



YEARLY STATUS REPORT - 2021-2022

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

- Affiliated / Constitution Colleges
- 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:

5. Accreditation Details

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	National Green Corps Programme	ASTEC, DST, Govt. of Assam	2022, 365 days	5000
DHE, Govt. of Assam	Students' Fees Waive	Higher Education Department, Govt. of Assam	2021-22, 365 days	400008
AHSEC, Govt. of Assam	Students' Fees Waive	Secondary Education, Govt. of Assam	2021-22, 365 days	99300

8. Whether composition of IQAC as per latest NAAC guidelines **Yes**

- Upload latest notification of formation of IQAC [View File](#)

9. No. of IQAC meetings held during the year **3**

- Were the minutes of IQAC meeting(s) and compliance to the decisions have been uploaded on the institutional website? **Yes**
- If No, please upload the minutes of the meeting(s) and Action Taken Report **No File Uploaded**

10. Whether IQAC received funding from any of the funding agency to support its activities during the year? **No**

- If yes, mention the amount

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

The IQAC of Tinsukia College has also signed an MoU with Tool Room and Training Centre, Tinsukia and with Heartfullness Institute, Tinsukia for organizing workshops on Yoga and Meditation at the

college to impart training to both faculty members and students.

IQAC has organized various Career Counselling & Guidance Programmes on Employment Enhancement Techniques and Job Employability Session with Skillfinity, Guwahati, Knowledge Garden, Tinsukia, SIASA, Guwahati and Aditya School of Banking, Tinsukia.

In collaboration with other teaching department, the IQAC organizes talks, workshops on IPR, Gender & Equality, Computational Physics etc.

IQAC has organized FDP on Mentoring Pedagogy and Teaching for Higher Education in collaboration with E&ICT Academy, IIT Guwahati and NAAC related FDP.

The IQAC in collaboration with teaching departments have started various add on and skill based courses.

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
1. To construct/renovate new buildings	Boundary Walls in the Boys' Hostel, Classrooms, Pavements have been newly constructed and varandaas, golden park have been renovated.
2. To promote R & D work through new collaboration with reputed institutes and publication of books.	Published Books named 'Samaj Nirman'
3. To promote culture, tradition, sports and other co curricular and extracurricular activities.	Organized an Bohagi Utsav on the occassion of Assamese New Year, Hollock Gibbon Day, Wall Painting in School
4. To increase the involvement of alumni for all round development of the college	Alumni Association has been registered under Society Act.
5. To introduce PG courses in different discipline.	Application has been submitted to Dibrugarh University for PG Courses and it is under progress for implementation
6. To organise seminars and invited talks on New Education Policy.	Faculties attended in Seminars in connection to New Education Policy at various institutions.

13. Whether the AQAR was placed before statutory body?

No

- Name of the statutory body

Name	Date of meeting(s)
Nil	Nil

14. Whether institutional data submitted to AISHE

Part A

Data of the Institution

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• Designation	Principal
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13. Whether the AQAR was placed before statutory body?	No
<ul style="list-style-type: none"> Name of the statutory body 	
Name	Date of meeting(s)
Nil	Nil
14. Whether institutional data submitted to AISHE	
Year	Date of Submission
2020-21	30/03/2022
15. Multidisciplinary / interdisciplinary	

Tinsukia College, being an institution of higher education with multidisciplinary faculties (Arts, Science, Commerce, BBA and BCA) has already been offering a widerange of courses across disciplines enabling the faculty members already oriented to the structure and workings of multidisciplinary courses. Therefore, the institution is fully geared up for the implementation of the New Education Policy 2020. Since the introduction of Choice Based Credit System, the college has been offering multidisciplinary/interdisciplinary courses which would enable holistic education across the sciences, social sciences, arts, humanities.

16. Academic bank of credits (ABC):

Since Tinsukia College is a provincialised college affiliated to Dibrugarh University, it has not met the eligibility requirements to register with Academic Bank of Credits (ABC) under the New Education Policy 2020. However, the college aspires to become an autonomous college in the near future and once this aspiration is met it will work wholeheartedly to fulfill the eligibility requirements to register itself with the Academic Bank of Credits in accordance with the NEP, 2020.

17. Skill development:

The college offers skill enhancement courses which are designed for skill development in order to generate employability skills of the students. Some of the skill development courses that are offered in the college includes- Beautician and Wellness, e-Commerce, Entrepreneurship Development, Vermicomposting, Wildlife photography, Tourism and Travel Management etc.

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

In order to appreciate linguistic differences of the nation, the College has four Language departments viz. Assamese, Bengali, English and Hindi offering honours courses. The course curriculum under the Choice Based Credit System incorporates a wide range of themes regarding the rich socio-cultural heritage, and Indian Knowledge System. Conventional classroom lectures are delivered in both English and vernacular languages for the convenience of the students. Besides, the students have the liberty to write their answers in either English or Assamese (Except literature subjects). A Yoga Study Centre, Hindi translation course, Non-formal Sanskrit Education Centre, are also available in the college

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

Since the institution is affiliated to Dibrugarh University, the affiliating university is the sole authority to design the course curriculum. However the college uses different criteria to evaluate the effectiveness of programmes and course outcomes through internal sessional examination, external university examination, field works, projects, individual and group presentations etc. To maximize the outcome of the learning process the college

20.Distance education/online education:

The college has a study centre of K.K. Handique State Open University which offers various undergraduate and post-graduate programmes

Extended Profile**1.Programme**

1.1	522
Number of courses offered by the institution across all programs during the year	

File Description	Documents
Data Template	View File

2.Student

2.1	2258
Number of students during the year	

File Description	Documents
Data Template	View File

2.2	433
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	635
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Number of outgoing/ final year students during the year						
<table border="1"> <thead> <tr> <th>File Description</th> <th>Documents</th> </tr> </thead> <tbody> <tr> <td>Data Template</td> <td>View File</td> </tr> </tbody> </table>			File Description	Documents	Data Template	View File
File Description	Documents					
Data Template	View File					
3.Academic						
3.1 Number of full time teachers during the year		66				
<table border="1"> <thead> <tr> <th>File Description</th> <th>Documents</th> </tr> </thead> <tbody> <tr> <td>Data Template</td> <td>View File</td> </tr> </tbody> </table>			File Description	Documents	Data Template	View File
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3.2 Number of Sanctioned posts during the year		72				
<table border="1"> <thead> <tr> <th>File Description</th> <th>Documents</th> </tr> </thead> <tbody> <tr> <td>Data Template</td> <td>View File</td> </tr> </tbody> </table>			File Description	Documents	Data Template	View File
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Data Template	View File					
4.Institution						
4.1 Total number of Classrooms and Seminar halls		42				
4.2 Total expenditure excluding salary during the year (INR in lakhs)		11.95				
4.3 Total number of computers on campus for academic purposes		130				
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						
<ul style="list-style-type: none"> 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	No File Uploaded
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	No File Uploaded
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	No File Uploaded

1.2 - Academic Flexibility

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

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

16

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)

07

File Description	Documents
Any additional information	View File
Brochure or any other document relating to Add on /Certificate programs	View File
List of Add on /Certificate programs (Data Template)	View File

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

215

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

215

File Description	Documents
Any additional information	View File
Details of the students enrolled in Subjects related to certificate/Add-on programs	View File

1.3 - Curriculum Enrichment

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

Gender Sensitization:

The courses offered by different departments related to gender issues includes: Philosophy of Feminism, Feminism: Theory and Practice, Human Rights in Comparative Perspectives, Women's Writings, and Contemporary India: Women and Empowerment, Entrepreneurship.

Environment & Sustainability:

For the integration of cross cutting issues which are relevant to environment and sustainability, various teaching departments offer courses which includes Green Chemistry, Industrial Chemical and Environment, Disaster Management, Climatology, Climate Change Vulnerability and Adaptation, Environmental Geography, Industrial Geography, Disaster Management and field work, Biodiversity, Sustainable Development, Basics of Vermicompost, Vermicompost Technology, Industrial and Environmental Microbiology, Natural Resource Management, Principles of Ecology, Animal Diversity, Fundamentals of Biochemistry, Physiology: Life Sustaining System etc.

Moral Values, Human Values & Professional Ethics

The institute is highly committed to disseminate knowledge of ethics, morality and values by introducing various courses such as Human Rights in Comparative Perspectives, Applied Ethics, Indian Ethics, Western Ethics, Social Philosophy and Meta Ethics, Labour and Industrial Law in order to enable the students to inculcate and practice the spirit of human values in the true sense of the term.

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	No File Uploaded

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

09

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	View File
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

187

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

1.4 - Feedback System

1.4.1 - Institution obtains feedback on the syllabus and its transaction at the institution from the following stakeholders Students Teachers Employers Alumni	B. Any 3 of the above
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File Description	Documents
URL for stakeholder feedback report	No File Uploaded
Action taken report of the Institution on feedback report as stated in the minutes of the Governing Council, Syndicate, Board of Management (Upload)	No File Uploaded
Any additional information(Upload)	No File Uploaded

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

C. Feedback collected and analyzed

File Description	Documents
Upload any additional information	No File Uploaded
URL for feedback report	Nil

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

821

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

303

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 test 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 classes 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	No File Uploaded

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

Number of Students	Number of Teachers
821	66

File Description	Documents
Any additional information	No File Uploaded

2.3 - Teaching- Learning Process

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

Tinsukia College provides a good platform for students to develop indigenous skills, knowledge attitudes and values to enhance learning experiences. The conventional teaching of chalk and talk is further supplemented with ICT tools to make teaching-learning process more comprehensive and student-centric.

Experiential Learning:

Besides scientific practicals conducted by science teaching departments, the following methods are employed by faculty members to facilitate experiential learning:

- Field/industry visits,
- online session
- mock-parliament to develop communication and interpersonal skill,
- e-learning resources, software,
- Language Lab with audio-visual facility
- charts, models,
- Downloading and screening subject related videos..

Participative Learning:

Students are encouraged to participate in activities such as group discussion, seminars, inter-group competition, debate, poster competition, group projects, readers' forum, vocabulary test, role play etc. They are also encouraged to publish articles in Department Wall Magazines, Departmental Handwritten Magazines as well as Annual College Magazine.

Problem Solving Methods:

Class test, Quiz, MCQ competitions, inter-group competitions are

conducted by the Institution as part of its problem solving strategies in order to find solution to the various problems faced by students. Apart from the above, home assignments based on problem solving are assigned to the students which enables them to develop the skill of problem solving.

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

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

The College is a Wi-fi enabled campus with 60 Mbps. Departments takes 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.
- 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	No File Uploaded
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

66

File Description	Documents
Upload, number of students enrolled and full time teachers on roll.	No File Uploaded
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

66

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	No File Uploaded

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

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

33

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

1092

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 has twin components of In-Semester and End-semester evaluation. In-semester examination constitutes Internal Assessment and carries a weightage of 20%. Such Internal Assessment is done in a transparent manner as per the regulations of Dibrugarh University.

- Internal Assessment marks are awarded by the college as per the Dibrugarh University regulation for UG courses which states that there should be a compulsory element of Internal Assessment for 20% marks in each course and shall be based on the following criterion:

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. Later it is collected back from the 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 the purpose of internal assessment 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 the chance of grievances thereby making 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.

- At the beginning of every academic session the head of the institution convenes a meeting of all HoD's which is also attended by the Vice Principal and Librarian. Necessary strategies are formulated for smooth running of the programmes of other academic events.
- The Principal of the college also convenes a meeting of all the faculty members where threadbare discussions are held regarding various academic matters including the holding of sessional examinations and other activities to be conducted by the various teaching departments.
- The HoDs of various 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 to be performed.
- Faculty members of the college also participate in different workshops and seminars relating to revision of syllabus, curriculum and other related issues. Some of the faculty members of the college are also 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)	No File Uploaded

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	No File Uploaded
Paste link for Additional information	Nil

2.6.3 - Pass percentage of Students during the year

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

505

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/student-satisfaction-survey/>

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

08

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

3.2 - Research Publications and Awards

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

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

17

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

16

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 pertaining to gender awareness and development programmes.
- The Red Ribbon club in association of NSS 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 in Republic Day and Independence Day parade celebrated by District authority.

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

3.3.2 - Number of awards and recognitions received for extension activities from government

/ government recognized bodies during the year

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

0

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

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

22

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

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

1076

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

3.4 - Collaboration

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

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, majority of whom are first generation learners. The college has an infrastructure built on sprawling campus covering an area of about 18 bighas. The facilities include a big central library well stocked with books and journals, photocopies, computer labs, well-equipped laboratories, girls' hostel, audio-visual rooms, auditorium, seminar halls, canteen, canopy etc.

- The college has forty two classrooms used for Academic purposes. The college is also constructing an additional thirteen class rooms under RUSA 2.0 scheme. Such upgradation of infrastructure will help college to start new programmes.
- The college has two audio-visual rooms/halls which are used from time to time to deliver lecture in ICT mode.
- The college has a well stocked central library having 50,000 titles. The library also has SOUL 2.0 and Inflibnet system which help online access of E-books and journals.
- The college has twelve well equipped laboratories which are used for conducting various types of scientific experiments and projects..
- The college has hostel facilities for girls on campus of the college. It has a capacity of one hundred and twenty four boarders.

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

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

Games and Sports plays a pivotal role in shaping the all round development of personality of students recognizing the fact that the college has taken several steps to augment facilities for sports, games and cultural events. Some of these facilities include:

- Cultural activities of the college are undertaken by the college authorities with the help of Tinsukia College

Students' Union. Teachers-in-Charge are also appointed to look after the cultural event of the college.

- The college has a full-fledged auditorium having a sitting capacity of 500 persons which is used for holding various cultural events and programmes.
- The college also has a multipurpose hall with a sitting capacity of nearly 300 persons equipped with a LCD projector and sound system.
- The college also has a Volleyball, Basketball and Badminton court attached to the main campus.
- A fifteen stationed state- of-the-art multi-gym facility is available in the college for both faculties and students of the college. It is equipped with an Olympic set, stands for bench-press and squat mounted on a strong wooden plate form.
- Yoga-cum-Meditation Centre was inaugurated in the year 2020 for practicing yoga and meditation regularly with a sitting capacity of 50 persons.

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

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

12

4.1.3.1 - Number of classrooms and seminar halls with ICT facilities

12

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

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

4.1.4.1 - Expenditure for infrastructure augmentation, excluding salary during the year (INR in lakhs)**9.561384**

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	B. Any 3 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)	View File
4.2.3 - Expenditure for purchase of books/e-books and subscription to journals/e- journals during the year (INR in Lakhs)	
4.2.3.1 - Annual expenditure of purchase of books/e-books and subscription to journals/e-journals during the year (INR in Lakhs)	
1.20602	
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	
1793	
File Description	Documents
Any additional information	View File
Details of library usage by teachers and students	View File
4.3 - IT Infrastructure	
4.3.1 - Institution frequently updates its IT facilities including Wi-Fi	

The IT facilities of the college are adequate for teaching, non-teaching staff as well as students. The College has an IT Cell to keep it up-to-date for smooth functioning. In addition to internet networking system of capacity 100 Mbps the college has Wi-Fi router connection. The college also provides computer facility to the students to learn experimentally and to gain access to cutting-edge technologies in the IT Sector. It is also used for preparing projects, seminar/webinars and participation in various competitions including developing technical skills. The IT components are also upgraded from time to time according to our requirements.

Following IT facilities are available for academic and other activities:

- Desktop computers in all Departments/Offices/ Centres/Cells/ Central Library
- 130 computers/desktops are available in the college including 51 new ones which are installed in the last five years.
- DeskJet/Laser Printers provided in all departments.
- Desktop computers & LCD projectors available in all smart classrooms.
- Curriculum based software are regularly updated as per needs.

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	No File Uploaded
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	View File
4.4 - Maintenance of Campus Infrastructure	
4.4.1 - Expenditure incurred on maintenance of infrastructure (physical and academic support facilities) excluding salary component during the year (INR in Lakhs)	
4.4.1.1 - Expenditure incurred on maintenance of infrastructure (physical facilities and academic support facilities) excluding salary component during the year (INR in lakhs)	
2.390346	
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.	
<p>The maintenance of physical infrastructure including academic support facilities are sufficiently ensured through multiple channels.</p> <ul style="list-style-type: none"> Academic Blocks: Academic buildings of the college are looked after by the specific teacher-in-charge including conference room and auditorium. Electrical Installation: Electrical installation including running water facility is looked after by a contractual electrician and a plumber. These installations are supervised by a teacher-in-charge. Computers: 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.

- **Library:** The College has a Library committee which is responsible for all affairs of the library. It is headed by the Principal of the college and by other members.
- **Girls' Hostel:** Girls' Hostel of the college is also looked after by a separate Hostel committee constituting of Principal, Warden, Teachers and full-time members.
- **Laboratory:** Science laboratories of the college are under the direct supervision of the concerned HoD or Teacher-in-Charge.
- **Canteen:** The college authority has constituted an independent Canteen Committee headed by the Vice-Principal of the college.

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

STUDENT SUPPORT AND PROGRESSION

5.1 - Student Support

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

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

2371

File Description	Documents
Upload self attested letter with the list of students sanctioned scholarship	View File
Upload any additional information	No File Uploaded
Number of students benefitted 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

18

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

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

B. 3 of the above

File Description	Documents
Link to institutional website	https://tinsukiacollege.in/data/page/capacity-building-skill-enhancement-programme/
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

424

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

424

File Description	Documents
Any additional information	View File
Number of students benefited by guidance for competitive examinations and career counseling during the year (Data Template)	View File

5.1.5 - The Institution has a transparent mechanism for timely redressal of student grievances including sexual harassment and ragging cases Implementation of guidelines of statutory/regulatory bodies Organization wide awareness and undertakings on policies with zero tolerance Mechanisms for submission of online/offline students' grievances Timely redressal of the grievances through appropriate committees	B. Any 3 of the above
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File Description	Documents
Minutes of the meetings of student redressal committee, prevention of sexual harassment committee and Anti Ragging committee	View File
Upload any additional information	No File Uploaded
Details of student grievances including sexual harassment and ragging cases	View File

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

35

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	
50	
File Description	Documents
Upload supporting data for student/alumni	View File
Any additional information	No File Uploaded
Details of student progression to higher education	View File
5.2.3 - Number of students qualifying in state/national/ international level examinations during the year (eg: JAM/CLAT/GATE/ GMAT/CAT/GRE/ TOEFL/ Civil Services/State government examinations)	
5.2.3.1 - Number of students qualifying in state/ national/ international level examinations (eg: JAM/CLAT/NET/ SLET/ GATE/ GMAT/CAT/GRE/ TOEFL/ Civil Services/ State government examinations) during the year	
6	
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.	
17	

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 representing students of the college. The Body is constituted as per the provisions of the Constitution of the Tisukia College Students' union who undertakes various co-curricular activities as per their Constitution. Some of the activities of the Students' Union are:
 1. Functions within the modalities set by the constitution,
 2. Organizes Cultural Programs and Competitions,
 3. Organizes different games and sports,
 4. Setting up 'Help Desk' during the time of admission,
- 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.
- The students' council also brings out the annual college magazine "Monisha" under the supervision of an editorial board constituted by the Principal of the college.
- The college also has a class representative system in place. The class representatives of the respective classes help his 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	No File Uploaded

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

23

File Description	Documents
Report of the event	View File
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

Tinsukia College is an old premier institution in the district of Tinsukia established way back in 1956. Since then 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, for this common cause, to a single platform as Tinsukia College Alumni Association only in 1981, the year of silver jubilee celebration. Thereafter the association has been extending their help and support from time to time in respect of academic and infrastructural 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. The association is registered under society act and the present committee is taking necessary steps for organizing various programmes.

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

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

E. <1Lakhs

File Description	Documents
Upload any additional information	No File Uploaded

GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.1 - Institutional Vision and Leadership

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

VISION

To create an institution of higher learning with a view to developing human resources by inducing human values, healthy culture, a passion for learning and inculcating a true spirit of nationalism.

MISSION

1. To provide value based education with special emphasis to need based and professional education.
2. To develop skill to encourage intellectual pursuit and passion for knowledge.
3. To study and preserve the cultural, ethnic and natural heritage of the region.
4. To promote research culture and positive outlook.
5. To promote extension activities.
6. To create awareness amongst the students against all social injustices.

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

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 different 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	No File Uploaded

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	No File Uploaded

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

A. All of the above

File Description	Documents
ERP (Enterprise Resource Planning) Document	View File
Screen shots of user interfaces	View File
Any additional information	View File
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	Nil
Upload any additional information	No File Uploaded

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

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

18

File Description	Documents
Upload any additional information	View File
Details of teachers provided with financial support to attend conference, workshops etc during the year (Data Template)	View File

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

2

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

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

14

File Description	Documents
IQAC report summary	View File
Reports of the Human Resource Development Centres (UGCASC or other relevant centers)	No File Uploaded
Upload any additional information	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

- 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 Annul 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	No File Uploaded

6.4 - Financial Management and Resource Mobilization

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

Financial audits of the college are 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.

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 programmes (BBA & BCA) 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	No File Uploaded

6.5 - Internal Quality Assurance System

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

- The IQAC of Tinsukia College has also signed an MoU with Tool Room and Training Centre, Tinsukia to impart training to both faculty members and students.
- The IQAC has also signed an MoU with Heartfulness Institute, Tinsukia for organizing workshops on Yoga and Meditation at the college.
- IQAC has organized various Career Counselling & Guidance Programmes on Employment Enhancement Techniques and Job Employability Session with Skillfinity, Guwahati, Knowledge Garden, Tinsukia, SIASA, Guwahati and Aditya School of Banking, Tinsukia.
- In collaboration with other teaching department, the IQAC organizes talks, workshops on IPR, Gender & Equality, Computational Physics etc.
- IQAC has organized FDP on Mentoring Pedagogy and Teaching for Higher Education in collaboration with E&ICT Academy, IIT Guwahati and NAAC related FDP.
- The IQAC in collaboration with teaching departments have started various add on and skill based courses.

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

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

The institutional policy is to provide quality education at an affordable cost to the people in its catchment area. The IQAC acts as a bridge between the management and other stakeholder of the college. The IQAC is committed to improve the delivery mechanism, structure and processes to enhance the level of effectiveness in all spheres. To achieve this goal, the IQAC of the college inter alia has adopted following two strategies listed below:

- IQAC took the initiative to motivate faculty members to maximize the use of ICT in classroom delivery mechanism. For this purpose, workshops, trainings are organized to familiarize the faculty members regarding various technical aspects of ICT.
- Use of ICT in teaching learning process is taken as a thrust area after the second cycle of accreditation. Three numbers of interactive boards has been acquired to make the teaching learning process more students centric, effective and impressive.
- 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.

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	No File Uploaded
Upload any additional information	No File Uploaded
Upload details of Quality assurance initiatives of the institution (Data Template)	No File Uploaded

INSTITUTIONAL VALUES AND BEST PRACTICES

7.1 - Institutional Values and Social Responsibilities

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

Tinsukia College has been taking various measures for the promotion of gender equality with nearby communities, schools, workplaces to build a culture of respect and fairness.

1. Safety and Security:

The institution installed Close Circuit Cameras at key places in the campus and also in all the classrooms for a round-the-clock vigilance. The institution has different committees such as Anti-Ragging Committee, Grievance Redressal Cell and Disciplinary Action Committee which are on heels to create a congenial environment within the campus. Further, the Cell for Women Studies and Development of the college organises numerous seminars, workshops and talks on gender equity.

2. Counselling:

The institution provides counselling for boarders of Girls hostel from time to time in order to facilitate the student at the time of the admission to the college. Awareness programmes are also organised for gender sensitivity.

3. Common Room:

A Girls Common Room with adequate facilities viz. attached washroom, Newspapers and periodical, vending machine etc. are available in the campus for the convenience of girl students and female staffs.

4. Day care centre for young children:

The institution has a well furnished day care centre for young children of the employees of the college.

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:

College adopt various measures for minimization of waste, segregation and disposition of wastes. Pairs of bins (green and blue) are installed at various places in the college premises to deposit degradable and non-degradable waste thus segregating wastes at source. In compliance with the Agreement between the college authority and Tinsukia Municipal Board (TMB), Garbage carrying Vans from TMB visit Tinsukia College every alternate day to collect wastes from all around the campus.

E-Waste management:

The E-waste and defective item from computer laboratory is being stored properly. E-waste is stored and given to authorized scrap dealers for further processing. The electrical and electronic equipments, e-waste which include broken items are disposed of in the garbage.

Biomedical Waste Management:

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

Waste recycling system:

The college stored the waste materials in bins so that it can be given to the scrap agent for further process.

Hazardous chemicals and radioactive waste management:

The college produces hazardous waste which is aptly managed through means like fume hood chimney in the Chemistry Laboratory and collection of garbage by the municipal authorities.

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

<p>7.1.5.1 - The institutional initiatives for greening the campus are as follows:</p> <ol style="list-style-type: none"> 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 	<p>B. Any 3 of the above</p>										
<table border="1"> <thead> <tr> <th data-bbox="76 566 539 633">File Description</th> <th data-bbox="539 566 1445 633">Documents</th> </tr> </thead> <tbody> <tr> <td data-bbox="76 633 539 734">Geo tagged photos / videos of the facilities</td> <td data-bbox="539 633 1445 734" style="text-align: center;">View File</td> </tr> <tr> <td data-bbox="76 734 539 801">Any other relevant documents</td> <td data-bbox="539 734 1445 801" style="text-align: center;">No File Uploaded</td> </tr> </tbody> </table>	File Description	Documents	Geo tagged photos / videos of the facilities	View File	Any other relevant documents	No File Uploaded					
File Description	Documents										
Geo tagged photos / videos of the facilities	View File										
Any other relevant documents	No File Uploaded										
<p>7.1.6 - Quality audits on environment and energy are regularly undertaken by the institution</p>											
<p>7.1.6.1 - The institutional environment and energy initiatives are confirmed through the following 1.Green audit 2. Energy audit 3.Environment audit 4.Clean and green campus recognitions/awards 5. Beyond the campus environmental promotional activities</p>	<p>D. Any 1 of the above</p>										
<table border="1"> <thead> <tr> <th data-bbox="76 1171 539 1238">File Description</th> <th data-bbox="539 1171 1445 1238">Documents</th> </tr> </thead> <tbody> <tr> <td data-bbox="76 1238 539 1384">Reports on environment and energy audits submitted by the auditing agency</td> <td data-bbox="539 1238 1445 1384" style="text-align: center;">View File</td> </tr> <tr> <td data-bbox="76 1384 539 1485">Certification by the auditing agency</td> <td data-bbox="539 1384 1445 1485" style="text-align: center;">View File</td> </tr> <tr> <td data-bbox="76 1485 539 1585">Certificates of the awards received</td> <td data-bbox="539 1485 1445 1585" style="text-align: center;">No File Uploaded</td> </tr> <tr> <td data-bbox="76 1585 539 1653">Any other relevant information</td> <td data-bbox="539 1585 1445 1653" style="text-align: center;">No File Uploaded</td> </tr> </tbody> </table>	File Description	Documents	Reports on environment and energy audits submitted by the auditing agency	View File	Certification by the auditing agency	View File	Certificates of the awards received	No File Uploaded	Any other relevant information	No File Uploaded	
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Certification by the auditing agency	View File										
Certificates of the awards received	No File Uploaded										
Any other relevant information	No File Uploaded										
<p>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</p>	<p>D. Any 1 of the above</p>										

**5. Provision for enquiry and information :
Human assistance, reader, scribe, soft copies
of reading material, screen reading**

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).

Tinsukia College lauds and celebrates the rich cultural heritage and diversity of the country and aims to promote cross-cultural identity and diversity by implementing various measures which are reflected in the college admission policy and various other co-curricular and extracurricular activities. To achieve this goal, the college is committed to promote a sense of inclusive environment where students coming from various backgrounds, with respect to caste, community and religion, work together to achieve what have been cherished in the mission statement. Such policy also contributes towards strengthening and promoting the national values of social and communal harmony and national integration. The college follows a transparent admission policy in accordance with the reservation policy laid out in the Constitution of India. The college also strictly follows the reservation policies enshrined in the Constitution of India in the process of appointment of teaching and non-teaching staffs thus ensuring an inclusive environment with a diverse workforce.

For upholding the linguistic diversity of the nation, the institution has four language departments offering honours courses viz. Assamese, Bengali, English and Hindi. Lectures are delivered both in English and vernacular languages.

File Description	Documents
Supporting documents on the information provided (as reflected in the administrative and academic activities of the Institution)	No File Uploaded
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. The National Cadet Corp (NCC) of the college participate in the district level programme of Independence and Republic Day respectively every year where a number of other institutions also participate.

- National Voters Day is observed on the 25th January every 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, cleanliness drive, village adoption etc. By arranging residential camps at the adopted villages the student volunteers under the supervision of programme officer and other faculty members create awareness on community health and hygiene, environmental degradation, AIDS awareness, Swacha Bharat Abhiyan, etc.
- The department of political science organizes mock parliament on the issues of regional and national importance.
- Different teaching departments organizes special talks on various themes from time to time to create awareness among students on diverge topics like witch hunting, global warming, gender discrimination, superstitions, etc.

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

<p>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</p>	<p>D. Any 1 of the above</p>
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File Description	Documents
Code of ethics policy document	View File
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	View File

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

<p>Tinsukia College celebrates following national & international commemorative days, events and festivals in 21-22</p> <p>Independence Day, International Hollock Gibbon Day, College Freshmen Social, International Philosophy Day, Death Anniversary of famous writer Dr. Mamoni Raisom Goswami, World AIDS Day, International Human Rights Day, National Mathematics Day, Celebration of the 100th Years of Birth Anniversary of Mr. Satyajit Ray, 73rd NCC Day celebration, National Girl Child Day, Saraswati Puja celebration, National Voters' Day, Republic Day,</p>

International Mother Language Day, National Science Day, International Women's Day, World Earth Day, World Biodiversity Day, World Environment Day, International Yoga Day.

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

7.2 - Best Practices

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

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 linked 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. Preparation of Academic Calender

2. Promoting Young faculty members to undergo OC/RC/FDP and International Conferences outside the state.

3. Promoting the inclusiveness for better environmental friendly practices such as greater adoption of solar energy and increasing greenary. .

4. Planing to include more alumni to get them involved for contributing in academic as well as infrastuctural development.

5. To open more skill development and add-on courses.