



YEARLY STATUS REPORT - 2020-2021

Part A	
Data of the Institution	
1.Name of the Institution	TINSUKIA COLLEGE
• Name of the Head of the institution	Dr. Surjya Chutia
• Designation	Principal
• Does the institution function from its own campus?	Yes
• Phone no./Alternate phone no.	03742338340
• Mobile No:	9101216063
• Registered e-mail	tinsukiacollege1956@gmail.com
• Alternate e-mail	principaltinsukiacollege@rediffmail.com
• Address	Near Tinsukia District Sports Association Ground (Kachujan Stadium)
• City/Town	Tinsukia
• State/UT	Assam
• Pin Code	786125
2.Institutional status	
• Type of Institution	Co-education
• Location	Urban

• Financial Status	UGC 2f and 12(B)																		
• Name of the Affiliating University	Dibrugarh University																		
• Name of the IQAC Coordinator	Mr. Rajen Saikia																		
• Phone No.	03742338340																		
• Alternate phone No.	7896452311																		
• Mobile	9435736329																		
• IQAC e-mail address	tinsukiacollegeiqac@gmail.com																		
• Alternate e-mail address	rsaikia786125@gmail.com																		
3. Website address (Web link of the AQAR (Previous Academic Year))	https://tinsukiacollege.in/data/page/aqar-list/																		
4. Whether Academic Calendar prepared during the year?	Yes																		
• if yes, whether it is uploaded in the Institutional website Web link:	https://tinsukiacollege.in/data/page/academic-calender/																		
5. Accreditation Details																			
<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>B</td> <td>73.75</td> <td>2004</td> <td>16/02/2004</td> <td>15/02/2009</td> </tr> <tr> <td>Cycle 2</td> <td>B+</td> <td>2.55</td> <td>2016</td> <td>16/09/2016</td> <td>15/09/2021</td> </tr> </tbody> </table>		Cycle	Grade	CGPA	Year of Accreditation	Validity from	Validity to	Cycle 1	B	73.75	2004	16/02/2004	15/02/2009	Cycle 2	B+	2.55	2016	16/09/2016	15/09/2021
Cycle	Grade	CGPA	Year of Accreditation	Validity from	Validity to														
Cycle 1	B	73.75	2004	16/02/2004	15/02/2009														
Cycle 2	B+	2.55	2016	16/09/2016	15/09/2021														
6. Date of Establishment of IQAC	21/04/2005																		
7. Provide the list of funds by Central / State Government UGC/CSIR/DBT/ICMR/TEQIP/World Bank/CPE of UGC etc.,																			

Institutional/Department /Faculty	Scheme	Funding Agency	Year of award with duration	Amount
Eco Club, Tinsukia College	National Green Corps Programme	ASTEC, DST, Govt. of Assam	2021, 365 days	5000
Tinsukia College	Students' Fees Waive	Higher Education Department, Govt. of Assam	2020-21, 365 days	11738670
8. Whether composition of IQAC as per latest NAAC guidelines			Yes	
<ul style="list-style-type: none"> Upload latest notification of formation of IQAC 			View File	
9. No. of IQAC meetings held during the year			03	
<ul style="list-style-type: none"> Were the minutes of IQAC meeting(s) and compliance to the decisions have been uploaded on the institutional website? 			Yes	
<ul style="list-style-type: none"> If No, please upload the minutes of the meeting(s) and Action Taken Report 			View File	
10. Whether IQAC received funding from any of the funding agency to support its activities during the year?			No	
<ul style="list-style-type: none"> If yes, mention the amount 				
11. Significant contributions made by IQAC during the current year (maximum five bullets)				
<ul style="list-style-type: none"> A number of MoU's are signed with different organizations (viz. University of Science and Technology Meghalaya, Skillfinitly, Guwahati, etc.) 				
<ul style="list-style-type: none"> Two Student Development Programs are organized on the topic "Development of Skills, Attitude and Knowledge for the Post- Covid Opportunities" and Financial Wellness (Overview of Securities Market and Career Growth)" 				

<ul style="list-style-type: none"> • Publication of College News Letter "The Tinsukia College Chronicle", 2020 	
<ul style="list-style-type: none"> • Commemorated various National and International Days 	
<ul style="list-style-type: none"> • Institutional Best Graduates as well as University Rank Holders from our institution are felicitated with a merit certificate and awarded with a prize money 	
12. Plan of action chalked out by the IQAC in the beginning of the Academic year towards Quality Enhancement and the outcome achieved by the end of the Academic year	
Plan of Action	Achievements/Outcomes
To start add on/certificate courses.	Initiatives are taken to start few add on/certificate courses and it is in progress.
To organize more numbers of webinar/seminar/FDP for both student and teachers.	A good numbers of webinar are organized during this session.
To increase number of MoU with different organization.	New MoU's have been signed and the action plans followed up.
New Institutional infrastructure/building are to be constructed.	The College canteen is re-constructed fully and inaugurated.
Procurement of laboratory apparatus/instruments according to new syllabus (CBCS).	A good numbers of laboratory equipments have been procured for all science departments.
13. Whether the AQAR was placed before statutory body?	Yes
<ul style="list-style-type: none"> • Name of the statutory body 	
Name	Date of meeting(s)
Tinsukia College Governing Body	06/09/2021
14. Whether institutional data submitted to AISHE	
Year	Date of Submission
2020-21	30/03/2022

Extended Profile

1.Programme	
1.1	517
Number of courses offered by the institution across all programs during the year	
File Description	Documents
Data Template	View File
2.Student	
2.1	2214
Number of students during the year	
File Description	Documents
Data Template	View File
2.2	865
Number of seats earmarked for reserved category as per GOI/ State Govt. rule during the year	
File Description	Documents
Data Template	View File
2.3	802
Number of outgoing/ final year students during the year	
File Description	Documents
Data Template	View File
3.Academic	
3.1	68
Number of full time teachers during the year	
File Description	Documents
Data Template	View File

3.2	72
Number of Sanctioned posts during the year	

File Description	Documents
Data Template	View File

4.Institution	
4.1	42
Total number of Classrooms and Seminar halls	
4.2	13403621
Total expenditure excluding salary during the year (INR in lakhs)	
4.3	130
Total number of computers on campus for academic purposes	

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

- Tinsukia College being an affiliated college under Dibrugarh University has to follow a predetermined syllabus prescribed by the parent university.
- The Institution has its own strategy to implement the university planned curriculum. Implementation of the curriculum is carried out through both traditional methods (chalk and talk) and with the aid of ICT tool.
- At the commencement of each academic year, every department chalks out the teaching plan for the semester and allots different units of the syllabi among the faculty members through a DMC meeting.
- A Central Routine for classes is prepared in every semester.
- For recording and monitoring of progression of courses, a Teachers' Diary has been implemented. The Principal verifies the Diaries of the Teachers. The co-curricular activities are also designed to contribute towards the enhancement and enrichment of the curricular topics. Activities like

observation of important days, guest lectures, conduction of departmental level seminars and workshops, field trips, educational trips etc. facilitate experiential learning.

- A students' feedback mechanism is at place which is maintained by the Grievance Redressal and Feedback Cell.
- An effective way of assessing the students during a semester period is the procedure of Internal Assessment.

File Description	Documents
Upload relevant supporting document	View File
Link for Additional information	Nil

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

An academic calendar (AC) is prepared for each academic year in consultation with the 'AC for UG colleges' and the holiday list published by Dibrugarh University. The college AC is attached with the Prospectus which is released one-month ahead of a new Academic Session. A full-fledged class routine is prepared satisfying all the norms of UG programmes and courses offered by Dibrugarh University. Regular classes of odd-semesters start after the completion of admission of TDC 1st Semester.

- An examination committee is formed by the Principal for an entire academic year. The committee conducts both in- semester and end-semester examinations. The question papers setting and evaluations of answer scripts are done in concerned departments.
- The college being an affiliated college of the Dibrugarh University (D.U.) follows the academic calendar prescribed by D.U.
- At the beginning of each academic session a joint-meeting of Faculties, HoD's and Principal are conducted to chalk out strategies for thorough implementation of the academic and other activities.
- An effective way of assessing the students during the period of an academic session is the procedure of Internal Assessment.
- In mid-semester breaks field trips and academic visits are arranged as well.

File Description	Documents
Upload relevant supporting documents	View File
Link for Additional information	Nil

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

C. Any 2 of the above

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

1.2 - Academic Flexibility

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

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

19

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

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

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

0

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

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

0

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

0

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

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

Efforts have been made to orchestrate awareness amongst students on various cross-cutting issues:

- In compliance with the guidelines issued by Honourable Supreme Court of India, a committee for prevention of sexual harassment of women at workplace has been constituted in the college.
- The Women Cell of the college in collaboration with different organizations regularly organize talks/seminars on the issues like sexual harassment, female foeticide, witch hunting, female health women education and empowerment.

- The college has a Grievance Redressal Cell to deal with related issues of safety and security of female students, staff and faculty. The college campus is secured with CCTV and high level security.
- Tree plantation programme has been undertaken on World Environment Day.
- College celebrates the day of National and International Importance as Earth day, World Biodiversity day and Ozone day.
- Our college also conduct "Green Audit".
- The college has installed solar panels to generate electricity for in-house consumption. At present 25 units of power is generated from the solar panels.
- The College celebrates International Women's Day, Human Rights Day, Yoga Day to promote the moral, ethical and social values in the students.
- Tinsukia college conducts sessions on yoga and meditation on every Saturday.

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

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

13

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

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

0

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

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

B. Any 3 of the above

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

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

File Description	Documents
Upload any additional information	No File Uploaded
URL for feedback report	https://tinsukiacollege.in/data/page/feedback-report-2020-21

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

865

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

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

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

431

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

2.2 - Catering to Student Diversity

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

The assessment of learning level of the students is made by the teachers during the classrooms teaching and conducting class tests,

sessional examinations, short-seminars, assignments, group discussion etc; on the basis of which slow and advanced learners are identified. Specific teaching-learning and interaction methodologies are adopted separately for both the categories of students after threadbare discussion among the teachers of respective departments. The faculty members of our college precede an integrated approach to these class of students.

Slow Learners

Remedial classes are normally arranged for slow learners to bridge the gap with the other learners. The vernacular language including Hindi is being used for them so that they can easily understand the subject and engaged them with the same topic until their improvements.

Advanced Learners

The advanced learners are identified by the respective departments and are encouraged to learn beyond the stipulated course module. Tutorials and extra classes are arranged to provide them with references books, journals, periodicals, E-resources available in OER, audio-visuals, etc. Moreover the teachers constantly encourage and motivate these students.

File Description	Documents
Link for additional Information	Nil
Upload any additional information	View File

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

Number of Students	Number of Teachers
2214	68

File Description	Documents
Any additional information	View File

2.3 - Teaching- Learning Process

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

Tinsukia College provides a good platform for students to develop indigenous skills, knowledge, attitudes and values to shape their proper behaviours. For enhancing learning experiences our teachers adopt lecture method, interactive method, project and field work method, computer-assisted method, experimental method etc.

Experimental Learning:

Each department conducts student-centric programmes to support students in their experiential learning as follow

- Science stream take up laboratory sessions.
- Working Model/Project prepared by students.
- Counselling with the help of NPTEL, OER etc

Participatory Learning:

Seminar Presentation helps the students to develop technical skills. They also encourage writing and publishing articles in College Magazines.

Problem Solving Methods:

College organizes expert lectures on various topics and motivate students for participating in competitions. Some of the initiatives in this regards are as follows:

- Field trips and educational excursions are organised to various historical sites, bio diversity hot spots, scientific institutions, NGO's Gram-Panchayats and museums.
- Teaching departments encourage students to acquire and develop problem solving skills. For this college organises expert lectures on various topics.
- Environment & Climate Cell and Eco Club helps students to understand the significance of environmental protection for sustainable development.

File Description	Documents
Upload any additional information	View File
Link for additional information	Nil

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

The College is a Wi-fi enabled campus with 50 Mbps. Departments take opportunities to upgrade the knowledge from it. Virtual labs are also conducted for a few laboratories. Few of the ICT enabled pedagogy tools uses in our college are:

- Extensively uses of ICT enabled tools by the teachers for interactive teaching to employ student-centric methods.
- Online classes by various platforms are adopted by teachers in addition to the traditional classroom set-up.
- Invited lectures, seminars/webinars, talks, workshops, trainings are organized with ICT. . .
- Teachers use PPT's with LCD projectors for making the lectures more interesting and interactive.
- The college has a number of computer labs with Wi-Fi facility for using educational softwares.
- During the COVID-19 pandemic the faculty members have opened Google Classroom for online lecture.
- The college has a state-of-the-art Language Lab.
- The college has established an IT cell . It conducts training programmes for in-house faculty members, students and office staff.
- Teachers encourage students to use E-books and E-resources available on different platforms..
- The college also has a good sound system for conducting departmental seminars, presentations, group presentations, special lectures, etc.
- Students are also shown educational video on different topics from time to time.

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

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

2.3.3.1 - Number of mentors

68

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

2.4 - Teacher Profile and Quality

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

68

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

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

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

34

File Description	Documents
Any additional information	View File
List of number of full time teachers with Ph. D. / D.M. / M.Ch./ D.N.B Super specialty / D.Sc. / D.Litt. and number of full time teachers for year(Data Template)	View File

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

2.4.3.1 - Total experience of full-time teachers

1187

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

2.5 - Evaluation Process and Reforms

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

Evaluation process of UG programme have twin components of In-Semester and End-semester evaluation. In-semester examination constitute Internal Assessment and carries a weightage of 20% as per the regulations of Dibrugarh University.

- As per the Dibrugarh University regulation for UG courses there should be a compulsory element of Internal Assessment for 20% marks in each course that shall be based on the following:-
1. Sessional examination 1: 25% of the marks allotted for internal assessment.
 2. Sessional examination 2: 25% of the marks allotted for internal assessment.
 3. Seminars/Group discussions: 25% of the marks allotted for internal assessment.
 4. Attendance: 25% of the marks allotted for internal assessment.

- At the beginning of the session a student-orientation programme is conducted in every teaching departments to appraise the procedure of Internal Assessment and progression of students.
- Tentative schedule of such Sessional Examination and other components of Internal Assessment is given in advance through academic calendar.
- After evaluation of the answer scripts of Sessional Examination it is shown to the students.
- If a student fails to appear in the Sessional Examination because of his personal inconvenience or any genuine reason the teaching department then conducts special session for those students..

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

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

- There are provisions for redressal of grievances within the college for in-semester examination and other components of Internal Assessment like Home-Assignment, Projects, Group Discussion etc.
- Sessional examinations for internal assessment purpose is conducted by the college examination board which is independent from the teaching departments. Such examination board is constituted every year. Teachers are drawn from different departments and are headed by Vice-Principal.
- The college examination board conducts the sessional examinations as per the tentative schedule mentioned in the academic calendar. Hence the chance of any personal bias against any student is minimum as teaching departments have no direct role to play in conduction of such examinations.
- If any of the students has any grievance they can approach the Vice-Principal or concerned HoD. After receiving such complaints it is immediately brought to the notice of the concerned teacher and anomalies are immediately rectified.
- Since answer scripts of sessional examination are shown to the students after its evaluation it minimizes chances of grievances and make the whole process transparent and student-friendly.
- If any student is not satisfied with the marks he/she can

approach the Grievance Redressal Cell which includes student representatives along with faculty members and Principal.

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

2.6 - Student Performance and Learning Outcomes

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

- Vision, mission and goals of Tinsukia College aptly articulate the broad frame of outcomes which are expected to be achieved through various programmes, courses, certificate courses and other pedagogical tools. Such vision, mission and goal of the college is included in the college prospectus and are also available in the college website as well.
- At the beginning of every academic session the head of the institution convenes a meeting of all HoD's, Vice Principal and Librarian. Necessary strategies are formulated for smooth running of the programmes of other academic events.
- The Principal also convenes a meeting of all the faculty members where threadbare discussions are held regarding various academic matters and other activities to be conducted by the various teaching departments.
- The HoD's of teaching departments conducts orientations for students to appraise them about different elements of course curriculum for the forthcoming semester and tentative schedule for internal evaluation and other academic activities.
- Some of the faculty members of the college also participate in different workshops and seminars relating to revision of syllabus, curriculum and other related issues as the member of the expert committee constituted by the affiliating university for revision of courses and programmes.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for Additional information	Nil
Upload COs for all courses (exemplars from Glossary)	View File

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

The college uses different criteria to evaluate the effectiveness of programme and course outcomes through internal sessional examination, external university examination, field works, projects, individual and group presentations etc.

- For tracking the performance of the students, the college evaluate through internal sessional examinations, home assignment, projects, individual and group presentation etc.
- External End-semester examination is conducted by the parent university consisting of 80% marks for each course. Evaluation through such external university examination directly measures the attainment of each course of study.
- In case of science stream compulsory practical examinations are conducted in the presence of external evaluator for each student to assess their attainment.
- To maximize the outcome of the learning process the college organizes seminars and workshops from time to time. Moreover to facilitate learning educative tools like computer laboratories, smart boards and power-point presentations have also been introduced.
- Course curriculum of some of the UG programmes like B.Com., BCA, Mathematics and Statistics have compulsory element of practical training in different courses like Accounting, Income Tax, E-Commerce and Computer Application in Business. The performance of students are evaluated through on-site practical examination in computer lab using necessary software.

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

2.6.3 - Pass percentage of Students during the year

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

852

File Description	Documents
Upload list of Programmes and number of students passed and appeared in the final year examination (Data Template)	View File
Upload any additional information	No File Uploaded
Paste link for the annual report	Nil

2.7 - Student Satisfaction Survey

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

<https://tinsukiacollege.in/data/page/feedback-report-2020-21>

RESEARCH, INNOVATIONS AND EXTENSION

3.1 - Resource Mobilization for Research

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

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

0

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

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

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

0

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

0

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

3.2 - Research Publications and Awards

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

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

10

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

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

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

14

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

3.3 - Extension Activities

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

The college organizes different extension and social activities to sensitize students towards various social issues afflicting society. Following activities are normally conducted by the college every year under the umbrella of extension activities.

- The CWSD organize various programmes and activities including webinars pertaining to gender awareness and development programmes.
- The Red Ribbon club of the college organizes various programmes related to health awareness such as health check-up camps, blood donation camps and anti-drug campaign programmes.
- Eco Club and Environment & Climate Cell of the college organizes various programmes both inside and outside the campus on different issues pertaining to the environmental hazards and pollution, over-exploitation of natural resources, carbon neutrality, ecological concern and dangers to biodiversity, climate change etc.
- The college has a very strong, vibrant and active NCC wing both for boys and girls. Such NCC wings function under the supervision of Indian Arm Forces, Dibrugarh. The cadets participate each year in Republic Day and Independence Day parade celebrated by District authority. Our cadet get selected to represent Assam in the Republic Day parade in New Delhi and are successful in achieving awards of distinction.
- The college has a Disaster Management Cell which also organize different awareness campaign.

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

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**

07

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

3.3.3 - Number of extension and outreach programs conducted by the institution through NSS/NCC/Red cross/YRC etc., (including the programmes such as Swachh Bharat, AIDS awareness, Gender issues etc. and/or those organized in collaboration with industry, community and NGOs) during the year**3.3.3.1 - Number of extension and outreach Programs conducted in collaboration with industry, community and Non- Government Organizations through NSS/ NCC/ Red Cross/ YRC etc., during the year**

02

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

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

21

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

3.4 - Collaboration

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

1

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

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

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

2

File Description	Documents
e-Copies of the MoUs with institution./ industry/corporate houses	View File
Any additional information	View File
Details of functional MoUs with institutions of national, international importance, other universities etc during the year	View File

INFRASTRUCTURE AND LEARNING RESOURCES

4.1 - Physical Facilities

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

Being the oldest college in Tinsukia District it tries best to provide an excellent physical infrastructure to its students. The college has an infrastructure built on an area of about 18 bighas. The facilities include a big central library, computer labs, well-equipped laboratories, girls' hostel, audio-visual rooms, auditorium, seminar halls, canteen, canopy etc.

- The college has 40 numbers of class rooms. The college is also constructing an additional thirteen more class rooms under RUSA scheme. Such upgradation of infrastructure will help college to start new programmes.
- The college has 2 nos. of audio-visual class rooms/halls which are used to deliver lecture in ICT mode.
- The college has a well stocked central library having more than 50000 books and journals. The library also has SOUL 2.0 and Inflibnet.
- The college has 12 numbers of well equipped laboratories in different teaching departments.
- There are 16 numbers of computer laboratories having different educational software such as Tally, SPSS, MATLAB, MATHEMATICA Sci Lab, GIS etc.
- The college has two numbers of conference rooms used for conducting various co-curricular activities.
- The college has girls' hostel facilities having seat capacity of 124 boarders.
- The college has also limited Wi-Fi and internet facility of 50 MBPS.

File Description	Documents
Upload any additional information	View File
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 has taken several steps to augment facilities for sports, games and cultural events. Some of these facility includes :-

- Cultural activities is undertaken by the college with the help

of Tinsukia College Students' Union having Teacher-in-Charge.

- The college has a full-fledged auditorium having sitting capacity of 500 persons which is used for holding various cultural events and programmes.
- The college has sufficient musical instruments which are used by students for various cultural activities both in and outside the campus.
- The college also has a multipurpose hall with a sitting capacity of nearly 300 persons.
- The college has a mini amphitheatre christened as Golden Park adjacent to college canteen in which small cultural and academic activities are held occasionally.
- The college is very conveniently located near the Tinsukia Sports Association. It has signed an MoU with them for using the sports infrastructure of the association.
- A fifteen stationed state- of-the-art multi-gym facility is available in the college for both faculties and students of the college.
- The college has a room for weight-lifting and power-lifting practitioners equipped with an Olympic set.
- The college has a Yoga-cum-Meditation Centre for practising yoga and meditation.

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

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

12

4.1.3.1 - Number of classrooms and seminar halls with ICT facilities

12

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

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

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

13403621

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

4.2 - Library as a Learning Resource

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

The Tinsukia College Central Library covering approximately an area of 14000 sq.ft. It has more than 50,000 collections of books covering both text and reference books which is stacked in different sections of the library. Moreover, the library is now connected with Internet facility through Wi-Fi The library is updated with ICT and uses a partially automated SOUL 2.0 as a ILMS.. There are separate reading rooms for the teachers and students. Two Seminar halls with all modern amenities are located at the central library. A well equipped Computer section of the library is supporting the students and teachers by opening up the world of online educational resources.

The library subscribes more than 40 journals of National and International repute in various subject areas covering Arts,

Commerce and Science disciplines. The library has access nearly 6000 scholarly e- journals and e-books as made available through UGC-N-List for research and teaching purposes. .

Further, the library has a book bank having almost 3000 books of different subjects is a great support for the poor and needy student.

The library is maintained by the library staff for issuing books and photocopy for both teachers and students with a log book

File Description	Documents
Upload any additional information	No File Uploaded
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

E. None 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)	No File Uploaded

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

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

0.45261

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)	View File

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

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

50

File Description	Documents
Any additional information	No File Uploaded
Details of library usage by teachers and students	View File

4.3 - IT Infrastructure

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

The IT facilities of our college are good enough for teaching, non-teaching staff as well as students. We have an IT Cell under the Chairmanship of Principal to keep it up-to-date for smooth functioning. In addition to internet networking system of capacity 50 Mbps our college has Wi-Fi router connection with large number of computers. The IT components are also upgraded from time to time according to our requirements.

The IT facilities that is available in supporting academic and non-academic activities are as follows:

- Desktop computers in all Departments/Offices/ Centres/Cells/ Central Library
- Wi-Fi Internet throughout the campus.
- Desktop computers & LCD projectors available in all smart class rooms.
- Curriculum based software are regularly updated based on the need for every semester.
- All computer systems are connected to Uninterrupted Power Supply.
- Latest software & tools are available to enable the students

to work on data analysis, computing technologies, web technologies and software designing.

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

4.3.2 - Number of Computers

130

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

4.3.3 - Bandwidth of internet connection in the Institution

A. ? 50MBPS

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

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)

13403621

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)	View File

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

The maintenance of physical infrastructure including academic support facilities are looked after by college authority. Some of these facilities are under the direct supervision of different committee.

- College buildings, conference room and auditorium are looked after by the administration.
- Electrical installation, running water facility is looked after by a contractual electrician and a plumber.
- A full-fledged IT cell exists in the college which is responsible for acquisition and maintenance of computers and IT facilities. The college has appointed an IT consultant for this purpose.
- The college has a Library committee headed by the Principal and by other members. The committee meets to assess the workings of the library and sufficiency of its facilities.
- Girls' Hostel of the college is also looked after by a separate Hostel committee constituting of Principal, Warden, Teachers and full-time members.
- Science laboratories of the college are under the direct supervision of the concerned HoD or Teacher-in-Charge.
- The college authority has constituted an independent Canteen Committee headed by the Vice-Principal of the college. The canteen committee looks after all the affairs of the college canteen.
- The NSS unit and Eco-Club of the college also carries necessary cleaning drives and plantations from time-to-time.

File Description	Documents
Upload any additional information	View File
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

93

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

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

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

0

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

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	D. 1 of the above								
<table border="1"> <thead> <tr> <th data-bbox="86 439 542 506">File Description</th> <th data-bbox="550 439 1473 506">Documents</th> </tr> </thead> <tbody> <tr> <td data-bbox="86 506 542 613">Link to institutional website</td> <td data-bbox="550 506 1473 613" style="text-align: center;">Nil</td> </tr> <tr> <td data-bbox="86 613 542 680">Any additional information</td> <td data-bbox="550 613 1473 680" style="text-align: center;">View File</td> </tr> <tr> <td data-bbox="86 680 542 824">Details of capability building and skills enhancement initiatives (Data Template)</td> <td data-bbox="550 680 1473 824" style="text-align: center;">View File</td> </tr> </tbody> </table>	File Description	Documents	Link to institutional website	Nil	Any additional information	View File	Details of capability building and skills enhancement initiatives (Data Template)	View File	
File Description	Documents								
Link to institutional website	Nil								
Any additional information	View File								
Details of capability building and skills enhancement initiatives (Data Template)	View File								
5.1.4 - Number of students benefitted by guidance for competitive examinations and career counseling offered by the institution during the year									
0									
5.1.4.1 - Number of students benefitted by guidance for competitive examinations and career counseling offered by the institution during the year									
0									
<table border="1"> <thead> <tr> <th data-bbox="86 1200 542 1267">File Description</th> <th data-bbox="550 1200 1473 1267">Documents</th> </tr> </thead> <tbody> <tr> <td data-bbox="86 1267 542 1335">Any additional information</td> <td data-bbox="550 1267 1473 1335" style="text-align: center;">No File Uploaded</td> </tr> <tr> <td data-bbox="86 1335 542 1559">Number of students benefitted by guidance for competitive examinations and career counseling during the year (Data Template)</td> <td data-bbox="550 1335 1473 1559" style="text-align: center;">No File Uploaded</td> </tr> </tbody> </table>	File Description	Documents	Any additional information	No File Uploaded	Number of students benefitted by guidance for competitive examinations and career counseling during the year (Data Template)	No File Uploaded			
File Description	Documents								
Any additional information	No File Uploaded								
Number of students benefitted by guidance for competitive examinations and career counseling during the year (Data Template)	No File Uploaded								
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	E. None of the above								

File Description	Documents
Minutes of the meetings of student redressal committee, prevention of sexual harassment committee and Anti Ragging committee	No File Uploaded
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

09

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

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

5.2.2.1 - Number of outgoing student progression to higher education

34

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

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

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

examinations) during the year

09

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

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

03

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

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

- Tinsukia College Students' Union is the apex body of the representing students of the college.
- Besides academic activities other activities such as cultural, extra-curricular, sports etc. are organized by the students' union under the direct supervision of different faculty members.
- Tinsukia College Students' Union have representative in hostel committee, discipline action committee, anti ragging cell, RUSA committee, IQAC, etc., where they have ample opportunity to work for the greater benefit of the students and the

college.

- Tinsukia College Students' Union also facilitates new entrance at the time of admission and act as a bridge between college authorities and budding students. They also organize counselling sessions for the guardians and new students.
- The students' council also brings out the annual college magazine under the supervision of an editorial board constituted by the Principal of the college. Such editorial board also has students' representation.
- The college has a class representative system in place. The class representatives helps his/her fellow students/friends to sort out their grievances with the help of faculty members and college authorities.
- They also facilitate students to participate on an off-campus cultural and sports events where respective council members accompany participants under the supervision of teacher-in-charge.

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

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

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

03

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

5.4 - Alumni Engagement

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

Since inception, the institution have been producing many distinguished alumnae and they are showing their expertise in various fields of Medical & Engineering, Art & Culture, Business Entrepreneurship etc. and have been contributing in their personal level for the betterment of the institution as well. However they have come together, to a single platform as Tinsukia College Alumni Association in 1981. Then onwards the association has been extending allround support from time to time in respect of academic and infrastructure development of their beloved institution. Their venture reached the peak at the years of celebration of both Golden and Diamond Jubilee through an overwhelming participation and contribution. However the association was not registered under society act but the present committee is taking necessary steps for the processing of registration.

The various means of contribution of Alumni association are cited as follows:

- A large number of books are donated by the alumnae to teaching departments and central library.
- They are invited as resource persons at various seminars, workshops and career counselling programmes where they share their knowledge and expertise with our students.
- Some of our alumnae entrepreneurs have been offering livelihood to their juniors by absorbing them in their farms.

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

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

E. <1Lakhs

File Description	Documents
Upload any additional information	No File Uploaded

GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.1 - Institutional Vision and Leadership

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

- The Governing Body (GB) of the college has taken a series of measures to expand the horizon of the academic program and infrastructure facilities.
- The different committee formed by the Principal-cum-Secretary of the GB includes Purchase Committee, Admission Committee, Examination Committee, Hostel Committee, Canteen Committee, Disciplinary Action Committee, RUSA Committee, Construction Committee, Academic Committee etc.
- In order to achieve the goal of the institutions active participation of students community is also ensured through Tinsukia College Students' Union, NSS Unit, NCC, Red Ribbon Club of the institution.
- Parent-Teacher Association in the college provide necessary suggestions and guidance for effective functioning of the institution.
- In order to augment the resources of the college and also to provide job-oriented courses at affordable cost the GB of the college has taken initiative to start professional and academic programmes besides the conventional courses. Two professional courses namely BBA and BCA were started under the self-financing mode.

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

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

- The college promotes participative management by constituting different committees for the effective management of different institutional activities - be it academic , administrative or co- curricular and extra-curricular.
- There are 25 committees at present working in the college for effective and timely implementations of the plans as well as frames policies to achieve the overall goals of the institutions.
- Faculty members are also involved in preparing projects monitoring, implementation and exercising managerial controls.
- Faculty members are also nominated to college Governing Body.

- The Principal delegates his authority to different committees to achieve decentralized governance system.
- The headship of the different teaching departments is rotated after every three years which also helps to groom leadership and decentralization of authority.
- Students' leadership is groomed through the Tinsukia College Students' Union, NCC, NSS , Eco Club, Red Ribbon Club etc.

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

6.2 - Strategy Development and Deployment

6.2.1 - The institutional Strategic/ perspective plan is effectively deployed

Tinsukia College aspires to uphold a centre-of-excellence by creating an environment of competitive academic activities, research and personality development. The principal along with the other stake holders encourage the teachers, students and non-teaching staff to continue the quest for excellence. To achieve these objectives the college has adopted some effective procedures and formulated bodies for monitoring and evaluating its policies and plans.

- The teaching departments take care of the implementation of the academic policies as per the academic calendar of the college.
- The construction and development committee looks after the infrastructural development of the college which includes academic, recreational, co-curricular and others.
- The academic committee is authorized to plan, implement and monitor academic activities of the institution.
- The IQAC of the college is entrusted with the responsibility of designing and formulation of the quality policies and plans.
- The NSS unit looks after the extension activities to be carried out during the year.

File Description	Documents
Strategic Plan and deployment documents on the website	No File Uploaded
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

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

- The academic part of policies are framed by the affiliating University i.e. Dibrugarh University. The administrative policies are set by Directorate of Higher Education, Govt. of Assam.
- The Governing Body (GB) of Tinsukia College is constituted as per the Assam Government Rule and it is the supreme decision making authority under the Assam College Employees Provincialisation Act 2005.
- Principal is the overall head of the institution. Vice-Principal looks after all the academic matters. Head of the Teaching Departments take necessary measures for smooth functioning of the department in compliance with the Principal office.
- Tinsukia College has an Internal Quality Assurance Cell works towards quality sustenance and enhancement following the guidelines of UGC/NAAC.
- For smooth functioning of the college the principal constitutes Academic Committee, Construction Committee, Purchase Committee, Disciplinary Action Committee, Admission Committee, Examination Board, Information & Technology Cell, College Students' Union, etc.
- The staffs of the office of the Principal are supervised by the S.A.
- The Central Library is maintained by a Librarian, assisted by an Assistant Librarian, library staffs and library attendant.
- For the appointment of faculty as Assistant Professor proper guidelines are to be followed as framed by the Director of Higher Education, Govt. of Assam.

File Description	Documents
Paste link for additional information	Nil
Link to Organogram of the Institution webpage	https://tinsukiacollege.in/data/page/organogram-of-tinsukia-college/
Upload any additional information	View File

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

A. All of the above

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

6.3 - Faculty Empowerment Strategies

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

Welfare measures for teaching and non-teaching staff:

- Teaching staff avails all kinds of leave facilities and retirement benefits as per Government norms.
- Canteen facility
- Staff Common Room
- Crèche facility
- ATM facility
- Potable drinking water facility
- ICT facility
- Reprographic facility
- Reservation facility for employees' wards

File Description	Documents
Paste link for additional information	https://tinsukiacollege.in/data/page/central-it-laboratory/
Upload any additional information	View File

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

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

0

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

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

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

0

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	No File Uploaded
Details of professional development / administrative training Programmes organized by the University for teaching and non teaching staff (Data Template)	No File Uploaded

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

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

18

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	View File
Details of teachers attending professional development programmes during the year (Data Template)	View File

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

Response:

- Performance Appraisal Report and duly verified by concerned HoD, such report is submitted in the IQAC office. The IQAC of the college is entrusted with the responsibility of collecting such report. The IQAC of the college assures the report and

forward the report to the Principal of the college.

- Tinsukia College follows PBAS (Performance Based Appraisal System) as per UGC regulation.
- At the time of promotion of the faculty members the principal submits the Annual Confidential Report (ACR) based on self appraisal report submitted by the faculties. Any adverse remark in ACR is taken seriously by the Director of Higher Education, Assam.
- Every faculty member of the college is also required to maintain a 'Teachers' Diary'.
- Performance Appraisal System of non-teaching staff is done as per the service rule of the government of Assam.
- Confidential reports of the non-teaching staff are done by the office superintendent. These reports are then submitted to the Office of The Principal for final approval and necessary action.

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

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

Financial audits of the college is conducted regularly in accordance with the financial rules of the Govt. of Assam. Following are the various types of financial audits conducted by the college

1. **Internal Audit :** The Internal audit of the college is conducted annually by a qualified Chartered Accountant every year. Such internal audit is made compulsory by the Governing Body (GB) of the college. The internal auditor is appointed by the college GB every year.
2. **Government Audit:** The Government audit of the college is compulsory as per the financial rules of the Govt. of Assam. Such audit is conducted by the staffs of the Government of Assam drawn from Audit and Accounts Wing of the Government of Assam . The government audit of the college is completed till 2019-20.
3. **Special Audit:** The Special audits in respect of utilization of

grants are received from various funding agencies like UGC, DST, Govt. of Assam, RUSA, ICSSR, DBT etc. in accordance with time.

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

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)	No File Uploaded

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

Mobilization of Fund:

1. As a provincialised college, Assam, the salaries of the permanent faculty members and non-teaching staffs is borne by Govt. of Assam.
2. Funds are mobilized also from the admission fees and other incidental charges collected from the students at the time of admission.
3. The college also tries to generate fund from self financing and add-on-courses in order to strengthen the financial position of the college.
4. The college also runs programmes under Krishna Kanta Handique Open University. Such funds are also generated from these programmes.
5. Financial grants are also received from UGC, RUSA, ICSSR etc.

Utilization of Resources

1. All financial plans are put before the GB for necessary approval along with financial estimates. The GB scrutinize those plans and then accords necessary sanction.
2. The college strictly follows the financial rules of the Govt. of Assam as well as the financial rules of the Govt. of India.
3. All the money collected from students are deposited in different bank accounts as per the heads of expenditure.
4. The college has different committee constituted by the Principal to execute the decision of the GB. The construction committee and purchase committee decide the procedures to be followed for any construction and purchases.

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

6.5 - Internal Quality Assurance System

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

The IQAC of Tinsukia College has been contributing extensively to uplift the institution by driving various academic programmes including teaching-learning, research & development, faculty development, women empowerments, students assistance, cleanliness and beautification etc..

- IQAC organized, in collaboration with other teaching department, talks, webinars, conferences, seminars, workshops and FDP for the quality and carrier enhancement.
- It makes necessary arrangements for Feedback response from various stakeholders such as Students, Parents, Alumni and Employers.
- Publication of a bi-annual News letter - "The Tinsukia College Chronicle"
- Initiatives taken by IQAC for construction of a Language Lab.

- Making the faculty well versed with the nuances associated with the newly introduced CBCS system at the UG level through workshop.
- Facilitated signing in of MoU with various organizations.
- Organized orientation courses for competitive exams.
- Oxygen Cylinder were donated and Hand Sanitizers were distributed during COVID-19 Pandemic Period. A COVID-19 Vaccination Camp was held in Tinsukia College.
- Initiatives taken to introduce (i) ICT tools for delivering up-to-date information and to make the students familiar with modern technology, (ii) Certificate and Add-on courses to enhance the co curricular activities for the students.

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

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

1. Use of ICT In teaching learning process :

- IQAC took the initiative to motivate faculty members to maximize use of ICT in class room delivery mechanism. For this purpose workshop, training are organize to familiarized the faculty members regarding various technical aspects of ICT.
- State of the art computer laboratory has been constructed which helps students to learn experientially and gain access to the cutting age technology in the IT sector.
- College WI-FI facility is available for both the students and the faculty members. Such facility helps students and faculties to download study materials, PPTs, educational videos etc.

1. Academic Audit

- The IQAC of college facilitated to introduced the concept of external academic and administrative audit from the academic sessions 2020-2021.
- It also motivated the teaching departments to execute more

innovative pedagogical methods and technique to make the class room teaching more interactive and student centric.

- The exercise also orients the entire system to be more accountable towards various stakeholders.

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

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

C. Any 2 of the above

File Description	Documents
Paste web link of Annual reports of Institution	Nil
Upload e-copies of the accreditations and certifications	View File
Upload any additional information	No File Uploaded
Upload details of Quality assurance initiatives of the institution (Data Template)	View File

INSTITUTIONAL VALUES AND BEST PRACTICES

7.1 - Institutional Values and Social Responsibilities

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

Tinsukia College is taking various measures for the promotion of gender equality and few of those are as follows:

1.Safety and Security:

The institution accords utmost priority to the safety and security for the students and the staff. The institution installed Close Circuit Cameras in the campus. During night, the campus is fully illuminated. The institution has Anti-Ragging and Disciplinary Action Committee to provide quick relief to the students. The CWSD Cell of the college takes numerous steps on gender equity.

2. Counselling:

The institutions have a student counselling cell lead by a teacher-in-charge. Various measures have been taken involving student counselling and awareness programmes. The Parent Teacher Association also keep vigilance about the progress of their wards.

3. Common Room:

The institution has a spacious Common Room to the girl students with adequate seating facility and an attached Wash Room, News Papers and periodicals are made available to the girls in the common room.

4. Day care centre for young children:

The institution has a well furnished day care centre for the young children of the employees of the college. This centre provides day activities, such as recreational and leisure facility services to the wards of the employees.

File Description	Documents
Annual gender sensitization action plan	Nil
Specific facilities provided for women in terms of: a. Safety and security b. Counseling c. Common Rooms d. Day care center for young children e. Any other relevant information	https://tinsukiacollege.in/data/page/facilities-for-women/

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

C. Any 2 of the above

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

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

Solid Waste Management:

The waste management committee of Tinsukia College deal with for the minimization of waste. It facilitates various techniques for the degradable and non-degradable waste. The college has installed twin dustbins in different places of the college to segregate the different solid and chemical waste. The waste is collected in bins and the garbage disposed from time to time by local municipality board.

Biomedical Waste Management:

The biomedical waste products are disposed through the drain and put it inside the soil.

E-Waste management:

The E-waste and defective item from computer laboratory is being stored properly. E- waste is stored and given to scrap agents for further processing. The electrical and electronic equipment e-waste which includes broken items that are thrown in the garbage.

Waste recycling system:

The college stored the waste materials in bins so that it can be given to the scrap agent for further process. Further, college organises awareness drive from time to time to reduce the waste.

Hazardous chemicals and radioactive waste management

Hazardous waste is aptly managed through by means of fume hood chimney in the Chemistry Laboratory. Utmost care has been taken when it disposed. The college has no radioactive waste.

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

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

D. Any 1 of the above

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

7.1.5 - Green campus initiatives include

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

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

C. Any 2 of the above

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

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

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

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	View File
Certification by the auditing agency	No File Uploaded
Certificates of the awards received	View File
Any other relevant information	No File Uploaded

7.1.7 - The Institution has disabled-friendly, barrier free environment Built environment with ramps/lifts for easy access to classrooms. Disabled-friendly washrooms Signage including tactile path, lights, display boards and signposts Assistive technology and facilities for persons with disabilities (Divyangjan) accessible website, screen-reading software, mechanized equipment 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	View File
Policy documents and information brochures on the support to be provided	No File Uploaded
Details of the Software procured for providing the assistance	No File Uploaded
Any other relevant information	No File Uploaded

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

The college lauds and celebrates the rich cultural heritage and diversity of the country. To achieve this goal the college is

committed to promote a sense of inclusive environment where students from different castes, community and religion work together to achieve as mentioned in the mission statement.

- The college follows a transparent admission policy where equal opportunity is provided to students coming from different states irrespective of their caste, creed or religion.
- The college also provides opportunity to students to study their different vernacular languages like Assamese, Hindi, Bengali, etc.
- Department of Hindi organizes Hindi Diwas, Rajbhasha Diwas and other cultural and co curricular activities where students coming from linguistic minority get an opportunity to showcase their hidden talents and skills.
- The college annual magazine 'Manisha' also provides a platform to diverse category of students to enhance their literary and writing skills and creative painting.
- The college also celebrates the International Mother Language Day every year to promote linguistic and cultural diversity and multilingualism.
- Different cultural activities organized by Student Union during Annual College Week also celebrates diverse cultures through different cultural activities like folk song, folk dance and music performances different languages.

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

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

Tinsukia college is committed to contribute towards fostering national development by inculcating the sense of values among students, employees and faculty members. Various programmes and activities are organized from time to time both by the teaching departments and IQAC. The National Cadet Corpe (NCC) of the college has a vibrant presence in Independence Day celebration. Few of them are mentioned below:

- National Voters Day is observed on the 25th January every year to promote the sense of our constitutional obligation by

casting our valuable votes to make our democratic system highly inclusive and vibrant.

- Through National Service Scheme (NSS) and Red Ribbon Club, the college tries to promote the sense of service among students by organizing blood donation camp, taking initiative to help the flood victims, cleanliness drive, village adoption, health and hygiene, environmental degradation, AIDS awareness, Swacha Bharat Abhiyan, etc.
- The college also celebrates National Unity Day to foster the spirit of unity amidst diversity.
- The college also observes Swachata Pakhwada to promote the significance of hygiene and cleanliness in our physical and mental well being.

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

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

E. None of the above

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

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

- Independence Day was celebrated on 15th August, 2020.
- Tithi of Sri Sri Sankardeva was celebrated on 20th August, 2020 organized by Tinsukia College Students Union.
- Eco Club, Tinsukia College organized World Ozone Day on 16th September, 2020 with a Webinar session.
- On the occasion of International Philosophy Day, Department of Philosophy, Tinsukia College organized a lecture programme on Values in the Philosophy of Socrates on 19th November, 2020.
- International Human Rights Day was celebrated on 10th December, 2020 organized by Department of Political Science, Tinsukia College.
- National Voter's Day was celebrated on 25th January, 2021 organized by NSS Unit, Tinsukia College
- Republic Day was celebrated on 26th January, 2021.
- Saraswati Puja was organized by Tinsukia College Students Union, where students assembled and offered their prayers to the goddess.
- International Mother Language Day was celebrated on 21st February, 2021.
- National Science Day was celebrated on 28th February, 2021 organized by Department of Physics, Tinsukia College.
- International Women's Day was celebrated on 8th March, 2021 by CWSD, Tinsukia College.

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

7.2 - Best Practices

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

Following are the Best Practices implemented by the Institution and the file is attached.

Best Practice - I

Title of the Practice: Walk with the Toppers for Encouragement

Best Practice - II

Title of the Practice: Eco friendly Campus

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

7.3 - Institutional Distinctiveness

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

The performance of distinctive area by our college is linkd in the website and the relevant file has been uploaded.

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

7.3.2 - Plan of action for the next academic year

1. To construct/renovate new buildings
2. To promote R & D work through new collaboration with reputed institutes and publication of books.
3. To promote culture, tradition, sports and other co curricular and extracurricular activities.
4. To increase the involvement of alumni for all round development of the college
5. To introduce PG courses in different discipline.
6. To organise seminars and invited talks on New Education Policy.