.2 Collection of rare books, manuscripts, special reports or any other knowledge resources for library enrichment

Response:

Feeling the needs and importance of a library, Tezpur College has established its own library along with the establishment of the college in the year 1965. The college library was named as Chandra Mohan Medhi Library in the year 2005, and before that it was just known as the college library. The C.M.Medhi Library is a well-equipped library with computerized network through SOUL software and internet with Wi-Fi facilities. The library is well stocked with collection of over 38 thousand books in English, Assamese, Hindi and some other languages along with the e-books and e-journal facilities. It has a special corner where the rare books are displayed for the visitors. The library has a research corner where the Ph. D. theses and M. Phil. Dissertations of the faculty members are kept for the prospective researchers of the college. The outsiders can also avail the library facility but he can not borrow book from the library. Few teachers have donated some rare books, documents and other things to the library. The library has a collection of rare books,manuscripts, special reports summing up to 48 numbers.

File Description	Document
Any additional information	[View Document](#)

4.2.3 Does the institution have the following:

1. e-journals
2. e-ShodhSindhu
3. Shodhganga Membership
4. e-books
5. Databases

A. Any 4 of the above

B. Any 3 of the above

C. Any 2 of the above

D. Any 1 of the above

Response: A. Any 4 of the above

File Description	Document
Details of subscriptions like e-journals,e-ShodhSindhu,Shodhganga Membership etc	View Document
Any additional information	View Document

4.2.4 Average annual expenditure for purchase of books and journals during the last five years (INR in Lakhs)

Response: 2.87

4.2.4.1 Annual expenditure for purchase of books and journals year-wise during the last five years (INR in Lakhs)

2017-18	2016-17	2015-16	2014-15	2013-14
4.5	5.32	1.88	2.06	.58

File Description	Document
Details of annual expenditure for purchase of books and journals during the last five years	View Document
Audited statements of accounts	View Document
Any additional information	View Document

4.2.5 Availability of remote access to e-resources of the library

Response: Yes

File Description	Document
Any additional information	View Document

4.2.6 Percentage per day usage of library by teachers and students

Response: 3.15

4.2.6.1 Average number of teachers and students using library per day over last one year

Response: 82

4.3 IT Infrastructure

4.3.1 Institution frequently updates its IT facilities including Wi-Fi

Response:

The updating works of the IT facilities including Wi-Fi are done at regular intervals. New IT instruments like Computers, LCD Projector, New Softwares etc. The college has internet facilities in office as well as in the Library from state run BSNL. The internet connections were provided under the NME Scheme of Ministry of Human Resource Development, Govt. of India. The internet facilities are further updated and strengthened by installing Wi-Fi facility in the campus with the help of Reliance Jio and BSNL. Anti-Virus softwares are used to protect the security of computers having internet connections. The Library software updation from SOUL 1 to SOUL 2.0 (Date 03/04/2014). Institutional Digital Repository N-LIST- e-resource software programme (Maintained by INFLIBNET, Ahmedabad). The admission form fill up and renewal of admission of the college has been made fully online from the academic year 2019-20.

File Description	Document
Link for Additional Information	View Document

4.3.2 Student - Computer ratio

Response: 65.15

4.3.3 Available bandwidth of internet connection in the Institution (Lease line)
>=50 MBPS

35-50 MBPS

20-35 MBPS

5-20 MBPS

Response: >=50 MBPS

File Description	Document
Any additional information	View Document

4.3.4 Facilities for e-content development such as Media Centre, Recording facility, Lecture Capturing System (LCS)

Response: Yes

File Description	Document
Facilities for e-content development such as Media Centre, Recording facility,LCS	[View Document](#)
Link to photographs	[View Document](#)

4.4 Maintenance of Campus Infrastructure

4.4.1 Average Expenditure incurred on maintenance of physical facilities and academic support facilities excluding salary component, as a percentage during the last five years

Response: 68.9

4.4.1.1 Expenditure incurred on maintenance of physical facilities and academic support facilities excluding salary component year-wise during the last five years (INR in Lakhs)

2017-18	2016-17	2015-16	2014-15	2013-14
337	192	226	198	73

File Description	Document
Details about assigned budget and expenditure on physical facilities and academic facilities	[View Document](#)
Audited statements of accounts.	[View Document](#)

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.

Response:

Maintenance of Library: Tezpur College has a well-equipped Library named after the first Principal of the college, "Chandra Mohan Medhi Library". The Library has air-conditioned reading rooms for teachers and students separately. The complete database of the library is computerized and uses the "SOUL Software". There is a library Committee which is responsible for purchasing books as per recommendations received from the various departments of the college. The committee periodically takes stock of the functioning of the Library.

Maintenance of Laboratory infrastructure and facilities- There are four different kinds of Laboratory in the college- Geography, Education, Language Laboratory and Computer Laboratory. In addition to this the department of Geography also has a GIS (Geographical Information System) Laboratory.

The purchase of laboratory equipments and other necessary material is done by the college authority in consultation with the respective departments. The Major or Minor constructions are supervised by the

construction committee of the college.

Maintenance of Sports Facilities: The college has well established sport facilities in terms of indoor games.It has one indoor stadium of L-119 ft. and B- 81 ft. which houses three badminton courts and one table tennis Board.

Other indoor sports available in the college include Carrom, Ludo, Chinese Checker etc.

The facilities are well maintained by a teacher in-charge designated as Sports Officer. He reports to the Principal regarding the maintenance and requirement of the same.

The college has a variety of facilities for outdoor games like Football, Volleyball, basketball, athletics, weightlifting, power lifting etc. The college also has a well-equipped Gymnasium with a full time gym instructor.

The outdoor facilities are also maintained in the same way as indoor games facilities.

Maintenance of IT Facilities: The IT facilities of the college are maintained by making necessary purchases and repairing by the college authority as per requisition received from the teaching departments and administrative office of the college. The IT facilities are updated as and when necessary.

Students support and Welfare: For student support and welfare, the college has various committees chaired by the Principal of the college. These committees are.

- Grievance Redressel Committee
- Sexual Harassment Committee
- Canteen Committee
- Anti- ragging Committee
- Disciplinary Committee
- Library Committee
- Feedback Committee
- Committee for Girls' Hostel
- Campus Maintenance Committee

In addition to these there are various cells which look after the different aspects of the student support system-

- Career- Counseling and Guidance Cell
- Medical Cell
- Women's Cell
- IQAC
- Research Promotion Cell

Academic Support: The College has an Academic Council to discuss and take necessary steps for all matters related to academics like Syllabus, Routine, Examination, Admission etc. Academic support is provided to students by conducting tutorial sessions and remedial classes.

To encourage the students to excel in examinations and imbibe competitive spirit, the college has

provision for Best Student Award to the Best Graduate. The Library, also to inculcate regular reading habits in a student, awards a student with the Best Reader award every year during the Annual College Week.

File Description	Document
Any additional information	View Document

Criterion 5 - Student Support and Progression

5.1 Student Support

5.1.1 Average percentage of students benefited by scholarships and freeships provided by the Government during the last five years

Response: 20.98

5.1.1.1 Number of students benefited by scholarships and freeships provided by the Government year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
1033	616	341	417	226

File Description	Document
Average percentage of students benefited by scholarships and freeships provided by the Government during the last five years	[View Document](#)
Any additional information	[View Document](#)

5.1.2 Average percentage of students benefited by scholarships, freeships, etc. provided by the institution besides government schemes during the last five years

Response: 0.31

5.1.2.1 Total number of students benefited by scholarships, freeships, etc provided by the institution besides government schemes year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
2	5	5	9	16

File Description	Document
Number of students benefited by scholarships and freeships besides government schemes in last 5 years	[View Document](#)
Any additional information	[View Document](#)

5.1.3 Number of capability enhancement and development schemes –

1. For competitive examinations
2. Career counselling
3. Soft skill development
4. Remedial coaching
5. Language lab
6. Bridge courses
7. Yoga and meditation
8. Personal Counselling

A. 7 or more of the above

B. Any 6 of the above

C. Any 5 of the above

D. Any 4 of the above

Response: C. Any 5 of the above

File Description	Document
Details of capability enhancement and development schemes	[View Document]()
Link to Institutional website	[View Document]()

5.1.4 Average percentage of student benefited by guidance for competitive examinations and career counselling offered by the institution during the last five years

Response: 7.81

5.1.4.1 Number of students benefited by guidance for competitive examinations and career counselling offered by the institution year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
300	00	00	400	250

File Description	Document
Number of students benefited by guidance for competitive examinations and career counselling during the last five years	[View Document]()

5.1.5 Average percentage of students benefited by Vocational Education and Training (VET) during

the last five years

Response: 0

5.1.5.1 Number of students attending VET year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
00	00	00	00	00

File Description	Document
Details of the students benifitted by VET	[View Document](#)

5.1.6 The institution has a transparent mechanism for timely redressal of student grievances including sexual harassment and ragging cases

Response: Yes

File Description	Document
Minutes of the meetings of student redressal committee, prevention of sexual harassment committee and Anti Ragging committee	[View Document](#)
Details of student grievances including sexual harassment and ragging cases	[View Document](#)

5.2 Student Progression

5.2.1 Average percentage of placement of outgoing students during the last five years

Response: 5.23

5.2.1.1 Number of outgoing students placed year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
8	15	17	45	30

File Description	Document
Details of student placement during the last five years	[View Document](#)

5.2.2 Percentage of student progression to higher education (previous graduating batch)

Response: 10.38

5.2.2.1 Number of outgoing students progressing to higher education

Response: 80

File Description	Document
Details of student progression to higher education	[View Document](#)

5.2.3 Average percentage of students qualifying in State/ National/ International level examinations during the last five years (eg: NET/ SLET/ GATE/ GMAT/ CAT/ GRE/ TOEFL/ Civil Services/State government examinations)

Response: 40

5.2.3.1 Number of students qualifying in state/ national/ international level examinations (eg: NET/ SLET/ GATE/ GMAT/ CAT/ GRE/ TOEFL/ Civil services/ State government examinations) year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
3	1	0	0	0

5.2.3.2 Number of students who have appeared for the exams year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
3	1	0	0	0

File Description	Document
Upload supporting data for the same	[View Document](#)
Number of students qualifying in state/ national/ international level examinations during the last five years	[View Document](#)

5.3 Student Participation and Activities

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

Response: 9

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

2017-18	2016-17	2015-16	2014-15	2013-14
02	03	01	01	02

File Description	Document
Number of awards/medals for outstanding performance in sports/cultural activities at national/international level during the last five years	[View Document](#)
e-copies of award letters and certificates	[View Document](#)

5.3.2 Presence of an active Student Council & representation of students on academic & administrative bodies/committees of the institution

Response:

The Students' Union is an indispensable part of the Academic, Non- academic and Administrative bodies and committees of the institution (G.B., IQAC, Alumni Association, co-curricular activities etc.). The Students' Union is elected annually under democratic procedures. This union represents and addresses students' views and grievances. As the spokesperson of the student community they convey their grievances to concerned authorities for discussion and amicable solution.

The Students' Union organizes and conducts various co-curricular and extra- curricular activities of the college under the guidance of teacher-in-charges. The Students' Union plays a major role in literary, sports and cultural events of the college.

The Students' Union, NCC (Girls' and Boys' wing) and NSS unit help a lot in overseeing the maintenance of the disciplinary process during various meetings, festivals and various events held in the college. They also work towards maintaining a clean campus and creating environmental awareness among the students.

The student members also assist the institution in implementing anti-ragging and anti-tobacco measures to make the institution a ragging free and tobacco free campus.

File Description	Document
Any additional information	[View Document](#)
Link for Additional Information	[View Document](#)

5.3.3 Average number of sports and cultural activities/ competitions organised at the institution level per year

Response: 0.8

5.3.3.1 Number of sports and cultural activities / competitions organised at the institution level year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
00	02	00	00	02

File Description	Document
Number of sports and cultural activities / competitions organised per year	[View Document](#)
Any additional information	[View Document](#)

5.4 Alumni Engagement

5.4.1 The Alumni Association/Chapters (registered and functional) contributes significantly to the development of the institution through financial and non financial means during the last five years

Response:

The alumni association of the college is closely involved with the developmental process of the institution. The association arouses a feeling of belongingness, camaraderie and warmth. The college, both students and teachers, earnestly work to reach out to the college alumni in India and abroad so that they feel a sense of belonging to their alma mater and also be a source of inspiration to the young generation.

The alumni association played a pivotal role in organizing and conducting the Golden Jubilee Celebration of the college in August, 2015. The association donated the bust of the former principal of the college Late Chandra Mohan Medhi and also felicitated former and present teachers of the college with memento and a Gamucha. The association sponsored an artiste in the Golden Jubilee Celebration Cultural Night. The Tezpur College Alumni Association published a souvenir named "Anuranan" during the celebration in 2015. Besides contributing to the general fund of the Golden Jubilee Celebration, the alumni association also contributed a sum of Rs.17550/-.

File Description	Document
Any additional information	[View Document](#)

5.4.2 Alumni contribution during the last five years(INR in Lakhs)

? 5 Lakhs

4 Lakhs - 5 Lakhs

3 Lakhs - 4 Lakhs

1 Lakh - 3 Lakhs

Response: 3 Lakhs - 4 Lakhs

File Description	Document
Any additional information	[View Document](#)
Alumni association audited statements	[View Document](#)

5.4.3 Number of Alumni Association / Chapters meetings held during the last five years

Response: 6

5.4.3.1 Number of Alumni Association /Chapters meetings held year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
02	01	01	01	01

File Description	Document
Number of Alumni Association / Chapters meetings conducted during the last five years.	[View Document](#)
Any additional information	[View Document](#)

21-10-2019 12:23:02

Criterion 6 - Governance, Leadership and Management

6.1 Institutional Vision and Leadership

6.1.1 The governance of the institution is reflective of an effective leadership in tune with the vision and mission of the institution

Response:

Being a provincialised college under the Assam College Teachers Provincialisation Act (2005), the college is governed as per Govt. of Assam's rules and regulations. The Governing Body (GB) of the college is the apex authority governing the institution and the Principal is the Secretary of the Governing Body. In tune with the mission, the college always tries to reflect the future requirements and social needs through various scholastic and non-scholastic activities to create organinsational, entrepreneurial and leadership capacity among the students. Tezpur College has been actively working to promote solidarity, harmony, self-reliance, social justice and conflict resolution. It is done through various extension activities involving society and student community. Tezpur College always strives to build a spirit of nationalism and Patriotism through class lectures and various events and functions organized in the college. The college has few plans which are being gradually implemented. These long term plans such as opening Science Stream, introduction of PG courses, modern auditorium etc. are already undergoing and are at different stages of progress. The opening of Science Stream is in line of the college's vision to provide education to the society to create a scientific outlook for the future generations. Similarly, efforts to open Post Graduate course is to support our vision to expand, enhance and improve the teaching-learning process. Again, the teachers of the college are very much a part of the various decision making bodies of the college. The college has teacher members in every important body/ committee like Governing Body, Building Committee, Construction Committee, Purchase Committee, Canteen Committee, IQAC, Students' Union, etc. Through the celebration of different activities and days of national importance the institution has tried to increase solidarity, social cohesion, peace, harmony and the sense of nationalism and patriotism. The college has also conducted green audit to protect and preserve the natural ambience of the college campus.

The governance of the college always follow the rule of decentralised, participative and contributory system of management. This is reflected in the various committees formed to deal with different issues and the representation of the teaching and non-teaching members in the the various bodies of the college.

File Description	Document
Any additional information	[View Document](#)
Link for Additional Information	[View Document](#)

6.1.2 The institution practices decentralization and participative management

Response:

Case Study: Holding of Sessional Examination

The sessional examinations are held by the college prior to the odd and even end semester

examinations held by Gauhati University. The process of holding the sessional examinations is a good example of decentralization and participative management. The dates of examination are decided at a meeting of the Heads of Departments with the college authority comprising Principal and Vice Principal. The Vice Principal is given the overall charge to prepare the routine, collection of question papers and distribution of printed question papers to the Assistants-in-charge of the examination. The assistants- in-charge are appointed by the Principal from among the teachers of the college. The sessional examinations for the major students are held according to the convenience of the respective departments as per the window given in the central exam routine.

The Heads of the departments entrust a particular teacher to prepare a certain question paper and also to hold examination for the major students. The Assistants-in-charge does all the necessary works to hold the examination for the general course students. They distribute the answer scripts to the teachers for checking as per list submitted by the Heads of Departments. The Heads of the Departments is in charge of holding and collecting the marks foil of his/her department.

File Description	Document
Any additional information	[View Document](#)

6.2 Strategy Development and Deployment

6.2.1 Perspective/Strategic plan and Deployment documents are available in the institution

Response:

The College authority has been sincerely working towards the introduction of another stream to the existing two streams of the college, keeping in view the growing public demand of the need and necessity of science stream. The only college that offers science stream in Tezpur at the Under Graduate level is Darrang College. Therefore, to cater to the demand of the prospective students wanting to pursue science at the under graduate level, the Governing Body of the college in its meeting held on 31/03/2018 took a resolution (Resolution no. 10) to request the Dept. of Higher Education, Govt. of Assam for giving permission and official allotment of science stream at UG level at Tezpur College. In response to the request of the Governing Body the Directorate of Higher Education, Govt. of Assam vide letter no AHE.139/2018/9 dated 18th August, 2018 has allotted Science Stream at Under Graduate level from the academic session 2019-20. The construction of physical facilities are already nearing completion and it is firmly believed that from the next session the dream of the people of Tezpur town to have the second Science College will be fulfilled. It is hoped that the Government of Assam will complete the process of appointment of the faculty members very soon enabling the college to start the academic session.

File Description	Document
Any additional information	[View Document](#)
Strategic Plan and deployment documents on the website	[View Document](#)
Link for Additional Information	[View Document](#)

6.2.2 Organizational structure of the institution including governing body, administrative setup, and functions of various bodies, service rules, procedures, recruitment, promotional policies as well as grievance redressal mechanism

Response:

The Governing Body is at the top of the organizational structure of the college followed by the Principal who is the Secretary of the college Governing Body. The teaching and non-teaching staff work under the office of the Principal. The Academic Council comprising all the faculty members and headed by the Principal takes important decisions regarding academic matters. The issues like service rule procedures, recruitment and promotional policies are handled as per the directive and regulations from the Department of Education (Higher), Govt. of Assam, UGC and the Gauhati University to which the college is affiliated. The college has good grievance redressal forums for both staff and students and the grievances are looked into by the Grievance Redressal Cell of the college. Grievences are to be submitted to the Grievance Redressal Cell by empolyees and students which are forwarded to the principal for necessary action. Recruitment procedures are followed as per regulations put by the UGC and Govt. of Assam. All the necessary decisions regarding classes, examinations and other academic matters are taken in the meeting of the heads of the departments.

File Description	Document
Any additional information	[View Document](#)
Link for Additional Information	[View Document](#)

6.2.3 Implementation of e-governance in areas of operation

1. Planning and Development
2. Administration
3. Finance and Accounts
4. Student Admission and Support
5. Examination

A. All 5 of the above

B. Any 4 of the above

C. Any 3 of the above

D. Any 2 of the above

Response: A. All 5 of the above

File Description	Document
Screen shots of user interfaces	[View Document](#)
Details of implementation of e-governance in areas of operation Planning and Development,Administration etc	[View Document](#)

6.2.4 Effectiveness of various bodies/cells/committees is evident through minutes of meetings and implementation of their resolutions

Response:

Evidence of Effectiveness: Construction of a new canteen building cum cycle stand

The Tezpur College fraternity had been feeling the need of a new and more spacious, modern and good canteen building. The college canteen had been functioning from the old Assam Type house with limited space and facilities. Taking the number of students and teachers into consideration the size of the canteen was very small. During the peak hours there was always a space crunch. Therefore, everyone was of the feeling that a new canteen building was necessary. The issue was raised by the Principal at the Governing Body meeting held 20/03/17 resolution no. 6. The Governing Body readily accepted the proposal and asked the Principal to initiate the process of constructing a new canteen building. The place was selected at the old cycle stand for the students. It was decided that the building will be double storied one. The ground floor will be used as the cycle stand for the students and the college canteen will be at the first floor. The Foundation was laid on 04/04/17and the construction work was completed in 11 months. The new canteen was inaugurated by then Vice Principal Sri Kamal Chandra Upadhyaya on 09/02/2018.

File Description	Document
Any additional information	[View Document](#)

6.3 Faculty Empowerment Strategies

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

Response:

Free Health Check-up Facility: The college is running the scheme of free health check-up for its teaching and non-teaching staff. Doctor regularly visit the institution and take up general health checkup of the

employees and students.

Financial Association for the staff: There are financial associations, viz, Tezpur College Employees Benefit Scheme (TCEBS) and Welfare Association of Tezpur College Employees (WATE), are being run successfully. The membership to the organization is voluntary and the members contribute a fixed amount to the funds monthly. The members can also take loans from the two funds if they wish which they have to repay over a period of time. This provision of easy and cheap credit facility is of tremendous help to them as they can access the loan quickly and without any paper works.

Employees' Provident fund: As per the government rules deductions are made from the basic salary of the employees as contribution towards GPF and NPS respectively. All eligible staff members have availed benefit of the scheme.

GSLI: Employees' Group Savings Linked Insurance is applicable in case of unfortunate death during service. All staff members are part of the scheme.

Gratuity: Gratuity is payable to the employees after retirement of permanent service.

Group Insurance Scheme: In case of an unfortunate incident staff members get insurance benefit. All permanent staff members are part of the scheme.

Maternity leave: 26 weeks of maternity leave is applicable with full pay.

CCL: Child Care Leave as per Govt. rule is available for all female married permanent employees of the college.

Special Leave: Employees of the college are granted special leave in case of death of their parents/spouse.

Academic leave: Faculty members are given leave to participate in the seminar/workshop to enhance their academic and professional skills.

6.3.2 Average percentage of teachers provided with financial support to attend conferences/workshops and towards membership fee of professional bodies during the last five years

Response: 0

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

2017-18	2016-17	2015-16	2014-15	2013-14
00	00	00	00	00

File Description	Document
Details of teachers provided with financial support to attend conferences,workshops etc. during the last five years	[View Document](#)

6.3.3 Average number of professional development /administrative training programs organized by the institution for teaching and non teaching staff during the last five years

Response: 1.4

6.3.3.1 Total number of professional development / administrative training programs organized by the Institution for teaching and non teaching staff year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
04	01	00	01	01

File Description	Document
Details of professional development / administrative training programs organized by the Institution for teaching and non teaching staff	[View Document](#)
Any additional information	[View Document](#)

6.3.4 Average percentage of teachers attending professional development programs viz., Orientation Program, Refresher Course, Short Term Course, Faculty Development Program during the last five years

Response: 9.91

6.3.4.1 Total number of teachers attending professional development programs, viz., Orientation Program, Refresher Course, Short Term Course, Faculty Development Programs year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
04	00	08	09	10

File Description	Document
Details of teachers attending professional development programs during the last five years	[View Document](#)

6.3.5 Institution has Performance Appraisal System for teaching and non-teaching staff

Response:

The institution follows certain procedures to record the performances of its teaching and non-teaching staff as per Govt. of Assam and UGC directives in this regard. The college authority submits an annual report of every faculty member under sanctioned post to the Director of Higher Education, Govt. of Assam. In addition to this each faculty member is required to submit academic performance index to the IQAC of the college at the time of promotion to higher grade under CAS of UGC. This procedure is compulsory for those teachers who apply promotion under CAS system. Again the college authority submits Annual Confidential Report (ACR) along with the proposal for the promotion of teaching and non-teaching members for each year of the entire counting period considered for promotion.

File Description	Document
Any additional information	[View Document](#)

6.4 Financial Management and Resource Mobilization

6.4.1 Institution conducts internal and external financial audits regularly

Response:

The objections (if any) put by the auditors are met through well established mechanism. If the objections are minor like seeking some vouchers or receipts, then those are immediately met by providing before the audit team. This is done normally at the accountant level of Tezpur College office. However, if the objection is major in nature then the same is forwarded to the Governing Body. The GB takes up the matter in its meeting and discusses the issue. It then suggests measures to the authority to meet the objections and accordingly things are settled.

The College has conducted internal audit of its accounts in a systematic and proper manner. Internal audits are done by Chartered Accountant appointed by the college or in some cases by retired govt. auditors. Internal audit is done every year and the report is placed before the Governing Body for discussion and approval. The details of internal audit of the college is given as follows

Internal Audit

Year	No. of objection	Status	Name of auditor
2013-14	NIL	Completed	SurajitChakraborty
2014-15	NIL	Completed	Nimeswar Borah
2015-16	NIL	Completed	Rajkumar Nahata
2016-17	NIL	Completed	Rajkumar Nahata
2016-17	NIL	Completed	Rajkumar Nahata

The College also conducts external audit (Govt. Audit) on a regular basis. For external audit, the

Govt. of Assam deputes auditors from the Department of Local Audit to complete the audit works. The external audit of the college is completed up to January 2016 with one minor objection by the auditor which was duly met.

6.4.2 Funds / Grants received from non-government bodies, individuals, Philanthropists during the last five years (not covered in Criterion III) (INR in Lakhs)

Response: 4.95

6.4.2.1 Total Grants received from non-government bodies, individuals, philanthropists year-wise during the last five years (INR in Lakhs)

2017-18	2016-17	2015-16	2014-15	2013-14
1	0	0	3.95	00

File Description	Document
Details of Funds / Grants received from non-government bodies during the last five years	[View Document](#)
Any additional information	[View Document](#)
Annual statements of accounts	[View Document](#)

6.4.3 Institutional strategies for mobilisation of funds and the optimal utilisation of resources

Response:

The major sources of funds are the UGC, State Govt. and funds from central Govt. (RUSA). The college regularly applies for funds to these sources as per schemes available. The college also mobilizes funds from the fees deposited by the students. Besides some amount is mobilized from MPLAD Funds, the local MLA fund. The funds required for the salary of the permanent employees is provided by the state govt. The college receives funds from UGC, RUSA and Govt. of Assam for academic and for non-academic purposes like construction of new building, renovation of old ones, purchase of materials, books, journals and instruments. 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. Besides the college also earns some resources as rent by allowing its infrastructure to be used by govt. and non-governmental organizations. Again the Tezpur College Centre of the Krishna Kanta Handiqui State Open University pays annual fee for using college infrastructure. The expenditure on salary and others for the non- sanctioned (adhoc) employees are met from the resources mobilized internally by the college. Tezpur College also receives funds from local people in the form of donations as well. The Governing Body of the college takes the final decision regarding the resource generation and optimal utilization of resource for various purposes. The college always tries to make optimum utilization of its resources for the benefit of the society and student community. Keeping this in mind the college infrastructure and other facilities are made available

to people who want to make use of it without hampering the college interests. The resource mobilization and utilization matters are first discussed in the GB meeting and after the GB approval, the Principal takes the necessary steps for its implementation.

File Description	Document
Any additional information	[View Document](#)

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

Response:

1. **Inter Departmental and Inter disciplinary classes.**

The various departments of the college organize Inter-departmental and inter-disciplinary classes for the students to enhance the level of knowledge and wisdom. Tezpur College has been following this practice for a long time. It is highly desired that the students have some amount of inter-disciplinary subject knowledge in their initial stages of higher education. The higher education regulatory bodies are also encouraging the introduction of inter-disciplinary courses at UG and PG levels. The IQAC, in order to increase the awareness about inter-disciplinary knowledge, has requested the various departments to arrange classes on topics to be taken by teachers from other subjects. It is observed that the students are highly attracted to this type of classes as they are exposed to variety of topics.

1. **Use of ICT in teaching learning process.**

Teaching-learning through ICT is the call of the day now. It makes the class not only attractive and interesting but also helps to understand things quickly and easily. ICT can make a virtual world situation related to the topic and thereby helps students to feel as if they are living that situation. It is like watching a movie or listening to music when people forget everything and enter into a world of imagination. Every department is provided with ICT facilities to be used in the classrooms. Besides this, ICT is also available in the digital classroom which can be availed as and when required. The department of Geography has a smart board along with other information and communication tools. The college has increased the number of smart class rooms in the recent times to provide more such faculties. It has also constructed one classroom with latest recording tools to facilitate the faculty members for recording and developing e-content and lectures. The effort is successful as many complex phenomena can be easily explained with such tools in the simplest of manner and language. The teachers and students attending such classes are found to be highly satisfied.

File Description	Document
Any additional information	[View Document](#)

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

Response:

1. **Annual feedback from various stake holders**:

The college collects feedbacks annually on academic and other matters from various stakeholders like students, guardians, alumni, non teaching staff and teachers. The IQAC circulates Feedback Questionnaires to students, guardians and teachers and the same are collected by the IQAC. The stakeholders are asked to fill up and register their opinions on issues related to academic, curricular and co-curricular activities. The feedback so collected is then received and analysed by a committee appointed by the Principal. The committee after making a detailed analysis submits a report to the principal. Principal takes actions on the basis of the report as and when necessary.

1. **Class test/ Sessional Examinations**:

The class tests and sessional examinations are held for each semester separately. Class tests are held by the respective departments regularly to assess the students. The sessional examinations are held at the end of each semester and a percentage of marks are added in the final examination. The class-tests and sessional-examinations help students prepare themselves thoroughly and help them to become familiar with the question patterns in the End-Semester final examination.

File Description	Document
Any additional information	[View Document](#)
Link for Additional Information	[View Document](#)

6.5.3 Average number of quality initiatives by IQAC for promoting quality culture per year

Response: 2.8

6.5.3.1 Number of quality initiatives by IQAC for promoting quality year-wise for the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
01	05	02	05	01

File Description	Document
Number of quality initiatives by IQAC per year for promoting quality culture	[View Document](#)

6.5.4 Quality assurance initiatives of the institution include:

1. Regular meeting of Internal Quality Assurance Cell (IQAC); timely submission of Annual Quality Assurance Report (AQAR) to NAAC; Feedback collected, analysed and used for improvements
2. Academic Administrative Audit (AAA) and initiation of follow up action
3. Participation in NIRF
4. ISO Certification
5. NBA or any other quality audit

A. Any 4 of the above

B. Any 3 of the above

C. Any 2 of the above

D. Any 1 of the above

Response: C. Any 2 of the above

File Description	Document
Details of Quality assurance initiatives of the institution	[View Document](#)
Annual reports of institution	[View Document](#)

6.5.5 Incremental improvements made during the preceding five years *(in case of first cycle)* **Post accreditation quality initiatives** *(second and subsequent cycles)*

Response:

The College has submitted a proposal to introduce PG course in Economics. The decision to introduce Post Graduation in Economics is yet to be known. As far as opening of Science stream is concerned the Govt. of Assam has allotted Science stream at UG level in the college and it is hoped that it will become functional from the next academic session, i.e. from 2019-20.

The IQAC has been continuously engaged in developing and internalizing a system and process of quality education in the form of collecting feedbacks from the stakeholders, visiting the departments, issuing instructions, engaging the institution to take up more ISR programmes, holding student related programmes at the right time, making the campus hazard free, looking after the students' facilities, bringing ICT and innovations in teaching learning, etc.

All the academic departments are already equipped with computer and internet facilities and voice amplifiers. Overhead LCD projectors are also installed in many classrooms and laboratories. The whole campus has wi-fi facility under an agreement with Reliance Jio Company and BSNL. There are three digital classrooms which are used by the faculty members whenever they feel the necessity. The students are provided subsidized computer courses ranging from one month to three months. The students who take admission in the First Year Degree Course are given free computer education.

The college authority wants to provide hostel facilities for boys but due to space constraint it has not been able to materialize the same. With the limited space for outdoor games facilities the College has prepared Volleyball and Basketball courts for the students. Besides it has good facilities and equipment for outdoor games like cricket, football, athletics, etc. The college has already planned to develop outdoor sports ground and boys hostel facilities in the newly allotted plot but as it entails huge sum of money to develop it as a second campus the plan could not be implemented till now.

The College has been seriously looking for resource generation during post 2011 reaccreditation. Tezpur College has received Funds from UGC (Rs. 1 crore for Indoor stadium and Rs.25 lakhs for Girls'hostel), State Govt. (Rs. 2 crore for building) from RUSA for academic buildings and other expenditures. The former MLA of Tezpur LAC had given Rs.7.5 lakh under his LAD scheme for the ceiling of the indoor stadium. The College has also received funds from various corporate enterprises during this period. Some of the funds received under CSR schemes are like the main entrance gate from the owner of Sova Footwear, Tezpur; Drinking water machines from Rotary Club and Lions' Club of Tezpur, Rs. 3 lakh from the Doner Member Mr. Bankim Prashad Choudhury,Tezpur, Gymnasium equipment from Tezpur University, Computers, Printers and Drinking Water machines from 4 Corps of the Indian Army, etc.

In the post re-accreditation period research activities have been augmented. A total of 10 (ten) faculty members from various departments have been awarded Ph. D. degrees taking the total no. to 13 (thirteen). Three faculty members have been recognized as Ph. D. supervisors by different universities. Presently 10 teachers are doing Ph. D. from various universities. If we add these two, the percentage of faculty members engaged in Ph. D. work becomes 56 percent. Four (04) numbers of minor research projects from UGC were completed during the period, besides a good number of research papers were published in the peer reviewed national and international journals along with seminar proceedings. Many extension activities were also carried out which include Village Adoption, School Adoption, Blood Donation Camps, Plantation Programme, Health Check-up Camps for rural people, Awareness Camps were held and Relief materials distributed in the relief camps in the riot affected areas. Some amount of consultancy work has been done by a few departments.

The library operates on the SOUL software system and e-resources are provided through N-LIST. Students can search books in the net and also in the computers installed in the library. The newly built fully air conditioned students' reading room can accommodate 130 students at any time. The library reading room for teachers is also newly built and can accommodate up to 30 at one time.

The NCC unit for boys was set up in early 2018 and is fully operational now with all the necessary approvals from the concerned authority.

One Language Laboratory was established in 2013 with the financial assistance from UGC in the college meant to impart soft skill knowledge to the students.

The college has signed various MoUs with different institutions/organizations to extend better service to

the society and student community. Memorandum of Understanding have been signed with Assured Consultancy Services, Tezpur Chariali Girls' High School, Radiant Skills Private Limited, Naba Prabhat Orphanage, Tezpur District Sports Association and Rudrapad Village. Tezpur College has signed one international MoU with the Gyalpozhing College of Information Technology, Bhutan for academic and non-academic co-operation and exchange.

File Description	Document
Any additional information	View Document

Criterion 7 - Institutional Values and Best Practices

7.1 Institutional Values and Social Responsibilities

7.1.1 Number of gender equity promotion programs organized by the institution during the last five years

Response: 6

7.1.1.1 Number of gender equity promotion programs organized by the institution year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
02	02	01	00	01

File Description	Document
List of gender equity promotion programs organized by the institution	[View Document](#)
Any additional information	[View Document](#)

7.1.2

    1. **Institution shows gender sensitivity in providing facilities such as:**
        1. **Safety and Security**
        2. **Counselling**
        3. **Common Room**

Response:

(a) Safety and Security: A committee for prevention of sexual harassment against women has been formed in the college to ensure the safety and security of women and girls inside the college campus.

The only girl's hostel of the college has been provided with security guards round the clock and also CCTV cameras are installed at strategic locations in and around the hostel. Moreover, throughout the college campus, CCTV cameras have been installed to ensure safety and security of all.

    Keeping in mind the issue of gender sensitivity both male and female security persons have been engaged at the main gate of the college campus.

    The library provides separate reading space for boys and girls.

(b) Counselling: Counselling Programmes are organized to create awareness about health and hygiene among the girl students of the college.

One counselling programme on harassment at work place was organized to make the students aware regarding the issue. Ms. Bhanupriya Daimari from Dept. of Political Science of the College participated as resource person and lectured on the issue along with the legal provisions provided by the constitution to curb the problem.

(c) Common Room: A separate washroom has been provided for the women staff of the college in the Teachers' common room in order to respect the privacy of women.

Also, for the privacy of the girl students of the college, a separate girls' common room with washroom and toilet facility is provided by the college authority.

Environmental consciousness: Scientific names are written on the trees within the college campus so as to create awareness among one and all regarding environment.

A number of Neem trees, have been planted inside the college campus considering its medicinal value and air cleaning attribute as also some fruit trees and local indigenous trees.

Posters and placards have been placed at strategic locations in the college campus so as to ensure environmental consciousness.

Cleanliness drives are frequently undertaken by teachers and students alike for a clean environment.

7.1.3 Alternate Energy initiatives such as:

1.Percentage of annual power requirement of the Institution met by the renewable energy sources

Response: 0.02

7.1.3.1 Annual power requirement met by the renewable energy sources (in KWH)

Response: .192

7.1.3.2 Total annual power requirement (in KWH)

Response: 1104

File Description	Document
Details of power requirement of the Institution met by renewable energy sources	[View Document](#)
Any additional information	[View Document](#)

7.1.4 Percentage of annual lighting power requirements met through LED bulbs

Response: 12.41

7.1.4.1 Annual lighting power requirement met through LED bulbs (in KWH)

Response: 18

7.1.4.2 Annual lighting power requirement (in KWH)

Response: 145

File Description	Document
Details of lighting power requirements met through LED bulbs	[View Document](#)
Any additional information	[View Document](#)

7.1.5 Waste Management steps including:
- **Solid waste management**
- **Liquid waste management**
- **E-waste management**

Response:

To tackle with the issue of solid waste management, the college has signed an MoU with a local agency named Radiant Skills and Environment Solutions Ltd., Tezpur in 2017. An arrangement has been made to collect all solid waste from the campus, including the Girls' Hostel, on a daily basis. Garbage bins have been assigned at various locations throughout the campus for collection of solid wastes to be carried off regularly by the said agency. Leaves falling from the trees are accumulated to produce compost manure and the same is used as organic fertiliser in the college.

Additionally, to dispose of used sanitary pads, an incinerator has been set-up in the girls' common room. One more incinerator is proposed to be set-up soon in the Teachers' Common Room for the benefit of female teachers.

The college also has a provision to dispose of all metal scrap by selling the same to local scrap dealers from time to time. Debris and wreckage remains from old buildings are also sold off to local dealers as and when required.

Liquid waste management system is done through proper drainage throughout the campus wherewith all sewage is drained to a deep soakpit.

File Description	Document
Any additional information	[View Document](#)

7.1.6 Rain water harvesting structures and utilization in the campus

Response:

In keeping with the spirit of water conservation which is the call of the day, the college has started rainwater harvesting system near the Indoor Stadium. A system has been structured to collect rain water running down from the roof of the stadium and is stored in a concrete underground reservoir. From here the water is pumped through a motor to be used for watering the tea garden grown near the stadium and also the other plants nearby. Since tea plantation needs lots of water to survive, so to mitigate the problem we have initiated the rain water harvesting system to utilize rain water for watering the tea garden.

7.1.7 Green Practices
- **Students, staff using**
a) **Bicycles**
b) **Public Transport**
c) **Pedestrian friendly roads**
- **Plastic-free campus**
- **Paperless office**
- **Green landscaping with trees and plants**

Response:

- Students, staff using

a) Bicycles
b) Public Transport
c) Pedestrian friendly roads

- Plastic-free campus
- Paperless office
- Green landscaping with trees and plants

  ○ About 30 to 40 % of the students of this college use bicycles as their mode of transportation. The college authorities have thus built a separate cycle shed for meeting their requirements.
  ○ Keeping in mind the initiative of green practice, some of the teaching and non teaching staff of the college use public transport, mostly e-rickshaws and others as their mode of transportation.

- Many trees, including medicinal trees, and plants have been planted in the college campus. All such trees are taken utmost care of so as to ensure a lush green atmosphere within the college campus. The Scientific names of the trees have also been endorsed by writing such names on nameplates and hanging such nameplates onto the trees. A small tea garden and a garden of medicinal plants also exist in the college campus.
- Extra caution is taken by the college to make the college campus a plastic free zone. In this regard, all teaching and non teaching staff of the college have been asked not to use or bring any kind of plastic bags etc. inside the campus. Use of plastic bags and plastic materials is banned in the college canteen.

File Description	Document
Any additional information	[View Document]

7.1.8 Average percentage expenditure on green initiatives and waste management excluding salary component during the last five years

Response: 1.4

7.1.8.1 Total expenditure on green initiatives and waste management excluding salary component year-wise during the last five years(INR in Lakhs)

2017-18	2016-17	2015-16	2014-15	2013-14
7.89	1.10	6.75	5.03	0.87

File Description	Document
Green audit report	[View Document]
Details of expenditure on green initiatives and waste management during the last five years	[View Document]
Any additional information	[View Document]

7.1.9 Differently abled (Divyangjan) Friendliness Resources available in the institution:

1. **Physical facilities**
2. **Provision for lift**
3. **Ramp / Rails**
4. **Braille Software/facilities**
5. **Rest Rooms**
6. **Scribes for examination**
7. **Special skill development for differently abled students**
8. **Any other similar facility (Specify)**

A. 7 and more of the above

B. At least 6 of the above

C. At least 4 of the above

D. At least 2 of the above

Response: D. At least 2 of the above

File Description	Document
Resources available in the institution for Divyangjan	
Any additional information	

7.1.10 Number of Specific initiatives to address locational advantages and disadvantages during the last five years

Response: 1

7.1.10.1 Number of specific initiatives to address locational advantages and disadvantages year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
01	0	0	0	00

File Description	Document
Number of Specific initiatives to address locational advantages and disadvantages	
Any additional information	

7.1.11 Number of initiatives taken to engage with and contribute to local community during the last five years (Not addressed elsewhere)

Response: 2

7.1.11.1 Number of initiatives taken to engage with and contribute to local community year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
00	0	0	02	00

File Description	Document
Any additional information	View Document

7.1.12
Code of conduct handbook exists for students, teachers, governing body, administration including Vice Chancellor / Director / Principal /Officials and support staff

Response: Yes

File Description	Document
Any additional information	View Document

7.1.13 Display of core values in the institution and on its website

Response: Yes

File Description	Document
Any additional information	View Document
Provide URL of website that displays core values	View Document

7.1.14 The institution plans and organizes appropriate activities to increase consciousness about national identities and symbols; Fundamental Duties and Rights of Indian citizens and other constitutional obligations

Response: Yes

File Description	Document
Details of activities organized to increase consciousness about national identities and symbols	View Document
Any additional information	View Document

7.1.15 The institution offers a course on Human Values and professional ethics

Response: Yes

File Description	Document
Any additional information	[View Document](#)
Provide link to Courses on Human Values and professional ethics on Institutional website	[View Document](#)

7.1.16 The institution functioning is as per professional code of prescribed / suggested by statutory bodies / regulatory authorities for different professions

Response: Yes

File Description	Document
Any additional information	[View Document](#)
Provide URL of supporting documents to prove institution functions as per professional code	[View Document](#)

7.1.17 Number of activities conducted for promotion of universal values (Truth, Righteous conduct, Love, Non-Violence and peace); national values, human values, national integration, communal harmony and social cohesion as well as for observance of fundamental duties during the last five years

Response: 17

7.1.17.1 Number of activities conducted for promotion of universal values (Truth, Righteous conduct, Love, Non-Violence and peace); national values, human values, national integration, communal harmony and social cohesion as well as for observance of fundamental duties year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
04	04	04	03	02

File Description	Document
List of activities conducted for promotion of universal values	[View Document](#)
Any additional information	[View Document](#)

7.1.18 Institution organizes national festivals and birth / death anniversaries of the great Indian personalities

Response:

The Institution organizes national festivals and birth/death anniversaries of the great Indian Personalities.

The Institution puts in a lot of effort in organizing national festivals and birth/ death anniversaries of the great Indian personalities by giving the responsibilities to organize such events of national importance to a committee comprised of some selected teachers. The committee is entrusted with the responsibility of organizing these festivals.

1. Netaji Subhash Chandra Bose Birthday
2. Gandhi Jayanti
3. World Environment Day
4. Silpi Divas
5. Teacher's Day

Gandhi Jayanti is celebrated by paying floral tributes to the father of the nation, followed by a meeting in which talks are delivered by an appointed speaker on a specific topic on Gandhian Philosophy and his life.

The birth and death anniversaries of some prominent personalities of the state are observed:

1. Birth and Death anniversary of Srimanta Sankardev and Srimanta Madhabdev's.
2. Birth anniversary of Bishnu Prasad Rabha.
3. Birth and Death anniversary of Dr. Bhupen Hazarika
4. Death anniversary of Dr. Mamoni Raisom Goswami

The Birth and death anniversaries of Srimanta Sankardev is observed with religious fervour by the singing of Naam and Borgeet and Prasad is distributed among the staff and students. Rabha Divas is observed by paying floral tributes to the great doyen of Assamese music, culture and poetry Bishnu Prasad Rabha. The Birth and Death anniversaries of Dr. Bhupen Hazarika are observed every year by the college fraternity and students by paying homage to the great Maestro of Assam.

File Description	Document
Any additional information	[View Document](#)

7.1.19 The institution maintains complete transparency in its financial, academic, administrative and auxiliary functions

Response:

- Complete transparency in financial matters is maintained by the college. The income generated by the college and financial aid received from various sources is duly recorded in record books. The college goes through both internal and external audit of its income and expenditure records every year. The audited reports are presented before Governing Body for approval. The records are made available if some one seeks the same under RTI Act.
- Academic Transparency is maintained in activities like admission process, class routine, examination etc. The admission is given purely on Merit basis and as per Government norms regarding reservation etc.

- Administrative Transparency: The college administration maintains complete transparency in matters of admission, appointments, formation of different committees. Allotment of contracts and supply orders are given through open bidding system. The major decision taken in various meetings are completed in a transparent and fair manner by informing stakeholders regarding the same. All documents can be accessed through RTI Act.

File Description	Document
Any additional information	[View Document](#)

7.2 Best Practices

7.2.1 Describe at least two institutional best practices (as per NAAC Format)

Response:

1. **Title of the practice:** Inter Departmental and Inter disciplinary classes.

2. **Objectives of the practice:** The practice has been started with the aim of imparting and inculcating knowledge and interest beyond their regular course of study. The practice has also been started to acquaint students to a holistic approach towards different aspects of education. This has become necessary as Higher Education has become inter-disciplinary in nature. Another objective of the practice is to raise the level of skills in students.

3. **The Context:** To grow the interest of the students towards disciplines beyond their core subjects and make them understand the relation between different subjects. For instance it is said that "History is the root and Political Science is the fruit" and so a student realizes the relation and importance of the dependence of each subject on the other. The practice would create awareness among students about the importance of interdisciplinary knowledge.

Another challenge is regarding the selection of topics to be discussed as the topic should create interest as well as bring some kind of benefit to students.

4. **The Practice:** The IQAC requested all academic departments of the college through its letter dated 15/12/16 to organize inter-disciplinary and inter-departmental classes. Accordingly most of the departments have been organizing such classes from time to time. The departments normally invite teachers from other departments of the college to give lectures on specific pre-selected topics. For example, the department of History invited a teacher from the Department of Economics to speak on the topic: 'Industrialization during the colonial period in India'. In some cases teachers from neighbouring colleges were invited. This is a unique initiative for the college which is basically an Arts and Commerce College. Teachers from Science and engineering streams also come to deliver lectures in the department of Geography. This is also essential in the context of the changing scenario that has taken place in recent times in the Higher Education. The policy of introducing inter-disciplinary knowledge based system in Higher Education has been the motto and the college has tried to follow this through the above practice.

The college has also initiated a publication of some selected Project Reports submitted by the 6th Semester students as part of their syllabus. The selected reports are published annually in a book form named "The Cherry- Picked Projects". This has been done to promote the concept of inter-departmental and inter-disciplinary knowledge.

5. **Evidence of success:** Inter-disciplinary and Inter-departmental classes help students develop a taste and interest in other areas beyond their core subjects, thus adding value to their regular course. These classes help clear doubts on topics that are related with other subjects. It also helps students to prepare themselves for competitive examinations as per their area of interest. In fact, Inter-disciplinary classes help students identify their area of interest. Students are exposed to new thoughts, ideas and development beyond their core subjects. It results in developing the curiosity to gather knowledge in their respective fields. It will enable students to follow the CBCS policy to be implemented by the affiliated colleges under Gauhati University from 2019-20 academic sessions.

6. **Problems encountered and resources required:** The major problems encountered in following the practice are- time constraints, explaining the basic technicalities of a subject and transferring ideas to students who are from diverse subject background. Sometimes it is seen that the mode of Language in such classes also pose some problems.

     The resources required to implement the practice is miniscule. The amount required to implement the practice is borne by the department themselves.

Title of the practice: Beyond the classroom initiatives with field visits.

Objectives of the practice: The practice has been started with the following objectives in mind.

1. To enrich a student's educational experience by showing them real life applications of theories that they learn.
2. To create in the students a challenging and exciting attitude that helps them learn.
3. To acquaint the students with local, regional and national socio-cultural heritage which will set them up for success in life beyond college education.

The context: The practice derives from the objectives enshrined in the mission and the vision of the college as well as from the view that higher education, at its best, could not be confined to classroom learning alone. In fact, the contemporary approaches to education pays emphasis on circuits and tool of learning which no more conforms to traditional notions of classroom teaching. Hence, the college encourages methods of teaching-learning which takes the teacher and learners to settings beyond the classroom which not only makes learning more effective and participatory but also interesting. These outdoor experiences help students relate and understand as well as comprehend the classroom learning better. These visits outside the classroom lead to a deeper understanding of challenging concept and can also provide a context for learning in many areas. Field visits may be in the form of visiting places of historical interest and importance, exposure to political discourses, student visits to other institutions as well as awareness drives and various environmental issues.

The Practice: The College holds a series of lectures by eminent personalities at regular intervals. Experts and achievers in different fields are invited to address the students on issues of local, national and global relevance as well as to motivate them. Issues on which lectures are delivered are not confined to the syllabi alone. In fact, the thrust of these lectures is always to familiarize the students with our rich socio-cultural

heritage, and to acquaint them with the ideals that underlie these heritages. When students go beyond the confines of the classroom, it gives them exposure on diverse aspects and helps them relate the same through outdoor activities and makes them aware of the benefits of teaching beyond the classroom. The extension activities encourage students to develop a sense of respect towards human values, ethics, civic rules and a sense of belongingness to the society. These outdoor visits give the students a firsthand experience of socio-political issues which help them in becoming better citizens.

Evidence of success:

Evidence of success: some of the visible outcomes of this practice are:-

1. Students are better acquainted with the burning issues in the local, regional and national scenarios.

2. The exposure to variegated teaching learning settings and resources has introduced the students to interdisciplinary approaches to learning. This has also helped them to transcend the limitations of mono disciplinary approaches to learning, thus fostering a critical approach.

3. This practice has also offered the students a platform to interact with agencies other than the teacher, e.g. the environmentalists or eminent personalities from different fields helping self learning.

Problems encountered and resources required:

The major problems encountered in achieving the practice is that as students are basically from the rural set up, language is a barrier and being introverts find it difficult to share their personal experience . Resources and personal management are also a hindrance sometimes in organizing seminars and such other activities.

File Description	Document
Any additional information	[View Document](#)

7.3 Institutional Distinctiveness

7.3.1 Describe/Explain the performance of the institution in one area distinctive to its vision, priority and thrust

Response:

The college reiterates its commitment to contribute to the overall upliftment of the underprivileged students. As part of this, the college has been consistently trying to foster the holistic development of the girl students by ensuring easy and equitable access to quality education. Special attention is paid to some of the most basic needs of a girl student. There is a clean and spacious girls' common room well equipped with basic facilities such as a washroom and incinerator as well as with recreational tools such as magazines and newspapers. Recently a sanitary pad machine for the girl students has been installed in the girls' common room. The girl students are encouraged to avail the sports facilities in the campus such as basketball, the gymnasium and other indoor games. They are also encouraged to participate and excel in co curricular events. Teachers take special care to regularly brief the girl students on health and hygiene

practices specific to them. As a result of these concerted efforts, some of our students have marked their presence in the arena of sports in both state and national levels.

Besides, the college also offers regular counseling to its girl students to ensure their physical and emotional well being. The college doctor pays regular visits to the campus as well as to the girls hostel during which students are encouraged to share their problems with the doctor in a friendly and fear free environment. The college also has a dynamic girls NCC wing.

It regularly participates in events organised by the administration in important national occasions such as Independence and Republic day. The NCC wing has brought glory to the college by emerging as the best team in district level march past competition on many occasions.

File Description	Document
Any additional information	View Document

5. CONCLUSION

Additional Information :

To tackle the fast changing academic challenges in the context of higher education, Tezpur College strives to maintain and sustain standards of teaching learning, research and innovation by updating infrastructural facilities.

As the students of Tezpur College basically belong to the rural set up and come from vernacular mediums, teachers take personal initiative to boost their morale and confidence.

Concluding Remarks :

The college has continuously strived to upgrade its facilities and infrastructure to meet the changing challenges in Higher Education, as per the recommendations given by the NAAC peer team during the second cycle of reaccreditation in 2010. The college in its endeavour for excellence has upgraded and renovated the library and conference hall and has built new classrooms, administrative block, a e-content recording room, a building for the proposed science stream and new connecting roads with pavers in the campus. A toilet for boys has been constructed with modern facilities. The girls' hostel of the college has been expanded and the total strength of the inmates is 58. The donor member of the college Late Iswar Prasad Choudhury donated the Entrance Gate of the college and also built a classroom in memory of his wife Bidhu Maya Choudhury. This has enabled the college to increase the student number.

The college curriculum has been upgraded in the last five years in the Department of Commerce. As per the recommendations of the NAAC peer team the NCC Boys' Wing has been started in 2018 and is fully functional now.

The college has been given permission to introduce the science stream at the Under Graduate level with sanction from the Higher Education Department, Government of Assam vide letter No. AHE. 139/2018/9 dated 18th August, 2018.

6.ANNEXURE

1.Metrics Level Deviations

Metric ID	Sub Questions and Answers before and after DVV Verification

1.4.1	Structured feedback received from
	
	1) Students, 2)Teachers, 3)Employers, 4)Alumni and 5)Parents for design and review of syllabus- Semester wise/ year-wise
	     Answer before DVV Verification : A.Any 4 of the above
	     Answer After DVV Verification: E.None of the above
	   Remark : Provided feedback are not related to design and review of syllabus.

2.1.3	Average percentage of seats filled against seats reserved for various categories as per applicable reservation policy during the last five years
	
	  2.1.3.1. Number of actual students admitted from the reserved categories year-wise during the last five years
	     Answer before DVV Verification:
	<table><tr><td>2017-18</td><td>2016-17</td><td>2015-16</td><td>2014-15</td><td>2013-14</td></tr><tr><td>251</td><td>215</td><td>192</td><td>196</td><td>193</td></tr></table>
	     Answer After DVV Verification :
	<table><tr><td>2017-18</td><td>2016-17</td><td>2015-16</td><td>2014-15</td><td>2013-14</td></tr><tr><td>251</td><td>215</td><td>192</td><td>196</td><td>193</td></tr></table>

2.3.2	Percentage of teachers using ICT for effective teaching with Learning Management Systems (LMS), E-learning resources etc.
	
	  2.3.2.1. Number of teachers using ICT
	     Answer before DVV Verification : 47
	     Answer after DVV Verification: 34
	
	   Remark : The total number of full time sanctioned teacher is 34 and the number of full time teachers using ICT for effective teaching with Learning Management Systems (LMS), E-learning resources etc.

2.4.4	Percentage of full time teachers who received awards, recognition, fellowships at State, National, International level from Government, recognised bodies during the last five years
	
	  2.4.4.1. Number of full time teachers receiving awards from state /national /international level from Government recognised bodies year-wise during the last five years
	     Answer before DVV Verification:
	<table><tr><td>2017-18</td><td>2016-17</td><td>2015-16</td><td>2014-15</td><td>2013-14</td></tr><tr><td>00</td><td>00</td><td>00</td><td>01</td><td>00</td></tr></table>

Answer After DVV Verification :

2017-18	2016-17	2015-16	2014-15	2013-14
00	00	00	00	00

| 3.1.2 | Number of research projects per teacher funded, by government and non-government agencies, during the last five year

3.1.2.1. Number of research projects funded by government and non-government agencies during the last five years
Answer before DVV Verification : 2
Answer after DVV Verification: 0
3.1.2.2. Number of full time teachers worked in the institution during the last 5 years
Answer before DVV Verification : 63 |
|---|---|
| 3.3.3 | Number of research papers per teacher in the Journals notified on UGC website during the last five years

3.3.3.1. Number of research papers in the Journals notified on UGC website during the last five years
Answer before DVV Verification:

2017-18	2016-17	2015-16	2014-15	2013-14
04	00	00	01	01

Answer After DVV Verification :

2017-18	2016-17	2015-16	2014-15	2013-14
00	00	00	00	00

Remark : Provide link has not reflect research papers. |
| 3.3.4 | Number of books and chapters in edited volumes/books published and papers in national/international conference proceedings per teacher during the last five years

3.3.4.1. Total number of books and chapters in edited volumes / books published, and papers in national/international conference-proceedings year-wise during the last five years
Answer before DVV Verification:

2017-18	2016-17	2015-16	2014-15	2013-14
34	10	64	15	09

Answer After DVV Verification :

2017-18	2016-17	2015-16	2014-15	2013-14
20	6	51	8	8

	Remark : DVV made the changes as per pro-rata basis of e-copy of the first page of book and some e-copy of the first page of book are in regional language.
3.4.2	Number of awards and recognition received for extension activities from Government /recognised bodies during the last five years 3.4.2.1. Total number of awards and recognition received for extension activities from Government /recognised bodies year-wise during the last five years Answer before DVV Verification: 	2017-18	2016-17	2015-16	2014-15	2013-14
---	---	---	---	---
02	01	01	00	00 | Answer After DVV Verification : | 2017-18	2016-17	2015-16	2014-15	2013-14
---	---	---	---	---
0	0	0	00	00	
3.4.3	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 last five years 3.4.3.1. Number of extension and outreach Programs conducted in collaboration with Industry, Community and Non- Government Organizations through NSS/ NCC/ Red Cross/ YRC etc., year-wise during the last five years Answer before DVV Verification: 	2017-18	2016-17	2015-16	2014-15	2013-14
---	---	---	---	---
06	02	03	02	01 | Answer After DVV Verification : | 2017-18	2016-17	2015-16	2014-15	2013-14
---	---	---	---	---
00	02	03	02	01	
3.5.1	Number of linkages for faculty exchange, student exchange, internship, field trip, on-the-job training, research, etc during the last five years 3.5.1.1. Number of linkages for faculty exchange, student exchange, internship, field trip, on-the-job training, research, etc year-wise during the last five years Answer before DVV Verification: 	2017-18	2016-17	2015-16	2014-15	2013-14
---	---	---	---	---
01	01	01	01	01	

Answer After DVV Verification :

2017-18	2016-17	2015-16	2014-15	2013-14
02	02	02	03	01

| 3.5.2 | Number of functional MoUs with institutions of National/ International importance, Other Institutions, Industries, Corporate houses etc., during the last five years (only functional MoUs with ongoing activities to be considered)

    3.5.2.1. Number of functional MoUs with institutions of national, international importance, other universities, industries, corporate houses etc. year-wise during the last five years (only functional MoUs with ongoing activities to be considered)
        Answer before DVV Verification:

| 2017-18 | 2016-17 | 2015-16 | 2014-15 | 2013-14 |
\|---------\|---------\|---------\|---------\|---------\|
| 04 | 03 | 00 | 00 | 00 |

Answer After DVV Verification :

| 2017-18 | 2016-17 | 2015-16 | 2014-15 | 2013-14 |
\|---------\|---------\|---------\|---------\|---------\|
00	00	00	00	00 | Remark : DVV has not considered agreement provided by HEI.

3.5.2 Number of functional MoUs with institutions of National/ International importance, Other Institutions, Industries, Corporate houses etc., during the last five years (only functional MoUs with ongoing activities to be considered)

3.5.2.1. Number of functional MoUs with institutions of national, international importance, other universities, industries, corporate houses etc. year-wise during the last five years (only functional MoUs with ongoing activities to be considered)

Answer before DVV Verification:

2017-18	2016-17	2015-16	2014-15	2013-14
04	03	00	00	00

Answer After DVV Verification :

2017-18	2016-17	2015-16	2014-15	2013-14
00	00	00	00	00

Remark : DVV has not considered agreement provided by HEI.

5.1.3 Number of capability enhancement and development schemes –

1. For competitive examinations

2. Career counselling

3. Soft skill development

4. Remedial coaching

5. Language lab

6. Bridge courses

7. Yoga and meditation

8. Personal Counselling

Answer before DVV Verification : B. Any 6 of the above
Answer After DVV Verification: C. Any 5 of the above
Remark : DVV Made the changes as per report of Guidance for competitive examination, Career Counselling, Personal Counselling, Soft Skill Development and Language Lab provided by HEI.

| 5.2.1 | Average percentage of placement of outgoing students during the last five years |

5.2.1.1. Number of outgoing students placed year-wise during the last five years
Answer before DVV Verification:

2017-18	2016-17	2015-16	2014-15	2013-14
15	21	23	90	51

Answer After DVV Verification :

2017-18	2016-17	2015-16	2014-15	2013-14
8	15	17	45	30

Remark : DVV made the changes as per placement certificate pro-rata bases provided by HEI.

| 5.3.3 | Average number of sports and cultural activities/ competitions organised at the institution level per year |

5.3.3.1. Number of sports and cultural activities / competitions organised at the institution level year-wise during the last five years
Answer before DVV Verification:

2017-18	2016-17	2015-16	2014-15	2013-14
04	06	07	03	05

Answer After DVV Verification :

2017-18	2016-17	2015-16	2014-15	2013-14
00	02	00	00	02

| 6.4.2 | Funds / Grants received from non-government bodies, individuals, Philanthropists during the last five years (not covered in Criterion III) (INR in Lakhs) |

6.4.2.1. Total Grants received from non-government bodies, individuals, philanthropists year-wise during the last five years (INR in Lakhs)
Answer before DVV Verification:

2017-18	2016-17	2015-16	2014-15	2013-14
1.00	00	3.90	3.8	00

Answer After DVV Verification :

2017-18	2016-17	2015-16	2014-15	2013-14
1	0	0	3.95	00

Remark : DVV made the changes as per extract of audited statement towards Grants received

	from non government bodies duly signed by CA for the year 2014-15, 2015-16, 2016-17 and 2017-18. DVV not considered grant received from Tezpur Trust and Tezpur College.
7.1.9	Differently abled (Divyangjan) Friendliness Resources available in the institution: 1. Physical facilities 2. Provision for lift 3. Ramp / Rails 4. Braille Software/facilities 5. Rest Rooms 6. Scribes for examination 7. Special skill development for differently abled students 8. Any other similar facility (Specify) Answer before DVV Verification : C. At least 4 of the above Answer After DVV Verification: D. At least 2 of the above Remark : DVV made the changes as per photos of Ramp/Rails and Physical facilities provided by HEI.
7.1.10	Number of Specific initiatives to address locational advantages and disadvantages during the last five years 7.1.10.1. Number of specific initiatives to address locational advantages and disadvantages year-wise during the last five years Answer before DVV Verification:

2017-18	2016-17	2015-16	2014-15	2013-14
03	01	01	01	00

Answer After DVV Verification :

2017-18	2016-17	2015-16	2014-15	2013-14
01	0	0	0	00

7.1.11	Number of initiatives taken to engage with and contribute to local community during the last five years (Not addressed elsewhere) 7.1.11.1. Number of initiatives taken to engage with and contribute to local community year-wise during the last five years Answer before DVV Verification:

2017-18	2016-17	2015-16	2014-15	2013-14
01	02	01	03	01

Answer After DVV Verification :

2017-18	2016-17	2015-16	2014-15	2013-14
00	0	0	02	00

	Remark : DVV has not considered those initiatives taken in metric 7.1.10 and report for the initiatives taken to engage with contribute to local community for 2015-16 and 2016-17 not provided by HEI.
7.1.17	Number of activities conducted for promotion of universal values (Truth, Righteous conduct, Love, Non-Violence and peace); national values, human values, national integration, communal harmony and social cohesion as well as for observance of fundamental duties during the last five years 7.1.17.1. Number of activities conducted for promotion of universal values (Truth, Righteous conduct, Love, Non-Violence and peace); national values, human values, national integration, communal harmony and social cohesion as well as for observance of fundamental duties year-wise during the last five years Answer before DVV Verification: <table><tr><td>2017-18</td><td>2016-17</td><td>2015-16</td><td>2014-15</td><td>2013-14</td></tr><tr><td>05</td><td>06</td><td>05</td><td>05</td><td>04</td></tr></table> Answer After DVV Verification : <table><tr><td>2017-18</td><td>2016-17</td><td>2015-16</td><td>2014-15</td><td>2013-14</td></tr><tr><td>04</td><td>04</td><td>04</td><td>03</td><td>02</td></tr></table>

2.Extended Profile Deviations

ID	Extended Questions
1.1	Number of students year-wise during the last five years Answer before DVV Verification: <table><tr><td>2017-18</td><td>2016-17</td><td>2015-16</td><td>2014-15</td><td>2013-14</td></tr><tr><td>2541</td><td>2556</td><td>2578</td><td>2415</td><td>2336</td></tr></table> Answer After DVV Verification: <table><tr><td>2017-18</td><td>2016-17</td><td>2015-16</td><td>2014-15</td><td>2013-14</td></tr><tr><td>2540</td><td>2555</td><td>2577</td><td>2414</td><td>2335</td></tr></table>
1.2	Number of seats earmarked for reserved category as per GOI/State Govt rule year-wise during the last five years Answer before DVV Verification: <table><tr><td>2017-18</td><td>2016-17</td><td>2015-16</td><td>2014-15</td><td>2013-14</td></tr><tr><td>251</td><td>215</td><td>192</td><td>196</td><td>193</td></tr></table> Answer After DVV Verification: <table><tr><td>2017-18</td><td>2016-17</td><td>2015-16</td><td>2014-15</td><td>2013-14</td></tr><tr><td></td><td></td><td></td><td></td><td></td></tr></table>

251	215	192	196	193

1.3	Number of outgoing / final year students year-wise during the last five years

Answer before DVV Verification:

2017-18	2016-17	2015-16	2014-15	2013-14
771	772	807	610	525

Answer After DVV Verification:

2017-18	2016-17	2015-16	2014-15	2013-14
450	440	445	443	431

2.1	Number of full time teachers year-wise during the last five years

Answer before DVV Verification:

2017-18	2016-17	2015-16	2014-15	2013-14
64	62	62	61	64

Answer After DVV Verification:

2017-18	2016-17	2015-16	2014-15	2013-14
34	34	34	34	34

2.2	Number of sanctioned posts year-wise during the last five years

Answer before DVV Verification:

2017-18	2016-17	2015-16	2014-15	2013-14
36	36	36	36	36

Answer After DVV Verification:

2017-18	2016-17	2015-16	2014-15	2013-14
34	34	34	34	34

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