



## YEARLY STATUS REPORT - 2021-2022

<b>Part A</b>	
<b>Data of the Institution</b>	
<b>1.Name of the Institution</b>	TYAGBIR HEM BARUAH COLLEGE
• Name of the Head of the institution	Dr. Ajit Hazarika
• Designation	Principal
• Does the institution function from its own campus?	Yes
• Phone no./Alternate phone no.	9435183351
• Mobile No:	7002186618
• Registered e-mail	tyagabirhbcollege1963@gmail.com
• Alternate e-mail	hajit68@yahoo.com
• Address	Tyagbir Hem Baruah College, Jamugurihat, Karchantola-784189, Sonitpur, Assam
• City/Town	Jamugurihat
• State/UT	Assam
• Pin Code	784189
<b>2.Institutional status</b>	
• Type of Institution	Co-education
• Location	Rural
• Financial Status	UGC 2f and 12(B)

• Name of the Affiliating University	Gauhati University																								
• Name of the IQAC Coordinator	Mr. Sumanta Rajbanshi																								
• Phone No.	9859185457																								
• Alternate phone No.	9101856532																								
• Mobile	9859185457																								
• IQAC e-mail address	iqacthbcollege@gmail.com																								
• Alternate e-mail address	sumantarajbanshi@gmail.com																								
<b>3. Website address (Web link of the AQAR (Previous Academic Year))</b>	<a href="http://iqac.thbcollege.in/uploads/aqar/AQAR_2017_2018.pdf">http://iqac.thbcollege.in/uploads/aqar/AQAR_2017_2018.pdf</a>																								
<b>4. Whether Academic Calendar prepared during the year?</b>	Yes																								
• if yes, whether it is uploaded in the Institutional website Web link:	<a href="#">yes</a>																								
<b>5. Accreditation Details</b>																									
<table border="1"> <thead> <tr> <th>Cycle</th> <th>Grade</th> <th>CGPA</th> <th>Year of Accreditation</th> <th>Validity from</th> <th>Validity to</th> </tr> </thead> <tbody> <tr> <td>Cycle 1</td> <td>C++</td> <td>00</td> <td>2004</td> <td>16/09/2004</td> <td>15/09/2009</td> </tr> <tr> <td>Cycle 2</td> <td>B</td> <td>2.23</td> <td>2012</td> <td>10/03/2012</td> <td>09/03/2017</td> </tr> <tr> <td>Cycle 3</td> <td>B</td> <td>2.26</td> <td>2021</td> <td>31/03/2021</td> <td>30/03/2026</td> </tr> </tbody> </table>		Cycle	Grade	CGPA	Year of Accreditation	Validity from	Validity to	Cycle 1	C++	00	2004	16/09/2004	15/09/2009	Cycle 2	B	2.23	2012	10/03/2012	09/03/2017	Cycle 3	B	2.26	2021	31/03/2021	30/03/2026
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Cycle 3	B	2.26	2021	31/03/2021	30/03/2026																				
<b>6. Date of Establishment of IQAC</b>	06/04/2000																								
<b>7. Provide the list of funds by Central / State Government UGC/CSIR/DBT/ICMR/TEQIP/World Bank/CPE of UGC etc.,</b>																									

Institutional/Department /Faculty	Scheme	Funding Agency	Year of award with duration	Amount
Dr. Rasna Rajkhowa	INSA	INSA New Delhi	2019-2021	132000
Dr. Tulsi Upadhayaya	ASTEC	ASTEC, Govt of Assam	2020-2021	50000
THB College	Student Fee Reimbursement	Govt of Assam	2020-2021	3792220
THB College	Electricity	Govt of Assam	2020-2021	42486

<b>8. Whether composition of IQAC as per latest NAAC guidelines</b>	<b>Yes</b>		
<ul style="list-style-type: none"> <li>Upload latest notification of formation of IQAC</li> </ul>	<a href="#">View File</a>		
<b>9.No. of IQAC meetings held during the year</b>	<b>6</b>		
<ul style="list-style-type: none"> <li>Were the minutes of IQAC meeting(s) and compliance to the decisions have been uploaded on the institutional website?</li> </ul>	<b>Yes</b>		
<ul style="list-style-type: none"> <li>If No, please upload the minutes of the meeting(s) and Action Taken Report</li> </ul>	No File Uploaded		
<b>10. Whether IQAC received funding from any of the funding agency to support its activities during the year?</b>	<b>No</b>		
<ul style="list-style-type: none"> <li>If yes, mention the amount</li> </ul>			

<b>11. Significant contributions made by IQAC during the current year (maximum five bullets)</b>
During the pandemic online programmes like webinars, Lecture Series in Ancient Indian Classical Literature etc. were organized considering the academic requirements of the students and created an ambience for use of virtual platforms like for reaching learning and counseling.

Teaching of subjects like Mathematics, Science, English etc. in the neighbouring secondary schools and conduct of sensitization programmes and motivational lectures for the school going students.

Workshops/seminars were held for the students on soft skill development and mental health, Intellectual Property Rights (IPR) etc.

Adoption of a cluster of five villages by the college under Unnat Bharat Abhiyan (UBA) Mission, registration of the college for NIRF Ranking 2021-2022, and Institutions Innovation Council 4.0.

Encouraged the college authority for use of the unused land of the college for growth of an organic tea garden and fisheries. Manufacturing of green tea by the college is an outcome of this initiative with inculcation of the principle of learning by doing in the students.

**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
<p>During the pandemic online programmes like webinars, Popular Talkas, Lecture Series etc. to be organized on issues academic importance for the students.</p>	<p>Implemented. Two webinars and a lecture series were successfully conducted in addition to online classes.</p>
<p>Workshops/seminars to be held for the students to promote their skill and proficiency in areas like language, literature, drama, music etc.</p>	<p>work shop on Volleyball, creative writing, sftskill development organised.</p>
<p>Important national and international days to be observed in the college for cultivation of different values and ideals, and sensitizing the students towards various local and global issues.</p>	<p>Implemented</p>
<p>Training programmes for the teaching and non-teaching staff to be organized for enhancing their knowledge and skill in use of computers for performing their routine works like admission, office management, teaching-learning, evaluation etc.</p>	<p>Partially implemented with organisation of three such trainings.</p>
<p>Further initiatives to be taken for use of the land resources of the college for generation of income.</p>	<p>Low lying areas of the college have been converted to profitable fisheries, Organic tea garden started in addition to the existing tea garden.</p>
<p>Students mentoring should be introduced in a more effective way from this academic session to address various problems of the students and ensuring their overall development.</p>	<p>Implemented</p>
<p>Programmes like workshops/seminars to be</p>	<p>Initiatives taken and partially implemented by the Career</p>

organized on different competitive examinations for motivating the students and enhancing their competence to appear in such examinations.	counselling and Career Guidance Cell.
A workshop on Intellectual Property Rights (IPR) to be held for the students and teachers.	Implemented with two such programmes.
New washrooms to be constructed considering the rising number of students.	A new wash room for both male and female has been constructed.
The old hostel to be renovated.	Action yet to be taken
New classrooms to be constructed considering the increasing number of students and introduction of new syllabus at the UG level.	Five classrooms with total area of 1125 sq. ft.(3 rooms of 750 sq. ft each, with veranda and two rooms of 375 sq. ft each) have been constructed.
Initiatives to be taken for further development of the sports infrastructure of the college and for conduct of training programmes.	New Basketball and Volleyball courts constructed.
Feedback to be collected from the students and other stakeholders and get them analyzed. After analysis required remedial steps to be taken for further progress of the college.	Feedback from students, teachers, alumni and employers have been collected, analysed and initiatives taken to introduce change.
New initiatives to be taken for beautification of the college, construction of a new canteen and development of parking facilities.	The old pond in dilapidated condition has been renovated ,new structures erected in front of the college for face lift and linking roads with pavers block constructed connecting the Science building and the administrative block.
The following Extension activities with the local communities to be organized : i. Adoption of villages in the	The college adopts a cluster of 5 villages under UBA The faculty members conducted classes in five schools of the area

vicinity of the college. ii. Classes by the teachers of the college to be held in the neighbouring schools. iii. Counseling/sensitization programmes to be organized in the schools. iv. Organization of awareness programmes on issues like witch hunting, domestic violence, legal provisions for women etc. to be held in the villages. v. Programmes like plantation of trees, cleanliness drive to be organized with the communities.	especially in English, Mathematics, Science, Geography etc. Sensitization programme on Plastic Pollution conducted at Nagasankar High School Plantation done at different places including the adopted villages.
Construction of a new canteen and development of parking facilities.	The foundation stone for construction of a new canteen has been laid.
Considering the requirements of the present education system interdepartmental /interdisciplinary talks to be arranged.	Partially implemented.
Programmes on students' code of conduct and professional ethics for the teachers to be conducted.	A programme for the students was conducted.
Initiatives towards introduction of Vocational Education.	Initiative taken for introduction of Integrated B.Ed. course and online inspection for it has been completed.
<b>13. Whether the AQAR was placed before statutory body?</b>	<b>Yes</b>
<ul style="list-style-type: none"> <li>Name of the statutory body</li> </ul>	
Name	Date of meeting(s)
Governing Body, Academic Council and IQAC	10/12/2022

**14. Whether institutional data submitted to AISHE**

Year	Date of Submission
2020-2021	25/02/2022

**15. Multidisciplinary / interdisciplinary**

T.H.B. college is affiliated to Gauhati University and follows a road map or guidelines prepared and provided by the state Government. Nothing has happened with regard to NEP till date. As and when the university prepares or provides a curriculum to implement the multidisciplinary/ interdisciplinary structure of New Education Policy T.H.B. College will abide by it. Although T.H.B. College has available opportunity within the campus to implement multidisciplinary/ Interdisciplinary courses. Till now T.H.B. College has one P.G. diploma in computer application course and we are also planning to introduce MLT (Medical laboratory Technician) and Mobile repairing courses as vocational course very soon. All these courses are designed in such a way that students get maximum benefit. T.H.B. College has also study center of Krishna Kanta Handiqui State Open University and presently UG and PG courses are being offered through that.

**16. Academic bank of credits (ABC):**

Academic bank of credit is proposed in the draft of NEP to facilitate multiple entries and exit points for the students in their academic programs. It is an innovative idea to earn and deposit credit which will be given maximum benefit to the students. T.H.B. college shall abide by the curriculum and structure prepared by the Gauhati university in this case.

**17. Skill development:**

T.H.B. college is affiliated to Gauhati University and does not have authority for preparing and implementing its own curriculum. So far skill development is concerned T.H.B. college is offering skill development courses in Tally, C, C++ in computer application. In addition to that T.H.B. College will implement guidelines or structure provided by the affiliating Gauhati University.

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

In order to promote/ integrate the local language, art and culture, compulsory activities in the curriculum has to be added like literary activities etc. and through discussions/ interactions/



symposiums etc. in local languages which will fetch extra credit to the students. These changes will also increase the employability opportunities for the teachers and subject matter experts of these languages. Frequent field trips to local heritage site/ museum shall help students assess/understand the value of their culture and traditions, this will boost tourism sector and create awareness amongst students. T.H.B. college offers UG programs in Assamese and Nepali literature as a subject. It shall implement the policy of the affiliating university in this regard and explore the available local resources for integration of Indian knowledge system with curricular activities. The area is rich in cultural diversity and that can be accessed as per the curriculum of the university. The present Curriculum of the Gauhati University keeps provision of dissertation/ project and a number of departments take out students on field trips/excursions in connection with their projects/ dissertation. The expertise and experience of the teachers will help the college to integrate Indian knowledge system through such activities. Besides the area, the college belongs to is rich in cultural and linguistic diversity and that can be used as opportunity in this regard.

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

OBE set out in the NEP aims to bring competency, standard, benchmarks and attainment of targets. Apart from these the OBE incorporates three elements- Theory of education, A systemic structure of education and a specific approach to instructional practice. T.H.B. College is prepared to fulfill the objectives and achieve the target as per the structural curriculum provided by the Gauhati University..

#### **20.Distance education/online education:**

During the Covid-19 pandemic, educational institutions in the country has increasingly involved in using the digital platforms for engaging classes, conducting conferences and seminars. As a whole both teachers and students have got well experienced the online teaching and evaluation process through different software. At present T.H.B. college has a distance learning study centre of IDOL and KK Handique State Open University through which offers different certificate, Diploma, and Degree programmes ( UG nad PG). A large number of students have benefitted from that.

### **Extended Profile**

#### **1.Programme**

1.1

14

Number of courses offered by the institution across all programs during the year		
File Description	Documents	
Data Template	<a href="#">View File</a>	
<b>2.Student</b>		
2.1 Number of students during the year		1613
File Description	Documents	
Data Template	<a href="#">View File</a>	
2.2 Number of seats earmarked for reserved category as per GOI/ State Govt. rule during the year		230
File Description	Documents	
Data Template	<a href="#">View File</a>	
2.3 Number of outgoing/ final year students during the year		317
File Description	Documents	
Data Template	<a href="#">View File</a>	
<b>3.Academic</b>		
3.1 Number of full time teachers during the year		40
File Description	Documents	
Data Template	<a href="#">View File</a>	
3.2 Number of Sanctioned posts during the year		56

File Description	Documents
Data Template	<a href="#">View File</a>
<b>4.Institution</b>	
4.1 Total number of Classrooms and Seminar halls	42
4.2 Total expenditure excluding salary during the year (INR in lakhs)	31.82
4.3 Total number of computers on campus for academic purposes	47

## 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

The college executes the curriculum designed by the affiliating university and ensures its timely and effective delivery in a well planned manner with involvement of all the faculty members and committees constituted to serve the purpose. The academic calendar is instrumental in implementation of the curriculum and performance of the scholastic as well as non-scholastic activities. The departments also organize different activities and prepare teaching-learning materials. Before commencement of classes the principal circulates a general class routine prepared by the Routine Committee based on the inputs from the HoDs. Both theory and practical classes are arranged for each and every course as per requirement and guideline of the university. The department heads take responsibility of allotting the classes to the teachers considering their interest and area of specialization. The teachers use ICT besides following conventional methods of teaching. Completion of the syllabus is purely maintained by the respective departments, but the principal makes time to time revision of curriculum transaction in meetings of the Academic Council. Student feedback and performance of the students in Internal Examinations also help the authority to assess the progress of curriculum delivery. The college offers infrastructural support for smooth and fruitful delivery of the curriculum.

File Description	Documents
Upload relevant supporting document	<a href="#">View File</a>
Link for Additional information	Nil

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

An academic calendar is prepared at the beginning of each academic session in line with the University's calendar consisting of various curricular and co-curricular activities. The calendar is displayed on college website and notice boards. It is updated and revised as per change introduced by the university.

The members of the Routine Committee prepare the class routine at the beginning of a semester as per the academic calendar and the guidelines of affiliating university for the number of credit hours for each subject. Then the class routine is circulated in the departments and modified if required. The departments also prepare their own class routines with allotment of classes to the individual teachers. Departmental routines are circulated through the Whatsapp groups and notice boards.

Allotted classes are done by the respective faculty members of the departments.

Continuous Internal Assessment ideally accounts for 20% of the total marks allotted to a course or paper. For CCE sessional examinations, class tests, class attendance, projects, assignments are used as tools and everything is planned in compliance with the academic calendar.

Academic Council monitors progress of the courses and takes important decisions regarding implementation of the calendar and other academic issues.

File Description	Documents
Upload relevant supporting documents	<a href="#">View File</a>
Link for Additional information	<a href="http://thbcollege.in/uploads/academic_calendar_files/academic_calender_2021_22.pdf">http://thbcollege.in/uploads/academic_calendar_files/academic_calender_2021_22.pdf</a>

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

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

## 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**

14

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)	<a href="#">View File</a>

**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)**

03

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 )	<a href="#">View File</a>

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

52

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

00

File Description	Documents
Any additional information	No File Uploaded
Details of the students enrolled in Subjects related to certificate/Add-on programs	<a href="#">View File</a>

### 1.3 - Curriculum Enrichment

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

Programme on code of conduct at the beginning of every semester helps informing students about the rules and ethical values to be strictly followed in the college. A Handbook of Professional Conduct and Guidelines is there in the college website. Various Subjects of the curriculum help in making students aware of our heritage and value system. Such subjects help in inculcation of the precious human qualities. The college also celebrates important national and international days with a view to nurturing a feeling of unity and brotherhood.

The college organizes activities to sensitize the students towards gender discrimination and rights of women. The Equal Opportunity Cell, Students' grievance redressal cell, Women's Cell and Internal Complaint Comliance Committee organize seminars/sensitization programmes and observe important days for awakening the society towards preservation of women's dignity. CCTV surveillance in the

entire college campus ensures security of women.

The college has a sprawling green campus with trees and vegetation. Plantation, sustainable use of natural resources is a very old practice here. For years the college has been trying to preserve the precious plant varieties in the college with involvement of the students and teachers. The curriculum also offers scope to sensitize the students towards various ecological issues.

File Description	Documents
Any additional information	<a href="#">View File</a>
Upload the list and description of courses which address the Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum	<a href="#">View File</a>

### 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	<a href="#">View File</a>
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	<a href="#">View File</a>
Number of courses that include experiential learning through project work/field work/internship (Data Template)	<a href="#">View File</a>

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

209

File Description	Documents
Any additional information	<a href="#">View File</a>
List of programmes and number of students undertaking project work/field work/ /internships (Data Template)	<a href="#">View File</a>

## 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	<a href="#">View File</a>
Action taken report of the Institution on feedback report as stated in the minutes of the Governing Council, Syndicate, Board of Management (Upload)	<a href="#">View File</a>
Any additional information(Upload)	<b>No File Uploaded</b>

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

**A. Feedback collected, analyzed and action taken and feedback available on website**

File Description	Documents
Upload any additional information	<a href="#">View File</a>
URL for feedback report	<a href="http://thbcollege.in/index.php?home/feedback_form_link">http://thbcollege.in/index.php?home/feedback_form_link</a>

## 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**

**830**



File Description	Documents
Any additional information	No File Uploaded
Institutional data in prescribed format	<a href="#">View File</a>

## 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

404

File Description	Documents
Any additional information	No File Uploaded
Number of seats filled against seats reserved (Data Template)	<a href="#">View File</a>

## 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

Slow and advanced learners are identified by the teachers through classroom discussions, quizzes, sudden tests, previous Board results, unit tests, and class seminars.

**Slow learners:** The slow learners are provided counseling by the teachers and special attention is given to them. They are provided with special study materials like notes, question answers by the teachers. Tutorial classes/Private counseling offered to them helps the students overcome difficulties in comprehension of classroom lectures and keep pace with other students. Mentoring system also helps the teachers to clarify their doubts and address their personal problems. The teachers also discuss the questions and answers in the classroom in detail keeping in mind their special needs. Special tests are conducted for them.

**Advanced learners:** The teachers' attempts are always there to ignite their minds and inspire them to be more ambitious in their academic pursuits. The teachers make attempt to motivate the students to research oriented activities by entrusting them with more responsibilities in group discussions, seminars, projects etc. Some of the departments also motivate and inspire them with awards for good results. They are given responsibilities to lead the college on

various occasions.

File Description	Documents
Link for additional Information	Nil
Upload any additional information	<a href="#">View File</a>

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

Number of Students	Number of Teachers
1613	40

File Description	Documents
Any additional information	No File Uploaded

## 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

The institute upholds a learner-centric approach and encourages quest for excellence. Teachers always attempt to create a learning environment where students are active participants as individuals and as members of collaborative groups. Such an ambience helps students nurture their ambitions and develop their intellectual acumen. It encourages them to accept responsibility for their own learning. Teachers' efforts are always there to accommodate diverse learning needs, ensure efficient classroom management for equitable access to technology and other apparatus in the classroom. The institute gives the students an environment where their work is valued and appreciated.

Teachers always encourage collective activities like departmental seminars, group discussions, debates and quizzes on subject related topics in their respective departments that help in removing boredom and monotony of normal routine works and offer students opportunity to demonstrate their creative ability, leadership qualities and organizational capacity. A friendly ambience is always prevalent in the departments inspires the students to approach their teachers for clarification of any doubts. Such informal interactions are conducive to leading discussions beyond limits of syllabus. Teachers also make use of ICT tools, lead students on Industrial Visits, Field Trips and Surveys, Projects writing etc. for giving them

experience of experiential, observational and participative learning.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Link for additional information	<a href="http://thbcollege.in/uploads/igac/project_work_report/project_work_surveys.pdf">http://thbcollege.in/uploads/igac/project_work_report/project_work_surveys.pdf</a>

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

The Faculty members follow both traditional and technology enabled methods for teaching.

1. The college has nine classrooms with projectors. The projectors are used by the teachers during lectures, departmental seminars, display of video clips/movies etc.
2. For transaction of notes, old question papers, university, departmental and college notifications, departmental and university examination routines etc. WhatsApp, Zoom and Google classrooms are used as platforms. Online platforms like Zoom, Google Meet, Google Classroom are used by the teachers for special discussions on topics from the syllabus.
3. Online platforms are used for conduct of webinars, online lectures on topics from the syllabus and as per requirements of the students.
4. Internal Marks of the students are uploaded by all the departments online.
5. Workshops/training programmes are held on use of different cheap but useful software and regarding handling of e-resources by the teachers.
6. E-platforms are also used for running the mentoring system effectively and smoothly.
7. Google forms are used for collection of information/feedback from students.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Provide link for webpage describing the ICT enabled tools for effective teaching-learning process	<a href="http://thbcollege.in/index.php?home/ict_facilities_gallery">http://thbcollege.in/index.php?home/ict_facilities_gallery</a>

### 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

11

File Description	Documents
Upload, number of students enrolled and full time teachers on roll.	<a href="#">View File</a>
Circulars pertaining to assigning mentors to mentees	<a href="#">View File</a>
mentor/mentee ratio	<a href="#">View File</a>

### 2.4 - Teacher Profile and Quality

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

40

File Description	Documents
Full time teachers and sanctioned posts for year (Data Template)	<a href="#">View File</a>
Any additional information	No File Uploaded
List of the faculty members authenticated by the Head of HEI	No File Uploaded

#### 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

18

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)	<a href="#">View File</a>

### 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

606

File Description	Documents
Any additional information	No File Uploaded
List of Teachers including their PAN, designation, dept. and experience details(Data Template)	<a href="#">View File</a>

## 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.

At the very beginning of each semester students are offered an outline of the tasks to be mandatorily accomplished as part of the continuous evaluation system. Tools such as sessional examinations, group discussions, and class tests are used as major tools for assessing continuous development of the students. Examinations for honors subjects are held by the respective departments and for the regular courses are organised centrally. Question papers are set by the teachers from the departments. Regarding conduct of examinations, decisions are taken by the Academic Committee. Students failing to appear in the examination for genuine reasons are given another chance after due notification. Marks obtained by the students are displayed on the notice boards by the departments. Evaluated answer scripts are shown to the students of the regular courses if they want. The honours students are shown their answer scripts and their strength and weakness are discussed. Part of the marks for internal assessment are also obtained from participation and performance of the students in group discussions, seminars,

writing of assignments and other scholastic/non-scholastic activities, besides class attendance. The teachers are always ready to clarify the doubts and enquiries raised by the students regarding the process of assessment.

File Description	Documents
Any additional information	<a href="#">View File</a>
Link for additional information	Nil

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

The end semester or final examinations are conducted by the affiliating Gauhati University. All examination related grievances of the students are received in the form of written application (as per the university guidelines) from the students and forwarded to the University for rectification after thorough verification at the institution level. The college sorts out the grievances raised by the students depending on the nature of problems through office assistants. The Principal deposes office assistants dealing with examination, to register the grievances of the students at the University examination branch for the earliest solution.

There is also online mechanism for registering examination related grievances via Integrated University Management System by the affiliating university. All issues raised by the coordinator are addressed by the technical staff of the affiliating university.

Regarding students' grievances related to internal assessment or sessional examination, the responsibility lies with the respective departments. Doubts and enquiries of the students regarding marks obtained in the sessional examinations are clarified by teachers concerned, and necessary measures are taken as and when required.

File Description	Documents
Any additional information	<a href="#">View File</a>
Link for additional information	Nil

## 2.6 - Student Performance and Learning Outcomes

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

As an affiliated college under Gauhati University, Tyagbir Hem Baruah College follows the rules set by the university in implementation of the Under Graduate curriculum designed for the Honours and General courses in Arts and Science.

1. At the beginning of every semester induction classes are held for introducing the subject to the students.
2. Soft copy of curriculum and Learning Outcomes of Programmes and Courses are made available on the college website for instant reference. The importance of being aware of the learning outcomes is communicated to the teachers time to time in every meeting of the Academic Council and staff meeting.
3. The students are also communicated about the Programme outcomes, Programme Specific Outcomes and Course outcomes through tutorial classes. The mentors also play an important role in this connection.
4. The college has an Academic Council consisting of the department heads and Nodal Officers and headed by the Principal. The Council discusses, time to time, if the classes and practical activities are being conducted on proper direction towards realization of Program outcomes, program specific outcomes and course outcomes.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for Additional information	<a href="http://thbcollege.in/index.php?home/program_outcome">http://thbcollege.in/index.php?home/program_outcome</a>
Upload COs for all courses (exemplars from Glossary)	<a href="#">View File</a>

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

The college adopts the following measures for evaluating attainment of program outcomes, program specific outcomes and course outcomes by the students.

1. Results of the external examinations offer a major tool for measuring students' attainment of program outcome, program specific outcome and course outcome.
2. Internal Assessments are continuously and comprehensively carried out by the departments also inform about students' progress.
3. Quizzes, group discussions, seminars etc. are organized by the

departments to assess students' attainment of various skills and knowledge.

4. Viva voce of Practical Examinations conducted in some of the departments offer information regarding students' achievements.
5. Records of students' participation in different activities like tree-plantation; NSS, etc. also help to evaluate their awareness of their responsibilities towards environment.
6. The students are assigned home assignments on a particular topic/ course to measure their knowledge and skills.
7. Feedback from students, alumni, and guardians are also collected in this regard. The analysis of the data by the Academic Audit Committee serves a good picture of the achievements of the students and their opinions on their experience of achieving declared outcomes of the course.
8. Alumni groups of the departments also offer information of achievements of desired outcomes.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for Additional information	<a href="http://thbcollege.in/index.php?home/program_outcome">http://thbcollege.in/index.php?home/program_outcome</a>

### 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

317

File Description	Documents
Upload list of Programmes and number of students passed and appeared in the final year examination (Data Template)	<a href="#">View File</a>
Upload any additional information	No File Uploaded
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)

[http://thbcollege.in/uploads/igac/feedback\\_form/Students\\_Feedback\\_Report.pdf](http://thbcollege.in/uploads/igac/feedback_form/Students_Feedback_Report.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)**

1.70

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)	<a href="#">View File</a>

**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**

2

File Description	Documents
List of research projects and funding details (Data Template)	<a href="#">View File</a>
Any additional information	No File Uploaded
Supporting document from Funding Agency	<a href="#">View File</a>
Paste link to funding agency website	Nil

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

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

the year

13

File Description	Documents
Report of the event	No File Uploaded
Any additional information	<a href="#">View File</a>
List of workshops/seminars during last 5 years (Data Template)	<a href="#">View File</a>

### 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

19

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

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

30

File Description	Documents
Any additional information	No File Uploaded
List books and chapters edited volumes/ books published (Data Template)	<a href="#">View File</a>

### 3.3 - Extension Activities

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

The faculty members visit the neighbouring schools and conduct sensitizing programmes on various relevant issues and also offer counseling in various subjects for clarification of their doubts. It helps in creating awareness among the students regarding the burning issues and their responsibilities to combat various problems. A sensitization programme was held with the students of Nagasankar High School on 10/02/2022 on the menace of plastic pollution. Special motivational lectures were held in altogether 5 schools by 11 teachers. The teachers interacted with the students regarding various issues from the subjects like Mathematics, English, Science etc. It helps in sensitizing the students towards lofty careers in those subjects and lofty goals in life. About 200 students participated in various programmes like plantation and cleaning outside the college and socio-economic surveys were conducted in villages adopted under Unnat Bharat Abhiyan(UBA).It helped in making the students aware of problems faced by villagers and inspire them to play active role in bringing about changes to their lives.Their interaction with the villagers helped them to understand their problems as well as the schemes and plans adopted by the government for proper redressal. On such occasions students express their willingness to do something for the communities.

File Description	Documents
Paste link for additional information	<a href="http://thbcollege.in/index.php?home/extension_activity">http://thbcollege.in/index.php?home/extension_activity</a>
Upload any additional information	<a href="#">View File</a>

### 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

0

File Description	Documents
Any additional information	No File Uploaded
Number of awards for extension activities in last 5 year(Data Template)	<a href="#">View File</a>
e-copy of the award letters	No File Uploaded

**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**

11

File Description	Documents
Reports of the event organized	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>
Number of extension and outreach Programmes conducted with industry, community etc for the last year (Data Template)	<a href="#">View File</a>

**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**

397

File Description	Documents
Report of the event	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>
Number of students participating in extension activities with Govt. or NGO etc (Data Template)	<a href="#">View File</a>

**3.4 - Collaboration**

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

7

File Description	Documents
e-copies of linkage related Document	<a href="#">View File</a>
Details of linkages with institutions/industries for internship (Data Template)	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>

### 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

8

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

## INFRASTRUCTURE AND LEARNING RESOURCES

### 4.1 - Physical Facilities

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

The college has been making constant effort towards elevation of crucial elements of learning environment. The college has 53 no of classrooms including 9 classrooms with projectors. CCTV surveillance has been installed in most of the class rooms. Five new classrooms with area of ( with total area of 1125 sq. ft ) have been constructed in this year.

Every science department has its own well equipped laboratory. The departments of Education and Geography have also their own laboratories. The college has a well equipped library with spacious reading rooms for the teachers and students. The library has a rich and constantly growing collection of books and journals. The library

is fully automated and is an active member of INFLIBNET. The SOUL 2.0 Library Management Software is used in the library, Bar-coding is complete and Online Public Access Catalogue (OPAC) is available through KIOSK machine. There is a Computer Lab for students and staff. The college has 47 Computers used for the purpose of admission and official work. Relevant Software for use in different departments like MATLAB, SPSS etc. are available .For Power Backup a Generator of 50KVA and UPS with the capacity of 2KVA are available.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
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.

The college offers facilities for indoor games like Carrom, Panja, Chess, etc. There is stadium for outdoor games like Cricket, Football, Javelin throw, Discus throw, Athletics, Cricket, Jump etc. with dressing rooms. Permanent courts for badminton, volleyball and basketball, table tennis are in place for students' daily use. Students are offered equipments like badminton racquets, carom boards, bats-balls etc. by the college authority for daily practice. Workshops on football and volley ball are held in the college for the students with interest and acumen in sports for training under renowned and experienced coaches. A gymnasium is also available for the students and the teachers. The college also organizes programmes on yoga, mental health, stress management etc. and experienced resource persons are invited on such occasions. Cultural programmes are conducted on various occasions including college week. The college has a well equipped auditorium, named Harakanta Gogoi Memorial Auditorium and a conference hall for that purpose. Students are also properly guided and trained to participate in the Youth Festival held by the affiliating university.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
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.**

10

**4.1.3.1 - Number of classrooms and seminar halls with ICT facilities**

10

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	<a href="http://thbcollege.in/index.php?home/ict_facilities_gallery">http://thbcollege.in/index.php?home/ict_facilities_gallery</a>
Upload Number of classrooms and seminar halls with ICT enabled facilities (Data Template)	<a href="#">View File</a>

**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)**

1.89

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)	<a href="#">View File</a>

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

Local Area Network (LAN) using ILMS Software for University Libraries (SOUL) is installed for automating in-house activities and services of the library along with bar-coding facility for fast transaction of library resources. The College Library is an active member of the INFLIBNET, Ahmedabad. The Library also has internet connectivity for accessing e-resources.

**Library Management Software (LMS):** The Library has a SOUL 2.0 Library Management Software (LMS). All books available in the library have been catalogued in the SOUL 2.0 software.

**OPAC (Online Public Access Catalogue):** The library provides On Online Public Access Catalogue (OPAC) facilities through SOUL 2.0 LMS. The students or faculties or any user can avail OPAC facility through KIOSK machine.

**Bar-coding:** Computerized circulation with bar-coding technology is available in the library. All books in the library have been bar-coded. The computerized circulation with bar coding technology is right now available for the students and faculty members.

**NLIST(National Library & Information Service for scholarly content)** - The library procured the membership of NLIST and is getting access to e-resources through a programme entitled N-List.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for Additional Information	Nil

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

File Description	Documents
Upload any additional information	No File Uploaded
Details of subscriptions like e-journals,e-ShodhSindhu, Shodhganga Membership etc (Data Template)	<a href="#">View File</a>

**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)**

6.43



File Description	Documents
Any additional information	No File Uploaded
Audited statements of accounts	No File Uploaded
Details of annual expenditure for purchase of books/e-books and journals/e- journals during the year (Data Template)	<a href="#">View File</a>

#### 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

55

File Description	Documents
Any additional information	No File Uploaded
Details of library usage by teachers and students	<a href="#">View File</a>

#### 4.3 - IT Infrastructure

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

The existing IT facilities including internet facilities in the college are updated at regular intervals. New IT equipments like Computers, LCD Projector, Softwares etc. are procured as per requirement. The college has internet facilities in office as well as in the Library and IQAC room from state run BSNL Fibre connection. The Library software was updated from SOUL 1 to SOUL 2.0 (in 2014). Order has been placed for upgradation of SOUL 2.0 to SOUL 3.0. The college has subscription to Institutional Digital Repository N-LIST- eresource software programme, maintained by INFLIBNET, Ahmedabad. The entire process of admission and renewal of admission of the college has been made fully online, and all related tasks are conducted with admission version 2.0 . The office was fully automated in 2018-19 using Academic DCL which was provided by Adroid IT firm, Guwahati. Certificate management system was also installed this year for issue of certificates to the passed out students.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for additional information	<a href="http://thbcollege.in/index.php?home/ict_facilities_gallery">http://thbcollege.in/index.php?home/ict_facilities_gallery</a>

### 4.3.2 - Number of Computers

47

File Description	Documents
Upload any additional information	No File Uploaded
Student – computer ratio	<a href="#">View File</a>

### 4.3.3 - Bandwidth of internet connection in the Institution C.10 - 30MBPS

File Description	Documents
Upload any additional Information	<a href="#">View File</a>
Details of available bandwidth of internet connection in the Institution	<a href="#">View File</a>

## 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)

11.18

File Description	Documents
Upload any additional information	No File Uploaded
Audited statements of accounts.	No File Uploaded
Details about assigned budget and expenditure on physical facilities and academic support facilities (Data Templates)	<a href="#">View File</a>

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.

There is a Library Committee in vogue which is responsible for purchasing books as per recommendations received from the various departments of the college. The college authority procures laboratory equipments /apparatus and other necessary material in consultation with the respective departments. The Major or Minor constructions are introduced as per decision of the GB. Electrical equipments/computers are repaired and looked after by part time workers, while classrooms are cleaned/maintained by permanent workers of the college. Classrooms are whitewashed as and when required.

The sport facilities are well maintained by the authority in association with the Students' Union and the professor-in charge designated for the purpose. The students' representatives report the authority regarding development of the sports facilities. Accordingly steps are taken by the authority .Consent of the GB is also taken as and when required. For student support and welfare there are Complaint Compliance Cell ,Women's Cell,IQAC ,Disciplinary Committee, Equal Opportunity Cell, Career Guidance and career counselling Cell, Students' Union,THB college Guardians' Forum ,T.H.B. college Alumni Association.

The College has an Academic Council to take necessary steps for all matters related to academics. The college has provision for Best Graduate Award, poor aid fund and book bank facility.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for additional information	Nil

**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**

266

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

**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**

12

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

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

A. All of the above

File Description	Documents
Link to institutional website	<a href="http://thbcollege.in/index.php?home/seminar_conference_workshop">http://thbcollege.in/index.php?home/seminar_conference_workshop</a>
Any additional information	<a href="#">View File</a>
Details of capability building and skills enhancement initiatives (Data Template)	<a href="#">View File</a>

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

186

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

186

File Description	Documents
Any additional information	<a href="#">View File</a>
Number of students benefitted by guidance for competitive examinations and career counseling during the year (Data Template)	<a href="#">View File</a>

**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**

**A. All of the above**

File Description	Documents
Minutes of the meetings of student redressal committee, prevention of sexual harassment committee and Anti Ragging committee	<a href="#">View File</a>
Upload any additional information	No File Uploaded
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

50

File Description	Documents
Self-attested list of students placed	<a href="#">View File</a>
Upload any additional information	<a href="#">View File</a>

### 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

85

File Description	Documents
Upload supporting data for student/alumni	<a href="#">View File</a>
Any additional information	No File Uploaded
Details of student progression to higher education	<a href="#">View File</a>

### 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**

34

File Description	Documents
Upload supporting data for the same	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>

**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.**

8

File Description	Documents
e-copies of award letters and certificates	<a href="#">View File</a>
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)	<a href="#">View File</a>

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 of the college is an integral part of administrative, academic and non-academic set up of the college. Students' involvement in various activities is ensured through the Union. It acts as the mouthpiece of the student community and conveys their grievances to the concerned authorities for discussion and amicable solution.

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

and organises College Week. It also takes initiative in selecting teams from the college to participate in programmes organized by other institutes. The students's representatives also play active role in organizing workshops, celebration of important days like International Yoga Day, National Youth Day etc.

NCC and NSS unit also help in overseeing the maintenance of discipline during various meetings, festivals and other events. The students' representatives cooperate with the college in conducting the extension activities. The students' representatives are included in the Unnat Bharat Cell and they mobilize the students in conducting activities in the adopted villages. The GS and the President of the Students' Union are members of the IQAC and represent students' views.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	<a href="#">View File</a>

### 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

50

File Description	Documents
Report of the event	No File Uploaded
Upload any additional information	<a href="#">View File</a>
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)	<a href="#">View File</a>

## 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 has been actively engaged in different activities of the college for years. It maintains a close relation with the management and extends support to the authority on a regular basis. The college authority also solicits participation of the association aiming at harnessing their pool of talent for dealing with various issues and attainment of infrastructural progress. Various departments of the college also take initiatives at their own level to get in touch with the alumni and share their knowledge and wealth of experience with the current students. Different departments have their own Whatsapp groups to maintain an alumni network. Discussions on such platforms are beneficial to many students and other fellow-alumni in their respective areas. They also raise fund to donate books/apparatus to the departments for benefit of the students. The association also considers the areas in the infrastructure that need attention and adopts plan for offering assistance to the authority in this regard. The association plans to work for upliftment of the college canteen during this year besides carrying out a plantation drive in the college.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	<a href="#">View File</a>

#### 5.4.2 - Alumni contribution during the year C. 3 Lakhs - 4Lakhs (INR in Lakhs)

File Description	Documents
Upload any additional information	<a href="#">View File</a>

## GOVERNANCE, LEADERSHIP AND MANAGEMENT

### 6.1 - Institutional Vision and Leadership

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

The authority along with the IQAC attempts to make the stakeholders aware of the mission and vision of the college and adopt policies and undertake activities accordingly. Besides the normal classroom teaching the college conducts different co-curricular activities that help in brushing up and enhancing the creative talent of the students. It also helps in drawing out the leadership qualities of

the students and cultivating the values important for a corporate life. For example, the departmental seminars help the students to work on their presentation skills, update their knowledge and increase the level of confidence. The institute while arranging different scholastic and non-scholastic activities keeps in view the objective of inculcating democratic and secular values, imbibing a spirit of commitment towards the society, enhancing leadership qualities, cultural competence and interpersonal growth .As awareness, motivation, devotion, knowledge, skills are essential components for the students to enhance their employability the college works out plans for arrangement of different programmes like seminars, brainstorming discussions on diverse current issues, motivational lectures, workshops on sports, drama, soft skill, mental health etc. The college through various extension activities maintains close ties with the community and motivate students from the underprivileged classes for education in the college.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	<a href="#">View File</a>

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

The teaching and administrative staff, NCC, NSS, IQAC, Students' Union work together for smooth operation of the institution. The Principal is the sole authority of the institution. Management and governance of the college is led by a Governing Body (GB) comprising representatives of teaching and non-teaching staff, socially responsible persons and parents' representatives. All issues relating to administration, development, academics etc. are discussed at length in the GB meetings, taking into account opinions of all stakeholders, especially students' interest at large. The important decisions regarding various issues are taken by various committees like the Construction Committee, Purchase Committee, Library committee, Internal Complaint Compliance Committee, etc. The decisions taken by such committees are implemented by the Principal, and under normal circumstances such decisions are never reviewed or invalidated by the GB. In case of students' issues the authority invites suggestions from the students' representatives.

Students' Union Election is conducted with involvement of the members of the teaching and non-teaching staff. The non-teaching

staff ,Academic Council, comprising the Principal, Nodal Officer and Department Heads work together in conduct of the academic activities smoothly. The teachers and non-teaching staff cooperate with the authority in implementation of the plans and organization of different programmes.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	<a href="#">View File</a>

## 6.2 - Strategy Development and Deployment

6.2.1 - The institutional Strategic/ perspective plan is effectively deployed

Strategically the authority collects feedback from various stake holders and plans are chalked out. At the beginning of the year the IQAC also adopts plan of action and places the same before the authority for its implementation. Considering the vision and the mission, and students' interest various strategies are adopted and followed:

1. To keep the students engaged in productive academic activities online classes, webinars, lecture series to be conducted during lockdown 2.
2. Counseling programmes to be conducted for the students and employees.
3. More new classrooms to be constructed and funds to be generated in this regard.
4. Link roads connecting various departments with the administrative block to be conducted.
5. For development of the vocational skills of the students willing students to be engaged in the tea garden work.
6. Initiative to be taken for adoption of villages under Unnat Bharat Abhiyan (UBA) and registration of the college for NIRF Ranking 2022 and IIC.
7. To organize programmes for enhancing students' competence and inculcation of values in students as per the mission and vision of the college.
8. Initiatives for filling up the vacant posts .
9. Creation of a climate for augmentation of research and publication of books.

File Description	Documents
Strategic Plan and deployment documents on the website	No File Uploaded
Paste link for additional information	Nil
Upload any additional information	<a href="#">View File</a>

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.

Management of the college is supremely led by a Governing Body (GB) duly constituted by the Director of Education (Higher) and headed by a Chairman with expertise in education and other social spheres. GB comprises of representatives of teaching staff, non-teaching staff and socially responsible persons and parents' representatives. All issues administrative/developmental/academics are discussed at length in the GB meetings, taking into account opinions of all stakeholders, especially students' interest at large. The Principal executes the recommendations of the GB. Issues like service rule procedures, recruitment and promotional policies are resolved as per the directive and regulations of the Department of Education (Higher), Govt. of Assam, UGC and the affiliating university.

There is an Academic Council comprising the Department Heads. The Department Heads take decisions regarding academic innovations and other related activities in consultation with other members of the department. The college has Grievance Redressal Cell for resolving various issues concerning the students and the staff members. The college has some other bodies like Women's Cell, Career Counseling Cell, Extension Cell etc. to deal with various issues and organize diverse programmes. The Students' Union is also associated with the decision making process of different committees including the IQAC.

File Description	Documents
Paste link for additional information	<a href="http://thbcollege.in/uploads/iqac/Code%20of%20Conduct.pdf">http://thbcollege.in/uploads/iqac/Code%20of%20Conduct.pdf</a>
Link to Organogram of the Institution webpage	<a href="http://thbcollege.in/index.php?home/organogram">http://thbcollege.in/index.php?home/organogram</a>
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	<a href="#">View File</a>
Screen shots of user interfaces	<a href="#">View File</a>
Any additional information	No File Uploaded
Details of implementation of e-governance in areas of operation, Administration etc (Data Template)	<a href="#">View File</a>

## 6.3 - Faculty Empowerment Strategies

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

The college has the following welfare schemes for the teaching and non-teaching staff:

1. The Teachers' Benefit Fund has been run successfully for years. The members of the Fund deposit a fixed amount monthly and the benefit is distributed among the members once in a year.
2. As per UGC guideline the teachers are granted leave to attend Orientation Programme / Refresher Courses/ seminars/ conferences/ training programmes etc. They are also offered leave to participate in academic programmes as experts or resource persons.
3. Child Care Leave leave is provided to the female staff. In the event of death of an employee during service period the Government considers appeal from the spouse/children on compassionate ground as per recommendation from the Governing Body of the College. Medical leaves are given to all the staff members as per government rules.
4. Employees' Provident fund: Contributions towards GPF and NPS are collected from the basic salary of the employees as per the government rules and the eligible staff members are entitled to receive the benefit of the schemes.
5. Teachers' Unit also extends financial support to the non sanctioned employees as and when required.

File Description	Documents
Paste link for additional information	<a href="http://thbcollege.in/uploads/igac/Code%20of%20Conduct.pdf">http://thbcollege.in/uploads/igac/Code%20of%20Conduct.pdf</a>
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)	<a href="#">View File</a>

### 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

15

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	<a href="#">View File</a>
Details of professional development / administrative training Programmes organized by the University for teaching and non teaching staff (Data Template)	<a href="#">View File</a>

### 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

34

File Description	Documents
IQAC report summary	No File Uploaded
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)	<a href="#">View File</a>

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

The college collects information from the teachers about their achievements like publications, conferences attended, papers presented, participation in orientation and refresher courses and compiles the record as per the directives of Govt. of Assam and UGC. The authority of the college prepares an annual report for every faculty member under sanctioned post and submits it to the Director

of Higher Education, Govt. of Assam and the affiliating university. The faculty members are also required to submit to the IQAC of the college the academic performance index mandatorily for promotion to higher grade under CAS of UGC. In addition to that the college authority submits Annual Confidential Report (ACR) in connection with promotion of teaching and non-teaching staff of the college.

The college authority monitors the performance of the non-teaching employees regularly and the Governing Body considers the promotional aspects of the non-teaching staff .

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	<a href="#">View File</a>

## 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

In order to ensure transparency in financial transaction the college follows a rigorous internal and external audit system. Internal Audit is done annually by the Auditors appointed by the Principal in consultation with the Governing Body. The heads of accounts under internal audit include funds allocation for Semester-wise Examinations, Study Centre of Institute of Distance and Open Learning (IDOL) of Gauhati University, Study Centre of Krishna Kanta Handique State Open University (KKHSOU) and Seuj Udyog (Tea plantation by the college). The college appoints Chartered Accountant for audit of the expenditure of the funds where submission of utilization certificate is mandatory, viz. funds from ICSSR, RUSA, UGC etc. Audit of the transaction of such funds have been accomplished by Chartered Accountant Mr. Rajkumar Nahata and Mr. Rajkumar Ranwiar.

The external audit is done by the Govt. Auditor appointed by the Govt. of Assam in every two years. It includes all local accounts viz. UGC Fund, RUSA Fund, Development Fund, Examination Fund, General Fund, University Fees Fund, Library Fund, Infrastructure Fund, Games Fund, Magazine Fund, Students' Union Fund, Scout Guide Fund, Student Aid Fund and IQAC Fund.

The external audit of the college is almost complete up 31st March,



2022.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	<a href="#">View File</a>

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

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

0

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)	<a href="#">View File</a>

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

The college regularly makes attempt to reap the benefits of the govt. schemes and govt. agencies and individuals. The college mainly depends on the funds offered by the UGC, State Govt. and funds from central Govt. (RUSA). For serving academic and non-academic purposes like construction of new building, renovation of old ones, purchase of materials, books, journals and instruments are mainly served with funds received from UGC, RUSA and Govt. of Assam. The entire fund for the salary of the permanent employees comes from the state govt.

The college authority makes internal arrangement for the fund required for the salary of the non sanctioned employees of the college. As part of this arrangement the college mobilizes fund from the fees of the students, income generated from the college tea garden (Seuj Udyog) etc. In fact, the major source of internal resource mobilization is the fee received from the students, viz. admission fee, examination fee, etc. The final decisions, regarding mobilisation and proper utilization of the funds are taken by the Governing Body and the Principal implements the same.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	<a href="#">View File</a>

## 6.5 - Internal Quality Assurance System

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

The IQAC puts constant effort towards maintenance of quality in various areas as academics, research, extension activities etc. It lays stress on creating a conducive environment for growth of the students as per professed mission and vision of the college in addition to timely accomplishment of its regular activities. The IQAC is committed to institutionalize the following initiatives as quality assurance strategies:

1. Compilation of data and submission of AQAR/SSR on stipulated date.
2. Review of the academic activities of the college regularly by the Academic Council.
3. Organization workshops/seminars for the students to promote their skill and proficiency in different areas.
4. Application of new methods/techniques to make teaching learning more effective and enjoyable for the students.
5. Organization of training programmes for the teaching/non-teaching staff for enhancing their knowledge and skill in use of computers and other IT tools.
6. Enhancing stock and performance of the library.
7. Collection of feedback from all stakeholders on regular basis for ensuring development on various fronts.
8. Regular check-up of the infrastructural attainment and ensuring basic facilities of classroom, sports complex etc.
9. Registration of the college under NIRF, UBA, IIC etc. and carrying out activities by various committees accordingly.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	<a href="#">View File</a>

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

Teaching learning process is carried out according to the Academic Calendar designed in the light of the Academic Calendar of the affiliating university. IQAC is in constant touch with the Academic Council (AC) and the departments for timely and proper implementation of the activities. Meetings of the Academic Council are held time to time to discuss different academic issues and review the progress of the students. A meeting is held at the beginning of the session to chalk out plan and strategy with opinions from the departments. After declaration of the results meetings are held to make revision of the performance of the students. Occasionally joint meetings of the AC and the teaching staff are held to discuss important issues like progress of the students, mentoring system, innovation in teaching-learning etc.

Induction programmes are held for the students at the beginning of the session by the IQAC in association with the staff to inform them about the course structure/outcomes, the rules and various activities. It helps in clarifying the doubts of the students and motivating them toward the professed programme/course outcomes. Induction programmes are also held when the students are found to be confused about issues pertaining to their course, examination etc.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	<a href="#">View File</a>

**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)**

**A. All of the above**

File Description	Documents
Paste web link of Annual reports of Institution	<a href="http://igac.thbcollege.in/uploads/quality_initiative/quality_initiative_2021-22.pdf">http://igac.thbcollege.in/uploads/quality_initiative/quality_initiative_2021-22.pdf</a>
Upload e-copies of the accreditations and certifications	No File Uploaded
Upload any additional information	<a href="#">View File</a>
Upload details of Quality assurance initiatives of the institution (Data Template)	<a href="#">View File</a>

## 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

Complaint Compliance Committee, Anti Ragging Cell are important organs of the college to work for maintaining and promoting modesty, dignity of women in the college. Existence and vigilance of the cells keep the college free from occurrence of any incident against dignity of women. The college offers education to a large number of girls (about 70% of students are girls) as the parents prefer the college for their education. The teaching staff of the college also consists of a good number of women including the vice-principal. Their active role and participation in the normal activities of the college ensure an atmosphere of gender equity.

At the beginning and during the sessions induction/orientation programmes are held by the IQAC/Code of Conduct Committee to orient the students regarding the rules and values to be followed. Such programmes put thrust on maintaining a conducive environment for gender equity. Besides creating awareness Women Cell looks into the special facilities offered for girls and maintenance of gender equity at different steps, initiatives and decisions of the administration.

The college encourages enrolment of more girls in N.S.S., N.C.C. and Scout and Guide. The girls are encouraged to take part in all co-curricular and extension activities along with boys.

File Description	Documents
Annual gender sensitization action plan	<a href="http://thbcollege.in/index.php?home/gender_sensitization">http://thbcollege.in/index.php?home/gender_sensitization</a>
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	<a href="http://thbcollege.in/index.php?home/women_facilities">http://thbcollege.in/index.php?home/women_facilities</a>

**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	<a href="#">View File</a>
Any other relevant information	<b>No File Uploaded</b>

**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**

**The college adopts various measures for waste management. Some of these are:**

- 1. Segregation and management of different types of waste:** The college has made provisions for the segregation of solid and organic wastes and has signed an MoU with a local body for collection and disposal of waste.
- 2. Recycling of organic waste:** The college adopts the policy of recycling of organic waste (leaves, plants etc) as manure /compost for agricultural uses.
- 3. Menstrual hygiene:** There are provisions for separate dustbins for female staff and students at various places for menstrual hygiene management.
- 4. Scrap metal recycling:** The college practices scrap metal recycling through local vendors for miscellaneous items such as paper, aluminium and steel items etc.
- 5. Green Campus initiatives:** The college believes in having a

clean and green campus. For this purpose it had undertaken several initiatives towards this end. It has been able to make the campus plastic free and periodically undertake a greenaudit to assess any loss of natural resources and to replenish it.

**Waste water treatment plant:** The college plans to set up a water treatment plant for recycling of liquid waste that are released in nearby water bodies as a future project.

File Description	Documents
Relevant documents like agreements/MoUs with Government and other approved agencies	<a href="#">View File</a>
Geo tagged photographs of the facilities	Nil
Any other relevant information	<a href="#">View File</a>

**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	<a href="#">View File</a>
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	<a href="#">View File</a>
Any other relevant documents	<a href="#">View File</a>

### 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**

**B. Any 3 of the above**

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

**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**

**C. Any 2 of the above**

File Description	Documents
Geo tagged photographs / videos of the facilities	<a href="#">View File</a>
Policy documents and information brochures on the support to be provided	<a href="#">View File</a>
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).

There have been constant efforts for years to harbor a feeling of harmony and brotherhood in addition to inculcation of values like tolerance in the college.

At the beginning of the session induction programmes are held with stress on creation of an amiable ambience for a feeling of harmony among the students from diverse linguistic and religious communities. They are also informed about the set code of conduct to be followed by all irrespective of their caste and creed.

Different important days and occasions are celebrated with involvement of students and teachers in association with NCC, NSS, Womens Cell etc. Important days observed last year were International Day of Tolerance, Constitution Day, Human Rights Day, National Youth Day, Women's day, Voters' Day etc. Such occasions are observed with speech, sports, music, competitions etc. Discussion on the significance of the days and the values they uphold help in shaping and motivating the young minds towards democratic values. Birth and death anniversaries of the literary and cultural stalwarts of the state like Sri Sri Sankardeva and Madhavdeva, Rasaraj Laxminath Bezbaruah, Bishnu Prasad Rabha, Bharat Ratna Dr. Bhupen Hazarika etc. are also celebrated with commemoration of their teachings on integration of the society.



File Description	Documents
Supporting documents on the information provided (as reflected in the administrative and academic activities of the Institution)	<a href="#">View File</a>
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

Important days are celebrated in the college with involvement of the students, teachers and the non teaching staff for sensitizing them towards their obligations, rights, duties and for inculcation of our long cherished social, cultural and democratic values. Such days include Constitution day, International Human Rights Day, National Youth Day, International Day for Tolerance etc. Lectures, discussions, sports activities organized on such occasions contribute in imbibing important democratic ideals and values in the young students. The college has its own set of code of conduct and induction programmes are held for the students at the beginning and during the sessions to make students aware of the values to be respected and followed by them. Two important organs of the college N.C.C. and N.S.S. also help in inspiring the students with the patriotic zeal. Their participation in various extension work and various functions make the students aware of their role in the community life. Plantation drive, cleanliness drive are also regularly carried out by the college community in and outside the college which only encourage the students and others for adoption of a positive and active role in the community and corporate life.

File Description	Documents
Details of activities that inculcate values; necessary to render students in to responsible citizens	<a href="#">View File</a>
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**      **B. Any 3 of the above**

**ethics programmes for students, teachers, administrators and other staff 4. Annual awareness programmes on Code of Conduct are organized**

File Description	Documents
Code of ethics policy document	<a href="#">View File</a>
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	<a href="#">View File</a>
Any other relevant information	No File Uploaded

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

The college celebrates in a befitting manner national/international festivals and days like Independence Day, Republic Day, International Day of Tolerance, Constitution Day, Human Rights Day, National Youth Day, Women's Day, Voters' Day, Azadi Ka Amrit Mahotsav, No Tobacco Day etc. Such occasions are observed with speech, sports, music, competitions etc. The Republic Day and Independence Day are marked by the participation of teachers, students and the NCC/NSS units in activities like holding of Parades, singing of Patriotic songs etc. The NCC cadets also participate in the parade organised by the 12th Assam Police Battalion, located in front of the college. The lives and contributions of eminent national leaders like Mahatma Gandhi, Swami Vivekananda, B.R. Amdekar, Sarbapalli Radhakrishan are also remembered on their birth/death anniversaries. Talks are arranged on such occasions besides sports, musical performances, competitions etc. Birth and death anniversaries of the literary and cultural stalwarts of the state like Sri Sri Sankardeva and Madhavdeva, Laxminath Bezbaruah, Bishnu Rabha, Bharat Ratna Dr. Bhupen Hazarika etc. are also celebrated with commemoration of their teachings on integration of the society. The College also observes World Environmental Day, International Yoga Day with involvement of teachers and students of the neighbouring institutes.

File Description	Documents
Annual report of the celebrations and commemorative events for the last (During the year)	No File Uploaded
Geo tagged photographs of some of the events	<a href="#">View File</a>
Any other relevant information	<a href="#">View File</a>

## 7.2 - Best Practices

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

### 1. Name of the practice: Promotion of the spirit of learning by earning

Objective of the practice: To inculcate the spirit of learning by earning and to make students self reliant.

The Context: Considering the problem of unemployment we need to develop entrepreneurial spirit in students. Tea and horticulture are two potential areas where students can explore future careers.

The Practices: Students are being engaged in the college tea garden at different stages including the processing unit of the organic green tea for money. The college has started banana and lemon cultivation where each and every plant is owned by a student. The student has to take care of the plant with experts help from the faculty extension workers.

Evidence of Success: Production of organic Green tea from college. Growth of banana and lemon cultivation with involvement of students.

Problems Encountered and resources required: Government assistance in terms of fund and expertise is required.

### 2. Involvement of students in community services

With a view to grooming the students of the college with inculcation of a sense of responsibility towards the society the college associates the students with the community services. The students are engaged in village adoption and survey programmes under teachers.

File Description	Documents
Best practices in the Institutional web site	<a href="#">View File</a>
Any other relevant information	No File Uploaded

### 7.3 - Institutional Distinctiveness

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

The college was established for providing the rural students of this area opportunities of higher education. It's evident from the fact that about 98 % of the students availed free admission in the academic year 2021-2022. They hail from the under privileged classes with talent in diverse areas. The college has been always making effort for development of their talent in areas like sports and music. Accordingly worksop, career counselling programmes, motivational lectures are organised for students. The college has also engaged the wiling students to work in the college tea garden and tea processing work for money. The college is the only institution of higher education in the entire state which has its own tea cultivation in its own campus. The number of girl students is also appreciable in number. The girls coming from the distant villages are also engaged in different activities along with boys. Rangers, NCC, NSS have good number of girls. Special programmes on self defence, mental health/hygiene are also held under the initiatives of the Women Cell and IQAC. It is for able guidance from teachers that girls , besides their academic excellence are performing well in sports and cultural activities ,inter college competitions etc.

## 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

The college executes the curriculum designed by the affiliating university and ensures its timely and effective delivery in a well planned manner with involvement of all the faculty members and committees constituted to serve the purpose. The academic calendar is instrumental in implementation of the curriculum and performance of the scholastic as well as non-scholastic activities. The departments also organize different activities and prepare teaching-learning materials. Before commencement of classes the principal circulates a general class routine prepared by the Routine Committee based on the inputs from the HoDs. Both theory and practical classes are arranged for each and every course as per requirement and guideline of the university. The department heads take responsibility of allotting the classes to the teachers considering their interest and area of specialization. The teachers use ICT besides following conventional methods of teaching. Completion of the syllabus is purely maintained by the respective departments, but the principal makes time to time revision of curriculum transaction in meetings of the Academic Council. Student feedback and performance of the students in Internal Examinations also help the authority to assess the progress of curriculum delivery. The college offers infrastructural support for smooth and fruitful delivery of the curriculum.

File Description	Documents
Upload relevant supporting document	<a href="#">View File</a>
Link for Additional information	Nil

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

An academic calendar is prepared at the beginning of each academic session in line with the University's calendar consisting of various curricular and co-curricular activities. The calendar is displayed on college website and notice boards. It is

updated and revised as per change introduced by the university.

The members of the Routine Committee prepare the class routine at the beginning of a semester as per the academic calendar and the guidelines of affiliating university for the number of credit hours for each subject. Then the class routine is circulated in the departments and modified if required. The departments also prepare their own class routines with allotment of classes to the individual teachers. Departmental routines are circulated through the Whatsapp groups and notice boards.

Allotted classes are done by the respective faculty members of the departments.

Continuous Internal Assessment ideally accounts for 20% of the total marks allotted to a course or paper. For CCE sessional examinations, class tests, class attendance, projects, assignments are used as tools and everything is planned in compliance with the academic calendar.

Academic Council monitors progress of the courses and takes important decisions regarding implementation of the calendar and other academic issues.

File Description	Documents
Upload relevant supporting documents	<a href="#">View File</a>
Link for Additional information	<a href="http://thbcollege.in/uploads/academic_calendar_files/academic_calender_2021_22.pdf">http://thbcollege.in/uploads/academic_calendar_files/academic_calender_2021_22.pdf</a>

**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	<a href="#">View File</a>
Any additional information	No File Uploaded

## 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

14

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)	<a href="#">View File</a>

### 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)

03

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 )	<a href="#">View File</a>

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

52

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

00

File Description	Documents
Any additional information	No File Uploaded
Details of the students enrolled in Subjects related to certificate/Add-on programs	<a href="#">View File</a>

### 1.3 - Curriculum Enrichment

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

Programme on code of conduct at the beginning of every semester helps informing students about the rules and ethical values to be strictly followed in the college. A Handbook of Professional Conduct and Guidelines is there in the college website. Various Subjects of the curriculum help in making students aware of our heritage and value system. Such subjects help in inculcation of the precious human qualities. The college also celebrates important national and international days with a view to nurturing a feeling of unity and brotherhood.

The college organizes activities to sensitize the students towards gender discrimination and rights of women. The Equal Opportunity Cell, Students' grievance redressal cell, Women's Cell and Internal Complaint Compliance Committee organize seminars/sensitization programmes and observe important days for awakening the society towards preservation of women's dignity. CCTV surveillance in the entire college campus ensures security of women.

The college has a sprawling green campus with trees and vegetation. Plantation, sustainable use of natural resources is a very old practice here. For years the college has been trying to preserve the precious plant varieties in the college with involvement of the students and teachers. The curriculum also offers scope to sensitize the students towards various ecological issues.



File Description	Documents
Any additional information	<a href="#">View File</a>
Upload the list and description of courses which address the Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum	<a href="#">View File</a>

### 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	<a href="#">View File</a>
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	<a href="#">View File</a>
Number of courses that include experiential learning through project work/field work/internship (Data Template)	<a href="#">View File</a>

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

209

File Description	Documents
Any additional information	<a href="#">View File</a>
List of programmes and number of students undertaking project work/field work/ /internships (Data Template)	<a href="#">View File</a>

### 1.4 - Feedback System

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

File Description	Documents
URL for stakeholder feedback report	<a href="#">View File</a>
Action taken report of the Institution on feedback report as stated in the minutes of the Governing Council, Syndicate, Board of Management (Upload)	<a href="#">View File</a>
Any additional information(Upload)	<b>No File Uploaded</b>

<b>1.4.2 - Feedback process of the Institution may be classified as follows</b>	<b>A. Feedback collected, analyzed and action taken and feedback available on website</b>
---	---

File Description	Documents
Upload any additional information	<a href="#">View File</a>
URL for feedback report	<a href="http://thbcollege.in/index.php?home/feedback_form_link">http://thbcollege.in/index.php?home/feedback_form_link</a>

## 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

830

File Description	Documents
Any additional information	<b>No File Uploaded</b>
Institutional data in prescribed format	<a href="#">View File</a>

#### 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**

404

File Description	Documents
Any additional information	No File Uploaded
Number of seats filled against seats reserved (Data Template)	<a href="#">View File</a>

**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

Slow and advanced learners are identified by the teachers through classroom discussions, quizzes, sudden tests, previous Board results, unit tests, and class seminars.

Slow learners: The slow learners are provided counseling by the teachers and special attention is given to them. They are provided with special study materials like notes, question answers by the teachers .Tutorial classes/Private counseling offered to them helps the students overcome difficulties in comprehension of classroom lectures and keep pace with other students. Mentoring system also helps the teachers to clarify their doubts and address their personal problems. The teachers also discuss the questions and answers in the classroom in detail keeping in mind their special needs.Special tests are conducted for them.

Advanced learners: The teachers' attempts are always there to ignite their minds and inspire them to be more ambitious in their academic pursuits. The teachers make attempt to motivate the students to research oriented activities by entrusting them with more responsibilities in group discussions, seminars, projects etc. Some of the departments also motivate and inspire them with awards for good results. They are given responsibilities to lead the college on various occasions.

File Description	Documents
Link for additional Information	Nil
Upload any additional information	<a href="#">View File</a>

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

Number of Students	Number of Teachers
1613	40

File Description	Documents
Any additional information	No File Uploaded

### 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

The institute upholds a learner-centric approach and encourages quest for excellence. Teachers always attempt to create a learning environment where students are active participants as individuals and as members of collaborative groups. Such an ambience helps students nurture their ambitions and develop their intellectual acumen. It encourages them to accept responsibility for their own learning. Teachers' efforts are always there to accommodate diverse learning needs, ensure efficient classroom management for equitable access to technology and other apparatus in the classroom. The institute gives the students an environment where their work is valued and appreciated.

Teachers always encourage collective activities like departmental seminars, group discussions, debates and quizzes on subject related topics in their respective departments that help in removing boredom and monotony of normal routine works and offer students opportunity to demonstrate their creative ability, leadership qualities and organizational capacity. A friendly ambience is always prevalent in the departments inspires the students to approach their teachers for clarification of any doubts. Such informal interactions are conducive to leading discussions beyond limits of syllabus. Teachers also make use of ICT tools, lead students on Industrial Visits, Field Trips and Surveys, Projects writing etc. for giving them experience of experiential, observational and participative learning.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Link for additional information	<a href="http://thbcollege.in/uploads/igac/project_work_report/project_work_surveys.pdf">http://thbcollege.in/uploads/igac/project_work_report/project_work_surveys.pdf</a>

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

The Faculty members follow both traditional and technology enabled methods for teaching.

1. The college has nine classrooms with projectors. The projectors are used by the teachers during lectures, departmental seminars, display of video clips/movies etc.

2. For transaction of notes, old question papers , university, departmental and college notifications, departmental and university examination routines etc. WhatsApp, Zoom and Google classrooms are used as platforms. Online platforms like Zoom, Google Meet, Google Classroom are used by the teachers for special discussions on topics from the syllabus.

3. Online platforms are used for conduct of webinars, online lectures on topics from the syllabus and as per requirements of the students.

4. Internal Marks of the students are uploaded by all the departments online.

5. Workshops/training programmes are held on use of different cheap but useful software and regarding handling of e-resources by the teachers.

6. E-platforms are also used for running the mentoring system effectively and smoothly.

7. Google forms are used for collection of information/feedback from students.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Provide link for webpage describing the ICT enabled tools for effective teaching-learning process	<a href="http://thbcollege.in/index.php?home/ict_facilities_gallery">http://thbcollege.in/index.php?home/ict_facilities_gallery</a>

### 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

11

File Description	Documents
Upload, number of students enrolled and full time teachers on roll.	<a href="#">View File</a>
Circulars pertaining to assigning mentors to mentees	<a href="#">View File</a>
mentor/mentee ratio	<a href="#">View File</a>

### 2.4 - Teacher Profile and Quality

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

40

File Description	Documents
Full time teachers and sanctioned posts for year (Data Template)	<a href="#">View File</a>
Any additional information	No File Uploaded
List of the faculty members authenticated by the Head of HEI	No File Uploaded

#### 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

18	
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)	<a href="#">View File</a>
<b>2.4.3 - Number of years of teaching experience of full time teachers in the same institution (Data for the latest completed academic year)</b>	
<b>2.4.3.1 - Total experience of full-time teachers</b>	
606	
File Description	Documents
Any additional information	No File Uploaded
List of Teachers including their PAN, designation, dept. and experience details(Data Template)	<a href="#">View File</a>
<b>2.5 - Evaluation Process and Reforms</b>	
2.5.1 - Mechanism of internal assessment is transparent and robust in terms of frequency and mode. Write description within 200 words.	
<p>At the very beginning of each semester students are offered an outline of the tasks to be mandatorily accomplished as part of the continuous evaluation system. Tools such as sessional examinations, group discussions, and class tests are used as major tools for assessing continuous development of the students. Examinations for honors subjects are held by the respective departments and for the regular courses are organised centrally. Question papers are set by the teachers from the departments. Regarding conduct of examinations, decisions are taken by the Academic Committee. Students failing to appear in the examination for genuine reasons are given another chance after due notification. Marks obtained by the students are displayed on the notice boards by the departments. Evaluated answer scripts are shown to the students of the regular courses if they want. The honours students are shown their answer scripts and their strength and weakness are discussed. Part of the marks for</p>	

internal assessment are also obtained from participation and performance of the students in group discussions, seminars, writing of assignments and other scholastic/non-scholastic activities, besides class attendance. The teachers are always ready to clarify the doubts and enquiries raised by the students regarding the process of assessment.

File Description	Documents
Any additional information	<a href="#">View File</a>
Link for additional information	Nil

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

The end semester or final examinations are conducted by the affiliating Gauhati University. All examination related grievances of the students are received in the form of written application (as per the university guidelines) from the students and forwarded to the University for rectification after thorough verification at the institution level. The college sorts out the grievances raised by the students depending on the nature of problems through office assistants. The Principal deputed office assistants dealing with examination, to register the grievances of the students at the University examination branch for the earliest solution.

There is also online mechanism for registering examination related grievances via Integrated University Management System by the affiliating university. All issues raised by the coordinator are addressed by the technical staff of the affiliating university.

Regarding students' grievances related to internal assessment or sessional examination, the responsibility lies with the respective departments. Doubts and enquiries of the students regarding marks obtained in the sessional examinations are clarified by teachers concerned, and necessary measures are taken as and when required.

File Description	Documents
Any additional information	<a href="#">View File</a>
Link for additional information	Nil



## 2.6 - Student Performance and Learning Outcomes

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

As an affiliated college under Gauhati University, Tyagbir Hem Baruah College follows the rules set by the university in implementation of the Under Graduate curriculum designed for the Honours and General courses in Arts and Science.

1. At the beginning of every semester induction classes are held for introducing the subject to the students.
2. Soft copy of curriculum and Learning Outcomes of Programmes and Courses are made available on the college website for instant reference. The importance of being aware of the learning outcomes is communicated to the teachers time to time in every meeting of the Academic Council and staff meeting.
3. The students are also communicated about the Programme outcomes, Programme Specific Outcomes and Course outcomes through tutorial classes. The mentors also play an important role in this connection.
4. The college has an Academic Council consisting of the department heads and Nodal Officers and headed by the Principal. The Council discusses, time to time, if the classes and practical activities are being conducted on proper direction towards realization of Program outcomes, program specific outcomes and course outcomes.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for Additional information	<a href="http://thbcollege.in/index.php?home/program_outcome">http://thbcollege.in/index.php?home/program_outcome</a>
Upload COs for all courses (exemplars from Glossary)	<a href="#">View File</a>

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

The college adopts the following measures for evaluating attainment of program outcomes, program specific outcomes and course outcomes by the students.

1. Results of the external examinations offer a major tool for

measuring students' attainment of program outcome, program specific outcome and course outcome.

2. Internal Assessments are continuously and comprehensively carried out by the departments also inform about students' progress.
3. Quizzes, group discussions, seminars etc. are organized by the departments to assess students' attainment of various skills and knowledge.
4. Viva voce of Practical Examinations conducted in some of the departments offer information regarding students' achievements.
5. Records of students' participation in different activities like tree-plantation; NSS, etc. also help to evaluate their awareness of their responsibilities towards environment.
6. The students are assigned home assignments on a particular topic/ course to measure their knowledge and skills.
7. Feedback from students, alumni, and guardians are also collected in this regard. The analysis of the data by the Academic Audit Committee serves a good picture of the achievements of the students and their opinions on their experience of achieving declared outcomes of the course.
8. Alumni groups of the departments also offer information of achievements of desired outcomes.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for Additional information	<a href="http://thbcollege.in/index.php?home/program_outcome">http://thbcollege.in/index.php?home/program_outcome</a>

### 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

317

File Description	Documents
Upload list of Programmes and number of students passed and appeared in the final year examination (Data Template)	<a href="#">View File</a>
Upload any additional information	No File Uploaded
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)**

[http://thbcollege.in/uploads/igac/feedback\\_form/Students\\_Feedback\\_Report.pdf](http://thbcollege.in/uploads/igac/feedback_form/Students_Feedback_Report.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)**

1.70

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)	<a href="#">View File</a>

**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**

2

File Description	Documents
List of research projects and funding details (Data Template)	<a href="#">View File</a>
Any additional information	No File Uploaded
Supporting document from Funding Agency	<a href="#">View File</a>
Paste link to funding agency website	Nil

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

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

13

File Description	Documents
Report of the event	No File Uploaded
Any additional information	<a href="#">View File</a>
List of workshops/seminars during last 5 years (Data Template)	<a href="#">View File</a>

### 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

19

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

#### 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**

30

File Description	Documents
Any additional information	No File Uploaded
List books and chapters edited volumes/ books published (Data Template)	<a href="#">View File</a>

**3.3 - Extension Activities**

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

The faculty members visit the neighbouring schools and conduct sensitizing programmes on various relevant issues and also offer counseling in various subjects for clarification of their doubts. It helps in creating awareness among the students regarding the burning issues and their responsibilities to combat various problems. A sensitization programme was held with the students of Nagasankar High School on 10/02/2022 on the menace of plastic pollution. Special motivational lectures were held in altogether 5 schools by 11 teachers. The teachers interacted with the students regarding various issues from the subjects like Mathematics, English, Science etc. It helps in sensitizing the students towards lofty careers in those subjects and lofty goals in life. About 200 students participated in various programmes like plantation and cleaning outside the college and socio-economic surveys were conducted in villages adopted under Unnat Bharat Abhiyan(UBA).It helped in making the students aware of problems faced by villagers and inspire them to play active role in bringing about changes to their lives.Their interaction with the villagers helped them to understand their problems as well as the schemes and plans adopted by the government for proper redressal. On such occasions students express their willingness to do something for the communities.

File Description	Documents
Paste link for additional information	<a href="http://thbcollege.in/index.php?home/extension_activity">http://thbcollege.in/index.php?home/extension_activity</a>
Upload any additional information	<a href="#">View File</a>

### 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

0

File Description	Documents
Any additional information	No File Uploaded
Number of awards for extension activities in last 5 year(Data Template)	<a href="#">View File</a>
e-copy of the award letters	No File Uploaded

### 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

11

File Description	Documents
Reports of the event organized	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>
Number of extension and outreach Programmes conducted with industry, community etc for the last year (Data Template)	<a href="#">View File</a>

### 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

397

File Description	Documents
Report of the event	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>
Number of students participating in extension activities with Govt. or NGO etc (Data Template)	<a href="#">View File</a>

### 3.4 - Collaboration

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

7

File Description	Documents
e-copies of linkage related Document	<a href="#">View File</a>
Details of linkages with institutions/industries for internship (Data Template)	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>

#### 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

8

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

## INFRASTRUCTURE AND LEARNING RESOURCES

### 4.1 - Physical Facilities

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

The college has been making constant effort towards elevation of crucial elements of learning environment. The college has 53 no of classrooms including 9 classrooms with projectors. CCTV surveillance has been installed in most of the class rooms. Five new classrooms with area of ( with total area of 1125 sq. ft ) have been constructed in this year.

Every science department has its own well equipped laboratory. The departments of Education and Geography have also their own laboratories. The college has a well equipped library with spacious reading rooms for the teachers and students. The library has a rich and constantly growing collection of books and journals. The library is fully automated and is an active member of INFLIBNET. The SOUL 2.0 Library Management Software is used in the library, Bar-coding is complete and Online Public Access Catalogue (OPAC) is available through KIOSK machine. There is a Computer Lab for students and staff. The college has 47 Computers used for the purpose of admission and official work. Relevant Software for use in different departments like MATLAB, SPSS etc. are available .For Power Backup a Generator of 50KVA and UPS with the capacity of 2KVA are available.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
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.

The college offers facilities for indoor games like Carrom, Panja, Chess, etc. There is stadium for outdoor games like Cricket, Football, Javelin throw, Discus throw, Athletics, Cricket, Jump etc. with dressing rooms. Permanent courts for badminton, volleyball and basketball, table tennis are in place for students' daily use. Students are offered equipments like badminton racquets, carom boards, bats-balls etc. by the college authority for daily practice. Workshops on football and volley ball are held in the college for the students with interest and acumen in sports for training under renowned and experienced coaches. A gymnasium is also available for the students and the



teachers. The college also organizes programmes on yoga, mental health, stress management etc. and experienced resource persons are invited on such occasions. Cultural programmes are conducted on various occasions including college week. The college has a well equipped auditorium, named Harakanta Gogoi Memorial Auditorium and a conference hall for that purpose. Students are also properly guided and trained to participate in the Youth Festival held by the affiliating university.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
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.

10

##### 4.1.3.1 - Number of classrooms and seminar halls with ICT facilities

10

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	<a href="http://thbcollege.in/index.php?home/ict_facilities_gallery">http://thbcollege.in/index.php?home/ict_facilities_gallery</a>
Upload Number of classrooms and seminar halls with ICT enabled facilities (Data Template)	<a href="#">View File</a>

#### 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)

1.89

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)	<a href="#">View File</a>

## 4.2 - Library as a Learning Resource

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

Local Area Network (LAN) using ILMS Software for University Libraries (SOUL) is installed for automating in-house activities and services of the library along with bar-coding facility for fast transaction of library resources. The College Library is an active member of the INFLIBNET, Ahmedabad. The Library also has internet connectivity for accessing e-resources.

Library Management Software (LMS): The Library has a SOUL 2.0 Library Management Software (LMS). All books available in the library have been catalogued in the SOUL 2.0 software.

OPAC (Online Public Access Catalogue): The library provides On Online Public Access Catalogue (OPAC) facilities through SOUL 2.0 LMS. The students or faculties or any user can avail OPAC facility through KIOSK machine.

Bar-coding: Computerized circulation with bar-coding technology is available in the library. All books in the library have been bar-coded. The computerized circulation with bar coding technology is right now available for the students and faculty members.

NLIST(National Library & Information Service for scholarly content) - The library procured the membership of NLIST and is getting access to e-resources through a programme entitled N-List.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for Additional Information	Nil

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

**A. Any 4 or more of the above**

File Description	Documents
Upload any additional information	No File Uploaded
Details of subscriptions like e-journals,e-ShodhSindhu, Shodhganga Membership etc (Data Template)	<a href="#">View File</a>

**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)**

**6.43**

File Description	Documents
Any additional information	No File Uploaded
Audited statements of accounts	No File Uploaded
Details of annual expenditure for purchase of books/e-books and journals/e- journals during the year (Data Template)	<a href="#">View File</a>

**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**

**55**

File Description	Documents
Any additional information	No File Uploaded
Details of library usage by teachers and students	<a href="#">View File</a>

### 4.3 - IT Infrastructure

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

The existing IT facilities including internet facilities in the college are updated at regular intervals. New IT equipments like Computers, LCD Projector, Softwares etc. are procured as per requirement. The college has internet facilities in office as well as in the Library and IQAC room from state run BSNL Fibre connection. The Library software was updated from SOUL 1 to SOUL 2.0 (in 2014). Order has been placed for upgradation of SOUL 2.0 to SOUL 3.0. The college has subscription to Institutional Digital Repository N-LIST- eresource software programme, maintained by INFLIBNET, Ahmedabad. The entire process of admission and renewal of admission of the college has been made fully online, and all related tasks are conducted with admission version 2.0 . The office was fully automated in 2018-19 using Academic DCL which was provided by Adroid IT firm, Guwahati. Certificate management system was also installed this year for issue of certificates to the passed out students.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for additional information	<a href="http://thbcollege.in/index.php?home/ict_facilities_gallery">http://thbcollege.in/index.php?home/ict_facilities_gallery</a>

#### 4.3.2 - Number of Computers

47

File Description	Documents
Upload any additional information	No File Uploaded
Student – computer ratio	<a href="#">View File</a>

#### 4.3.3 - Bandwidth of internet connection in the Institution

C.10 - 30MBPS

File Description	Documents
Upload any additional Information	<a href="#">View File</a>
Details of available bandwidth of internet connection in the Institution	<a href="#">View File</a>

#### 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)

11.18

File Description	Documents
Upload any additional information	No File Uploaded
Audited statements of accounts.	No File Uploaded
Details about assigned budget and expenditure on physical facilities and academic support facilities (Data Templates)	<a href="#">View File</a>

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.

There is a Library Committee in vogue which is responsible for purchasing books as per recommendations received from the various departments of the college. The college authority procures laboratory equipments /apparatus and other necessary material in consultation with the respective departments. The Major or Minor constructions are introduced as per decision of the GB. Electrical equipments/computers are repaired and looked after by part time workers, while classrooms are cleaned/maintained by permanent workers of the college. Classrooms are whitewashed as and when required.

The sport facilities are well maintained by the authority in association with the Students' Union and the professor-in charge designated for the purpose. The students' representatives report the authority regarding development of the sports facilities. Accordingly steps are taken by the authority .Consent of the GB

is also taken as and when required. For student support and welfare there are Complaint Compliance Cell ,Women's Cell,IQAC ,Disciplinary Committee, Equal Opportunity Cell, Career Guidance and career counselling Cell, Students' Union,THB college Guardians' Forum ,T.H.B. college Alumni Association.

The College has an Academic Council to take necessary steps for all matters related to academics. The college has provision for Best Graduate Award, poor aid fund and book bank facility.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for additional information	Nil

## 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

266

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

#### 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

12

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Number of students benefited by scholarships and free ships institution / non- government agencies in last 5 years (Date Template)	<a href="#">View File</a>
<b>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</b>	<b>A. All of the above</b>
File Description	Documents
Link to institutional website	<a href="http://thbcollege.in/index.php?home/seminar_conference_workshop">http://thbcollege.in/index.php?home/seminar_conference_workshop</a>
Any additional information	<a href="#">View File</a>
Details of capability building and skills enhancement initiatives (Data Template)	<a href="#">View File</a>
<b>5.1.4 - Number of students benefitted by guidance for competitive examinations and career counseling offered by the institution during the year</b>	
<b>186</b>	
<b>5.1.4.1 - Number of students benefitted by guidance for competitive examinations and career counseling offered by the institution during the year</b>	
<b>186</b>	
File Description	Documents
Any additional information	<a href="#">View File</a>
Number of students benefited by guidance for competitive examinations and career counseling during the year (Data Template)	<a href="#">View File</a>
<b>5.1.5 - The Institution has a transparent</b>	<b>A. All of the above</b>

**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**

File Description	Documents
Minutes of the meetings of student redressal committee, prevention of sexual harassment committee and Anti Ragging committee	<a href="#">View File</a>
Upload any additional information	No File Uploaded
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

50

File Description	Documents
Self-attested list of students placed	<a href="#">View File</a>
Upload any additional information	<a href="#">View File</a>

### 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

85



File Description	Documents
Upload supporting data for student/alumni	<a href="#">View File</a>
Any additional information	No File Uploaded
Details of student progression to higher education	<a href="#">View File</a>

**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**

34

File Description	Documents
Upload supporting data for the same	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>

**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.**

8

File Description	Documents
e-copies of award letters and certificates	<a href="#">View File</a>
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)	<a href="#">View File</a>

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 of the college is an integral part of administrative, academic and non-academic set up of the college. Students' involvement in various activities is ensured through the Union. It acts as the mouthpiece of the student community and conveys their grievances to the concerned authorities for discussion and amicable solution.

The Students' Union organizes and conducts various co-curricular and extra-curricular under the guidance of teachers-in-charge. It plays a major role in literary, sports and cultural events of the college and organises College Week. It also takes initiative in selecting teams from the college to participate in programmes organized by other institutes. The students's representatives also play active role in organizing workshops, celebration of important days like International Yoga Day, National Youth Day etc.

NCC and NSS unit also help in overseeing the maintenance of discipline during various meetings, festivals and other events. The students' representatives cooperate with the college in conducting the extension activities. The students' representatives are included in the Unnat Bharat Cell and they mobilize the students in conducting activities in the adopted villages. The GS and the President of the Students' Union are members of the IQAC and represent students' views.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	<a href="#">View File</a>

**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**

50

File Description	Documents
Report of the event	No File Uploaded
Upload any additional information	<a href="#">View File</a>
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)	<a href="#">View File</a>

#### 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 has been actively engaged in different activities of the college for years. It maintains a close relation with the management and extends support to the authority on a regular basis. The college authority also solicits participation of the association aiming at harnessing their pool of talent for dealing with various issues and attainment of infrastructural progress. Various departments of the college also take initiatives at their own level to get in touch with the alumni and share their knowledge and wealth of experience with the current students. Different departments have their own Whatsapp groups to maintain an alumni network. Discussions on such platforms are beneficial to many students and other fellow-alumni in their respective areas. They also raise fund to donate books/apparatus to the departments for benefit of the students. The association also considers the areas in the infrastructure that need attention and adopts plan for offering assistance to the authority in this regard. The association plans to work for upliftment of the college canteen during this year besides carrying out a plantation drive in the college.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	<a href="#">View File</a>

5.4.2 - Alumni contribution during the year

C. 3 Lakhs - 4Lakhs

(INR in Lakhs)	
File Description	Documents
Upload any additional information	<a href="#">View File</a>
<b>GOVERNANCE, LEADERSHIP AND MANAGEMENT</b>	
<b>6.1 - Institutional Vision and Leadership</b>	
6.1.1 - The governance of the institution is reflective of and in tune with the vision and mission of the institution	
<p>The authority along with the IQAC attempts to make the stakeholders aware of the mission and vision of the college and adopt policies and undertake activities accordingly. Besides the normal classroom teaching the college conducts different co-curricular activities that help in brushing up and enhancing the creative talent of the students. It also helps in drawing out the leadership qualities of the students and cultivating the values important for a corporate life. For example, the departmental seminars help the students to work on their presentation skills, update their knowledge and increase the level of confidence. The institute while arranging different scholastic and non-scholastic activities keeps in view the objective of inculcating democratic and secular values, imbibing a spirit of commitment towards the society, enhancing leadership qualities, cultural competence and interpersonal growth .As awareness, motivation, devotion, knowledge, skills are essential components for the students to enhance their employability the college works out plans for arrangement of different programmes like seminars, brainstorming discussions on diverse current issues, motivational lectures, workshops on sports, drama, soft skill, mental health etc. The college through various extension activities maintains close ties with the community and motivate students from the underprivileged classes for education in the college.</p>	
File Description	Documents
Paste link for additional information	Nil
Upload any additional information	<a href="#">View File</a>
6.1.2 - The effective leadership is visible in various institutional practices such as decentralization and participative management.	

The teaching and administrative staff, NCC, NSS, IQAC, Students' Union work together for smooth operation of the institution. The Principal is the sole authority of the institution. Management and governance of the college is led by a Governing Body (GB) comprising representatives of teaching and non-teaching staff, socially responsible persons and parents' representatives. All issues relating to administration, development, academics etc. are discussed at length in the GB meetings, taking into account opinions of all stakeholders, especially students' interest at large. The important decisions regarding various issues are taken by various committees like the Construction Committee, Purchase Committee, Library committee, Internal Complaint Compliance Committee, etc. The decisions taken by such committees are implemented by the Principal, and under normal circumstances such decisions are never reviewed or invalidated by the GB. In case of students' issues the authority invites suggestions from the students' representatives.

Students' Union Election is conducted with involvement of the members of the teaching and non-teaching staff. The non-teaching staff, Academic Council, comprising the Principal, Nodal Officer and Department Heads work together in conduct of the academic activities smoothly. The teachers and non-teaching staff cooperate with the authority in implementation of the plans and organization of different programmes.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	<a href="#">View File</a>

## 6.2 - Strategy Development and Deployment

### 6.2.1 - The institutional Strategic/ perspective plan is effectively deployed

Strategically the authority collects feedback from various stakeholders and plans are chalked out. At the beginning of the year the IQAC also adopts plan of action and places the same before the authority for its implementation. Considering the vision and the mission, and students' interest various strategies are adopted and followed:

1. To keep the students engaged in productive academic activities online classes, webinars, lecture series to be

conducted during lockdown 2.

2. Counseling programmes to be conducted for the students and employees.
3. More new classrooms to be constructed and funds to be generated in this regard.
4. Link roads connecting various departments with the administrative block to be conducted.
5. For development of the vocational skills of the students willing students to be engaged in the tea garden work.
6. Initiative to be taken for adoption of villages under Unnat Bharat Abhiyan (UBA) and registration of the college for NIRF Ranking 2022 and IIC.
7. To organize programmes for enhancing students' competence and inculcation of values in students as per the mission and vision of the college.
8. Initiatives for filling up the vacant posts .
9. Creation of a climate for augmentation of research and publication of books.

File Description	Documents
Strategic Plan and deployment documents on the website	No File Uploaded
Paste link for additional information	Nil
Upload any additional information	<a href="#">View File</a>

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.

Management of the college is supremely led by a Governing Body (GB) duly constituted by the Director of Education (Higher) and headed by a Chairman with expertise in education and other social spheres. GB comprises of representatives of teaching staff, non-teaching staff and socially responsible persons and parents' representatives. All issues administrative/developmental/academics are discussed at length in the GB meetings, taking into account opinions of all stakeholders, especially students' interest at large. The Principal executes the recommendations of the GB. Issues like service rule procedures, recruitment and promotional policies are resolved as per the directive and regulations of the Department of Education (Higher), Govt. of Assam, UGC and the affiliating university.

There is an Academic Council comprising the Department Heads. The Department Heads take decisions regarding academic innovations and other related activities in consultation with other members of the department. The college has Grievance Redressal Cell for resolving various issues concerning the students and the staff members. The college has some other bodies like Women's Cell, Career Counseling Cell, Extension Cell etc. to deal with various issues and organize diverse programmes. The Students' Union is also associated with the decision making process of different committees including the IQAC.

File Description	Documents
Paste link for additional information	<a href="http://thbcollege.in/uploads/iqac/Code%20of%20Conduct.pdf">http://thbcollege.in/uploads/iqac/Code%20of%20Conduct.pdf</a>
Link to Organogram of the Institution webpage	<a href="http://thbcollege.in/index.php?home/organogram">http://thbcollege.in/index.php?home/organogram</a>
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	<a href="#">View File</a>
Screen shots of user interfaces	<a href="#">View File</a>
Any additional information	No File Uploaded
Details of implementation of e-governance in areas of operation, Administration etc (Data Template)	<a href="#">View File</a>

### 6.3 - Faculty Empowerment Strategies

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

The college has the following welfare schemes for the teaching and non-teaching staff:

1. The Teachers' Benefit Fund has been run successfully for years. The members of the Fund deposit a fixed amount monthly and the benefit is distributed among the members once in a year.
2. As per UGC guideline the teachers are granted leave to attend Orientation Programme / Refresher Courses/ seminars/ conferences/ training programmes etc. They are also offered leave to participate in academic programmes as experts or resource persons.
3. Child Care Leave leave is provided to the female staff. In the event of death of an employee during service period the Government considers appeal from the spouse/children on compassionate ground as per recommendation from the Governing Body of the College. Medical leaves are given to all the staff members as per government rules.
4. Employees' Provident fund: Contributions towards GPF and NPS are collected from the basic salary of the employees as per the government rules and the eligible staff members are entitled to receive the benefit of the schemes.
5. Teachers' Unit also extends financial support to the non sanctioned employees as and when required.

File Description	Documents
Paste link for additional information	<a href="http://thbcollege.in/uploads/igac/Code%20of%20Conduct.pdf">http://thbcollege.in/uploads/igac/Code%20of%20Conduct.pdf</a>
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)	<a href="#">View File</a>



**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**

15

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	<a href="#">View File</a>
Details of professional development / administrative training Programmes organized by the University for teaching and non teaching staff (Data Template)	<a href="#">View File</a>

**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**

34

File Description	Documents
IQAC report summary	No File Uploaded
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)	<a href="#">View File</a>

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

The college collects information from the teachers about their achievements like publications, conferences attended, papers presented, participation in orientation and refresher courses and compiles the record as per the directives of Govt. of Assam and UGC. The authority of the college prepares an annual report for every faculty member under sanctioned post and submits it to the Director of Higher Education, Govt. of Assam and the affiliating university. The faculty members are also required to submit to the IQAC of the college the academic performance index mandatorily for promotion to higher grade under CAS of UGC. In addition to that the college authority submits Annual Confidential Report (ACR) in connection with promotion of teaching and non-teaching staff of the college.

The college authority monitors the performance of the non-teaching employees regularly and the Governing Body considers the promotional aspects of the non-teaching staff .

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	<a href="#">View File</a>

#### 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

In order to ensure transparency in financial transaction the college follows a rigorous internal and external audit system. Internal Audit is done annually by the Auditors appointed by the Principal in consultation with the Governing Body. The heads of accounts under internal audit include funds allocation for Semester-wise Examinations, Study Centre of Institute of Distance and Open Learning (IDOL) of Gauhati University, Study Centre of Krishna Kanta Handique State Open University (KKHSOU) and Seuj Udyog (Tea plantation by the college). The college appoints Chartered Accountant for audit of the expenditure of the funds where submission of utilization certificate is mandatory, viz. funds from ICSSR, RUSA, UGC etc. Audit of the transaction of such funds have been accomplished by Chartered Accountant Mr. Rajkumar Nahata and Mr. Rajkumar Ranwiar.

The external audit is done by the Govt. Auditor appointed by the Govt. of Assam in every two years. It includes all local accounts viz. UGC Fund, RUSA Fund, Development Fund, Examination Fund, General Fund, University Fees Fund, Library Fund, Infrastructure Fund, Games Fund, Magazine Fund, Students' Union Fund, Scout Guide Fund, Student Aid Fund and IQAC Fund.

The external audit of the college is almost complete up 31st March, 2022.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	<a href="#">View File</a>

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

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

0

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)	<a href="#">View File</a>

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

The college regularly makes attempt to reap the benefits of the govt. schemes and govt. agencies and individuals. The college mainly depends on the funds offered by the UGC, State Govt. and funds from central Govt. (RUSA). For serving academic and non-academic purposes like construction of new building, renovation of old ones, purchase of materials, books, journals and instruments are mainly served with funds received from UGC, RUSA and Govt. of Assam. The entire fund for the salary of the permanent employees comes from the state govt.

The college authority makes internal arrangement for the fund required for the salary of the non sanctioned employees of the college. As part of this arrangement the college mobilizes fund from the fees of the students, income generated from the college tea garden (Seuj Udyog) etc. In fact, the major source of internal resource mobilization is the fee received from the students, viz. admission fee, examination fee, etc. The final decisions, regarding mobilisation and proper utilization of the funds are taken by the Governing Body and the Principal implements the same.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	<a href="#">View File</a>

#### 6.5 - Internal Quality Assurance System

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

The IQAC puts constant effort towards maintenance of quality in

various areas as academics, research, extension activities etc. It lays stress on creating a conducive environment for growth of the students as per professed mission and vision of the college in addition to timely accomplishment of its regular activities. The IQAC is committed to institutionalize the following initiatives as quality assurance strategies:

1. Compilation of data and submission of AQAR/SSR on stipulated date.
2. Review of the academic activities of the college regularly by the Academic Council.
3. Organization workshops/seminars for the students to promote their skill and proficiency in different areas.
4. Application of new methods/techniques to make teaching learning more effective and enjoyable for the students.
5. Organization of training programmes for the teaching/non-teaching staff for enhancing their knowledge and skill in use of computers and other IT tools.
6. Enhancing stock and performance of the library.
7. Collection of feedback from all stakeholders on regular basis for ensuring development on various fronts.
8. Regular check-up of the infrastructural attainment and ensuring basic facilities of classroom, sports complex etc.
9. Registration of the college under NIRF, UBA, IIC etc. and carrying out activities by various committees accordingly.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	<a href="#">View File</a>

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

Teaching learning process is carried out according to the Academic Calendar designed in the light of the Academic Calendar of the affiliating university. IQAC is in constant touch with the Academic Council (AC) and the departments for timely and proper implementation of the activities. Meetings of the Academic Council are held time to time to discuss different academic issues and review the progress of the students. A meeting is held at the beginning of the session to chalk out plan and strategy with opinions from the departments. After declaration of the

results meetings are held to make revision of the performance of the students. Occasionally joint meetings of the AC and the teaching staff are held to discuss important issues like progress of the students, mentoring system, innovation in teaching-learning etc.

Induction programmes are held for the students at the beginning of the session by the IQAC in association with the staff to inform them about the course structure/outcomes, the rules and various activities. It helps in clarifying the doubts of the students and motivating them toward the professed programme/course outcomes. Induction programmes are also held when the students are found to be confused about issues pertaining to their course, examination etc.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	<a href="#">View File</a>

**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)**

A. All of the above

File Description	Documents
Paste web link of Annual reports of Institution	<a href="http://iqac.thbcollege.in/uploads/quality_initiative/quality_initiative_2021-22.pdf">http://iqac.thbcollege.in/uploads/quality_initiative/quality_initiative_2021-22.pdf</a>
Upload e-copies of the accreditations and certifications	No File Uploaded
Upload any additional information	<a href="#">View File</a>
Upload details of Quality assurance initiatives of the institution (Data Template)	<a href="#">View File</a>

**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**

Complaint Compliance Committee, Anti Ragging Cell are important organs of the college to work for maintaining and promoting modesty, dignity of women in the college. Existence and vigilance of the cells keep the college free from occurrence of any incident against dignity of women. The college offers education to a large number of girls (about 70% of students are girls) as the parents prefer the college for their education. The teaching staff of the college also consists of a good number of women including the vice- principal. Their active role and participation in the normal activities of the college ensure an atmosphere of gender equity.

At the beginning and during the sessions induction/orientation programmes are held by the IQAC/Code of Conduct Committee to orient the students regarding the rules and values to be followed. Such programmes put thrush on maintaining a conducive environment for gender equity. Besides creating awareness Women Cell looks into the special facilities offered for girls and maintenance of gender equity at different steps, initiatives and decisions of the administration.

The college encourages enrolment of more girls in N.S.S., N.C.C. and Scout and Guide. The girls are encouraged to take part in all co-carricular and extension activities along with boys.

File Description	Documents
Annual gender sensitization action plan	<a href="http://thbcollege.in/index.php?home/gender_sensitization">http://thbcollege.in/index.php?home/gender_sensitization</a>
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	<a href="http://thbcollege.in/index.php?home/women_facilities">http://thbcollege.in/index.php?home/women_facilities</a>

**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-**

**C. Any 2 of the above**

**based energy conservation Use of LED bulbs/  
power efficient equipment**

File Description	Documents
Geo tagged Photographs	<a href="#">View File</a>
Any other relevant information	<b>No File Uploaded</b>

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

The college adopts various measures for waste management. Some of these are:

1. Segregation and management of different types of waste: The college has made provisions for the segregation of solid and organic wastes and has signed an MoU with a local body for collection and disposal of waste.
2. Recycling of organic waste: The college adopts the policy of recycling of organic waste (leaves, plants etc) as manure /compost for agricultural uses.
3. Menstrual hygiene: There are provisions for separate dustbins for female staff and students at various places for menstrual hygiene management.
4. Scrap metal recycling: The college practices scrap metal recycling through local vendors for miscellaneous items such as paper, aluminium and steel items etc.
5. Green Campus initiatives: The college believes in having a clean and green campus. For this purpose it had undertaken several initiatives towards this end. It has been able to make the campus plastic free and periodically undertake a greenaudit to assess any loss of natural resources and to replenish it.

Waste water treatment plant: The college plans to set up a water treatment plant for recycling of liquid waste that are released in nearby water bodies as a future project.



File Description	Documents
Relevant documents like agreements/MoUs with Government and other approved agencies	<a href="#">View File</a>
Geo tagged photographs of the facilities	Nil
Any other relevant information	<a href="#">View File</a>

**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	<a href="#">View File</a>
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	<a href="#">View File</a>
Any other relevant documents	<a href="#">View File</a>

**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**

**B. Any 3 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	<a href="#">View File</a>
Certification by the auditing agency	<a href="#">View File</a>
Certificates of the awards received	No File Uploaded
Any other relevant information	<a href="#">View File</a>

**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**

C. Any 2 of the above

File Description	Documents
Geo tagged photographs / videos of the facilities	<a href="#">View File</a>
Policy documents and information brochures on the support to be provided	<a href="#">View File</a>
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).

There have been constant efforts for years to harbor a feeling of

harmony and brotherhood in addition to inculcation of values like tolerance in the college.

At the beginning of the session induction programmes are held with stress on creation of an amiable ambience for a feeling of harmony among the students from diverse linguistic and religious communities. They are also informed about the set code of conduct to be followed by all irrespective of their caste and creed.

Different important days and occasions are celebrated with involvement of students and teachers in association with NCC, NSS, Womens Cell etc. Important days observed last year were International Day of Tolerance, Constitution Day, Human Rights Day, National Youth Day, Women's day, Voters' Day etc. Such occasions are observed with speech, sports, music, competitions etc. Discussion on the significance of the days and the values they uphold help in shaping and motivating the young minds towards democratic values. Birth and death anniversaries of the literary and cultural stalwarts of the state like Sri Sri Sankardeva and Madhavdeva, Rasaraj Laxminath Bezbaruah, Bishnu Prasad Rabha, Bharat Ratna Dr. Bhupen Hazarika etc. are also celebrated with commemoration of their teachings on integration of the society.

File Description	Documents
Supporting documents on the information provided (as reflected in the administrative and academic activities of the Institution)	<a href="#">View File</a>
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

Important days are celebrated in the college with involvement of the students, teachers and the non teaching staff for sensitizing them towards their obligations, rights, duties and for inculcation of our long cherished social, cultural and democratic values. Such days include Constitution day, International Human Rights Day, National Youth Day, International Day for Tolerance etc. Lectures, discussions, sports activities organized on such occasions contribute in imbibing important democratic ideals and values in the young students. The college has its own set of code of conduct and induction programmes are held for the students at the beginning and during the sessions to make students aware of

the values to be respected and followed by them. Two important organs of the college N.C.C. and N.S.S. also help in inspiring the students with the patriotic zeal. Their participation in various extension work and various functions make the students aware of their role in the community life. Plantation drive, cleanliness drive are also regularly carried out by the college community in and outside the college which only encourage the students and others for adoption of a positive and active role in the community and corporate life.

File Description	Documents
Details of activities that inculcate values; necessary to render students in to responsible citizens	<a href="#">View File</a>
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**

**B. Any 3 of the above**

File Description	Documents
Code of ethics policy document	<a href="#">View File</a>
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	<a href="#">View File</a>
Any other relevant information	No File Uploaded

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

The college celebrates in a befitting manner national/international festivals and days like Independence Day, Republic Day, International Day of Tolerance, Constitution Day, Human Rights Day, National Youth Day, Women's Day, Voters' Day, Azadi Ka Amrit Mahotsav, No Tobacco Day etc. Such occasions are observed with speech, sports, music, competitions etc. The Republic Day and Independence Day are marked by the participation of teachers, students and the NCC/NSS units in activities like holding of Parades, singing of Patriotic songs etc. The NCC cadets also participate in the parade organised by the 12th Assam Police Battalion, located in front of the college. The lives and contributions of eminent national leaders like Mahatma Gandhi, Swami Vivekananda, B.R. Amdekar, Sarbapalli Radhakrishnan are also remembered on their birth/death anniversaries. Talks are arranged on such occasions besides sports, musical performances, competitions etc. Birth and death anniversaries of the literary and cultural stalwarts of the state like Sri Sri Sankardeva and Madhavdeva, Laxminath Bezbaruah, Bishnu Rabha, Bharat Ratna Dr. Bhupen Hazarika etc. are also celebrated with commemoration of their teachings on integration of the society. The College also observes World Environmental Day, International Yoga Day with involvement of teachers and students of the neighbouring institutes.

File Description	Documents
Annual report of the celebrations and commemorative events for the last (During the year)	No File Uploaded
Geo tagged photographs of some of the events	<a href="#">View File</a>
Any other relevant information	<a href="#">View File</a>

## 7.2 - Best Practices

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

1. Name of the practice: Promotion of the spirit of learning by earning

Objective of the practice: To inculcate the spirit of learning by earning and to make students self reliant.

The Context: Considering the problem of unemployment we need to

develop entrepreneurial spirit in students. Tea and horticulture are two potential areas where students can explore future careers.

**The Practices:** Students are being engaged in the college tea garden at different stages including the processing unit of the organic green tea for money. The college has started banana and lemon cultivation where each and every plant is owned by a student. The student has to take care of the plant with experts help from the faculty extension workers.

**Evidence of Success:** Production of organic Green tea from college. Growth of banana and lemon cultivation with involvement of students.

**Problems Encountered and resources required:** Government assistance in terms of fund and expertise is required.

**2. Involvement of students in community services**

With a view to grooming the students of the college with inculcation of a sense of responsibility towards the society the college associates the students with the community services. The students are engaged in village adoption and survey programmes under teachers.

File Description	Documents
Best practices in the Institutional web site	<a href="#">View File</a>
Any other relevant information	No File Uploaded

**7.3 - Institutional Distinctiveness**

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

The college was established for providing the rural students of this area opportunities of higher education. It's evident from the fact that about 98 % of the students availed free admission in the academic year 2021-2022. They hail from the under privileged classes with talent in diverse areas. The college has been always making effort for development of their talent in areas like sports and music. Accordingly worksop, career counselling programmes, motivational lectures are organised for

students. The college has also engaged the willing students to work in the college tea garden and tea processing work for money. The college is the only institution of higher education in the entire state which has its own tea cultivation in its own campus. The number of girl students is also appreciable in number. The girls coming from the distant villages are also engaged in different activities along with boys. Rangers, NCC, NSS have good number of girls. Special programmes on self defence, mental health/hygiene are also held under the initiatives of the Women Cell and IQAC. It is for able guidance from teachers that girls , besides their academic excellence are performing well in sports and cultural activities ,inter college competitions etc.

File Description	Documents
Appropriate web in the Institutional website	No File Uploaded
Any other relevant information	<a href="#">View File</a>

### 7.3.2 - Plan of action for the next academic year

Plan of action for the academic year 2022-2023 :

1. To step up collaborative activities with different institutions/organizations for larger benefit of the students.
2. Construction of more classrooms with IT facilities.
3. To bolster the spirit of research among the teachers and encourage them to publish high quality research papers in the top level journals.
4. Introduction of Integrated B.Ed. Course and Add-on Courses.
5. Organization of more workshops, conferences, counselling programmes on sports, culture, soft skill and competitive examinations for all-round development of the students.
6. To facilitate internship opportunities to the students of the college in other institutes and students from other institutes in the college.