YEARLY STATUS REPORT - 2020-2021

Part A	
Data of the Institution	
1.Name of the Institution	Tezpur College
• Name of the Head of the institution	Dr. Jyoti Kamal Hazarika
• Designation	Principal
• Does the institution function from its own campus?	Yes
• Phone no./Alternate phone no.	03712220535
• Mobile No:	9435082049
• Registered e-mail	tezpurcollege2018iqac@gmail.com
• Alternate e-mail	Jyotikamal.hazarika@gmail.com
• Address	Tezpur College
• City/Town	Tezpur
• State/UT	Assam
• Pin Code	784001
2.Institutional status	
• Affiliated / Constitution Colleges	Affiliated College
• Type of Institution	Co-education
• Location	Urban
• Financial Status	UGC 2f and 12(B)

• Name of the Affiliating University	**Gauhati University**	
• Name of the IQAC Coordinator	**Dr. Rajlakshmi Sonowal**	
• Phone No.	**03712220535**	
• Alternate phone No.		
• Mobile	**9401667008**	
• IQAC e-mail address	**tezpurcollege2018iqac@gmail.com**	
• Alternate e-mail address	**iqactezpurcollege@gmail.com**	

3.Website address (Web link of the AQAR (Previous Academic Year)	https://www.tezpurcollege.com/aqar.php
4.Whether Academic Calendar prepared during the year?	**Yes**
• if yes, whether it is uploaded in the Institutional website Web link:	www.tezpurcollege.com

5.Accreditation Details

Cycle	Grade	CGPA	Year of Accreditation	Validity from	Validity to
Cycle 3	**B+**	**2.52**	**2019**	**18/10/2019**	**17/10/2024**

6.Date of Establishment of IQAC	**01/04/2004**

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

Institutional/Department /Faculty	Scheme	Funding Agency	Year of award with duration	Amount
Institutional	**Fee Waiver**	**Govt. of Assam**	**2021**	**10288235**

8.Whether composition of IQAC as per latest NAAC guidelines	**Yes**
• Upload latest notification of formation of IQAC	View File
9.No. of IQAC meetings held during the year	**3**

• Were the minutes of IQAC meeting(s) and compliance to the decisions have been uploaded on the institutional website?	**No**

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

10.Whether IQAC received funding from any of the funding agency to support its activities during the year?	**No**
• If yes, mention the amount	

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

1. Meetings of IQAC 2. Organising Webinars 3. Conducting feedback

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

Plan of Action	Achievements/Outcomes
To organize seminars/workshops/webinars etc.	**Webinars were organized by IQAC during lockdown period**
To encourage research activities among faculty members.	**The research cell of the college encourages research activities among the faculties. Process initiated to incorporate ''Brahmaputra Review'' journal published by the college in Care list.**
To establish more collaborative relationships with othe institutions/industry/NGOs	**Process initiated to establish MoU with The Gopinath Bordoloi Regional Institute of Mental Health Institute of**
To develop the infrastructuaral facilities.	**Activities towards this end such as new costructions in the administrative block, hand-wash facilities,extension of cycle stand and canteen site have been undertaken by the college authority**

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

- Name of the statutory body

Name	Date of meeting(s)
IQAC	13/04/2022

14.Whether institutional data submitted to AISHE

Year	Date of Submission
2020-2021	24/02/2022

15.Multidisciplinary / interdisciplinary

The institution follows curriculum prescribed by the affiliating university, i.e., Gauhati University. However, the different subjects in the curriculum incorporates components of interdisciplinary nature. So, interdepartmental and interdisciplinary classes are organised by the various departments from time to time in order to make the students understand interdisciplinary nature of subjects.

16.Academic bank of credits (ABC):

Academic Bank of Credits was not implemented during the year 2020-21.

17.Skill development:

The curriculum of different disciplines include a course from third semester to sixth semester named Skill Enhancement Course. Besides this experiential learning like field-trips, project on Environmental Studies and other subjects are parts of the curriculum. Besides these workshops, student seminars, debates etc are organised for the students to enhance their skill in different areas.

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

The curriculum integrates elements of Indian knowledge system into the syllabus of different subjects. Curriculum is transferred to the learners by using vernacular languages alongside the English language. Selected Modern Indian Languages are also a part of the

curriculum. Besides these, the institution also tries to integrate Indian knowledge systems, culture etc. in the curriculum, through various extra-curricular activities such as celebration of different festivals, observation of different national events, commemorative days, organising various cultural functions etc.

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

Students are made aware of the Program Outcomes and Course Outcomes through orientation classes. The subjectwise POs and COs are displayed in the respective departments in order to make the students conscious about it. POs and COs are also uploaded in the institutional website. The teaching-learning process is carried out with aims to fulfill the course objectives.

20.Distance education/online education:

Tezpur College has a centre of Krishna Kanta Handique State Open University which caters to a large number of students. During lockdown teachers used google classroom as a alternative teaching. Lectures, video classes, class materials are uploaded in student portal and youtube channel.

Extended Profile

1.Programme

1.1 Number of courses offered by the institution across all programs during the year	**456**

File Description	Documents
Data Template	[View File](#)

2.Student

2.1 Number of students during the year	**2928**

File Description	Documents
Data Template	[View File](#)

2.2 Number of seats earmarked for reserved category as per GOI/ State Govt. rule during the year	**662**

File Description	Documents
Data Template	[View File](#)

2.3 Number of outgoing/ final year students during the year	**506**

File Description	Documents
Data Template	[View File](#)

3.Academic

3.1 Number of full time teachers during the year	**27**

File Description	Documents
Data Template	[View File](#)

3.2 Number of Sanctioned posts during the year	**36**

File Description	Documents
Data Template	[View File](#)

4.Institution

4.1 Total number of Classrooms and Seminar halls	**35**
4.2 Total expenditure excluding salary during the year (INR in lakhs)	**15713181.00**
4.3 Total number of computers on campus for academic purposes	**43**

Part B

CURRICULAR ASPECTS

1.1 - Curricular Planning and Implementation

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

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 individual 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. Some departments also prepare 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 visits 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 Discussion, 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 environment. 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	Documents
Upload relevant supporting document	[View File](#)
Link for Additional information	**Nil**

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

The insttution follows the directions of the parent university i.e., Gauhati University for conducting Continuous Internal Evaluation (CIE). The Academic Calender of the institution is prepared following the Academic Calender given by the parent university. The Continuous Internal Evaluation, sesional examinations are conducted according to academic calender.

File Description	Documents
Upload relevant supporting documents	[View File](#)
Link for Additional information	**Nil**

1.1.3 - Teachers of the Institution participate in following activities related to curriculum development and assessment of the affiliating University and/are represented on the following academic bodies during the year. Academic council/BoS of Affiliating University Setting of question papers for UG/PG programs Design and Development of Curriculum for Add on/ certificate/ Diploma Courses Assessment /evaluation process of the affiliating University C. Any 2 of the above

File Description	Documents
Details of participation of teachers in various bodies/activities provided as a response to the metric	**No File Uploaded**
Any additional information	<u>View File</u>

1.2 - Academic Flexibility

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

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

5

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

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

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

0

File Description	Documents
Any additional information	**No File Uploaded**
Brochure or any other document relating to Add on /Certificate programs	**No File Uploaded**
List of Add on /Certificate programs (Data Template)	**No File Uploaded**

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

0

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

File Description	Documents
Any additional information	**No File Uploaded**
Details of the students enrolled in Subjects related to certificate/Add-on programs	**No File Uploaded**

1.3 - Curriculum Enrichment

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

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

Being an affiliated college to the Gauhati University, Tezpur College has limited scope to introduce new topics related tocross cutting issues relevant to gender, sustainability, human values into the curriculum. The college teachesthe courses according to the rules and regulations of the parent university. Most of the courses taught incorporates these topics in the curriculum .

However the institution continuously tries to integrate and supplement crosscutting issues relevant to gender, environment and sustainability, human values into the curriculum through various activities and programs.

Topics related to various issues of gender and human values are also imparted in project papers, departmental seminar, group discussions. The Womens' Cell celebrates International Womens' Day every year and tries to sensitize on issues related to women and gender by talks, awareness programs etc.

Environmental awareness programs and plantation programs are also conducted for creating environmental awareness among students. Environmental field trips are conducted as prescribed in the Environmental Studies course in undergraduate level.

A course in Education honours syllabus incorporates elements of professional ethics. The institution tries to enhance professional ethics through interpersonal contacts with students, through guidance and counselling programs for students, through various activities of the students union body, activities of disciplinary

and anti-ragging committee, professional development programs/training/workshops for faculties and employees etc.

Following are the name of the coursesin the non CBCS course that incorporated experiential learning through project work/fieldwork/internship:

Assamese Field Study (Paper M 403)

Bengali Project Work (Paper M 606)?

Education (Paper M 606)

Geography (Paper M 606)

History (Paper M 606)

Philosophy (Paper M 606)

Commerce Project Report?(Paper M 605)

EVS Field Project?(Paper G) Arts

EVS Field Project?(Paper G) Commerce

BBA SE 5024

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

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

10

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

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

271

File Description	Documents
Any additional information	No File Uploaded
List of programmes and number of students undertaking project work/field work/ /internships (Data Template)	View File

1.4 - Feedback System

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

A. All of the above

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

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

B. Feedback collected, analyzed and action has been taken

File Description	Documents
Upload any additional information	**No File Uploaded**
URL for feedback report	https://www.tezpurcollege.com/split_pdf/Feedback%20Analysis%20Report%202020-21.pdf

TEACHING-LEARNING AND EVALUATION

2.1 - Student Enrollment and Profile

2.1.1 - Enrolment Number Number of students admitted during the year

2.1.1.1 - Number of sanctioned seats during the year

1336

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

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

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

662

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

2.2 - Catering to Student Diversity

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

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

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

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

Number of Students	Number of Teachers
2928	**27**

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

2.3 - Teaching- Learning Process

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

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

Student seminars:

Student seminars are organised by different different departments.

Group discussions:

Group discussions are another method for providing the students a plateform for developing their expression and communication skill as well as for developing team-work.

Debates and quizzes:

Debates and quizzes on subject related topics are organized.

Play acting:

Play acting organised by departments such as English give the students a platform to go outside the limits of their syllabus and enhance their conceptual understanding.

Students' participation in departmental activities:

Students are given a free hand in organising various departmental activities. This gives them an opportunity to develop their creativity, leadership quality, teamwork, organisational skills and also developing a sense of belongingness to the institution and the society.

Field projects

Field projects are an integral part of teaching in the curriculum of several subjects including Education, Assamese, Geography, BBA etc.

Microteaching

Microteaching is used in the department of education. It is a skill based technique and provides opportunity to the students to get actively involved in the teaching- learning process to gain professional knowledge and skill.

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

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

Teachers of the institution use ICT enabled tools for enhancing the teaching-learning process. Due to the emergence of the Covid-19 scenario, the need for the use of ICT tools in the teaching-learning process increased manyfold worldwide. During lockdown period teachers of the institution took recourse to ICT based tools for transacting the curriculum such as google classroom, Zoom, Google meet ect. The institution has a digital recording room for recording classes equipped with modern gadget. Besides this, the institution has two computer labs, a lanuage lab, smart classrooms equipped with overhead projectors, smartboards, voice amplifiers etc.There is a GIS laboratory in the department of Geography.

File Description	Documents
Upload any additional information	<u>View File</u>
Provide link for webpage describing the ICT enabled tools for effective teaching-learning process	**Nil**

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

2.3.3.1 - Number of mentors

60

File Description	Documents
Upload, number of students enrolled and full time teachers on roll.	**No File Uploaded**
Circulars pertaining to assigning mentors to mentees	View File
mentor/mentee ratio	View File

2.4 - Teacher Profile and Quality

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

27

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

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

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

10

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

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

2.4.3.1 - Total experience of full-time teachers

489

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

2.5 - Evaluation Process and Reforms

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

The college conducts sessional examinations as per requirement of the Gauhati University examination system. Besides that, some 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.

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 carried 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.

File Description	Documents
Any additional information	View File
Link for additional information	**Nil**

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

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 assistant 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 the respective teachers.

File Description	Documents
Any additional information	**No File Uploaded**
Link for additional information	https://guportal.in

2.6 - Student Performance and Learning Outcomes

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

Teachers and students are aware of the program outcomes offered by the institution. Program outcomes are uploaded in the institutional website. Program outcomes are also displayed in the departments. Teachers discuss about the program outcomes of the respective subjects with the students.

File Description	Documents
Upload any additional information	**No File Uploaded**
Paste link for Additional information	https://www.tezpurcollege.com/PROGRAME%20OUTCOM1.pdf
Upload COs for all courses (exemplars from Glossary)	View File

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

1. **Attainment of PO's, PSOs and COs are duly evaluated by the institution. Feedbacks taken from the students on teachers and the syllabus is 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.**
2. **The college has a Grievance Redressal Mechanism where students can place their problems at any time.**
3. **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.**
4. **Interacting with students in the classrooms, organizing class tests and subjects-oriented quizzes and debates, students seminars, talks, workshops, etc help in measuring and checking Programme Outcomes.**
5. **The institutions has a Counselling Cell that help resolve students' problems, both academic and psychological to attain programme outcomes. It also guides them.**

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

2.6.3 - Pass percentage of Students during the year

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

286

File Description	Documents
Upload list of Programmes and number of students passed and appeared in the final year examination (Data Template)	[View File](#)
Upload any additional information	[View File](#)
Paste link for the annual report	**Nil**

2.7 - Student Satisfaction Survey

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

https://www.tezpurcollege.com/Student%20Satisfaction%20Survey%202020-21.pdf

RESEARCH, INNOVATIONS AND EXTENSION

3.1 - Resource Mobilization for Research

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

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

0

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

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

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

0

File Description	Documents
List of research projects and funding details (Data Template)	**No File Uploaded**
Any additional information	**No File Uploaded**
Supporting document from Funding Agency	**No File Uploaded**
Paste link to funding agency website	<u>NA</u>

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

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

11

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

3.2 - Research Publications and Awards

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

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

10

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

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

3.2.2.1 - Total number of books and chapters in edited volumes/books published and papers in

national/ international conference proceedings during the year

11

File Description	Documents
Any additional information	**No File Uploaded**
List books and chapters edited volumes/ books published (Data Template)	[View File](#)

3.3 - Extension Activities

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

Tezpur College has undertaken many extension activities during the year. 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-

1. **Plantation drive**
2. **Covid Awareness program**
3. **Covid Relief for Nabaprabhat Orphanage**
4. **Participation by NSS/NCC members in various programs**

Such activities are primarily aimed to fulfill 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 thinking towards the environmental issues faced by the present generation.

Again the various activities related to health and wellness make the students aware towards the gravity of the issues. The students as well as the people from the neighbourhood community benefit from these programmes in a holistic manner. It also helps to eradicate the various social superstitions i.e. attached to our society regarding habits and customs. The impact of the programmes can be seen in the form of increasing number of students participated in the subsequent endeavour. The Covid-19 scenario created major health issues during this period. The institution tried to contribute towards creation of awareness among public during this pandemic.

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

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

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

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

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

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

4

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

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

3.3.4.1 - Total number of Students participating in extension activities conducted in collaboration with industry, community and Non- Government Organizations through NSS/

NCC/ Red Cross/ YRC etc., during the year

50

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

3.4 - Collaboration

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

2

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

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

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

7

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

INFRASTRUCTURE AND LEARNING RESOURCES

4.1 - Physical Facilities

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

- **There are 35 nos of classrooms which are well lit and 10 classrooms have got projectors which make teaching learning interesting and enriching.**
- **All departments have been provided with microphone loudspeaker system to be used while teaching in bigger classrooms.**
- **There are a total of 15 departments in the entire college. All the departments are provided with a computer each having internet facility.**
- **Free Wifi facility (jio for students and teachers) has been provided to all students and teachers of college and BSNL connection in Principal, Vice-Principal Chamber as well as office and IQAC.**
- **The college also has a well equipped library with air conditioned reading room and having wifi facility and remote access.. E-book readers have also been provided for use to students.**

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

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

Indoor: Indoor games and various indoor games are conducted which includes Table Tennis, Badminton, Carrom etc.

Infrastructure:A indoor stadium

Facilities:

- **One set of Table Tennis Board.**
- **Movable Badminton Stand- 01 no**
- **Three badminton Court- 3 nos**
- **Carrom boards- 2 nos**

- Badminton Rackets- 12 nos

Outdoor: Volley ball playground available, also utilized for practicing Cricket and badminton.

Facilities:

- Goals and equipment for cricket games.
- Footballs and football net.
- Cricket practices Net.
- Volleyball court with volleyballs and Net.

Athletics

3 nos of Javelins

2 nos of shot puts.

Adequacy of Facilities for sports, games

Indoor: Adequate facilities for indoor games which includes Table Tennis, Badminton, Carrom etc.

Infrastructure:A indoor stadium was established in 2010 for conducting games like Table Tennis and Badminton.

Facilities:One set of Table Tennis Board.Movable Badminton Stand- 01 no.Three badminton Court- 3 nos. Carrom boards- 2 nos. Badminton Rackets- 12 nos

Outdoor: The college has facilities for conducting volley ball competitions in the playground available in the campus. The field is also utilized for practicing Cricket and badminton.

Facilities:

Goals and equipment for cricket games.

Footballs and football net.

Cricket practices Net.

Volleyball court with volleyballs and Net.

Athletics

1. 3 nos of Javelins
2. 2 nos of shot puts.

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

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

12

4.1.3.1 - Number of classrooms and seminar halls with ICT facilities

12

File Description	Documents
Upload any additional information	**No File Uploaded**
Paste link for additional information	**Nil**
Upload Number of classrooms and seminar halls with ICT enabled facilities (Data Template)	[View File](#)

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

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

11098768

File Description	Documents
Upload any additional information	**No File Uploaded**
Upload audited utilization statements	**No File Uploaded**
Upload Details of budget allocation, excluding salary during the year (Data Template)	[View File](#)

4.2 - Library as a Learning Resource

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

The 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 SOUL Software 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, Ahmedabad. The Library also has internet connectivity for accessing e-resources.

1. **Name of ILMS software- SOUL**
2. **Nature of automation (fully or partially)- Partially**
3. **Version- 2.0**
4. **Year of Automation- 2006**

File Description	Documents
Upload any additional information	**No File Uploaded**
Paste link for Additional Information	https://www.tezpurcollege.com/library.php

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

File Description	Documents
Upload any additional information	View File
Details of subscriptions like e-journals,e-ShodhSindhu, Shodhganga Membership etc (Data Template)	View File

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

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

149079

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

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

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

125

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

4.3 - IT Infrastructure

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

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 are added and updated as recquired. The College has internet facilities in office as well as in the library from BSNL connection. 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 the computers having internet connections.

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

4.3.2 - Number of Computers

80

File Description	Documents
Upload any additional information	View File
Student – computer ratio	No File Uploaded

4.3.3 - Bandwidth of internet connection in the Institution   A. ? 50MBPS

File Description	Documents
Upload any additional Information	No File Uploaded
Details of available bandwidth of internet connection in the Institution	View File

4.4 - Maintenance of Campus Infrastructure

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

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

2151731

File Description	Documents
Upload any additional information	View File
Audited statements of accounts.	No File Uploaded
Details about assigned budget and expenditure on physical facilities and academic support facilities (Data Templates)	View File

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

Maintenance of Library: Well air-conditioned reading room for teachers and students separately. The complete database of the library is computerized and uses the "SOUL Software". There is a library Committee . The committee periodically takes stock of the

functioning of the Library.

Maintenance of Laboratory infrastructure and facilities- Laboratory in the college- Geography, Education, Language Laboratory and Computer Laboratory. In addition a GIS (Laboratory.

Maintenance of Sports Facilities:

The facilities are well maintained by a teacher in-charge designated as Sport Officer.

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

Maintenance of IT Facilities: Necessary purchases and repairing by the college authority

Students support and Welfare:

1. Grievance Redressel Committee
2. Sexual Harassment Committee
3. Canteen Committee
4. Anti- ragging Committee
5. Disciplinary Committee
6. Library Committee
7. Feedback Committee
8. Career, Counseling and Guidance Cell
9. Medical Cell
10. Women's Cell.
11. Committee tfor girls' hostel.

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

Best Student Award to the Best Graduate. Best Reader award every year during the Annual College Week.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	https://www.tezpurcollege.com/library.php

STUDENT SUPPORT AND PROGRESSION

5.1 - Student Support

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

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

1979

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

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

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

2

File Description	Documents
Upload any additional information	**No File Uploaded**
Number of students benefited by scholarships and free ships institution / non- government agencies in last 5 years (Date Template)	[View File](#)

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

C. 2 of the above

File Description	Documents
Link to institutional website	**Nil**
Any additional information	[View File](#)
Details of capability building and skills enhancement initiatives (Data Template)	[View File](#)

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

24

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

24

File Description	Documents
Any additional information	**No File Uploaded**
Number of students benefited by guidance for competitive examinations and career counseling during the year (Data Template)	[View File](#)

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

B. Any 3 of the above

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

5.2 - Student Progression

5.2.1 - Number of placement of outgoing students during the year

5.2.1.1 - Number of outgoing students placed during the year

21

File Description	Documents
Self-attested list of students placed	View File
Upload any additional information	No File Uploaded

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

5.2.2.1 - Number of outgoing student progression to higher education

26

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

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

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

examinations) during the year

3

File Description	Documents
Upload supporting data for the same	View File
Any additional information	**No File Uploaded**

5.3 - Student Participation and Activities

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

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

10

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

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

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. Under various portfolios, 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 organize and conduct the 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 literacy, sports and cultural event of the college.

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

The students 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	Documents
Paste link for additional information	**Nil**
Upload any additional information	[View File](#)

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

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

10

File Description	Documents
Report of the event	**No File Uploaded**
Upload any additional information	**No File Uploaded**
Number of sports and cultural events/competitions in which students of the Institution participated during the year (organized by the institution/other institutions (Data Template)	[View File](#)

5.4 - Alumni Engagement

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

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

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

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

File Description	Documents
Upload any additional information	No File Uploaded

GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.1 - Institutional Vision and Leadership

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

Vision:

1. To make quality enhancement the defining objective through introduction of need- based courses, continuous self and external quality evaluation and reflecting upon and acting on the weaker areas.
2. To impart value- based education and encourage work culture through community service.
3. To equip the students with entrepreneurial skills and encourage sports, cultural and literary activities.
4. To expand higher educational facilities and make it accessible to all.

Mission: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. The Principal is the sole authority in conducting day to day affairs including the salary disbursement to the staff by acting as DDO. He requires approval from the GB in implementing major programmes in matters of financial implications. The administration is looked after by the Principal, Vice- Principal and Head of departments. The college has few plans which are being gradually implemented. Opening of science stream is in line of college's vision to provide education to the society to create a scientific outlook. The college has teacher members in every important body/ committee like Governing Body, Building Committee, Construction Committee, Purchase Committee, Canteen Committee, IQAC, etc.

File Description	Documents
Paste link for additional information	https://www.tezpurcollege.com/orgenogram.pdf
Upload any additional information	View File

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

Practice of conducting of Sessional Examination

The sessional examinations are held by the college prior to the odd and even end semester examinations held by the Gauhati University. The process is a good example of decentralization and participative management. The dates of examination are decided at a meeting

of head of departmentsand college authority. The Vice Principal is given the overall charge to prepare the routine, collection of question papers, , 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 head of the departments will entrust a particular teacher to prepare question paper and also to hold examination for the major students. The assistants-in-charge will do 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 Head of departments. The Head of the

departments will be in charge of holding and collecting the marks foil of his/her department.

File Description	Documents
Paste link for additional information	**Nil**
Upload any additional information	View File

6.2 - Strategy Development and Deployment

6.2.1 - The institutional Strategic/ perspective plan is effectively deployed

Institutional Perspective Plan:

The College has a documented perspective plan for the development of the college. The College authority periodically reviews the perspective plan.

Introducing Science Stream at the UG level:

The College authority has been trying to introduce another stream to the existing two of the college for a very long time. The need and necessity of the science stream has been felt for a very long time. Only the nearby Darrang College has science stream at the UG/PG level in the whole Tezpur town which is home to near about 1 lakh people. Therefore, everyone of the college wants to provide another opportunity to the prospective students wanting to pursue science at the under graduate level.

Introducing New Subjects:

Efforts are also being made in the direction of introducing new subjects such as Sociology and Psychology.

File Description	Documents
Strategic Plan and deployment documents on the website	View File
Paste link for additional information	**Nil**
Upload any additional information	View File

6.2.2 - The functioning of the institutional bodies is effective and efficient as visible from policies,

administrative setup, appointment and service rules, procedures, etc.

The G.B. 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 staffs 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 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. Grievances can be submitted to the Grievance Redressal Cell by employees and students which are forwarded to the Principal for necessary action. Recruitment procedures are followed as per regulations of the UGC and Govt. of Assam.

File Description	Documents
Paste link for additional information	https://www.tezpurcollege.com/governing_body.php
Link to Organogram of the Institution webpage	https://www.tezpurcollege.com/orgenogram.pdf
Upload any additional information	**No File Uploaded**

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

A. All of the above

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

6.3 - Faculty Empowerment Strategies

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

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 taken up general health checkup of the employees.

Employees' Provident fund: As per the government rules 6.25 percent and 10 percent of the basic salary of the employees are deducted 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: 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.

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

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

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

0

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

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

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

11

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

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

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

21

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

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

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 performance 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. API for those teachers who avail promotion to higher grade under CAS of UGC as per rules. 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 member for each year of the entire counting period considered for promotion.

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

6.4 - Financial Management and Resource Mobilization

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

The institution conducts internal and external audits regularly. The objections (if any) put by the auditors are met in thorough process and set mechanism. If the objections are minor like seeking some vouchers or receipts, then those are immediately met by providing

those before the audit team. This is done normally at the accountant level of Tezpur College office. However, if the objection is of 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.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	View File

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

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

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

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

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, renovations of old ones, purchase of materials and instruments. The expenditures on salary and others for the non- sanctioned employees are met from the resources mobilized internally by the college through students' fee. The Governing Body of the college takes the final decision regarding the resource generation and optimal utilization of resource in various purposes. The resource mobilization policies are first discussed in the GB meeting and after the GB approval, the Principal takes the necessary steps for its implementation.

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

6.5 - Internal Quality Assurance System

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

Two practices institutionalized

1. Inter Departmental and Inter disciplinary classes.

The various departments of the college are organizing Inter-departmental and inter-disciplinary classes for the students to raise the level of knowledge and wisdom.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.

1. Use of ICT in teaching learning process.

Every department is provided with ICT facilities to be used in the classrooms. Besides this, Smartboards are also available in the digital classroom and three other rooms which can be availed as and when required. The department of Geography has a smart board along with ICT. 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.

Some other activities are as follows- Introducing mentor-mentee

system, encouraging publications, conducting of webinars etc.

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

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

1. Annual feedback from various stake holders:

The college collects feedbacks annually on academic and other matters from various stakeholders like students, guardians 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 is added in the final examination. The class-tests and sessional-examinations help students prepare themselves thoroughly and helps them to become familiar with the question patterns in the End-Semester final examination.

File Description	Documents
Paste link for additional information	https://www.tezpurcollege.com/stfeedback.php
Upload any additional information	No File Uploaded

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

B. Any 3 of the above

File Description	Documents
Paste web link of Annual reports of Institution	https://www.tezpurcollege.com/aqar.php
Upload e-copies of the accreditations and certifications	View File
Upload any additional information	View File
Upload details of Quality assurance initiatives of the institution (Data Template)	No File Uploaded

INSTITUTIONAL VALUES AND BEST PRACTICES

7.1 - Institutional Values and Social Responsibilities

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

As per the Indian Constitution and state policy, the college follows the principle of gender equality in all its aspects. There ia a Women's Cell of the employees of the college. The Womens' Cell looks after the issues concerned with women. It organizes various programs from time to time to increase awareness regarding gender equity. During the year, the International Womens' Day was celebrated on 8th of March 2021. Women members are included in various committees of the college. The Womens' Cell looks after the grievances of the women employees and girl-students. The members of the Women's Cell tries to create awareness among the girl students through various activities, and also through mentoring as well as informal

interactions.

File Description	Documents
Annual gender sensitization action plan	**Nil**
Specific facilities provided for women in terms of: a. Safety and security b. Counseling c. Common Rooms d. Day care center for young children e. Any other relevant information	https://www.tezpurcollege.com/facility.php?id=5

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

C. Any 2 of the above

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

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

1. **Solid waste management**
2. **Liquid waste management**
3. **E-waste management**

1. **All types of solid waste are collected and kept in separate garbage bins to be taken away by the Radiant Skills and Environmental Solutions, Tezpur . An agreement has been signed with the Radiant Skills and Environmental Solutions, Tezpur. In this regard Radiant Skills and Environmental Solutions, Tezpur collect the Solid waste everyday from college campus.**
2. **All liquid waste products are drained to the natural drainage system available after treatment.**
3. **All electronic wastes are accumulated from time to time and sold to local traders. Non bio-degradable solid waste is sold to the scrap dealers.**

File Description	Documents
Relevant documents like agreements/MoUs with Government and other approved agencies	[View File](#)
Geo tagged photographs of the facilities	**Nil**
Any other relevant information	**No File Uploaded**

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

B. Any 3 of the above

File Description	Documents
Geo tagged photographs / videos of the facilities	[View File](#)
Any other relevant information	**No File Uploaded**

7.1.5 - Green campus initiatives include

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

A. Any 4 or All of the above

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

File Description	Documents
Geo tagged photos / videos of the facilities	[View File](#)
Any other relevant documents	**No File Uploaded**

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

7.1.6.1 - The institutional environment and energy initiatives are confirmed through the following 1.Green audit 2. Energy audit

C. Any 2 of the above

3.Environment audit 4.Clean and green campus recognitions/awards 5. Beyond the campus environmental promotional activities

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

7.1.7 - The Institution has disabled-friendly, barrier free environment Built environment with ramps/lifts for easy access to classrooms. Disabled-friendly washrooms Signage including tactile path, lights, display boards and signposts Assistive technology and facilities for persons with disabilities (Divyangjan) accessible website, screen-reading software, mechanized equipment 5. Provision for enquiry and information : Human assistance, reader, scribe, soft copies of reading material, screen   reading   **B. Any 3 of the above**

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

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

The institution endeavour to provide an inclusive environment irrespective of cultural, regional, linguistic, communal,

socioeconomic and other diversities. The institution follows government and constitutional directives in the admission procedure and in the teaching learning process. The institution tries to foster a harmonious environment by celebrating festivals of different communities. Ramps facilities are constructed for the disabled students. Uniformity in regard to dress and other aspects of college is followed by the institution.

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

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

The institution tries to sensitise the students and employees to the constituional obligations, values, rights, duties and responsibilities etc by observing national days of importance, celebrating birthdays of important persons, by carrying out various extension activities such as environmental awareness, covid awareness, cleanliness program, students' union body election, cultural and sports competitions etc.

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

7.1.10 - The Institution has a prescribed code of conduct for students, teachers, administrators and other staff and conducts periodic programmes in this regard. The Code of Conduct is displayed on the website There is a committee to monitor adherence to the Code of Conduct Institution organizes professional ethics programmes for students, teachers, administrators and other staff   4. Annual awareness programmes on Code of   **D. Any 1 of the above**

Conduct are organized

File Description	Documents
Code of ethics policy document	No File Uploaded
Details of the monitoring committee composition and minutes of the committee meeting, number of programmes organized, reports on the various programs etc., in support of the claims	No File Uploaded
Any other relevant information	No File Uploaded

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

The institution organises national and international commemorative days, events and festivals:

Swaraswati Puja

Republic Day

Independence Day

Womens' Day

Yoga Day

Martyars' Day

Kargil Divas

National Education Day

Fateha-e-dwaj Daham

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

7.2 - Best Practices

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

BEST PRACTICE

Title of the Best Practice

C M Medhi Memorial Lecture and Debate Competition

Objectives of the Practice

Exposure to current relevant themes

Enhancingthe logical thinking

Imbibingofvalues of work

The Context

Buildingofargumentative abilities, knowledge gaining

Practice

Lecture and debate held every alternate yearon current and relevant themes and resource persons are invited and participated bythe different colleges

Evidence of success

Discussions by students on public forum, encouragement forparticipation

Problems encountered and Resources required

Resource/financialConstraint

Selection of Topic

Resource Person

reaching out to colleges

accommodation and transport

Title of the Best Practice

The Cherry-Picked Projects

Objectives of the best practice

Exploringknowledge of students in research activity

Creatinga sense of awareness

Orientationtowards research

Focusingthe best research by undergraduate students

The Context

Development ofa scientific attitude towards problems oflife

acquaintancewith the scientific methods of enquiry

ability to undertake research

The Practice

The research projects of the undergraduate studentsare publishedin the form of a book named Cherry- picked Projectconsisting of the best project from each department

Evidence of Success

Involvement of all departments

Popularity

Awareness

Enthusiasm

Problems Encountered

Time

No specific grants

Selection

File Description	Documents
Best practices in the Institutional web site	[View File](#)
Any other relevant information	**No File Uploaded**

7.3 - Institutional Distinctiveness

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

Tezpur College through its vision to make quality enhancement the defining objective has introduced need based courses like BBA and Tourism. These two departments provide professional courses which cater to the need of the students of the locality who cannot afford education outside the town. The BBA department charges minimal fees per semester making it possible for students from middle income group to avail of the same. The BBA department was established in the year 2009, as it is a need based course with opportunity of employment, the numbers of students has been a positive trend. The course is self-financing,since its inception in 2009 the students have shown exceptional result and have been placed in Government as well as private sector unitsand also in higher education. The Department of Tourism and Travel Management established in the year 2007 has fulfilled a long standing demand of the local students who aspire to make Tourism a career.

The college has made Higher Education accessible to all through the two study Centres, Institute of Distance and Open Learning (IDOL) under Gauhati University and Krishna Kanta Handique State Open University at both Post Graduate and Under Graduate levels.

Part B

CURRICULAR ASPECTS

1.1 - Curricular Planning and Implementation

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

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 individual 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. Some departments also prepare 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 visits 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 Discussion, 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 environment. 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	Documents
Upload relevant supporting document	[View File](#)
Link for Additional information	Nil

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

The insttution follows the directions of the parent university i.e., Gauhati University for conducting Continuous Internal Evaluation (CIE). The Academic Calender of the institution is prepared following the Academic Calender given by the parent university. The Continuous Internal Evaluation, sesional examinations are conducted according to academic calender.

File Description	Documents
Upload relevant supporting documents	[View File](#)
Link for Additional information	Nil

1.1.3 - Teachers of the Institution participate in following activities related to curriculum development and assessment of the affiliating University and/are represented on the following academic bodies during the year. Academic council/BoS of Affiliating	C. Any 2 of the above

University Setting of question papers for UG/PG programs Design and Development of Curriculum for Add on/ certificate/ Diploma Courses Assessment /evaluation process of the affiliating University	

File Description	Documents
Details of participation of teachers in various bodies/activities provided as a response to the metric	**No File Uploaded**
Any additional information	[View File](#)

1.2 - Academic Flexibility

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

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

5

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

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

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

0

File Description	Documents
Any additional information	**No File Uploaded**
Brochure or any other document relating to Add on /Certificate programs	**No File Uploaded**
List of Add on /Certificate programs (Data Template)	**No File Uploaded**

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

0

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

File Description	Documents
Any additional information	No File Uploaded
Details of the students enrolled in Subjects related to certificate/Add-on programs	No File Uploaded

1.3 - Curriculum Enrichment

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

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

Being an affiliated college to the Gauhati University, Tezpur College has limited scope to introduce new topics related tocross cutting issues relevant to gender, sustainability, human values into the curriculum. The college teachesthe courses according to the rules and regulations of the parent university. Most of the courses taught incorporates these topics in the curriculum .

However the institution continuously tries to integrate and supplement crosscutting issues relevant to gender, environment and sustainability, human values into the curriculum through various activities and programs.

Topics related to various issues of gender and human values are also imparted in project papers, departmental seminar, group discussions. The Womens' Cell celebrates International Womens' Day every year and tries to sensitize on issues related to women and gender by talks, awareness programs etc.

Environmental awareness programs and plantation programs are also conducted for creating environmental awareness among students. Environmental field trips are conducted as prescribed in the Environmental Studies course in undergraduate level.

A course in Education honours syllabus incorporates elements of professional ethics. The institution tries to enhance professional ethics through interpersonal contacts with students, through guidance and counselling programs for students, through various activities of the students union body, activities of disciplinary and anti-ragging committee, professional development programs/training/workshops for faculties and employees etc.

Following are the name of the coursesin the non CBCS course that incorporated experiential learning through project work/fieldwork/internship:

Assamese Field Study (Paper M 403)

Bengali Project Work (Paper M 606)?

Education (Paper M 606)

Geography (Paper M 606)

History (Paper M 606)

Philosophy (Paper M 606)

Commerce Project Report?(Paper M 605)

EVS Field Project?(Paper G) Arts

EVS Field Project?(Paper G) Commerce

BBA SE 5024

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

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

10

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

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

271

File Description	Documents
Any additional information	**No File Uploaded**
List of programmes and number of students undertaking project work/field work/ /internships (Data Template)	[View File]

1.4 - Feedback System

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

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

1.4.2 - Feedback process of the Institution may be classified as follows	**B. Feedback collected, analyzed and action has been taken**

File Description	Documents
Upload any additional information	**No File Uploaded**
URL for feedback report	https://www.tezpurcollege.com/split_pdf/Feedback%20Analysis%20Report%202020-21.pdf

TEACHING-LEARNING AND EVALUATION

2.1 - Student Enrollment and Profile

2.1.1 - Enrolment Number Number of students admitted during the year

2.1.1.1 - Number of sanctioned seats during the year

1336

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

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

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

662

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

2.2 - Catering to Student Diversity

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

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

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

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

Number of Students	Number of Teachers
2928	27

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

2.3 - Teaching- Learning Process

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

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

Student seminars:

Student seminars are organised by different different departments.

Group discussions:

Group discussions are another method for providing the students a plateform for developing their expression and communication skill as well as for developing team-work.

Debates and quizzes:

Debates and quizzes on subject related topics are organized.

Play acting:

Play acting organised by departments such as English give the students a platform to go outside the limits of their syllabus and enhance their conceptual understanding.

Students' participation in departmental activities:

Students are given a free hand in organising various departmental activities. This gives them an opportunity to develop their creativity, leadership quality, teamwork, organisational skills and also developing a sense of belongingness to the institution

and the society.

Field projects

Field projects are an integral part of teaching in the curriculum of several subjects including Education, Assamese, Geography, BBA etc.

Microteaching

Microteaching is used in the department of education. It is a skill based technique and provides opportunity to the students to get actively involved in the teaching- learning process to gain professional knowledge and skill.

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

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

Teachers of the institution use ICT enabled tools for enhancing the teaching-learning process. Due to the emergence of the Covid-19 scenario, the need for the use of ICT tools in the teaching-learning process increased manyfold worldwide. During lockdown period teachers of the institution took recourse to ICT based tools for transacting the curriculum such as google classroom, Zoom, Google meet ect. The institution has a digital recording room for recording classes equipped with modern gadget. Besides this, the institution has two computer labs, a lanuage lab, smart classrooms equipped with overhead projectors, smartboards, voice amplifiers etc.There is a GIS laboratory in the department of Geography.

File Description	Documents
Upload any additional information	[View File](#)
Provide link for webpage describing the ICT enabled tools for effective teaching-learning process	**Nil**

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

2.3.3.1 - Number of mentors

60

File Description	Documents
Upload, number of students enrolled and full time teachers on roll.	**No File Uploaded**
Circulars pertaining to assigning mentors to mentees	[View File](#)
mentor/mentee ratio	[View File](#)

2.4 - Teacher Profile and Quality

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

27

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

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

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

10

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

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

2.4.3.1 - Total experience of full-time teachers

489

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

2.5 - Evaluation Process and Reforms

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

The college conducts sessional examinations as per requirement of the Gauhati University examination system. Besides that, some 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.

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 carried 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.

File Description	Documents
Any additional information	[View File](#)
Link for additional information	Nil

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

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 assistant 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 the respective teachers.

File Description	Documents
Any additional information	**No File Uploaded**
Link for additional information	https://guportal.in

2.6 - Student Performance and Learning Outcomes

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

Teachers and students are aware of the program outcomes offered by the institution. Program outcomes are uploaded in the institutional website. Program outcomes are also displayed in the departments. Teachers discuss about the program outcomes of the respective subjects with the students.

File Description	Documents
Upload any additional information	**No File Uploaded**
Paste link for Additional information	https://www.tezpurcollege.com/PROGRAME%20OUTCOM1.pdf
Upload COs for all courses (exemplars from Glossary)	View File

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

1. **Attainment of PO's, PSOs and COs are duly evaluated by the institution. Feedbacks taken from the students on teachers and the syllabus is 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.**
2. **The college has a Grievance Redressal Mechanism where students can place their problems at any time.**
3. **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.**
4. **Interacting with students in the classrooms, organizing class tests and subjects-oriented quizzes and debates, students seminars, talks, workshops, etc help in measuring and checking Programme Outcomes.**
5. **The institutions has a Counselling Cell that help resolve**

students' problems, both academic and psychological to attain programme outcomes. It also guides them.

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

2.6.3 - Pass percentage of Students during the year

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

286

File Description	Documents
Upload list of Programmes and number of students passed and appeared in the final year examination (Data Template)	[View File]()
Upload any additional information	[View File]()
Paste link for the annual report	**Nil**

2.7 - Student Satisfaction Survey

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

https://www.tezpurcollege.com/Student%20Satisfaction%20Survey%202020-21.pdf

RESEARCH, INNOVATIONS AND EXTENSION

3.1 - Resource Mobilization for Research

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

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

0

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

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

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

0

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

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

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

11

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

3.2 - Research Publications and Awards

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

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

10

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

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

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

11

File Description	Documents
Any additional information	No File Uploaded
List books and chapters edited volumes/ books published (Data Template)	View File

3.3 - Extension Activities

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

Tezpur College has undertaken many extension activities during the year. 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-

1. Plantation drive
2. Covid Awareness program
3. Covid Relief for Nabaprabhat Orphanage
4. Participation by NSS/NCC members in various programs

Such activities are primarily aimed to fulfill 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 thinking towards the environmental issues faced by the present generation.

Again the various activities related to health and wellness make the students aware towards the gravity of the issues. The students as well as the people from the neighbourhood community benefit from these programmes in a holistic manner. It also helps to eradicate the various social superstitions i.e. attached to our society regarding habits and customs. The impact of the programmes can be seen in the form of increasing number of students participated in the subsequent endeavour. The Covid-19 scenario created major health issues during this period. The institution tried to contribute towards creation of awareness among public during this pandemic.

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

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

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

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

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

community and NGOs) during the year

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

4

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

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

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

50

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

3.4 - Collaboration

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

2

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

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

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

7

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

INFRASTRUCTURE AND LEARNING RESOURCES

4.1 - Physical Facilities

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

- **There are 35 nos of classrooms which are well lit and 10 classrooms have got projectors which make teaching learning interesting and enriching.**
- **All departments have been provided with microphone loudspeaker system to be used while teaching in bigger classrooms.**
- **There are a total of 15 departments in the entire college. All the departments are provided with a computer each having internet facility.**
- **Free Wifi facility (jio for students and teachers) has been provided to all students and teachers of college and BSNL connection in Principal, Vice-Principal Chamber as well as**

- office and IQAC.
- **The college also has a well equipped library with air conditioned reading room and having wifi facility and remote access.. E-book readers have also been provided for use to students.**

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

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

Indoor: Indoor games and various indoor games are conducted which includes Table Tennis, Badminton, Carrom etc.

Infrastructure:A indoor stadium

Facilities:

- **One set of Table Tennis Board.**
- **Movable Badminton Stand- 01 no**
- **Three badminton Court- 3 nos**
- **Carrom boards- 2 nos**
- **Badminton Rackets- 12 nos**

Outdoor: Volley ball playground available, also utilized for practicing Cricket and badminton.

Facilities:

- **Goals and equipment for cricket games.**
- **Footballs and football net.**
- **Cricket practices Net.**
- **Volleyball court with volleyballs and Net.**

Athletics

3 nos of Javelins

2 nos of shot puts.

Adequacy of Facilities for sports, games

Indoor: Adequate facilities for indoor games which includes Table Tennis, Badminton, Carrom etc.

Infrastructure:A indoor stadium was established in 2010 for conducting games like Table Tennis and Badminton.

Facilities:One set of Table Tennis Board.Movable Badminton Stand- 01 no.Three badminton Court- 3 nos. Carrom boards- 2 nos. Badminton Rackets- 12 nos

Outdoor: The college has facilities for conducting volley ball competitions in the playground available in the campus. The field is also utilized for practicing Cricket and badminton.

Facilities:

Goals and equipment for cricket games.

Footballs and football net.

Cricket practices Net.

Volleyball court with volleyballs and Net.

Athletics

1. **3 nos of Javelins**
2. **2 nos of shot puts.**

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

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

12

4.1.3.1 - Number of classrooms and seminar halls with ICT facilities

12

File Description	Documents
Upload any additional information	**No File Uploaded**
Paste link for additional information	**Nil**
Upload Number of classrooms and seminar halls with ICT enabled facilities (Data Template)	View File

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

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

11098768

File Description	Documents
Upload any additional information	**No File Uploaded**
Upload audited utilization statements	**No File Uploaded**
Upload Details of budget allocation, excluding salary during the year (Data Template)	View File

4.2 - Library as a Learning Resource

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

The 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 SOUL Software 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, Ahmedabad. The Library also has internet

connectivity for accessing e-resources.

1. **Name of ILMS software- SOUL**
2. **Nature of automation (fully or partially)- Partially**
3. **Version- 2.0**
4. **Year of Automation- 2006**

File Description	Documents
Upload any additional information	**No File Uploaded**
Paste link for Additional Information	https://www.tezpurcollege.com/library.php

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

File Description	Documents
Upload any additional information	View File
Details of subscriptions like e-journals,e-ShodhSindhu, Shodhganga Membership etc (Data Template)	View File

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

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

149079

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

4.2.4 - Number per day usage of library by teachers and students (foot falls and login data

for online access) (Data for the latest completed academic year)

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

125

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

4.3 - IT Infrastructure

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

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 are added and updated as recquired. The College has internet facilities in office as well as in the library from BSNL connection. 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 the computers having internet connections.

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

4.3.2 - Number of Computers

80

File Description	Documents
Upload any additional information	View File
Student – computer ratio	**No File Uploaded**

4.3.3 - Bandwidth of internet connection in the Institution	**A. ? 50MBPS**

File Description	Documents
Upload any additional Information	**No File Uploaded**
Details of available bandwidth of internet connection in the Institution	[View File](#)

4.4 - Maintenance of Campus Infrastructure

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

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

2151731

File Description	Documents
Upload any additional information	[View File](#)
Audited statements of accounts.	**No File Uploaded**
Details about assigned budget and expenditure on physical facilities and academic support facilities (Data Templates)	[View File](#)

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

Maintenance of Library: Well air-conditioned reading room for teachers and students separately. The complete database of the library is computerized and uses the "SOUL Software". There is a library Committee . The committee periodically takes stock of the functioning of the Library.

Maintenance of Laboratory infrastructure and facilities- Laboratory in the college- Geography, Education, Language Laboratory and Computer Laboratory. In addition a GIS (Laboratory.

Maintenance of Sports Facilities:

The facilities are well maintained by a teacher in-charge designated as Sport Officer.

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

Maintenance of IT Facilities: Necessary purchases and repairing by the college authority

Students support and Welfare:

1. Grievance Redressel Committee
2. Sexual Harassment Committee
3. Canteen Committee
4. Anti- ragging Committee
5. Disciplinary Committee
6. Library Committee
7. Feedback Committee
8. Career, Counseling and Guidance Cell
9. Medical Cell
10. Women's Cell.
11. Committee tfor girls' hostel.

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

Best Student Award to the Best Graduate. Best Reader award every year during the Annual College Week.

File Description	Documents
Upload any additional information	**No File Uploaded**
Paste link for additional information	https://www.tezpurcollege.com/library.php

STUDENT SUPPORT AND PROGRESSION

5.1 - Student Support

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

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

1979

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

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

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

2

File Description	Documents
Upload any additional information	**No File Uploaded**
Number of students benefited by scholarships and free ships institution / non- government agencies in last 5 years (Date Template)	View File

5.1.3 - Capacity building and skills enhancement initiatives taken by the institution include the following: Soft skills Language and communication skills Life skills (Yoga, physical fitness, health and hygiene) ICT/computing skills	**C. 2 of the above**

File Description	Documents
Link to institutional website	**Nil**
Any additional information	View File
Details of capability building and skills enhancement initiatives (Data Template)	View File

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

24

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

24

File Description	Documents
Any additional information	**No File Uploaded**
Number of students benefited by guidance for competitive examinations and career counseling during the year (Data Template)	[View File](#)

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

B. Any 3 of the above

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

5.2 - Student Progression

5.2.1 - Number of placement of outgoing students during the year

5.2.1.1 - Number of outgoing students placed during the year

21

File Description	Documents
Self-attested list of students placed	*View File*
Upload any additional information	**No File Uploaded**

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

5.2.2.1 - Number of outgoing student progression to higher education

26

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

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

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

3

File Description	Documents
Upload supporting data for the same	*View File*
Any additional information	**No File Uploaded**

5.3 - Student Participation and Activities

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

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

10

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

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

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. Under various portfolios, 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 organize and conduct the 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 literacy, sports and cultural event of the college.

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

The students 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	Documents
Paste link for additional information	**Nil**
Upload any additional information	[View File](#)

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

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

10

File Description	Documents
Report of the event	**No File Uploaded**
Upload any additional information	**No File Uploaded**
Number of sports and cultural events/competitions in which students of the Institution participated during the year (organized by the institution/other institutions (Data Template)	[View File](#)

5.4 - Alumni Engagement

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

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

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

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

File Description	Documents
Upload any additional information	**No File Uploaded**

GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.1 - Institutional Vision and Leadership

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

Vision:

1. **To make quality enhancement the defining objective through introduction of need- based courses, continuous self and external quality evaluation and reflecting upon and acting on the weaker areas.**
2. **To impart value- based education and encourage work culture through community service.**
3. **To equip the students with entrepreneurial skills and encourage sports, cultural and literary activities.**
4. **To expand higher educational facilities and make it accessible to all.**

Mission: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. The Principal is the sole authority in conducting day to day affairs including the salary disbursement to the staff by acting as DDO. He requires approval from the GB in implementing major programmes in matters of financial implications. The administration is looked after by the Principal, Vice- Principal and Head of departments. The college has few plans which are being gradually implemented. Opening of science stream is in line of college's vision to provide education to the society to create a scientific outlook. The

college has teacher members in every important body/ committee like Governing Body, Building Committee, Construction Committee, Purchase Committee, Canteen Committee, IQAC, etc.

File Description	Documents
Paste link for additional information	https://www.tezpurcollege.com/orgenogram.pdf
Upload any additional information	View File

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

Practice of conducting of Sessional Examination

The sessional examinations are held by the college prior to the odd and even end semester examinations held by the Gauhati University. The process is a good example of decentralization and participative management. The dates of examination are decided at a meeting

of head of departmentsand college authority. The Vice Principal is given the overall charge to prepare the routine, collection of question papers, , 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 head of the departments will entrust a particular teacher to prepare question paper and also to hold examination for the major students. The assistants-in-charge will do 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 Head of departments. The Head of the departments will be in charge of holding and collecting the marks foil of his/her department.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	View File

6.2 - Strategy Development and Deployment

6.2.1 - The institutional Strategic/ perspective plan is effectively deployed

Institutional Perspective Plan:

The College has a documented perspective plan for the development of the college. The College authority periodically reviews the perspective plan.

Introducing Science Stream at the UG level:

The College authority has been trying to introduce another stream to the existing two of the college for a very long time. The need and necessity of the science stream has been felt for a very long time. Only the nearby Darrang College has science stream at the UG/PG level in the whole Tezpur town which is home to near about 1 lakh people. Therefore, everyone of the college wants to provide another opportunity to the prospective students wanting to pursue science at the under graduate level.

Introducing New Subjects:

Efforts are also being made in the direction of introducing new subjects such as Sociology and Psychology.

File Description	Documents
Strategic Plan and deployment documents on the website	View File
Paste link for additional information	Nil
Upload any additional information	View File

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

The G.B. 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 staffs 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 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. Grievances can be submitted to the Grievance Redressal Cell by employees and students which are forwarded to the Principal for necessary action. Recruitment procedures are followed as per regulations of the UGC and Govt. of Assam.

File Description	Documents
Paste link for additional information	https://www.tezpurcollege.com/governing_body.php
Link to Organogram of the Institution webpage	https://www.tezpurcollege.com/orgenogram.pdf
Upload any additional information	No File Uploaded

6.2.3 - Implementation of e-governance in areas of operation Administration Finance and Accounts Student Admission and Support Examination	A. All of the above

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

6.3 - Faculty Empowerment Strategies

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

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 taken up general health checkup of the employees.

Employees' Provident fund: As per the government rules 6.25 percent and 10 percent of the basic salary of the employees are deducted 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: 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.

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

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

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

0

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

6.3.3 - Number of professional development /administrative training programs organized by

the institution for teaching and non-teaching staff during the year

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

`11`

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

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

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

`21`

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

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

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 performance 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. API for those teachers who avail promotion to higher grade under CAS of UGC as per rules. 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 member for each year of the entire counting period considered for promotion.

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

6.4 - Financial Management and Resource Mobilization

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

The institution conducts internal and external audits regularly. The objections (if any) put by the auditors are met in thorough process and set mechanism. If the objections are minor like seeking some vouchers or receipts, then those are immediately met by providing those before the audit team. This is done normally at the accountant level of Tezpur College office. However, if the objection is of 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.

File Description	Documents
Paste link for additional information	**Nil**
Upload any additional information	[View File](#)

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

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

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

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

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, renovations of old ones, purchase of materials and instruments. The expenditures on salary and others for the non- sanctioned employees are met from the resources mobilized internally by the college through students' fee. The Governing Body of the college takes the final decision regarding the resource generation and optimal utilization of resource in various purposes. The resource mobilization policies are first discussed in the GB meeting and after the GB approval, the Principal takes the necessary steps for its implementation.

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

6.5 - Internal Quality Assurance System

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

Two practices institutionalized

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

The various departments of the college are organizing Inter-departmental and inter-disciplinary classes for the students to raise the level of knowledge and wisdom.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.

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

Every department is provided with ICT facilities to be used in the classrooms. Besides this, Smartboards are also available in the digital classroom and three other rooms which can be availed as and when required. The department of Geography has a smart board along with ICT. 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.

Some other activities are as follows- Introducing mentor-mentee system, encouraging publications, conducting of webinars etc.

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

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

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

    The college collects feedbacks annually on academic and other matters from various stakeholders like students, guardians 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 is added in the final examination. The class-tests and sessional-examinations help students prepare themselves thoroughly and helps them to become familiar with the question patterns in the End-Semester final examination.

File Description	Documents
Paste link for additional information	https://www.tezpurcollege.com/stfeedback.php
Upload any additional information	**No File Uploaded**

6.5.3 - Quality assurance initiatives of the institution include: Regular meeting of Internal Quality Assurance Cell (IQAC); Feedback collected, analyzed and used for improvements Collaborative quality initiatives with other institution(s) Participation in NIRF any other quality	**B. Any 3 of the above**

audit recognized by state, national or international agencies (ISO Certification, NBA)	

File Description	Documents
Paste web link of Annual reports of Institution	https://www.tezpurcollege.com/aqar.php
Upload e-copies of the accreditations and certifications	View File
Upload any additional information	View File
Upload details of Quality assurance initiatives of the institution (Data Template)	**No File Uploaded**

INSTITUTIONAL VALUES AND BEST PRACTICES

7.1 - Institutional Values and Social Responsibilities

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

As per the Indian Constitution and state policy, the college follows the principle of gender equality in all its aspects. There ia a Women's Cell of the employees of the college. The Womens' Cell looks after the issues concerned with women. It organizes various programs from time to time to increase awareness regarding gender equity. During the year, the International Womens' Day was celebrated on 8th of March 2021. Women members are included in various committees of the college. The Womens' Cell looks after the grievances of the women employees and girl-students. The members of the Women's Cell tries to create awareness among the girl students through various activities, and also through mentoring as well as informal interactions.

File Description	Documents
Annual gender sensitization action plan	**Nil**
Specific facilities provided for women in terms of: a. Safety and security b. Counseling c. Common Rooms d. Day care center for young children e. Any other relevant information	https://www.tezpurcollege.com/facility.php?id=5

7.1.2 - The Institution has facilities for alternate sources of energy and energy conservation measures Solar energy Biogas plant Wheeling to the Grid Sensor-based energy conservation Use of LED bulbs/ power efficient equipment	**C. Any 2 of the above**

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

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

1. **Solid waste management**
2. **Liquid waste management**
3. **E-waste management**

1. **All types of solid waste are collected and kept in separate garbage bins to be taken away by the Radiant Skills and Environmental Solutions, Tezpur . An agreement has been signed with the Radiant Skills and Environmental Solutions, Tezpur. In this regard Radiant Skills and Environmental Solutions, Tezpur collect the Solid waste everyday from college campus.**
2. **All liquid waste products are drained to the natural drainage system available after treatment.**
3. **All electronic wastes are accumulated from time to time and sold to local traders. Non bio-degradable solid waste is sold to the scrap dealers.**

File Description	Documents
Relevant documents like agreements/MoUs with Government and other approved agencies	View File
Geo tagged photographs of the facilities	**Nil**
Any other relevant information	**No File Uploaded**

7.1.4 - Water conservation facilities available in the Institution: Rain water harvesting Bore well /Open well recharge Construction of tanks and bunds Waste water recycling Maintenance of water bodies and distribution system in the campus	B. Any 3 of the above

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

7.1.5 - Green campus initiatives include

7.1.5.1 - The institutional initiatives for greening the campus are as follows: 1. Restricted entry of automobiles 2. Use of Bicycles/ Battery powered vehicles 3. Pedestrian Friendly pathways 4. Ban on use of Plastic 5. landscaping with trees and plants	A. Any 4 or All of the above

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

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

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

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

7.1.7 - The Institution has disabled-friendly, barrier free environment Built environment with ramps/lifts for easy access to classrooms. Disabled-friendly washrooms Signage including tactile path, lights, display boards and signposts Assistive technology and facilities for persons with disabilities (Divyangjan) accessible website, screen-reading software, mechanized equipment 5. Provision for enquiry and information : Human assistance, reader, scribe, soft copies of reading material, screen reading	**B. Any 3 of the above**

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

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

The institution endeavour to provide an inclusive environment irrespective of cultural, regional, linguistic, communal, socioeconomic and other diversities. The institution follows government and constitutional directives in the admission procedure and in the teaching learning process. The institution

tries to foster a harmonious environment by celebrating festivals of different communities. Ramps facilities are constructed for the disabled students. Uniformity in regard to dress and other aspects of college is followed by the institution.

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

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

The institution tries to sensitise the students and employees to the constituional obligations, values, rights, duties and responsibilities etc by observing national days of importance, celebrating birthdays of important persons, by carrying out various extension activities such as environmental awareness, covid awareness, cleanliness program, students' union body election, cultural and sports competitions etc.

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

7.1.10 - The Institution has a prescribed code of conduct for students, teachers, administrators and other staff and conducts periodic programmes in this regard. The Code of Conduct is displayed on the website There is a committee to monitor adherence to the Code of Conduct Institution organizes professional ethics programmes for students, teachers, administrators and other staff 4. Annual awareness programmes on Code of Conduct are organized	**D. Any 1 of the above**

File Description	Documents
Code of ethics policy document	**No File Uploaded**
Details of the monitoring committee composition and minutes of the committee meeting, number of programmes organized, reports on the various programs etc., in support of the claims	**No File Uploaded**
Any other relevant information	**No File Uploaded**

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

The institution organises national and international commemorative days, events and festivals:

Swaraswati Puja

Republic Day

Independence Day

Womens' Day

Yoga Day

Martyars' Day

Kargil Divas

National Education Day

Fateha-e-dwaj Daham

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

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

BEST PRACTICE

Title of the Best Practice

C M Medhi Memorial Lecture and Debate Competition

Objectives of the Practice

Exposure to current relevant themes

Enhancingthe logical thinking

Imbibingofvalues of work

The Context

Buildingofargumentative abilities, knowledge gaining

Practice

Lecture and debate held every alternate yearon current and relevant themes and resource persons are invited and participated bythe different colleges

Evidence of success

Discussions by students on public forum, encouragement forparticipation

Problems encountered and Resources required

Resource/financialConstraint

Selection of Topic

Resource Person

reaching out to colleges

accommodation and transport

Title of the Best Practice

The Cherry-Picked Projects

Objectives of the best practice

Exploringknowledge of students in research activity

Creatinga sense of awareness

Orientationtowards research

Focusingthe best research by undergraduate students

The Context

Development ofa scientific attitude towards problems oflife

acquaintancewith the scientific methods of enquiry

ability to undertake research

The Practice

The research projects of the undergraduate studentsare publishedin the form of a book named Cherry- picked Projectconsisting of the best project from each department

Evidence of Success

Involvement of all departments

Popularity

Awareness

Enthusiasm

Problems Encountered

Time

No specific grants

Selection

File Description	Documents
Best practices in the Institutional web site	[View File](#)
Any other relevant information	**No File Uploaded**

7.3 - Institutional Distinctiveness

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

Tezpur College through its vision to make quality enhancement the defining objective has introduced need based courses like BBA and Tourism. These two departments provide professional courses which cater to the need of the students of the locality who cannot afford education outside the town. The BBA department charges minimal fees per semester making it possible for students from middle income group to avail of the same. The BBA department was established in the year 2009, as it is a need based course with opportunity of employment, the numbers of students has been a positive trend. The course is self-financing,since its inception in 2009 the students have shown exceptional result and have been placed in Government as well as private sector unitsand also in higher education. The Department of Tourism and Travel Management established in the year 2007 has fulfilled a long standing demand of the local students who aspire to make Tourism a career.

The college has made Higher Education accessible to all through the two study Centres, Institute of Distance and Open Learning (IDOL) under Gauhati University and Krishna Kanta Handique State Open University at both Post Graduate and Under Graduate levels.

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

7.3.2 - Plan of action for the next academic year

The plan of action for the next academic year includes the following:

1. To introduce new subjects.

2. To conduct seminars, webinars, workshops etc.

3. To develop more linkages/ MoUs with other institutions of importance and industry.

4. To aquire ISO certification.

5. To participate in NIRF.

6. To develop infrastuctureand academic facilities.