



Yearly Status Report - 2016-2017

Part A

Data of the Institution

Part A	
Data of the Institution	
1. Name of the Institution	RATNAPITH COLLEGE
Name of the head of the Institution	Sheikh Hedayetullah
Designation	Principal (in-charge)
Does the Institution function from own campus	Yes
Phone no/Alternate Phone no.	03364262593
Mobile no.	8638011918
Registered Email	ratnapithcollege@gmail.com
Alternate Email	iqacratnapith@gmail.com
Address	Bahalpur Nathpara PO Chapar, Dist Dhubri (Assam)
City/Town	Chapar
State/UT	Assam
Pincode	783371

2. Institutional Status					
Affiliated / Constituent		Affiliated			
Type of Institution		Co-education			
Location		Rural			
Financial Status		state			
Name of the IQAC co-ordinator/Director		Dr Shahjahan Ali Sheikh			
Phone no/Alternate Phone no.		03364262593			
Mobile no.		9401418729			
Registered Email		ratnapithcollege@gmail.com			
Alternate Email		iqacratnapith@gmail.com			
3. Website Address					
Web-link of the AQAR: (Previous Academic Year)		http://ratnapithcollege.ac.in			
4. Whether Academic Calendar prepared during the year		Yes			
if yes, whether it is uploaded in the institutional website: Weblink :		https://www.ratnapithcollege.ac.in			
5. Accrediation Details					
Cycle	Grade	CGPA	Year of Accrediation	Validity	
				Period From	Period To
1	C	63.6	2005	27-Dec-2005	26-Dec-2012
2	B+	2.51	2016	05-Nov-2016	04-Dec-2021
6. Date of Establishment of IQAC			10-Aug-2003		
7. Internal Quality Assurance System					
Quality initiatives by IQAC during the year for promoting quality culture					
Item /Title of the quality initiative by IQAC	Date & Duration		Number of participants/ beneficiaries		
Meeting of the IQAC	13-Dec-2016		9		

	1	
Meeting of the IQAC	30-Jan-2017 1	7
Meeting of the IQAC	28-Apr-2017 1	6
Meeting of the IQAC	26-May-2017 1	7
No Files Uploaded !!!		

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

Institution/Department/Faculty	Scheme	Funding Agency	Year of award with duration	Amount
No Data Entered/Not Applicable!!!				
No Files Uploaded !!!				

9. Whether composition of IQAC as per latest NAAC guidelines:

Yes

Upload latest notification of formation of IQAC

[View File](#)

10. Number of IQAC meetings held during the year :

4

The minutes of IQAC meeting and compliances to the decisions have been uploaded on the institutional website

No

Upload the minutes of meeting and action taken report

No Files Uploaded !!!

11. Whether IQAC received funding from any of the funding agency to support its activities during the year?

No

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

1. Holding of intercollege football competition of Gauhati University.

2. S.C. Sinha memorial annual lecture delivered by Dhrubojyoti Bora, Ex Chairman of Axom Sahitya Sabha.

3. Observed sanitisation week in the month of September in collaboration with NSS unit of the college.

4. Observed birth anniversary of Jananeta Sarat Chandra Sinha as Janatardin.

5. The kabaddi team of the college become the champion of Gauhati University Inter College Kabadi Competition held in Salbari College, Baksa.

[View File](#)

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

Plan of Action	Achivements/Outcomes
Renovation of classroom.	Done.
To organise national level seminar/workshop.	Organise a state level workshop on 'Orientation and workshop on library-past, present and future'.
Repairmen of open-air theatre	Done.
Construction of internal footpath with ACC block.	Proposal submitted to concerned authority.
Digitalisation of new admission.	Achieved the goal partially.
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14. Whether AQAR was placed before statutory body ?

Yes

Name of Statutory Body	Meeting Date
Governing Body	04-Dec-2021

15. Whether NAAC/or any other accredited body(s) visited IQAC or interacted with it to assess the functioning ?

No

16. Whether institutional data submitted to AISHE:

Yes

Year of Submission

2017

Date of Submission

28-Feb-2017

17. Does the Institution have Management Information System ?

No

Part B

CRITERION I – CURRICULAR ASPECTS

1.1 – Curriculum Planning and Implementation

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

Ratnapith college is permanently affiliated to Gauhati University. The university prepare the curriculum for both PG and UG courses. The university through its committee for course and studies (CCS) prepares a detail curriculum for a specific subject and the same is uploaded in the university website for communication to its affiliated colleges. Being an affiliated college of the university, Ratnapith College follows the curriculum designed by Gauhati University in letter and spirit. The process of planning and implementation of curriculum starts with the preparation of daily class schedule by the Academic cell of the college. On the basis of this class schedule each department prepares plan for timely completion of the prescribed syllabus. Feedback of student learning progress is taken in terms of assignment, group discussion and internal assessment. Faculty members of the departments prepare their lesson plan for effective implementation of the curriculum. Teachers maintain a class diary for maintaining a record of their implementation of lesson plan and completion of the course content. Tests are conducted as part of internal assessment of the student as per process prescribed by the university. As per course requirement, departments make arrangement for taking students to field tour and guide them to prepare their project report. Students' attendance in the classes is constantly monitored so that they can fulfil the requirement of attendance percentage necessary to appear in the final examination conducted by the university.

1.1.2 – Certificate/ Diploma Courses introduced during the academic year

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

1.2 – Academic Flexibility

1.2.1 – New programmes/courses introduced during the academic year

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

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

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

	Certificate	Diploma Course
No Data Entered/Not Applicable !!!		

1.3 – Curriculum Enrichment

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

Value Added Courses	Date of Introduction	Number of Students Enrolled
No Data Entered/Not Applicable !!!		
No file uploaded.		

1.3.2 – Field Projects / Internships under taken during the year

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

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1.4 – Feedback System

1.4.1 – Whether structured feedback received from all the stakeholders.

Students	Yes
Teachers	No
Employers	No
Alumni	Yes
Parents	No

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

Feedback Obtained

The IQAC of the college collect feedback from students regularly in respect of curriculum, infrastructure, library facilities, teachers' performance etc and incorporates the feedback in the overall working of the college. The feedback form is circulated by the faculty members among students in every academic year. The analysis of feedback obtained for the academic year 2016-17 is as follows. It is seen that the boys' students feel need of a hostel for their stay and study. The college has already submitted a proposal in order to construction of a boys' hostel to the Board of Scheduled Caste Welfare and Development, Guwahati.

CRITERION II – TEACHING- LEARNING AND EVALUATION**2.1 – Student Enrolment and Profile**

2.1.1 – Demand Ratio during the year

Name of the Programme	Programme Specialization	Number of seats available	Number of Application received	Students Enrolled
BA	Nil	700	1424	1424
View File				

2.2 – Catering to Student Diversity

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

Year	Number of students enrolled in the institution (UG)	Number of students enrolled in the institution (PG)	Number of fulltime teachers available in the institution teaching only UG courses	Number of fulltime teachers available in the institution teaching only PG courses	Number of teachers teaching both UG and PG courses
2016	1424	Nil	8	Nil	Nil

2.3 – Teaching - Learning Process

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

Number of Teachers on Roll	Number of teachers using ICT (LMS, e-Resources)	ICT Tools and resources available	Number of ICT enabled Classrooms	Number of smart classrooms	E-resources and techniques used

18	6	2	1	Null	Null
View File of ICT Tools and resources					
No file uploaded.					

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

In order to guide students according to their requirements, the college has introduced an informal monitoring system. Under the system, each department of the college divides its students into some small groups, after collecting the personal information of the students. Based on personal profile, students with slow learners are found out and special attention is given to guide them. Tutorial class, study materials etc are provided to such students by each department. Besides, students are encouraged to pursue higher education in their respective field.

Number of students enrolled in the institution	Number of fulltime teachers	Mentor : Mentee Ratio
1424	8	1:178

2.4 – Teacher Profile and Quality

2.4.1 – Number of full time teachers appointed during the year

No. of sanctioned positions	No. of filled positions	Vacant positions	Positions filled during the current year	No. of faculty with Ph.D
13	8	5	Null	2

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

Year of Award	Name of full time teachers receiving awards from state level, national level, international level	Designation	Name of the award, fellowship, received from Government or recognized bodies
No Data Entered/Not Applicable !!!			
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2.5 – Evaluation Process and Reforms

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

Programme Name	Programme Code	Semester/ year	Last date of the last semester-end/ year-end examination	Date of declaration of results of semester-end/ year- end examination
BA	UG	Final	13/05/2017	01/07/2017
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2.5.2 – Reforms initiated on Continuous Internal Evaluation(CIE) system at the institutional level (250 words)

As per guidelines of the parent university, each department of the college maintains the internal assessment of students. Regular class test, pop quiz, home assignment, project in certain department is held. Students are encouraged to maintain standard of writing procedure based on methodology. Sometimes, students are asked to prepare presentation on certain topic in order to improve their speaking quality.

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

Before the beginning of the session the Academic cell of the college prepares an academic calendar in the line of parent university. The academic calendar

contains all events of the college date and day wise. A, sessional examination, semester end examination, admission schedule, commencement of classes, teaching days, freshers' social, students' union election, home assignment, group discussion, semester end examination, vacation and holidays etc are focused in the academic calendar. Besides above, dates of important events/ days, celebration of birthday of great personalities have been incorporated in the academic calendar. Independence Day, Republic Day, Teachers' Day, College foundation day, birth anniversary of Jananeta Sarat Chandra Sinha, Saraswathi puja, Gandhi Jayanti, world environment day etc are incorporated in the academic calendar. A detailed roadmap has been prepared and circulated among all department by the academic cell in order to proper implementation of the academic calendar.

2.6 – Student Performance and Learning Outcomes

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

<https://www.ratnapithcollege.ac.in/assets/resources/2016-17-Program-outcomes-converted.pdf>

2.6.2 – Pass percentage of students

Programme Code	Programme Name	Programme Specialization	Number of students appeared in the final year examination	Number of students passed in final year examination	Pass Percentage
UG	BA	Major and General	224	197	87.9

[View File](#)

2.7 – Student Satisfaction Survey

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

No Data Entered/Not Applicable !!!

CRITERION III – RESEARCH, INNOVATIONS AND EXTENSION

3.1 – Resource Mobilization for Research

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

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

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

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

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

Title of the innovation	Name of Awardee	Awarding Agency	Date of award	Category
No Data Entered/Not Applicable !!!				

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3.2.3 – No. of Incubation centre created, start-ups incubated on campus during the year

Incubation Center	Name	Sponsored By	Name of the Start-up	Nature of Start-up	Date of Commencement
No Data Entered/Not Applicable !!!					
No file uploaded.					

3.3 – Research Publications and Awards

3.3.1 – Incentive to the teachers who receive recognition/awards

State	National	International
0	0	0

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

Name of the Department	Number of PhD's Awarded
No Data Entered/Not Applicable !!!	

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

Type	Department	Number of Publication	Average Impact Factor (if any)
No Data Entered/Not Applicable !!!			
No file uploaded.			

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

Department	Number of Publication
No Data Entered/Not Applicable !!!	
No file uploaded.	

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

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

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

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

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

Number of Faculty	International	National	State	Local
Attended/Seminars/Workshops	1	2	2	Nill

Presented papers	Nil	1	1	Nil
Resource persons	Nil	Nil	Nil	2
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3.4 – Extension Activities

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

Title of the activities	Organising unit/agency/ collaborating agency	Number of teachers participated in such activities	Number of students participated in such activities
Workshop os Girls Self-Defence	NSS	4	35
Workshop on Disaster and safety	Women Cell	3	75
Health Camp	IQAC	3	50
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3.4.2 – Awards and recognition received for extension activities from Government and other recognized bodies during the year

Name of the activity	Award/Recognition	Awarding Bodies	Number of students Benefited
No Data Entered/Not Applicable !!!			
No file uploaded.			

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

Name of the scheme	Organising unit/Agency/collaborating agency	Name of the activity	Number of teachers participated in such activities	Number of students participated in such activities
Republic Day	IQAC	Extempore speech on democracy	7	55
Cleanliness Drive	NSS	Clean up the college campus	5	42
Independence Day	IQAC	Celebration of 70th Independence Day	12	70
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3.5 – Collaborations

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

Nature of activity	Participant	Source of financial support	Duration
No Data Entered/Not Applicable !!!			
No file uploaded.			

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

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

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

Organisation	Date of MoU signed	Purpose/Activities	Number of students/teachers participated under MoUs
No Data Entered/Not Applicable !!!			
No file uploaded.			

CRITERION IV – INFRASTRUCTURE AND LEARNING RESOURCES

4.1 – Physical Facilities

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

Budget allocated for infrastructure augmentation	Budget utilized for infrastructure development
20	19.5

4.1.2 – Details of augmentation in infrastructure facilities during the year

Facilities	Existing or Newly Added
Campus Area	Existing
Class rooms	Existing
Laboratories	Existing
Seminar Halls	Existing
Classrooms with LCD facilities	Newly Added
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4.2 – Library as a Learning Resource

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

Name of the ILMS software	Nature of automation (fully or partially)	Version	Year of automation
SOUL	Partially	2.0	2015

4.2.2 – Library Services

Library Service Type	Existing		Newly Added		Total	
Text Books	9612	1589765	52	18676	9664	1608441
Reference Books	6803	1114941	26	11283	6829	1126224
Journals	7	14124	Nill	Nill	7	14124

[View File](#)

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

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

4.3 – IT Infrastructure

4.3.1 – Technology Upgradation (overall)

Type	Total Computers	Computer Lab	Internet	Browsing centers	Computer Centers	Office	Departments	Available Bandwidth (MBPS/GBPS)	Others
Existing	18	2	1	1	1	1	5	0	0
Added	0	0	0	0	0	0	2	0	0
Total	18	2	1	1	1	1	7	0	0

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

10 MBPS/ GBPS

4.3.3 – Facility for e-content

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

4.4 – Maintenance of Campus Infrastructure

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

Assigned Budget on academic facilities	Expenditure incurred on maintenance of academic facilities	Assigned budget on physical facilities	Expenditure incurred on maintenance of physical facilities
4	1	16	14.5

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

The college follows a well-defined policy and procedure for maintaining its academic, physical and other support facilities. The Academic cell consisting Principal, all HoDs, IQAC Coordinator identify the need of maintenance and enhancement of academic facilities. After proper discussion in the cell issues are forwarded to the principal of the college for implementation. The library cell is well aware about the need of students and it monitors the library facilities. This cell assures availability of books to students use. The assets management cell estimates the total physical assets existing in the college. It suggests plan for Repairment, renovation and procurement of assets for maintaining physical facilities. The plantation cell is an active cell that outlines plans for plantation every occasion. This cell is responsible for maintaining the green environment of the college campus. The IQAC monitors the academic, physical and support facilities in conformity with the long-term plan

of the college.

CRITERION V – STUDENT SUPPORT AND PROGRESSION

5.1 – Student Support

5.1.1 – Scholarships and Financial Support

	Name/Title of the scheme	Number of students	Amount in Rupees
Financial Support from institution	Nil	Nil	Nil
Financial Support from Other Sources			
a) National	Nil	Nil	Nil
b) International	Nil	Nil	Nil
No file uploaded.			

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

Name of the capability enhancement scheme	Date of implementation	Number of students enrolled	Agencies involved
International Yoga Day	21/06/2017	42	NCC, NSS
No file uploaded.			

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

Year	Name of the scheme	Number of benefited students for competitive examination	Number of benefited students by career counseling activities	Number of students who have passed in the comp. exam	Number of students placed
No Data Entered/Not Applicable !!!					
No file uploaded.					

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

Total grievances received	Number of grievances redressed	Avg. number of days for grievance redressal
4	4	4

5.2 – Student Progression

5.2.1 – Details of campus placement during the year

On campus			Off campus		
Name of organizations visited	Number of students participated	Number of students placed	Name of organizations visited	Number of students participated	Number of students placed
No Data Entered/Not Applicable !!!					
No file uploaded.					

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

Year	Number of students enrolling into higher education	Programme graduated from	Department graduated from	Name of institution joined	Name of programme admitted to
2016	5	BA	Pol Sc	GU	M.A., B.Ed
2016	4	BA	Assamese	GU	M.A., B.Ed
2017	2	BA	Economics	GU	M.A., LLB
No file uploaded.					

5.2.3 – Students qualifying in state/ national/ international level examinations during the year (eg:NET/SET/SLET/GATE/GMAT/CAT/GRE/TOFEL/Civil Services/State Government Services)

Items	Number of students selected/ qualifying
No Data Entered/Not Applicable !!!	
No file uploaded.	

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

Activity	Level	Number of Participants
Football	College	21
Kabadi	University	16
Badminton	College	12
No file uploaded.		

5.3 – Student Participation and Activities

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

Year	Name of the award/medal	National/ International	Number of awards for Sports	Number of awards for Cultural	Student ID number	Name of the student
Nil	Nil	Nil	Nil	Nil	Nil	Nil
No file uploaded.						

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

The college has a students' union. The union acts as per constitution of the union. The college hold election to form the union for an academic year. The union has 9 (nine) office bearer to look after different aspect assigned to the students' union. The activities of the union in its tenure are- Annual College Week, Freshmen Social, Saraswathi Puja, Moharram, Wall Magazine, College Magazine, Cleaning of the campus and other related activities. The union provides its helping hand in organising various events and festival held in the college. Students' participation in management system of the college is made with their presentation into different bodies of the college. The students' union of the college actively participated in the celebration of the Independence Day, Republic Day, Gandhi Jayanti, Teachers' Day, Yoga Day etc. The union hold a mock competition on different events among teachers on the Teachers Day to forward their gratitude to teachers' community.

5.4 – Alumni Engagement

5.4.1 – Whether the institution has registered Alumni Association?

No

5.4.2 – No. of enrolled Alumni:

40

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

25000

5.4.4 – Meetings/activities organized by Alumni Association :

There is an Alumni Association in the college but it has not been registered under Societies Registration Act, 1960. However, the association contributing to the academic and infrastructural development for the last 20 years. The association has organised two programmes in the college during the session.

CRITERION VI – GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.1 – Institutional Vision and Leadership

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

Since inception, the college following a decentralisation principle and participative management. In order to promote decentralisation and participative management the authority has taken up various initiatives. Few mentionable of them are as- 1. A good number of committees and cells are formed such as Construction Committee, Admission Committee, Hostel Committee, Purchasing Committee etc. These committees are working to fulfil the responsibilities assigned to them. Again, various cells like Plantation Cell, Discipline Cell, Assets Management Cell etc are assigned some specific responsibilities and they are doing their best. 2. The elected body of the students' union has been given some particular responsibilities. The union body put forward its active cooperation in holding various events like Muharram, Saraswathi Puja, Independence Day, Republic Day, World Environment Day and so on. Constitution of various committees and Cells and distribution of responsibilities to different bodies ensure a decentralisation of power and function of the college.

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

No

6.2 – Strategy Development and Deployment

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

Strategy Type	Details
Admission of Students	The admission process of the college is managed by the Admission Committee constituted by the Principal every year. The committee follows strictly the Government rules and regulation for the very purpose. Admission of the students to the college is strictly done on the basis of academic merit. As per Government rule, socially backward communities like SC, ST, OBC and Tea Garden are given chance to admission. Students having extra-curricular merit get preference in admission if they have average academic career. For

admission into Major/ Honours courses a student must have secure at least 50 marks in the concerned subject in the HS final examination.

Industry Interaction / Collaboration

The college tries its best to maintain a good relation with the neighbouring industry and commercial centres. Students are visit them under the guidance of teacher as a project work. The college organise various workshops on various Handicrafts and Cottage items time to time.

Human Resource Management

The aim of the administration has been to optimise the use of human resource available. The college has a mechanism for efficient use of human resource. The principal holds regular meeting and discussion with the teaching and non-teaching staff of the college for smooth run of the classes and other academic activities. The principal supervises the academic activities of the college. Faculty members are encouraged and allowed duty leave to attend Refresher Courses, Orientation Programme, Short Term Courses etc organised by HRDCs of UGC. The Career Counselling Cell of the college counsels' students regularly for their guidance. The college also imparted computer literacy training to students. Through NCC, NSS, Scout Guide, the college offers variety of activities and services to the society.

Library, ICT and Physical Infrastructure / Instrumentation

The college have a good library with variety of collection of books, journals and manuscripts. The library has separate reading room for students and teachers. The library of the college is a member of NLIST and INFLIBNET. All books available in the library are numbered and a software SOUL is used for the purpose. Students can search any book on mouse without entering into the main library.

Research and Development

The college facilitates all kinds of Research and Development. In order to enable the faculties to participate in the National, State level seminar/ workshop, the college allow duty leave to them. The central library offers all kind of help to the scholars providing readily available Books, Journals, E-Books, E-Journals and Manuscripts. A good number of teachers are pursuing their research work and published

	<p>articles in different journals.</p> <p>Teachers are also interested in publishing own book and edited books. The college also organise national or state level seminar/ workshop time to time sponsored by UGC etc.</p>
Examination and Evaluation	<p>Examination and evaluation system is prescribed by the Gauhati University and as an affiliating institution, the college follows the rules and regulation of the university. The college has an Examination Cell which look after the examination related rules and disciplines. Both external and internal examination are held under the directions of the parent university. Besides, all the Departments are conduct class test, unit test, group discussion, class seminar to evaluate students' performance. Examination hall are under the CCTV surveillance. During examination period local police are informed to assure security condition. The college holds the responsibility of Examination Zone frequently.</p>
Teaching and Learning	<p>In order to maintain a good teaching-learning environment the administration of the college takes everything seriously. Digital and internet services have been made readily available for both students and teachers. Student may access the vast knowledge store through Digital library. Alongside the conventional method of teaching and learning, the modern tools like ICT, Projector are also used in the process. Class test, home assignment, Seminar presentation, field study are used to enhance the ability of students. The college have made available the E-Book, E-Journal for students to improve their learning skill, depth and knowledge. Free Wi-Fi internet facility is made available to the student.</p>
Curriculum Development	<p>Curriculum is designed by the parent university which the college has to be followed. The curriculum is made available to the college for proper implementation. The university updates curriculum to keep the pace of the change taking place in the educational field.</p>

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

E-governance area	Details
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Planning and Development	The Principal and the Governing Body of the college jointly take the developmental plan and execute accordingly. The college recently developed one ICT enabled classroom. Three classrooms are provided projector with computer for teaching purposes. Digital library is attached with central library where both teacher and students can access E-Book and E-Journals.
Administration	Office of the Principal is partially computerised. This office communicates different establishment like Gauhati University, Director of Higher Education, University Grant Commission, All India Survey on Higher Education through e-mail.
Finance and Accounts	The college maintains all its financial transaction online. Salary bill and collection of students' fees are done through online mode.
Student Admission and Support	Admission procedure of the college is partially computerised. The college has an admission portal through which the entire online admission is done.
Examination	The college has an examination cell. This cell is communicating all teachers, students through WhatsApp, e-mail etc.

6.3 – Faculty Empowerment Strategies

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

Year	Name of Teacher	Name of conference/ workshop attended for which financial support provided	Name of the professional body for which membership fee is provided	Amount of support
No Data Entered/Not Applicable !!!				
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6.3.2 – Number of professional development / administrative training programmes organized by the College for teaching and non teaching staff during the year

Year	Title of the professional development programme organised for teaching staff	Title of the administrative training programme organised for non-teaching staff	From date	To Date	Number of participants (Teaching staff)	Number of participants (non-teaching staff)
No Data Entered/Not Applicable !!!						
No file uploaded.						

6.3.3 – No. of teachers attending professional development programmes, viz., Orientation Programme, Refresher

Course, Short Term Course, Faculty Development Programmes during the year

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

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

Teaching		Non-teaching	
Permanent	Full Time	Permanent	Full Time
Nil	Nil	Nil	Nil

6.3.5 – Welfare schemes for

Teaching	Non-teaching	Students
Group Insurance, Provident Fund	Group Insurance, Provident Fund	Students Aid Fund

6.4 – Financial Management and Resource Mobilization

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

The college conducts both internal and external audit of its accounts as per Government rules. The Internal Audit: The internal audit provides an unbiased and independent reviews of financial system of the institution. The college prepares Cash Book, Ledger Book of various fund and then calls a Charter Accountant (CA) for its internal audit. The CA check and verify all documents like Cash Book, Ledger Book, Stock Register, Payment Vouchers etc of various funds. After verification of documents, the CA submit a report in the form of receipt and payment to the college authority for each financial year i.e., April to March. The Internal Audit: External audit is done for improvement of infrastructure etc in accordance with the Government rules came in force after the college brought under deficit-grant-in-aid system of the Government. After holding the internal audit, the authority of the college communicates to the Local Audit (State Government) for further proceeding. The Director of Audit (Local Fund), Guwahati deputed two Audit Officer for physical verification and check of all documents like Cash Book, Bank Statement, Payment Vouchers, Stock Book etc of every financial year. Auditor raises their audit objection, if any, and the college authority meets all objection they raised. Finally, they recommend for final report to the Director of Audit, Assam.

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

Name of the non government funding agencies /individuals	Funds/ Grnats received in Rs.	Purpose
Nil	0	Nil
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6.4.3 – Total corpus fund generated

00

6.5 – Internal Quality Assurance System

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

Audit Type	External	Internal

	Yes/No	Agency	Yes/No	Authority
Academic	No	Nil	Yes	IQAC
Administrative	No	Nil	Yes	IQAC

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

Parents put forward their valuable suggestions and observations for overall development of the college through feedback. This feedback could be utilised in planning for improvement of the functioning of the college. The parents used to interact with the teacher time to time. They put forward their valuable suggestions in various meeting held in the college.

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

1. Workshop on proposed CBCS curriculum. 2. Skill enhancement programme for non-teaching staff of the college. 3. Joint meeting of teacher and students on teaching learning practices.

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

1. Increase the ICT enabled classroom. 2. Improvement of computer lab of the college. 3. Enhancement of sports materials.

6.5.5 – Internal Quality Assurance System Details

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

6.5.6 – Number of Quality Initiatives undertaken during the year

Year	Name of quality initiative by IQAC	Date of conducting IQAC	Duration From	Duration To	Number of participants
2017	Handhold training on ICT	27/05/2017	27/05/2017	27/05/2017	18
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CRITERION VII – INSTITUTIONAL VALUES AND BEST PRACTICES

7.1 – Institutional Values and Social Responsibilities

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

Title of the programme	Period from	Period To	Number of Participants	
			Female	Male
Awareness camp on Girls self defence	20/09/2016	20/09/2016	27	16

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

Percentage of power requirement of the University met by the renewable energy sources

For environmental consciousness, the college observes the World Environment Day on 5th June. The NSS unit of the college organises an Awareness Rally in the Chapar local market. The banner, festoon was marked with 'Stop use of polyethnic bag', 'Stop cutting trees', 'Plant more tree' etc. the college has

two DG set for alternative power supply.

7.1.3 – Differently abled (Divyangjan) friendliness

Item facilities	Yes/No	Number of beneficiaries
Physical facilities	Yes	2
Ramp/Rails	Yes	2

7.1.4 – Inclusion and Situatedness

Year	Number of initiatives to address locational advantages and disadvantages	Number of initiatives taken to engage with and contribute to local community	Date	Duration	Name of initiative	Issues addressed	Number of participating students and staff
No Data Entered/Not Applicable !!!							
No file uploaded.							

7.1.5 – Human Values and Professional Ethics Code of conduct (handbooks) for various stakeholders

Title	Date of publication	Follow up(max 100 words)
No Data Entered/Not Applicable !!!		

7.1.6 – Activities conducted for promotion of universal Values and Ethics

Activity	Duration From	Duration To	Number of participants
Observe International Yoga Day	29/12/2016	31/12/2016	35
Birth Anniversary of S C Sinha	09/02/2017	09/02/2017	22
Mock drill on earthquake	23/05/2017	23/05/2017	42
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7.1.7 – Initiatives taken by the institution to make the campus eco-friendly (at least five)

- The college has been provided proper dustbin at various corners of the campus.
- The students have been made well aware of green environment.
- Plantation programme initiated every year.

7.2 – Best Practices

7.2.1 – Describe at least two institutional best practices

BEST PRACTICE-1: 1. Title of the Practice: Counselling/mentoring students for Civil Services Examination. 2. Goal: Through mentoring, we sought to help students to discover their potential and guide them in pursuing their own career goals. The main aim of this programme was to motivate students towards Civil Services Examination. 3. Practice: The college periodically arranges various career guiding programmes and workshops are arranged with eminent personalities to guide the students. In this regard, "Preparation for Civil Services Examination" was organised on 4th May, 2018 inviting an IAS named Mr. Rohan Kr. Jha. He started the programme with a question that why one should opt for IAS?' and after that discussed on the pattern of the Civil Services Examination in order to enhance the knowledge of the students. At the end of

this programme, he gave his valuable insights and views on how to prepare systematically so that students can crack the Civil Services Examinations easily. 4. Evidence of Success: The workshop "Preparation for Civil Services Examination" received a tremendous response with more than 600 participants. Numerous feedbacks have been received and all the participants agreed to the fact that the workshop was highly informative and skill-oriented. Majority of the participants agreed that their overall knowledge level had increased from attending this programme. 5. Problems encountered: ? Continuous motivation is required as the students are capable of losing their confidence when things do not go in the expected way. ? More workshops are needed for the cause. ? Identifying the right skill trainers and coaching institutes to partner with the college to handle the skill. 6. Resources required: A handsome amount is needed to invite heavy weight personality. BEST PRACTICE-2: Title of the Practice: Environmental consciousness. 1. The context that required the initiation of the practice: This practice emphasizes on the significance of environment and sustainable development. 2. Objectives: The sole objective is to generate environmental consciousness among the masses for conservation and sustainable development of natural resources. 3. The Practice: This practice not only encourages ethical and human values but also instils a sense of belongingness among the college community. The surroundings of the college inspire the people the desire for environmental peace and encourage a natural connection with the environment. The College, with its green cover and rich biodiversity serves as a natural laboratory for observation. 4. Impact of the practice: The field trip organized every year as a part of environmental course is also an effective measure taken by us to make students aware of our biodiversity and its role for environmental protection. Also, on every student gathering we take the opportunity to sensitize the students regarding our environment. 5. Obstacles: New plants are to be nurtured softly, but people of the surrounding are not so aware of the importance. 6. Resources required: Man power for safeguard the green plantation is required at sufficient.

Upload details of two best practices successfully implemented by the institution as per NAAC format in your institution website, provide the link

<https://www.ratnapithcollege.ac.in/assets/resources/2016-17-Best-Practice.doc>

7.3 – Institutional Distinctiveness

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

Ratnapith College, Chapar was established in 1978 in the centre place of the undivided Goalpara district. It was an active initiative of the local people. The college is named after one of the major divisions of ancient Assam. This institution is dedicated to provide higher education to the underprivileged and marginal section of society since its inception and there are a good number of alumnae who have been in different position at different levels. The college takes initiatives of mentoring the students who are mostly from rural background. Now the college is a premier institution of higher education for under graduate courses in the district. The college always prefer modern technology in teaching-learning process. The teachers are well trained having research experience. Some of teachers of the college have been awarded Ph. D degree from reputed universities in the country. Teachers have initiated ICT based classroom teaching. We promote clean and green environment through plantation and cleanliness programme in the college campus as well as in the local area every year. The college organise health awareness programme through its extension cell for the students and local people. The college family practices socio cultural and communal harmony towards national integrity organising various programmes and encouraging students to participate in such programmes. Students of the college take part in different intra college and

inter college competition.

Provide the weblink of the institution

<https://www.ratnapithcollege.ac.in/assets/resources/2016-17-Distinctiveness-converted-1.pdf>

8.Future Plans of Actions for Next Academic Year

1. Construction of Boys' common room cum students' union room and procurement of necessary furniture in it. 2. Organise the Alumni activity in the college in more active way. 3. Introduction of Science stream for the benefit of the student community of the locality. 4. To organise national level seminar/ workshop for teacher and students. 5. Introduction of ICT based classroom for better exposure. 6. Enhance the collection of books in the central library. 7. Extension of drinking water facility to all classrooms.