SELF STUDY REPORT

FOR

3rd CYCLE OF ACCREDITATION

TINSUKIA COLLEGE

TINSUKIA COLLEGE TINSUKIA, ASSAM PIN-786125
786125
www.tinsukiacollege.in

Submitted To

NATIONAL ASSESSMENT AND ACCREDITATION COUNCIL

BANGALORE

August 2022

1. EXECUTIVE SUMMARY

1.1 INTRODUCTION

The inception of Tinsukia College was in the year 1956 as an Arts College initially at intermediate level. In the very next year, Commerce stream was introduced and the college was upgraded to Degree level . The Science stream was also introduced in 1964 and thus making it a full-fledged Degree college. In 1962, it was accorded the status of "Deficit-in-aid" college enabling the college to receive financial grants from the Govt. of Assam. Later on, in 1969, the University Grants Commission, New Delhi, conferred recognition to our institution under 2(f) and 12(B) of UGC Act 1956. As a result of the decision taken by Govt. of Assam to provincialise all deficit grant-in-aid colleges w.e.f. 1st December 2005, subsequently Tinsukia College enjoys the status of Provincialised College.Till 1964, courses were conducted under the auspices of Gauhati University but with the establishment of Dibrugarh University in 1965, the college was brought under its jurisdiction.

An institution that initiated its academic endeavour with a handful of students and four faculty members now has grown into a centre of learning of prodigious strength with an enrolment of more than 3300 students, a teaching fraternity with 68 members and sufficient number of administrative and office staff. Currently, the college has altogether 17 teaching departments under the three faculties of Arts, Science and Commerce. Except Bengali and Computer Science all the other departments offer Honours courses at the undergraduate level. Besides, it provides two professional degree courses on BBA and BCA. The college runs a centre of distance education under Krishna Kanta Handique State Open University offering several UG and PG courses. In addition to that, the college offers few value-added & vocational courses.

The college has undergone two cycles of NAAC assessments and currently accredited with B+ grade with a CGPA of 2.55. After the 2nd cycle in the year 2016 the college has received infrastructure grant under RUSA 2.0 scheme. The college is now trying hard to upgrade its infrastructure in general with an emphasis on developing academic infrastructure to make the teaching learning process more student centric, interactive and ICT enabled.

Vision

Development of human resources is essential for any society that would like to grow. Unlike other resources, human resources have rather unlimited potential capabilities. The college would create an atmosphere to identify, bring to surface, nurture and use hiding potentials amongst students. The college is striving for instilling into our students -

1. Human values, for example, respect, acceptance, consideration, appreciation, listening, openness, affection, empathy and love towards other human beings.
2. A healthy culture of shared beliefs, values, standards, and attitudes to breed well-being, happiness, productivity, and thus better results.
3. Abilities to inquire,   create, collaborate, solve problems, communicate, and connect with the world.
4. Sense of belongingness towards our nation through study of geography, language, history, spirituality and religion, ethnicity, culture, etc.

In fact, Tinsukia college envisions to create an institution of higher learning with a view of developing human

resources by including human values, healthy culture, a passion for learning and inculcating true spirit of nationalism.

Mission

The missions of Tinsukia College are to –

1. Provide value based education with special emphasis on need based and professional education
2. Encourage intellectual pursuit and passion for knowledge through a learning process that can improve intelligence, build capacity for better reasoning, develop skills and enhance knowledge
3. Study and preserve the cultural, ethnic and natural heritage of the region
4. Promote research culture and positive outlook for more creativity, greater problem solving skill, clearer thinking, better coping skills, better mood and less depression
5. Promote extension activities to arouse social awareness of the students by providing them opportunities to work with and among the people.
6. Create awareness amongst the students against all social injustice

1.2 Strength, Weakness, Opportunity and Challenges(SWOC)

Institutional Strength

- Tinsukia College is one of the oldest co-educated institution in Assam completing 66 years of its glorious existence.
- As it is centrally located at the district head quarter, large number of students aspires to study in this college which is reflected by the high demand ratio for admission in various disciplines.
- There are 16 teaching departments and two professional courses. All of them stand with vigour and pride because of their strength in terms of well qualified faculty members and satisfactory results of students. A number of add-on courses enrich the basket.
- The institution provides the facilities of a central library in addition to departmental libraries, laboratory facilities.
- The college has taken several steps to augment activities on games & sports, art & culture etc. The college also provides necessary facilities to the students to gain access to the cutting–edge technologies in the IT Sector. The campus of the College is Wi-fi enabled with an internet speed of 60 Mbps. The central library is operational with LMS SOUL 2.0. Most of the classrooms are ICT enabled. Various departments are equipped with computers and printers to facilitate knowledge sharing amongst teachers and students. Virtual labs are conducted for a few laboratories to visualize the practical concept.
- The students get ample scope to involve themselves with various social, moral and environmental issues afflicting the society and contribute to eradicate these problems through their participation in various groups, Viz., NSS, NCC Wing, Red Ribbon Club, Eco Club and Environment & Climate Cell.
- Tinsukia College has a vibrant and proactive Alumni Association which was formed in 1981, the year of silver jubilee celebration. Then onwards, the association has been extending their help and support from time to time in respect of academic and infrastructure development of their beloved institution.
- The institution installed Close Circuit Cameras at key places in the campus and also in all the class rooms for a round the clock vigilance so that every student, especially girl students, would feel secured

and protected to pursue their educational endeavour.

Institutional Weakness

- Despite being a UG college, the institution has to accommodate 10+ system under AHSEC which includes sharing the classrooms, timing and the faculty as well. Parallel existence of Higher Secondary section is thus seen as a major impediment.
- We share systematic weaknesses common to many government-funded institutions in India such as bureaucratic hurdles, long approval cycles, insufficient funds when required among others.
- As major proportion of first generation and vernacular medium background students with poor knowledge of English join the institution, they face difficulty in coping with their studies. Since most of the study material available online or offline are in English, their knowledge base becomes limited and ultimately these students struggle hard to excel in the academic pursuit.
- Situated in an educationally background district (EBD), the institution enrolls a good number of students qualified with a lower percentage. Within the short span of three years (six semesters), many among them fail to cope with the syllabus and the ensuing examinations and finally they discontinue in between. This is seen as one of the primary reasons regarding the drop-out cases.
- Another limitation interrelated with all the above mentioned points is less scope for research oriented activities which may be taken as a major lacunae.
- Till now limitations of placement and consultancy services is a matter of serious concern and the institution is making efforts to overcome this weakness.
- Weak socio-economic background of students is yet another remarkable constraint in their academic growth.
- Non- inclusion of PG courses is found to be a limitation for the institution which takes pride in the strength of its potential and dynamic teaching fraternity

Institutional Opportunity

- Tinsukia college has immense prospect of being a leader in the field of higher education in Tinsukia district, one of the most educationally backward district of NE India.
- Being the oldest college of the district and located at the district head quarter, the institution has the potentiality to become an autonomous college.
- There are teaching departments in the college which are rich with resources in terms of number and merit of faculty members, laboratory facilities and class rooms with ICT facilities. This builds every possibility to initiate Post-Graduate programmes in those departments.
- As majority of students of this college are from the marginalised section of the society, many of them hardly aspire to achieve extra height in their educational endeavour but to end up as a graduate. So there is scope for introduction of more value-added courses by pursuing which such students may be able to establish themselves as successful professionals.
- This remote part of north-east is one of the five bio-diversity hot-spots of India. The favourable climatic condition makes this region rich in flora & fauna. Stoutness of the youngsters of this region makes them naturally fit for games and sports. Tinsukia college in collaboration with Tinsukia District Sports

Association may work for hunting new talents amongst the students and the youths from the surrounding localities; encourage & elevate them to choose sports as a career.

- Tinsukia district is rich in ethnic and cultural diversity which is, to a great extent, reflected through the students of Tinsukia college. This brings the prospect of Tinsukia, the district Head Quarter, of becoming a cultural hub and Tinsukia college can play an important role in this regard by setting up a local ethnic and cultural study centre.
- Tinsukia district is well-known for citrus, especially orange, and that is why Assam Agriculture University has established a Citrus Research Centre at district head quarter. Tinsukia college, in association with Krishi Vikash Kendra, Tinsukia, can work for promoting cultivation of citrus on a commercial basis and introduce an add-on on juice extraction from fruits.

Institutional Challenge

- Challenges are great drivers of human effort which push us to go where no one has gone before. Besides, they direct us towards achieving what was hitherto thought to be impossible. We embrace challenges and look towards them first as opportunities.
- Being an affiliated college, the institution has to focus broadly on teaching-learning process, examination and evaluation as set by the academic calendar of its affiliated university. It often becomes a challenging task to think and act beyond it.
- We deal with issues like getting approvals for new programmes/courses and for using new pedagogical tools. Sometimes, there is bureaucratic morass, at other times, funds are an issue which ultimately affect our enthusiastic efforts.
- The institution has to restrict the college timing from 6.30 am to 10.30 am (for Commerce) and 8.30 to 3.30 pm (for Arts and Science) due to shortage of classrooms. Keeping in view the problems students face in commuting, we cannot extend the timing further. Many students who come from remote areas are unable to afford the cost of travelling via private vehicles. This is a major challenge for the institution – despite the need for and urge to provide extra care to the slow learners, nothing can be achieved at the end.
- Since bulk of the funds generated internally is spent on paying salary to casual and contractual staff, very little fund is available for academic and other developmental pursuits.
- Space constraints also create hurdles in the expansion of infrastructure particularly the sports infrastructure.
- Our strengths, weaknesses, opportunities and challenges are like different ingredients that make a dish great. They are working together to help and motivate us to grow and expand and inspire us to deliver better offerings for all our stakeholders.

1.3 CRITERIA WISE SUMMARY

Curricular Aspects

The college emphasizes on proper implementation of the curriculum prescribed by the affiliating university and takes following steps to ensure its effective delivery.

- An academic calendar (AC) is prepared at the outset of each academic year. The AC incorporates all the details of various academic activities in the two semester (odd and even) sessions, the holidays and the days to be commemorated in institutional level.

- A class routine for all the three streams of Arts, Sc. and Com. is prepared at the outset of each semester session.
- Student Orientation Programme are conducted by various departments for apprisal about the mechanism of Internal assessment, Attendance Percentages etc.
- Records of daily progression of courses is maintained by each of the teacher in a Teachers' Diary. After proper verification by the respective HoD's the diaries are submitted to the principal for final review at the end of an academic session.
- An examination committee is formed by the Principal to conduct both the in-semester and end-semester examinations by engaging all the teachers and staffs of the college in the entire process.
- The institution provides, as support to students as well as teaching faculties, the facilities of a central library in addition to departmental libraries, laboratory facilities and ICT enabled class rooms.
- Internal Assessment is carried out in a transparent way for assessing the students during a semester period. Assignments are given, short-seminars and group discussions are organized in addition to holding two in-semester examinations for measuring performances of the students.
- Field trips and academic visits are also arranged by the various departments to facilitate experimental and collaborative learning.
- Every department has a counseling/mentoring team to extend help and guidance to students related to their study, career and even personal matters.
- A students' feedback mechanism is at place so that any grievance can be freely brought to the notice of the authorities by the students.
- Our institution conducts programmes on various issues like Moral Values, Professional Ethics, Gender Equality and Environmental Awareness as part of its curriculum.

Teaching-learning and Evaluation

All the departments are aware of the fact that uniform learning level never prevails amongst the students in a classroom. Separate teaching–learning methodologies are adopted for slow and advanced learners so that the former can at least upgrade themselves to an average level while the later can improve even further. While remedial classes are normally arranged for slow learners, the advanced learners are encouraged to learn beyond the stipulated course module to achieve their academic and career pursuit.

To make teaching-learning process more effective, our teachers adopt different methods that include use of ICT enabled class rooms, Power Point Presentations, Audio-visuals etc. Experimental and participative learning methods are also adopted to inculcate in our students an attitude of enquiry. Departments also conduct programmes for their students providing them platform to elevate their creativity.

The campus of the College is Wi-fi enabled with an internet speed of 60 Mbps. The central library is operational with LMS SOUL 2.0. Various departments are equipped with computers and printers to facilitate knowledge sharing amongst teachers and students. Virtual labs are conducted for a few laboratories to visualize the practical concept.

Use of ICT tools by the faculty members is encouraged to make the teaching-learning process more student centric and interactive. Effective use of such ICT tools have increased productivity and made the entire

experience more enriching and rewarding for both students as well as teachers.

The evaluation process of all UG programmes have two components of Internal Assessment (IA) and End-Semester evaluation. The IA carries a weightage of 20% and performed entirely by the college as per the regulations of Dibrugarh university. Efforts have been made to make the whole process of IA transparent and student friendly. Students can approach the Grievance Redrassal Cell if they are not satisfied with their assessment.

The college endeavours to shape up the broad frame of outcomes which are expected to be achieved through various programmes and courses. Necessary strategies are formulated by the principal, with the help of all faculty members, for proper delivery of the programmes to meet in the objectives.

Research, Innovations and Extension

Considering the importance of necessity of research activities for the overall academic development of the teachers as well as the students, a special thrust has been put in this area. To encourage and promote research related activities a R & D Cell has been set up which has been providing assistance to teachers in pursuing their research activities along with encouragingthemtoparticipateinNational/International/Workshops/FDP/Conferences.

The college organizes various extension activities to bring awareness amongst students about various social, moral and environmental issues afflicting the society. With their partipation in activities, under different banners, the students get a scope to contribute to the society,

NSS: Every year the NSS unit of the college, organizes a seven days special camp in any particular village in the surrounding area. During their stay in the village choosen, the participating students undertake different social activities in consultation with the village head and the villagers. Some of the noteworthy works include improvement of village kaccha roads, plantation of trees and cleanliness drive in the villages, awareness programmes.

- **Cell for Women's Studeies and Development (CWSD)** The CWSD regularly organize various awareness programmes and activities pertaining to issues like gender sensitisation, women empowerment, sexual harassment, health and hygiene etc. The cell organizes programmes both on the college campus and outside especially in villages and schools.
- **Red ribbon Club:** The Red Ribbon club of the college organizes various programmes in areas of health awareness, health check-up camps, blood donation camps, antidrug campaign etc.
- **Eco Club and Environment & Climate Cell :** Eco Club and Environment & Climate Cell of the college organizes various programmes on different issues pertaining to the environment hazards and pollution, overexploitation of natural resources, carbon neutrality, ecological concern and dangers to biodiversity because of climate change etc.

NCC Wing: 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 in the College. The cadets participated each year in both Republic day and Independence Day parade celebrated by district authority

Infrastructure and Learning Resources

The infrastructural development within the campus of the college is an ongoing process. At present the college is providing all the basic physical and academic facilities required for smooth running of the institution. The college has taken several steps to augment activities on games & sports, art & culture etc. The college also provides necessary facilities to the students to gain access to the cutting–edge technologies in the IT Sector. The College Students' Union bridges the gap between students and authority. Teachers-in-charge and specific committees are entrusted with the responsibility of maintaining these student support facilities.

Some of these facilities include the following :-

- The college has 40 numbers of class rooms and 13 more are under construction under RUSA scheme. Wi-Fi facility is available, for faculties, students and office staff, within the campus
- Number of class rooms equipped with smart boards is 5 and planning to upgrade 5 more while there are 3 seminar halls equipped with interactive boards. The central library is well stocked with aprrox. 50000 itles, 6000 e-books and e-journals. The library is automated with the LMS SOUL 2.0.
- The college has 14 numbers of departmental science laboratories and 04 numbers of computer laboratories providing different educational softwares for students.
- The Girls' Hostel, with a capacity of 124 seats, stands adjacent to the main college campus.

- The college has a large auditorium which is used for holding various academic and cultural events and even some indoor sports.

- The college has sufficient number of musical instruments and sports items which are used by students in various cultural and sports activities.
- The college also has a language laboratory for effective learning of English language by the students.
- Under an MoU signed between Tinsukia District Sports Association and Tinsukia College, our students can utilize the TDSA stadium for out-door games.
- A fifteen stationed state-of-the-art multigym facility is available in the college for both faculties and students of the college for physical culture.
- A yoga-cum-meditation centre, with a capacity of 50, is available for practicing yoga and meditation.

Student Support and Progression

Tinsukia College Students' Union (TCSU) is a democratically elected apex body of the representatives of students of the college. Election is held every year to elect the office bearers of Students' Union.

- The members of the union, under supervision of professors -in-charge, take leading role in organising various events in the college, viz., cultural, sports, extra-curricular, etc.
- The students' union plays an important role in bringing out the annual college magazine every year which is published exclusively for the students. The editorial board consists of faculty members, the secretary of magazine and few student members.
- TCSU have their representatives in various committees in the college, e.g., hostel committee, disciplinary action committee, anti ragging cell, RUSA committee, IQAC, etc., where they have ample opportunity to work for the betterment of the students in particular and the college as a whole.
- A TCSU Fund is generated each year and is used to provide necessary financial supports to conduct various students oriented programmes.

Tinsukia college has been producing many distinguished alumnae, from the time of its inception, who are

successful in various fields of research & innovation, medical & engineering, art & culture, business & commerce, etc. they have been contributing in their personal level for the betterment of the institution. The Tinsukia College Alumni Association was formed only in 1981, the year of silver jubilee celebration. Then onwards, the association has been extending their help and support from time to time in respect of academic and infrastructure development of their beloved institution. However, the association has recently applied for its registration under Society Act and the matter is under process.

Following are some of the noteworthy contributions made by the association towards their institution:

- A large number of books are donated by the alumnae to teaching departments and the central library.
- They act as resource persons at various seminars, workshops and career counseling 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.

Governance, Leadership and Management

Tinsukia College aspires to uphold its reputation as a centre-of-excellence in this region of NE India. As majority of the students of the college are from the marginalized section of the society, they need all kinds of help and support in their endeavour to build a successful career. The college takes adequate measures and encourages the teachers and non-teaching staff to come up with all kinds of succor to elevate the students.

- Tinsukia College has a little of choice but to implement the academic policies formulated by Dibrugarh University, the affiliating university. The administrative policies are set by Directorate of Higher Education, Govt. of Assam and the principal has to implement those in letter and spirit. The Governing Body (GB) is the supreme decision making authority and the principal, being the Secretary of the GB, initiate the decision making processes with necessary support from the vice-principal, heads of the departments and various committees comprising of teachers and staffs and office bearer of student union.
- The teaching and non-teaching staff has to perform their duties with fervor and dedication. In return, they enjoy certain welfare measures in terms of various in-service facilities and retirement benefits.

- An Annual Performance Appraisal Report is required for every faculty member at the end of the year. After duly verified by concerned HoD, the reports are forwarded through IQAC to the Principal for final approval and necessary action.

- Financial audits of the college are conducted regularly in the form of Internal Audit and Government Audit. While the Internal audit of the college is conducted annually by a qualified Chartered Accountant, the government audit is conducted by the staffs drawn from Audit and Accounts Wing of the Government of Assam .
- The college administration makes all possible efforts to mobilize funds from various resources. The financial plans for proper utilization of funds are put before the GB for scrutiny and to accord necessary sanction.
- The IQAC has been contributing extensively to uplift the institution by undertaking various programmes and chalking out new plans for academic and infrastructural growth of the institution.

Institutional Values and Best Practices

Gender Equality: Tinsukia College has been organising various programmes for the promotion of gender equality among the people of nearby communities, in schools, at workplaces to build a sense of respect and fairness towards their opposite sex. The college is aware of the hopes and aspirations of the upcoming generation and adequate measures are taken to enrich the abilities and professional skills of both boys and girls students, without any discrimination.

The institution accords utmost priority to the safety and security of the students and the staff. To ensures safety and security of the students, irrespective of gender, a fool proof vigilance system is in place with Close Circuit Cameras installed at key places in the campus during working hours. During night hours, the whole campus is fully illuminated so that no untoward incident can take place.

Waste Management: A faculty member is nominated as nodal officer to look after the management of municipal wastes. Pairs of bins are installed at various places in 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 collect wastes from all around the campus every alternate day and take necessary measures for proper disposal of the wastes.

North-east India deserves a special place in the country with its rich cultural and ethnic heritage. The very mission of the college is to recognize, study and preserve the cultural, ethnic and natural heritage of this region. 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 for a common goal.

Tinsukia college is committed to contribute towards national development by inculcating the sense of values among students, employees and faculty members. The IQAC, National Cadet Corpe (NCC), the NSS unit, Eco club, Environment and Climate Cell of the college are vigorous enough to observe the days of national integration, constitutional & health awareness campaign, environment protection and contribute towards materialisation of various national schemes of social reforms.

2. PROFILE

2.1 BASIC INFORMATION

Name and Address of the College	
Name	TINSUKIA COLLEGE
Address	Tinsukia College Tinsukia, Assam Pin-786125
City	Tinsukia
State	Assam
Pin	786125
Website	www.tinsukiacollege.in

Contacts for Communication					
Designation	Name	Telephone with STD Code	Mobile	Fax	Email
Principal	Surjya Chutia	0374-2338340	9101216063	-	tinsukiacollege1956@gmail.com
IQAC / CIQA coordinator	Rajen Saikia	0374-	9435736329	-	tinsukiacollegeiqac@gmail.com

Status of the Institution	
Institution Status	Government

Type of Institution	
By Gender	Co-education
By Shift	Regular

Recognized Minority institution	
If it is a recognized minroity institution	No

Establishment Details	
Date of establishment of the college	01-09-1956

University to which the college is affiliated/ or which governs the college (if it is a constituent college)		
State	**University name**	**Document**
Assam	Dibrugarh University	View Document

Details of UGC recognition		
Under Section	**Date**	**View Document**
2f of UGC	05-11-1956	View Document
12B of UGC	17-06-1972	View Document

Details of recognition/approval by stationary/regulatory bodies like AICTE,NCTE,MCI,DCI,PCI,RCI etc(other than UGC)				
Statutory Regulatory Authority	**Recognition/Approval details Institution/Department programme**	**Day,Month and year(dd-mm-yyyy)**	**Validity in months**	**Remarks**
No contents				

Details of autonomy	
Does the affiliating university Act provide for conferment of autonomy (as recognized by the UGC), on its affiliated colleges?	No

Recognitions	
Is the College recognized by UGC as a College with Potential for Excellence(CPE)?	No
Is the College recognized for its performance by any other governmental agency?	No

Location and Area of Campus				
Campus Type	**Address**	**Location***	**Campus Area in Acres**	**Built up Area in sq.mts.**
Main campus area	Tinsukia College Tinsukia, Assam Pin-786125	Urban	5.65	12065

2.2 ACADEMIC INFORMATION

Details of Programmes Offered by the College (Give Data for Current Academic year)						
Programme Level	Name of Programme/Course	Duration in Months	Entry Qualification	Medium of Instruction	Sanctioned Strength	No.of Students Admitted
UG	BA,Assamese	36	Class XII	English,Assamese	40	31
UG	BA,English	36	Class XII	English,Assamese	40	29
UG	BA,Economics	36	Class XII	English,Assamese	40	31
UG	BA,Political Science	36	Class XII	English,Assamese	40	40
UG	BA,History	36	Class XII	English,Assamese	40	26
UG	BA,Geography	36	Class XII	English,Assamese	40	40
UG	BA,Philosophy	36	Class XII	English,Assamese	40	29
UG	BA,Hindi	36	Class XII	English,Assamese	40	40
UG	BCom,Commerce	36	Class XII	English,Assamese	100	92
UG	BCom,Commerce	36	Class XII	English,Assamese	150	150
UG	BSc,Physics	36	Class XII	English,Assamese	40	21
UG	BSc,Chemistry	36	Class XII	English,Assamese	40	20
UG	BSc,Mathematics	36	Class XII	English,Assamese	40	23
UG	BSc,Zoology	36	Class XII	English,Assamese	40	35
UG	BSc,Botany	36	Class XII	English,Assamese	40	30

UG	BSc,Statistics	36	Class XII	English,Assamese	40	12
UG	BCA,Centre For Management Education	36	Class XII	English,Assamese	40	29
UG	BBA,Centre For Management Education	36	Class XII	English,Assamese	20	20

Position Details of Faculty & Staff in the College

	Teaching Faculty											
	Professor				Associate Professor				Assistant Professor			
	Male	Female	Others	Total	Male	Female	Others	Total	Male	Female	Others	Total
Sanctioned by the UGC /University State Government				0				29				43
Recruited	0	0	0	0	18	11	0	29	20	19	0	39
Yet to Recruit				0				0				4
Sanctioned by the Management/Society or Other Authorized Bodies				0				0				0
Recruited	0	0	0	0	0	0	0	0	0	0	0	0
Yet to Recruit				0				0				0

Non-Teaching Staff				
	Male	**Female**	**Others**	**Total**
Sanctioned by the UGC /University State Government				22
Recruited	14	3	0	17
Yet to Recruit				5
Sanctioned by the Management/Society or Other Authorized Bodies				0
Recruited	0	0	0	0
Yet to Recruit				0

Technical Staff				
	Male	**Female**	**Others**	**Total**
Sanctioned by the UGC /University State Government				0
Recruited	0	0	0	0
Yet to Recruit				0
Sanctioned by the Management/Society or Other Authorized Bodies				0
Recruited	0	0	0	0
Yet to Recruit				0

Qualification Details of the Teaching Staff

Permanent Teachers									
Highest Qualification	Professor			Associate Professor			Assistant Professor		
	Male	Female	Others	Male	Female	Others	Male	Female	Others	Total
D.sc/D.Litt/ LLD/DM/M CH	0	0	0	0	0	0	0	0	0	0
Ph.D.	0	0	0	7	6	0	11	9	0	33
M.Phil.	0	0	0	2	1	0	7	2	0	12
PG	0	0	0	9	3	0	8	3	0	23
UG	0	0	0	0	0	0	0	0	0	0

Temporary Teachers									
Highest Qualification	Professor			Associate Professor			Assistant Professor		
	Male	Female	Others	Male	Female	Others	Male	Female	Others	Total
D.sc/D.Litt/ LLD/DM/M CH	0	0	0	0	0	0	0	0	0	0
Ph.D.	0	0	0	0	0	0	0	0	0	0
M.Phil.	0	0	0	0	0	0	0	0	0	0
PG	0	0	0	0	0	0	10	16	0	26
UG	0	0	0	0	0	0	0	0	0	0

Part Time Teachers									
Highest Qualification	**Professor**			**Associate Professor**			**Assistant Professor**		
	Male	Female	Others	Male	Female	Others	Male	Female	Others	Total
D.sc/D.Litt/ LLD/DM/M CH	0	0	0	0	0	0	0	0	0	0
Ph.D.	0	0	0	0	0	0	0	0	0	0
M.Phil.	0	0	0	0	0	0	0	0	0	0
PG	0	0	0	0	0	0	0	0	0	0
UG	0	0	0	0	0	0	0	0	0	0

Details of Visting/Guest Faculties				
Number of Visiting/Guest Faculty engaged with the college?	**Male**	**Female**	**Others**	**Total**
	0	0	0	0

Provide the Following Details of Students Enrolled in the College During the Current Academic Year

Programme		**From the State Where College is Located**	**From Other States of India**	**NRI Students**	**Foreign Students**	**Total**
UG	Male	428	3	0	0	431
	Female	283	1	0	0	284
	Others	0	0	0	0	0

Provide the Following Details of Students admitted to the College During the last four Academic Years

Category		Year 1	Year 2	Year 3	Year 4
SC	Male	45	24	30	20
	Female	10	13	13	12
	Others	0	0	0	0
ST	Male	52	53	19	35
	Female	33	28	11	18
	Others	0	0	0	0
OBC	Male	154	142	105	133
	Female	65	74	53	83
	Others	0	0	0	0
General	Male	305	466	352	392
	Female	166	215	246	176
	Others	0	0	0	0
Others	Male	0	0	0	0
	Female	0	0	0	0
	Others	0	0	0	0
Total		830	1015	829	869

Institutional preparedness for NEP

1. Multidisciplinary/interdisciplinary:	The New Education Policy 2020 aims to transform the existing education system in India by making the course structure more flexible giving the students enough opportunity to pursue their higher education with the subject of their choice. Tinsukia College, being an institution of higher education with multidisciplinary faculties (Arts, Science, Commerce, BBA and BCA) has already been offering a wide range 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.
2. 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.
3. 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.
4. 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.
5. 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

	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.
6. 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 Program

1.1

Number of courses offered by the Institution across all programs during the last five years

2020-21	2019-20	2018-19	2017-18	2016-17
412	507	465	465	465

File Description	Document
Institutional data in prescribed format	View Document

1.2

Number of programs offered year-wise for last five years

2020-21	2019-20	2018-19	2017-18	2016-17
16	18	18	18	18

2 Students

2.1

Number of students year-wise during last five years

2020-21	2019-20	2018-19	2017-18	2016-17
2214	2480	2621	2458	2291

File Description	Document
Institutional data in prescribed format	View Document

2.2

Number of seats earmarked for reserved category as per GOI/State Govt rule year-wise during last five years

2020-21	2019-20	2018-19	2017-18	2016-17
433	433	426	426	426

File Description	Document
Institutional data in prescribed format	View Document

2.3

Number of outgoing / final year students year-wise during last five years

2020-21	2019-20	2018-19	2017-18	2016-17
762	982	986	998	720

File Description	Document
Institutional data in prescribed format	View Document

3 Teachers

3.1

Number of full time teachers year-wise during the last five years

2020-21	2019-20	2018-19	2017-18	2016-17
30	68	62	64	65

File Description	Document
Institutional data in prescribed format	View Document

3.2

Number of sanctioned posts year-wise during last five years

2020-21	2019-20	2018-19	2017-18	2016-17
72	72	72	72	72

File Description	Document
Institutional data in prescribed format	View Document

4 Institution

4.1

Total number of classrooms and seminar halls

Response: 42

4.2

Total Expenditure excluding salary year-wise during last five years (INR in Lakhs)

2020-21	2019-20	2018-19	2017-18	2016-17
220.44949	60.79846	114.92001	192.85796	302.81169

4.3

Number of Computers

Response: 29

4.4

Total number of computers in the campus for academic purpose

Response: 29

4. Quality Indicator Framework(QIF)

Criterion 1 - Curricular Aspects

1.1 Curricular Planning and Implementation

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

Response:

Response:

- 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 with focus on employability and skill enhancement to implement the University planned curriculum by using ICT tools, e-learning resources and educational software.
- IQAC conducts a meeting in the beginning of every academic year to verify the syllabus of each subject taught in the college prescribed by the affiliating University.
- The college has online academic monitoring system to monitor the progress of the curriculum in accordance with academic calendar prescribed by the affiliating University.

- A Central Routine for classes is prepared in every semester for all the three streams. Tutorial classes are also accommodated in the routine to be held every Saturday to ensure holistic and effective learning.
- For recording and monitoring of progression of courses, a system of maintenance of Teachers' Diary has been implemented where each teacher records their daily progression of courses, in accordance with his/her Teaching plan. The Principal of the college, being the Head of the Institution, verifies the Diaries of the Teachers and preserves the documents in his custody .The co-curricular activities are also designed in such a manner that they can 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. facilitates experiential learning.

- For effective curriculum delivery, the institution supports teaching faculties by providing both Central and Departmental Library facilities, Internet and ICT system, Scientific Instruments and Laboratory facilities. Limited number of Smart Class - rooms are also available. There are three interactive boards to strengthen the teaching-learning process.
- Permanent faculties are encouraged to update their knowledge and skills by providing them duty-leave to participate in various international and national level seminar/conferences/ symposium/workshops/STC/FDP.
- Each department has a counseling/mentoring team which provides help and guidance to the students on their study as well as personal matters.
- A students' feedback mechanism is at place which is maintained by the Grievance Redressal and Feedback Cell of the college so that any grievance can be freely brought to the notice of the authority.
- An effective way of assessing the students during a semester period is the procedure of Internal

Assessment. Internal Assessment is done in a transparent manner by holding two in-semester examinations and the students are given the opportunity to examine their answer scripts. Moreover Home Assignments are given to the students and short-seminars are organized.

- Each department has a counseling/mentoring team which provides help and guidance to the students on their study and career related as well as personal matters.

File Description	Document
Upload Additional information	[View Document](#)
Link for Additional information	[View Document](#)

1.1.2 The institution adheres to the academic calendar including for the conduct of CIE

Response:

Response:

The college Academic Calendar is attached with the Prospectus which is released one-month prior to the beginning of new Academic Session, and is uploaded in the institutional website. The Academic Calendar incorporates all the details of various academic activities in the two semester (odd and even) sessions, the holidays and the days to be commemorated in the institutional level.

A full-fledged class routine is prepared prior to commencement of semester classes 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 without delay. All departments of the college start the engagement of classes with strict adherence to the new academic calendar and new class routine. As per University guidelines, internal assessments of the students are to be carried out in each of the two semesters through two Sessional Examinations, Seminars, Group Discussions, Home Assignments *etc*. All the above mentioned events are time-bound and all efforts are made to complete conduction of the events in compliance with the deadlines as mentioned in the Academic Calendar except in emergency situations.

- An examination committee comprising of three faculty members and Vice- Principal is formed by the Principal for an entire academic year. The committee conducts both in- semester and end-semester examinations by engaging all the teachers and staffs of the college. The question papers setting and evaluation 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 every academic session.
- The aforesaid academic calendar prescribes a tentative schedule for various academic and co-curricular activities for effective implementation of teaching and learning process.
- Within the prescribed framework of university academic calendar the college also prepares its own

academic calendar in order to facilitate various academic events and activities conducted both at college and departmental level.

- 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.
- Internal Assessment is one of the most effective ways of assessing the students during the period of an academic session. Internal Assessment is done in a transparent way by holding two on-semester examinations and the students are given the opportunity to examine their answer scripts.
- Project-work, field-work and classroom presentation are also arranged planned wise.
- In mid-semester breaks, field trips and academic visits are arranged as well.
- At the beginning of the session student orientation programme is conducted by various departments about the mechanism of Internal Assessments, Projects-Works, and Percentage of Attendance etc. A well advanced notice is also served about the various timelines to be followed for Internal Assessment and project submission.

File Description	Document
Upload Additional information	[View Document](#)
Link for Additional information	[View Document](#)

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 last five years

1. **Academic council/BoS of Affiliating university**
2. **Setting of question papers for UG/PG programs**
3. **Design and Development of Curriculum for Add on/ certificate/ Diploma Courses**
4. **Assessment /evaluation process of the affiliating University**

Response: B. Any 3 of the above

File Description	Document
Institutional data in prescribed format	[View Document](#)
Details of participation of teachers in various bodies/activities provided as a response to the metric	[View Document](#)

1.2 Academic Flexibility

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

Response: 100

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

Response: 16

File Description	Document
Minutes of relevant Academic Council/ BOS meetings	
Institutional data in prescribed format	

1.2.2 Number of Add on /Certificate programs offered during the last five years

Response: 14

1.2.2.1 **How many Add on /Certificate programs are offered within the last 5 years.**

2020-21	2019-20	2018-19	2017-18	2016-17
7	2	3	2	0

File Description	Document
Institutional data in prescribed format	
Brochure or any other document relating to Add on /Certificate programs	
Any additional information	

1.2.3 Average percentage of students enrolled in Certificate/ Add-on programs as against the total number of students during the last five years

Response: 3.39

1.2.3.1 **Number of students enrolled in subject related Certificate or Add-on programs year wise during last five years**

2020-21	2019-20	2018-19	2017-18	2016-17
215	24	41	116	0

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

1.3 Curriculum Enrichment

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

Response:

Response:

The various courses/programmes offered in the institution covers a broad spectrum of themes which helps in understanding various cross-cutting issues like Moral Values, Human Values, Professional Ethics, Ethical Values, Gender Equality and Environmental Awareness which are all essential components of a healthy and sustainable society. In addition to the various regular courses, Skill Enhancement Courses, Ability Enhancement Courses, Generic Electives are also offered both within and across departments in order to facilitate students to understand issues related to Gender, Environment and Ethics.

Gender Sensitization:

Gender Sensitization is one of the most important issues in order to emancipate women from all social evils and gender based discrimination. . The institute is committed to build an egalitarian society where every individual irrespective of their caste, gender or religion co-exist in harmony.

The courses offered by different departments related to gender issues includes: Philosophy of Feminism which talks about the various ideas pertaining to women and their empowerment, **Feminism: Theory and Practice** helps in a historical survey of the issues related to gender as well as to understand the various concepts related to women studies, **Human Rights in Comparative Perspectives** helps in understanding gender equality, **Women's Writings** traces the history of the origin and evolution of women's writings since earliest times and the significance their significance, **Contemporary India: Women and Empowerment**, **Entrepreneurship** which discusses the significance and opportunities for women entrepreneurs.

Environment & Sustainability:

Awareness about Environment & sustainability is a necessary prerequisite for the protection of the environment and survival of human life. The basic aim of this subject is to make the students aware about the importance of ecosystem to human life.

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

Moral Values, Human Values and Professional Ethics are of utmost importance in the Institution for the overall growth of students in particular. Therefore 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. Besides this, the institute also come forward to create awareness about the various issues related to human values through various measures as a part of social responsibilities.

File Description	Document
Upload the list and description of courses which address the Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum.	[View Document](#)

1.3.2 Average percentage of courses that include experiential learning through project work/field work/internship during last five years

Response: 1.27

1.3.2.1 **Number of courses that include experiential learning through project work/field work/internship year-wise during last five years**

2020-21	2019-20	2018-19	2017-18	2016-17
01	06	07	07	09

File Description	Document
Programme / Curriculum/ Syllabus of the courses	[View Document](#)
MoU's with relevant organizations for these courses, if any	[View Document](#)
Minutes of the Boards of Studies/ Academic Council meetings with approvals for these courses	[View Document](#)
Institutional data in prescribed format	[View Document](#)
Any additional information	[View Document](#)

1.3.3 Percentage of students undertaking project work/field work/ internships (Data for the latest completed academic year

Response: 0.5

1.3.3.1 **Number of students undertaking project work/field work / internships**

Response: 11

File Description	Document
Institutional data in prescribed format	[View Document](#)
Any additional information	[View Document](#)

1.4 Feedback System

1.4.1 *Institution obtains feedback on the syllabus and its transaction at the institution from the following stakeholders 1) Students 2)Teachers 3)Employers 4)Alumni*

Response: B. Any 3 of the above

File Description	Document
Action taken report of the Institution on feedback report as stated in the minutes of the Governing Council, Syndicate, Board of Management (Upload)	[View Document](#)
URL for stakeholder feedback report	[View Document](#)

1.4.2 Feedback process of the Institution may be classified as follows: Options:

  1.Feedback collected, analysed and action taken and feedback available on website
  2.Feedback collected, analysed and action has been taken
  3.Feedback collected and analysed
  4.Feedback collected

5. Feedback not collected

Response: A. Feedback collected, analysed and action taken and feedback available on website

File Description	Document
Upload any additional information	[View Document](#)
URL for feedback report	[View Document](#)

Criterion 2 - Teaching-learning and Evaluation

2.1 Student Enrollment and Profile

2.1.1 Average Enrolment percentage (Average of last five years)

Response: 91.38

2.1.1.1 **Number of students admitted year-wise during last five years**

2020-21	2019-20	2018-19	2017-18	2016-17
715	830	1015	829	869

2.1.1.2 **Number of sanctioned seats year wise during last five years**

2020-21	2019-20	2018-19	2017-18	2016-17
870	870	1060	910	940

File Description	Document
Institutional data in prescribed format	[View Document](#)

2.1.2 Average percentage of seats filled against reserved categories (SC, ST, OBC, Divyangjan, etc. as per applicable reservation policy) during the last five years (exclusive of supernumerary seats)

Response: 70.95

2.1.2.1 **Number of actual students admitted from the reserved categories year wise during last five years**

2020-21	2019-20	2018-19	2017-18	2016-17
307	359	324	231	301

File Description	Document
Institutional data in prescribed format	[View Document](#)

2.2 Catering to Student Diversity

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

Response:

Response:

The assessment of learning level of the students is made by the teachers during classroom teaching and conducting class tests, sessional examinations, short-seminars, assignments, group discussion etc; on the basis of which slow and advanced learners are identified. After teaching a topic in every department, a test is conducted and identification of slow and advanced learners is done respectively. Students getting very poor percent are considered as slow learners. Students getting moderate marks and above are kept in the category of advanced learners.

Programmes for Slow Learners:

- Remedial classes are normally arranged for slow learners to bridge the gap with other learners.
- Topics are explained in vernacular languages including Hindi to help them to grasp the topic effectively.
- In addition to this, audio-visual teaching-learning techniques are adopted to make the topic more attractive and interactive.
- Home assignments are assigned regularly.
- Group projects are assigned to those students and they are advised to present papers in department level seminars jointly.

Programmes for Advanced Learners:

- TPS (Thinking, Pairing and Sharing) strategy is adopted in case of advanced learners to stimulate their learning style.
- Latest topics in their respective fields are given to them for seminars and projects.
- Tutorials and extra classes are arranged to provide them with reference books, journals, periodicals, E-resources available in OER, audio-visuals, etc. Moreover the teachers constantly encourage and motivate these students through counseling and guidance regarding their academic and job-oriented career pursuits.

File Description	Document
Upload any additional information	[View Document](#)

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

Response: 73.8

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

Response:

Response:

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.

1.**Experiential Learning:**

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

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

2. **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. where they can use their specialized technical or management skills in order to facilitate participative learning. They are also encouraged to publish articles in Department Wall Magazines, Departmental Handwritten Magazines as well as Annual College Magazine.

3. **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. Students are asked to prepare working models/projects, power-point presentations to make the most of their creativity. 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	Document
Upload any additional information	[View Document](#)

2.3.2 Teachers use ICT enabled tools for effective teaching-learning process.

Response:

Response:

Faculty members of the college are trained to make extensive use of ICT and subject related software to make the entire teaching-learning process more interactive, and student centric. For this purpose the college has a wi fi enabled campus with an internet speed of 60mpbs.

- Online classes by various platforms (Google meet, Google Class room, Cisco webex, zoom, my e-class academy, whatsapp) are adopted by teachers to blend IT-enabled methods in the traditional classroom set-up. The students are also made aware about some academic social networking sites such as academia.edu, google scholar, researchgate, JSTOR etc. for procuring course-related study materials.
- The college has procured 3 Interactive boards set up in three different buildings to facilitate online delivery of lectures. Internet connectivity is also available in these buildings.
- Teachers are also encouraged to use PPT's by using LCD projectors in order to make the lectures more interesting and interactive.
- The college has six computer labs along with Wi-Fi facility where classes of different departments are conducted using popular computer software such as Tally, Mat lab, Science Lab, Mathematics, SPSS, etc. Following are the list of softwares which are used by different teaching departments:

Department	Software Used	Purpose	
Physics	C++, SciLab, MathLab	For laboratory practical	
	MS Office, Acrobat Reader	For typing purpose	
Chemistry	Chem. Draw, Origin Pro	For drawing graph, spectra, for mak structures and chemical reactions.	
	e-PG Pathshala, OER SWAYAM of Chemistry, MOOC	For access to e-content of Chemistr	
	Mindmaster, OBS Studio, Renderforest	For making subject related on videos	
	MS Office, Acrobat Reader,	For typing purpose	
Mathematics	Mathematica, MathLab, C, C++, SAGE, Latex	For document preparation, art writing	
	MS Office, Acrobat Reader	For typing purpose	
Statistics	SPSS	For Data processing	
	MS Office, Acrobat Reader	For typing purpose	
	Image J	For image manipulation measurements	

Zoology	Sigma plot	For statistical analysis and graph representation
	Mega	For bioinformatics study
	Autodock Vina	For molecular docking
	MS Office, Acrobat Reader	For typing purpose
Botany	Mega	For construction of phytogenetic t helps in evolution study
	Image J	For measurement purpose of a length of plants leaves
	MS Office, Acrobat Reader	For typing purpose
Hindi	Google translator, Unicode, MS Office, Acrobat Reader	For typing purpose
Commerce	ERD Tally	For tally purpose
	Nithya's Tax Calculator	For tax calculation purpose
	MS Office, Acrobat Reader,	For typing purpose
	Screen-O-matric	For video making
History	MS Office, Acrobat Reader,	For typing purpose
Economics	MS Office, Acrobat Reader,	For typing purpose
	SPSS	For data processing
Philosophy	MS Office, Acrobat Reader,	For typing purpose
Assamese	MS Office, Acrobat Reader	For typing purpose
	Rudali	For typing in Assamese script
Geography	QGIS	For GIS purpose
	Photoshop	
	MS Office, Acrobat Reader	For typing purpose
English	MS Office, Acrobat Reader	For typing purpose
Political Science	MS Office, Acrobat Reader	For typing purpose
	Virtual Basic	Tools

Computer Science	DBMS, SQL, C++		
	Java script	Scripting language	
	HTML	Hyper text makeup language	
	Firewalls, windows VT, Linux, C Programming, Oracle, MS Office		
Bengali	MS Office, Acrobat Reader	For typing purpose	

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

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

Response: 74:1

2.3.3.1 **Number of mentors** ?????????????? ???????

Response: 30

File Description	Document
Upload year wise, number of students enrolled and full time teachers on roll.	[View Document](#)
Mentor/mentee ratio	[View Document](#)
Circulars pertaining to assigning mentors to mentees	[View Document](#)

2.4 Teacher Profile and Quality

2.4.1 Average percentage of full time teachers against sanctioned posts during the last five years

Response: 80.28

File Description	Document
List of the faculty members authenticated by the Head of HEI	[View Document](#)
Institutional data in prescribed format	[View Document](#)

2.4.2 Average percentage of full time teachers with Ph. D. / D.M. / M.Ch. / D.N.B Superspeciality / D.Sc. / D.Litt. during the last five years (consider only highest degree for count)

Response: 50.4

2.4.2.1 **Number of full time teachers with *Ph. D. / D.M. / M.Ch. / D.N.B Superspeciality / D.Sc. / D.Litt.* year wise during the last five years**

2020-21	2019-20	2018-19	2017-18	2016-17
33	27	24	22	19

File Description	Document
Institutional data in prescribed format	View Document
Any additional information	View Document

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

Response: 21.8

2.4.3.1 **Total experience of full-time teachers**

Response: 654

File Description	Document
Institutional data in prescribed format	View Document

2.5 Evaluation Process and Reforms

2.5.1 Mechanism of internal assessment is transparent and robust in terms of frequency and mode

Response:

Response:

Evaluation process of UG programme, viz., B.A./B.Com./BBA/BCA/B.Sc. have twin components of In-Semester and End-semester evaluation. In-semester examination constitute Internal Assessment and carries a weightage of 20%. Such Internal Assessment is done in a transparent manner as per the regulations of Dibrugarh University and **part of the internal assement guidelines are written in the prospectus**.

- 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.

- Detailed rules for internal assessment in B.A./B.Com./ B.Sc. programme are framed by the Dibrugarh University and is incorporated in the college prospectus.
- 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.
- If a student fails to appear in the Sessional Examination because of her/his personal inconvenience, she/he may be allowed to appear in a special session (if any) conducted by the departments provided she/he must be able to show/explain a valid reason for her/his absence from the sessional examination.
- Course curriculum of some of the UG programme like B.Com., B.C.A., Mathematics, Statistics have compulsory element of practical training in different courses like accounting, Income Tax, E-Commerce, Computer Application in Business. Such practical exposure help students to gain a practical view of the subject which is followed in real life situation.

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

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

Response:

Response:

- 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.

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.

Response:

Response:

- 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 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	Document
Upload COs for all courses (examples from Glossary)	[View Document](#)
Paste link for Additional information	[View Document](#)

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

Response:

The Course outcomes of the college are reflected in various forms. One of the primary objectives of the college is to increase the general awareness of students so that they can prepare themselves to face any kind of challenges and achieve heights of success in their lives. The institute also aspires to shape the personal traits of the students to be responsible citizens by imparting various ideas. The various courses offered in the college contribute towards the academic/professional growth of the students by enabling them to think rationally and critically. This learning outcome of the college is reflected in the achievement of many students who are excelling in their own field.

A brief account of learning outcome of the various academic programs is highlighted in the table shown below:

COURSE	LEARNING OUTCOMES
B.Sc. (Honours)	- Ability to tackle logically, technically and other day to day problems. - Understand nature scientifically, - Skill of operating primary measuring instruments required in chemical laboratori - Skill of presentation of innovative and known concepts, - Develop scientific attitude towards basic science and life. - Skills as a lab technician, lab assistant and chemist.
B.A. (Honours)	- Create general awareness about the current socio-political scenario - Understand the historical progression of different societies and cultures, languag - Develop language proficiency of students, - Understand the socio-political developments in a global context, - Develop effective communication skills etc.
B.Com. (Honours)	- Develop entrepreneurial skills - Develop appropriate skills to make the students self-reliant, competent and moti employment - Analyze commerce/business issues in the national and international context, - Train them in accountancy.
B.B.A	- Inculcate entrepreneurial skills among the students - Apply appropriate quantitative and qualitative techniques in solving business pro - Expose students to both general and specialized curriculum content through core specializations and electives, - Prepare graduates for diverse careers in global management, administration and through a well-round business education with a focus on global business operatic markets and technology-enabled organizations.
	Clarity on both conceptual and application oriented skills in commerce, Finance and IT applications in business

| B.C.A | • Produce employable IT workforce, that will have sound knowledge of IT and bu fundamentals that can be applied to develop and customize solutions for Small a Enterprises. |

Thus, the learning outcomes of various academic programs encouraged the students in generating knowledge and wisdom, a sense of reasoning, a sense of proportion as well as a sense of priority.

File Description	Document
Upload any additional information	View Document

2.6.3 Average pass percentage of Students during last five years

Response: 82.34

2.6.3.1 **Total number of final year students who passed the university examination year-wise during the last five years**

2020-21	2019-20	2018-19	2017-18	2016-17
758	890	776	726	505

2.6.3.2 **Total number of final year students who appeared for the university examination year-wise during the last five years**

2020-21	2019-20	2018-19	2017-18	2016-17
762	982	986	998	720

File Description	Document
Upload any additional information	View Document
Institutional data in prescribed format	View Document

2.7 Student Satisfaction Survey

2.7.1 Online student satisfaction survey regarding teaching learning process

Response: 2.72

File Description	Document
Upload database of all currently enrolled students (Data Template)	[View Document](#)

Criterion 3 - 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 last five years (INR in Lakhs)

Response: 12.24

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

2020-21	2019-20	2018-19	2017-18	2016-17
0	0	0	2.60	9.64

File Description	Document
Institutional data in prescribed format	[View Document](#)
e-copies of the grant award letters for sponsored research projects / endowments	[View Document](#)
Any additional information	[View Document](#)

3.1.2 Percentage of departments having Research projects funded by government and non government agencies during the last five years

Response: 4.71

3.1.2.1 **Number of departments having Research projects funded by government and non-government agencies during the last five years**

2020-21	2019-20	2018-19	2017-18	2016-17
0	0	0	1	3

3.1.2.2 **Number of departments offering academic programes**

2020-21	2019-20	2018-19	2017-18	2016-17
17	17	17	17	17

File Description	Document
Supporting document from Funding Agency	[View Document](#)
Institutional data in prescribed format	[View Document](#)
Any additional information	[View Document](#)
Paste link to funding agency website	[View Document](#)

3.1.3 Number of Seminars/conferences/workshops conducted by the institution during the last five years

Response: 11

3.1.3.1 **Total number of Seminars/conferences/workshops conducted by the institution year-wise during last five years**

2020-21	2019-20	2018-19	2017-18	2016-17
05	0	01	03	02

File Description	Document
Report of the event	[View Document](#)
Institutional data in prescribed format	[View Document](#)
Any additional information	[View Document](#)

3.2 Research Publications and Awards

3.2.1 Number of papers published per teacher in the Journals notified on UGC website during the last five years

Response: 1.8

3.2.1.1 **Number of research papers in the Journals notified on UGC website during the last five years.**

2020-21	2019-20	2018-19	2017-18	2016-17
38	30	13	06	17

File Description	Document
Institutional data in prescribed format	[View Document](#)
Any additional information	[View Document](#)

3.2.2 Number of books and chapters in edited volumes/books published and papers published in national/ international conference proceedings per teacher during last five years

Response: 0.78

3.2.2.1 **Total number of books and chapters in edited volumes/books published and papers in national/ international conference proceedings year-wise during last five years**

2020-21	2019-20	2018-19	2017-18	2016-17
24	05	05	06	05

File Description	Document
Institutional data in prescribed format	[View Document](#)
Any additional information	[View Document](#)

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 last five years.

Response:

Response:

The college organizes different extension and social activities to sensitise students towards various social issues afflicting society. Through these activities a modest contribution is also made by the institute to eradicate those social problem with the active support of the students and faculties. Following activities are normally conducted by the college every year under the unmbrella of extension activities.

- **NSS:** Every year the NSS unit of the college organizes a seven days special camp in a particular village. During their stay in the village choosen, the participating students under the guidance of programme officer undertake different social activities in consultation with the village head and local people. Some of the notable works include improvement of village kaccha roads, plantation of trees in villages,schools, cleanliness drive in villages, awareness programmes on different social issues, distribution of educational materials among the village students etc.
- **Cell for Women's Studies and Development (CWSD):** The CWSD regularly organize various programmes and activities pertaining to gender awareness and development prograqmmes. The cell

organizes programmes both on the college campus and outside especially in village and school. CWSD together with GSCASH visited several schools in Tinsukia district and created awareness against sexual harassment. Members of the CWSD, Tinsukia college also distributed cloths among the poor women of the nearby tea gatden.

- **Red Ribbon Club:** The Red Ribbon club of the college organizes various programmes in one area of health awareness, health check-up camps, blood donation camps, antidrug campaign programme.
- **Eco Club and Environment & Climate Cell:** Eco Club and Environment & Climate Cell of the college organizes various programmes both inside the college campus and outside the campus on different issues pertaining to the environment hazards and pollution, overexploitation of natural resources, carbon neutrality, ecological concern and dangers to biodiversity because of climate change etc.
- **NCC Wing:** 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. It helps students to inculcate the values of discipline, dedication and social service. Cadets regularly participate in various camps organized from time to time. The cadets participated each year in both Republic day and Independence Day parade celebrated by district authority. Some of them get selected to represent Assam in the Republic day parade in New Delhi and are successful in achieving awards of distinction. Further they also organise and participate in diverse social and academic activities in the college.

File Description	Document
Upload any additional information	[View Document](#)
Paste link for additional information	[View Document](#)

3.3.2 Number of awards and recognitions received for extension activities from government/ government recognised bodies during the last five years

Response: 1

3.3.2.1 **Total number of awards and recognition received for extension activities from Government/ Government recognised bodies year-wise during the last five years.**

2020-21	2019-20	2018-19	2017-18	2016-17
0	0	1	0	0

File Description	Document
Institutional data in prescribed format	[View Document](#)
e-copy of the award letters	[View Document](#)

3.3.3 Number of extension and outreach programs conducted by the institution through NSS/NCC, Government and Government recognised bodies during the last five years

Response: 56

3.3.3.1 **Number of extension and outreach programs conducted by the institution through NSS/NCC, Government and Government recognised bodies during the last five years**

2020-21	2019-20	2018-19	2017-18	2016-17
16	9	4	11	16

File Description	Document
Reports of the event organized	[View Document](#)
Institutional data in prescribed format	[View Document](#)
Any additional information	[View Document](#)

3.3.4 Average percentage of students participating in extension activities at 3.3.3. above during last five years

Response: 19.17

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., year-wise during last five years**

2020-21	2019-20	2018-19	2017-18	2016-17
840	445	157	299	500

File Description	Document
Report of the event	[View Document](#)
Institutional data in prescribed format	[View Document](#)
Any additional information	[View Document](#)

3.4 Collaboration

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

Response: 4

3.4.1.1 **Number of linkages for faculty exchange, student exchange, internship, field trip, on-job training, research etc year-wise during the last five years**

2020-21	2019-20	2018-19	2017-18	2016-17
03	01	0	0	0

File Description	Document
Institutional data in prescribed format	[View Document](#)
e-copies of linkage related Document	[View Document](#)

3.4.2 Number of   functional MoUs with national and international institutions, universities, industries, corporate houses etc. during the last five years

Response: 6

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

2020-21	2019-20	2018-19	2017-18	2016-17
04	02	0	0	0

File Description	Document
Institutional data in prescribed format(Data template)	[View Document](#)
e-Copies of the MoUs with institution./ industry/ corporate houses	[View Document](#)

Criterion 4 - 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.

Response:

Response:

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 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. Such lecture has LCD projector, interactive boards, audio systems etc.
- The college has a well stocked central library having approximately 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.
- There are six computer laboratories having forty educational software such as Tally, SPSS, MATLAB, MATHEMATICA Sci Lab, GIS etc. which are used by students and faculties for conducting various workshops and training programmes that are a part of course curriculum.

File Description	Document
Upload any additional information	View Document

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

Response:

Response:

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 which takes place both in and outside the campus.

- The college has a full-fledged auditorium having a sitting capacity of 500 persons which is used for holding various cultural events and programmes. An excellent stage is being built that adds charm to the auditorium as well.
- The college has sufficient musical instruments which are used by students for various cultural activities both in and outside the campus. Some of the notable instruments include harmonium, guitar, dholok, flute etc.
- The college also has a multipurpose hall with a sitting capacity of nearly 300 persons equipped with a LCD projector and sound system which is used for holding various cultural as well academic events.
- The college has a mini amphitheatre christened as **Golden Park** adjacent to college canteen in which small cultural and academic activities are held occasionally. At the entrance of the amphitheatre, a miniature statue of three legendary cultural icons of the state namely Dr. Bhupen Hazarika, Bishnu Prasad Rabha and Jyoti Prasad Agarwala are built which highlights the rich tradition of Assam.
- 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. Outdoor games activities are held in the aforesaid stadium. The college also has a Volleyball 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. An instructor is also appointed in the gym.
- Another arrangement is made in a large room for weight-lifting and power-lifting practitioners. It is equipped with an Olympic set, stands for bench-press and squat mounted on a strong wooden plate form.
- Carom-Board, Table Tennis, Chess and Badminton are also available.
- Yoga-cum-Meditation Centre was inaugurated in the year 2020 for practicing yoga and meditation regularly with a sitting capacity of 50 persons.
- The college has a 'Health Check up Room' equipped with basic primary healthcare facilities. Call on doctor service is also available.

File Description	Document
Upload any additional information	View Document

4.1.3 Percentage of classrooms and seminar halls with ICT- enabled facilities such as smart class, LMS, etc. *(Data for the latest completed academic year)*

Response: 23.81

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

Response: 10

File Description	Document
Upload any additional information	[View Document](#)
Institutional data in prescribed format(Data template)	[View Document](#)
Paste link for additional information	[View Document](#)

4.1.4 Average percentage of expenditure, excluding salary for infrastructure augmentation during last five years(INR in Lakhs)

Response: 75.23

4.1.4.1 **Expenditure for infrastructure augmentation, excluding salary year-wise during last five years (INR in lakhs)**

2020-21	2019-20	2018-19	2017-18	2016-17
174.52194	44.81778	80.45111	147.53013	232.38329

File Description	Document
Upload audited utilization statements	[View Document](#)
Institutional data in prescribed format(Data template)	[View Document](#)

4.2 Library as a Learning Resource

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

Response:

Response:

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-NList 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.

4.2.2 The institution has subscription for the following e-resources

1. **e-journals**
2. **e-ShodhSindhu**
3. **Shodhganga Membership**
4. **e-books**
5. **Databases**
6. **Remote access to e-resources**

Response: B. Any 3 of the above

File Description	Document
Upload any additional information	[View Document](#)
Institutional data in prescribed format(Data template)	[View Document](#)

4.2.3 Average annual expenditure for purchase of books/e-books and subscription to journals/e-journals during the last five years (INR in Lakhs)

Response: 1.35

4.2.3.1 **Annual expenditure of purchase of books/e-books and subscription to journals/e- journals year wise during last five years (INR in Lakhs)**

2020-21	2019-20	2018-19	2017-18	2016-17
0.14907	1.84836	0.71787	2.48025	1.57601

File Description	Document
Institutional data in prescribed format(Data template)	[View Document](#)
Audited statements of accounts	[View Document](#)

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

Response: 10.38

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

Response: 233

File Description	Document
Details of library usage by teachers and students	[View Document](#)
Any additional information	[View Document](#)

4.3 IT Infrastructure

4.3.1 Institution frequently updates its IT facilities including Wi-Fi

Response:

Response:

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 60 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. Following are the frequently used software:

Department	Software Used	Purpose	
	C++, SciLab, MathLab	For laboratory practical	
Physics	MS Office, Acrobat Reader	For typing.	
	Chem. Draw, Origin Pro	For drawing graph, spectr structures and chemical reactio	

Chemistry	e-PG Pathshala, OER SWAYAM of Chemistry, MOOC	For access to e-content of Che
	Mindmaster, OBS Studio, Renderforest	For making subject related onl
	MS Office, Acrobat Reader,	For typing.
Mathematics	Mathematica, MAthLab, C, C++, SAGE, Latex	For document preparation, arti
	MS Office, Acrobat Reader	For typing.
Statistics	SPSS	For Data processing
	MS Office, Acrobat Reader	For typing.
Zoology	Image J	For image manipulation and m
	Sigmaplot	For statistical analysis representation
	Mega	For bioinformatics study
	Autodock Vina	For molecular docking
	MS Office, Acrobat Reader	For typing.
Botany	Mega	For construction of phytogene evolution study
	Image J	For measurement purpose of plants leaves
	MS Office, Acrobat Reader	For typing.
Hindi	Google translator, Unicode, MS Office, Acrobat Reader	For typing.
Commerce	ERP Tally	For tally.
	Nithya's Tax Calculator	For tax calculation.
	MS Office, Acrobat Reader,	For typing.
	Screen-O-matric	For video making
History	MS Office, Acrobat Reader,	For typing.
Economics	MS Office, Acrobat Reader,	For typing.
	SPSS	For data processing
Philosophy	MS Office, Acrobat Reader,	For typing.

Assamese	MS Office, Acrobat Reader	For typing.	
	Rudali	For typing in Assamese script	
Geography	QGIS	For GIS purpose	
	Photoshop		
	MS Office, Acrobat Reader	For typing.	
English	MS Office, Acrobat Reader	For typing.	
Political Science	MS Office, Acrobat Reader	For typing.	
Computer Science	Virtual Basic	Tools	
	DBMS, SQL, C++		
	Java script	Scripting language	
	HTML	Hyper text makeup language	
	Firewalls, windows VT, Linux, C Programming, Oracle, MS Office		
Bengali	MS Office, Acrobat Reader	For typing.	

File Description	Document
Upload any additional information	[View Document](#)

4.3.2 Student - Computer ratio (Data for the latest completed academic year)

Response: 76.34

4.3.3 Bandwidth of internet connection in the Institution

Response: A. ?50 MBPS

4.4 Maintenance of Campus Infrastructure

4.4.1 Average percentage of expenditure incurred on maintenance of infrastructure (physical and academic support facilities) excluding salary component during the last five years(INR in Lakhs)

Response: 24.77

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

2020-21	2019-20	2018-19	2017-18	2016-17
45.92754	15.98067	34.46889	45.32782	70.42839

File Description	Document
Institutional data in prescribed format(Data template)	[View Document](#)
Audited statements of accounts	[View Document](#)

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.

Response:

Response:

The maintenance of physical infrastructure including academic support facilities are sufficiently ensured through multiple channels. Some of these facilities are under the direct supervision of the college authority while others are looked after by teacher-in-charge and specific committee. Such decentralization of works ensures timely and effective maintenance of infrastructure facilities.

- **Academic Blocks**: Academic buildings of the college are looked after by the specific teacher-in-charge including conference room and auditorium. Fourth grade staffs are deployed for regular cleaning and dusting of the classrooms and other facilities. At the end of every semester break a marathon cleaning drive is taken up where casual workers are hired from outside for cleaning and repairing purposes.
- **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.
- There exists a dedicated Infrastructure Maintenance Committee with the following members:

1. Dr. Ratna Gopal Gogoi
2. Dr. Sushanta Kar
3. Dr. Indira Baruah
4. Mr. Ranjan Gogoi
5. Dr. Sakarsing Boro

- **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. The committee meets from time-to-time to assess the workings of the library and sufficiency of its facilities.
- **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. The hostel committee

recommends necessary steps to be taken for effective operation of the hostel.

- **Laboratory:** Science laboratories of the college are under the direct supervision of the concerned HoD or Teacher-in-Charge. Departmental management committee is constituted with college authorities that ensure timely maintenance of laboratories.
- **Canteen:** The college authority has constituted an independent Canteen Committee headed by the Vice-Principal of the college. It also has representatives of faculty members and students. The canteen committee looks after all the affairs of the college canteen.
- **College Lawn and Beautification**: There are five full-time fourth grade staffs to maintain the lawns and external of the campus. The NSS unit and Eco-Club of the college also carries necessary cleaning and plantation drives from time to time.

File Description	Document
Upload any additional information	[View Document](#)

Criterion 5 - Student Support and Progression

5.1 Student Support

5.1.1 Average percentage of students benefited by scholarships and freeships provided by the Government during last five years

Response: 50.35

5.1.1.1 **Number of students benefited by scholarships and free ships provided by the institution, Government and non-government bodies, industries, individuals, philanthropists during the last five years (other than students receiving scholarships under the government schemes for reserved categories)**

2020-21	2019-20	2018-19	2017-18	2016-17
93	1336	2394	1803	664

File Description	Document
upload self attested letter with the list of students sanctioned scholarship	[View Document](#)
Upload any additional information	[View Document](#)
Institutional data in prescribed format	[View Document](#)

5.1.2 Average percentage of students benefitted by scholarships, freeships etc. provided by the institution / non- government agencies during the last five years

Response: 0.81

5.1.2.1 **Number of students benefited by scholarships and free ships provided by the institution, Government and non-government bodies, industries, individuals, philanthropists during the last five years (other than students receiving scholarships under the government schemes for reserved categories)**

2020-21	2019-20	2018-19	2017-18	2016-17
4	18	41	9	28

File Description	Document
Upload any additional information	[View Document](#)
Institutional data in prescribed format	[View Document](#)

5.1.3 Capacity building and skills enhancement initiatives taken by the institution include the following

    1.Soft skills
    2.Language and communication skills
    3.Life skills (Yoga, physical fitness, health and hygiene)
    4.ICT/computing skills

Response: B. 3 of the above

File Description	Document
Institutional data in prescribed format	View Document
Any additional information	View Document
Link to Institutional website	View Document

5.1.4 Average percentage of students benefitted by guidance for competitive examinations and career counselling offered by the Institution during the last five years

Response: 2.33

5.1.4.1 **Number of students benefitted by guidance for competitive examinations and career counselling offered by the institution year wise during last five years**

2020-21	2019-20	2018-19	2017-18	2016-17
258	0	0	0	0

File Description	Document
Institutional data in prescribed format	View Document
Any additional information	View Document

5.1.5 The Institution has a transparent mechanism for timely redressal of student grievances including sexual harassment and ragging cases

    1.Implementation of guidelines of statutory/regulatory bodies
    2.Organisation wide awareness and undertakings on policies with zero tolerance
    3.Mechanisms for submission of online/offline students' grievances
    4.Timely redressal of the grievances through appropriate committees

Response: B. 3 of the above

File Description	Document
Minutes of the meetings of student redressal committee, prevention of sexual harassment committee and Anti Ragging committee	
Details of student grievances including sexual harassment and ragging cases	

5.2 Student Progression

5.2.1 Average percentage of placement of outgoing students during the last five years

Response: 0.9

5.2.1.1 **Number of outgoing students placed year - wise during the last five years.**

2020-21	2019-20	2018-19	2017-18	2016-17
28	6	2	0	0

File Description	Document
Upload any additional information	
Self attested list of students placed	
Institutional data in prescribed format	

5.2.2 Average percentage of students progressing to higher education during the last five years

Response: 22.57

5.2.2.1 **Number of outgoing student progressing to higher education.**

Response: 172

File Description	Document
Upload supporting data for student/alumni	
Institutional data in prescribed format	
Any additional information	

5.2.3 Average percentage of students qualifying in state/national/ international level examinations

during the last five years (eg: JAM/CLAT/GATE/ GMAT/CAT/GRE/ TOEFL/ Civil Services/State government examinations)

Response: 100

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) year wise during last five years**

2020-21	2019-20	2018-19	2017-18	2016-17
24	15	07	07	03

5.2.3.2 **Number of students appearing in state/ national/ international level examinations (eg: JAM/CLAT/NET/ SLET/ GATE/ GMAT/CAT,GRE/ TOFEL/ Civil Services/ State government examinations) year-wise during last five years**

2020-21	2019-20	2018-19	2017-18	2016-17
24	15	07	07	03

File Description	Document
Upload supporting data for the same	[View Document](#)
Institutional data in prescribed format	[View Document](#)

5.3 Student Participation and Activities

5.3.1 Number of awards/medals won by students for outstanding performance in sports/cultural activities at inter-university/state/national / international level (award for a team event should be counted as one) during the last five years.

Response: 32

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) year-wise during the last five years.**

2020-21	2019-20	2018-19	2017-18	2016-17
4	9	12	03	04

File Description	Document
Institutional data in prescribed format	View Document
e-copies of award letters and certificates	View Document

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)

Response:

Response:

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 Tinsukia 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. Encourage students to participate in different sports and cultural programs both within and outside the College,
5. Setting up 'Help Desk' during the time of admission,
6. Redressal of students' grievances.

- It is a democratically elected body where election is held every year to elect the office bearers of the students union as per the Lyngdoh Committee recommendations.
- 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 also facilitates new entrance at the time of admission and act as a bridge between college authorities and budding students. They also organize counseling sessions for the guardians and new students.
- 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. Such editorial board also has students' representation.
- 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.
- Necessary financial support is also provided to the participants from students' union fund.
- The various Committees having students representations are as follows:

1. IQAC
2. Anti-Ragging Committee
3. Grievance Redressel Cell

> 4. N.S.S. Committee
> 5. Students' Disciplinary Committee
> 6. Tinsukia College Editorial Board for publication of College Magazine "Monisha"

File Description	Document
Upload any additional information	[View Document](#)

5.3.3 Average number of sports and cultural events/competitions in which students of the Institution participated during last five years (organised by the institution/other institutions)

Response: 12.4

5.3.3.1 **Number of sports and cultural events/competitions in which students of the Institution participated year-wise during last five years**

2020-21	2019-20	2018-19	2017-18	2016-17
09	13	24	09	07

File Description	Document
Report of the event	[View Document](#)
Institutional data in prescribed format	[View Document](#)

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

Response:

Response:

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 recently registered under

society act.

The College has functional Alumni Association contributing to the development of the College in financial and non-financial matters. Every year, we conduct an alumni meeting on 1st September which is also the Foundation Day of the College.

The registration of alumni association is in progress. Some of the encouraging contributions from the associations are mentioned as follows:

1. Special Lectures by prominent alumni on different topics.
2. Students' visit to their business establishments and sites
3. Guidance talk
4. On the job training on their campus.
5. Book donation. (old and new books).

File Description	Document
Upload any additional information	[View Document](#)

5.4.2 Alumni contribution during the last five years (INR in lakhs)

Response: E. <1 Lakhs

Criterion 6 - 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

Response:

Response:

The vision, mission and goal of Tinsukia College includes the following:

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.

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

Following the objectives of the Higher Education Policy of the nation, the College intends to-

1. Contribute to the national development,
2. Inculcate value system among students,
3. Foster global competency among students,
4. Contribute to society through extension activities,
5. Promote the use of technology and
6. Quest for excellence.

"Tomoso Ma Jyotirgamaya"

(Lead me to light from Darkness)

College Anthem

"Tomoso Ma Jyotirgamaya"

"Uthahe jagahe jagahe"

- Keeping these views in mind the Governing Body (GB) has taken a series of measures to expand the horizon of the academic program and infrastructure facilities.
- To execute these plans, the college follows the "committee system" where decisions of the GB are executed with the active support of the faculty members. Principal being the ex-official of the GB

acts as a bridge between the GB and various stakeholders of the college.

- In order to achieve the goal of the institutions, active participation of students is also ensured through Tinsukia College Students' Union, NSS Unit, NCC, Red Ribbon Club and other societies where students have ample opportunities to participate in the management of different aspects of the institution.
- Parents and Guardians being important stakeholders also have a platform in the form of Parent-Teacher Association in the college through which they provide necessary suggestions and guidance for effective functioning of the institution.
- The mandatory constitution of IQAC under the guidance of NAAC, Bangaluru, also ensures timely intervention in various aspects of governance of the institutions. It chalks out necessary quality strategies to improve the outcome of the various activities undertaken by different wings of the institutions.

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 self-financing mode. A separate Management Committee has been formed from different stakeholders to run these programmes efficiently. The Master Course for Commerce Stream has also been introduced for the current session as well.

File Description	Document
Paste link for additional information	[View Document](#)

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

Response:

Response:

- Leadership occupies a prominent place in the governance and management of large organizations and educational institutions are no exception to this principle. Through the principles of decentralized and participative management, different wings of the organization work in unison.
- 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.
- At present, there are 35 committees functioning in the college for the effective and timely implementation of the plans as well as frame policies to achieve the overall goals of the institution.
- Faculty members are also deputed to give presentations before funding agencies. They are also involved in preparing projects monitoring, implementation and exercising managerial controls.

- The Principal delegates his authority to different committees to achieve decentralized governance system.

CASE STUDY: CONSTRUCTION OF NEW COLLEGE CANTEEN

- The construction of a new college canteen can be considered as a suitable example of decentralized and participative management as it was planned and executed after passing through the recommendations of several bodies which are mentioned below:

1. IQAC
2. College Construction Committee
3. Teachers' Council
4. Governing Body
5. Tender Committee

- The proposal for the construction of a new College Canteen was made by the Teachers' Council who raised the matter during an IQAC meeting.
- After due deliberation, the IQAC responded positively by forwarding the proposal to the principal who reciprocated and requested the College Construction Committee to prepare and submit an estimated budget and the proposed plan of the project within a stipulated period.
- After receipt of the estimated budget and the proposed plan of the project, the proposal was taken to the College Governing Body for its final approval.
- After the approval of the project by the Governing Body, the Principal cum Secretary of the College Governing Body along with the faculty members formed a Tender Committee and as a result a project tender was invited.
- On the basis of tenders submitted by various firms, the work order was finally issued to A.B. Solution, Dibrugarh after due evaluation.
- The Construction of College Canteen stimulated participative management system. The outcome of the project was significant in the sense that it has benefitted both students and faculty members alike as they can avail healthy, nutritious and hygienic food at a subsidized rate. Thus, the above enterprise was successfully implemented and completed in a decentralized participative management.

File Description	Document
Upload any additional information	[View Document](#)

6.2 Strategy Development and Deployment

6.2.1 The institutional Strategic / Perspective plan is effectively deployed

Response:

Response:

Tinsukia College aspires to be a centre of excellence by creating an environment of competitive academic activities, research and personality development. The principal along with other stakeholders encourages the teachers, students and non-teaching staff to persist in the quest for excellence. To achieve these objectives, the college has adopted perspective/strategic plans which are reflected in the table given below.

Year	Perspective Strategic Planning

	1. Completion of construction of PG Block for Dept of Geography.	
	2. Completion of construction of conference room.	
	3. Construction of College auditorium.	
2016-17	4. Establishment of Language Laboratory.	
2017-18	1. Completion of construction of PG Block for Dept. of Geography.	
2018-19	1. NSS to conduct a weeklong cleanliness drive at the village Ahukhat from the 12th to the	
	1. To enhance ICT enabled classrooms.	
	2. To establish a state-of-the-art IT laboratory.	
	3. To upgrade departmental laboratories of the institution.	
	4. To introduce a vermicomposting plant under the supervision of Department of Botany, Tins College.	
2019-20	5. To renovate the existing Botanical Garden with new species of Orchids and various other pl	
	6. To launch 'Save Language Save Linguistic Ethnicity' campaign on World Mother Tongue D (21st February)	
	1. To increase the number of MoU with different organizations.	
	2. New institutional infrastructures/buildings are to be constructed.	
2020-21	3. Procurement of laboratory apparatus/instruments according to new syllabus (CBCS).	

File Description	Document
Strategic Plan and deployment documents on the website	[View Document](#)
Paste link for additional information	[View Document](#)

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

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

Response:

Responses:

The functioning of our college is effective and efficient by following the rules and regulations of State government, UGC, Governing Body of the College and affiliating University. The policies, administrative set up, appointments and service rule are strictly implemented as decided by the above mentioned authorities.

The administrative set up of the college consists of Governing Body, the Principal, Vice Principal, etc. as depicted in the following link of organogram in the college website: https://tinsukiacollege.in/uploads/files/ORGANOGRAM%20TSK%20COLLEGE.pdf

- **Governing Body:** 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**: The Principal is the overall executive head of the institution. The Principal by virtue of being the Secretary of the GB initiates the decision making processes.
- **Vice-Principal:** Although the post of Vice-Principal is not sanctioned by the Govt. of Assam, the college may appoint the senior most faculty of the college as Vice-Principal to look after the academic affairs of the college.
- **IQAC**: Tinsukia College has an Internal Quality Assurance Cell which is a facilitative and participative unit of the institution that works towards quality sustenance and enhancement by following the guidelines of NAAC.
- **Librarian:** The Central Library is headed by a Librarian who is assisted by an Assistant Librarian, library staffs and library attendants.
- **Service Rules, Procedures, Recruitment, Promotional Policies:** For the appointment of Assistant Professors and Librarians, proper guidelines are followed as framed by the Director of Higher Education, Govt. of Assam. The selection committee for the post of Assistant Professors shall have the following composition:

1. The Chairperson of the GB of the college or his/her nominee to be the chairperson of the selection committee.
2. The Principal of the college
3. Head of the Department of the concerned subject.
4. Two nominees of the Vice-Chancellor of the affiliating university
5. Two subject experts not connected with the college to be nominated by the Chair- Person of the GB of the college.
6. If any of the candidates belongs to ST/SC/OBC/Minority Community/Woman/Differently Able Category then one member has to remain present representing the above categories.

- For appointment of non-teaching staffs, an interview committee is formed under the headship of the Principal who nominates two or three senior faculties as experts.
- The pay scale, service condition, promotion, leave, etc. are governed by the rules and regulations of the Govt. of Assam.

File Description	Document
Upload any additional information	[View Document](#)
Link to Organogram of the Institution webpage	[View Document](#)

6.2.3 Implementation of e-governance in areas of operation

1. **Administration**
2. **Finance and Accounts**
3. **Student Admission and Support**
4. **Examination**

Response: A. All of the above

File Description	Document
Screen shots of user interfaces	[View Document](#)
Institutional data in prescribed format(Data template)	[View Document](#)
ERP (Enterprise Resource Planning) Document	[View Document](#)
Any additional information	[View Document](#)

6.3 Faculty Empowerment Strategies

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

Response:

Response:

Welfare measures for teaching staff:

In-service leave facility: The following are the leaves which are enjoyed by permanent faculty members –

1. Maternity leave for 180 days in case of female faculty members.
2. Paternity leave of fifteen days in case of male employees.
3. Child care leave for a maximum period of two years in case of female employees.
4. Annual Casual leave for 15 days for all categories of faculty members.
5. Earned leave: Annual earned leave for 30 days.
6. Duty leave:
7. Commuted leave on medical grounds.
8. Special leave under special circumstances.

- **Retirement benefits:** Following are the retirement benefits enjoyed by permanent faculty members:

1. General Provident Fund (GPF) facility.
2. Pension facility in case of those faculty members appointed prior to 2005.
3. New Pension Scheme (NPS) facility for those faculty members who joined in 2005 onwards.
4. Loan from GPF
5. Leave Encashment Facility
6. Gratuity
7. GIS compulsory
8. Medical GIS voluntary: Medical allowance is provided to all permanent faculty members on the basis of state govt. rule.

- **Support Service:**

1. Canteen facility (b) Staff Common Room, (c) Crèche facility, (d) ATM facility (e) Potable drinking water facility, (f) Grievance Redressal Cell (g) ICT facility, (h) Reprographic facility, (i) Reservation facility for employees' wards

- **Welfare measures for non-teaching staff:**

Service conditions of Non-Teaching staff are governed by the Assam govt. Employees Service Rules. Their pay scheme and allowances are

admissible as per the state Govt. rules.

1. Maternity leave for 180 days in case of female faculty members
2. Paternity leave of fifteen days in case of male employees.
3. Child care leave for a maximum period of two years in case of female employees.
4. Annual Casual leave for 15 days for all categories of faculty members
5. Annual earned leave for 30 days
6. Duty leave
7. Commuted leave on medical grounds.
8. Special leave under special circumstances.
9. Leave without pay when all leave are exhausted

- **Retirement Benefits:**

1. General Provident Fund (GPF)
2. NPS facility
3. Pension facility in case of those employees appointed prior to 2005
4. Loan from GPF
5. Gratuity
6. Company Group Insurance facility
7. Voluntary Group Insurance facility.

- All non-teaching staff avail financial support from Staff Welfare Fund in case of financial emergency or distress.
- Other facilities: (a) Canteen facility, (b) Potable drinking water facility, (c) ATM facility, (d) Grievance Redressal cell
- Loan facility: Non-teaching staff are also provided loan facility in case of emergencies.

- Reservation to children of employees.

File Description	Document
Upload any additional information	[View Document]
Paste link for additional information	[View Document]

6.3.2 Average percentage of teachers provided with financial support to attend conferences / workshops and towards membership fee of professional bodies during the last five years.

Response: 12

6.3.2.1 **Number of teachers provided with financial support to attend conferences/workshops and towards membership fee of professional bodies year wise during the last five years**

2020-21	2019-20	2018-19	2017-18	2016-17
18	0	0	0	0

File Description	Document
Institutional data in prescribed format(Data template)	[View Document]

6.3.3 Average number of professional development /administrative training programs organized by the institution for teaching and non teaching staff during the last five years

Response: 0.4

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

2020-21	2019-20	2018-19	2017-18	2016-17
02	0	0	0	0

File Description	Document
Upload any additional information	[View Document](#)
Institutional data in prescribed format(Data template)	[View Document](#)

6.3.4 Average percentage of teachers undergoing online/ face-to-face Faculty Development Programmes (FDP)during the last five years (Professional Development Programmes, Orientation / Induction Programmes, Refresher Course, Short Term Course).

Response: 28.52

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

2020-21	2019-20	2018-19	2017-18	2016-17
23	18	11	7	07

File Description	Document
Upload any additional information	[View Document](#)
IQAC report summary	[View Document](#)
Institutional data in prescribed format(Data template)	[View Document](#)

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

Response:

Response:

- Since the college is a provincialised institution, an Annual Performance Appraisal Report is required to be filled in by every faculty at the end of the year.
- The achievement of the faculties and their contribution in corporate life of the college is enlisted in such report along with the number of classes engaged which is verified by the concerned Head of the Department.
- After filling up the 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 2010 for career advancement of the faculty members. Strict confidentiality is maintained in the

entire process by the IQAC of the college.
- At the time of promotion of 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 and necessary action is taken. Even remarks are also entered in the service book of concerned faculty of the college.
- Every faculty member of the college is also required to maintain a 'Teachers' Diary' where daily activity of the faculty members is recorded. Such diaries are checked by the concerned HoDs and submitted to the office of the Principal at the end of the year.

Performance Appraisal System of Non-Teaching Staff:

- 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.

6.4 Financial Management and Resource Mobilization

6.4.1 Institution conducts internal and external financial audits regularly

Response:

Response:

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. Internal Financial Audit is completed up to the Financial Year 2020-21.
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 2018-19.
3. **Special Audit:** The Special audits in respect of utilization of grants received from various funding agencies like UGC, DST, Govt. of Assam, RUSA, ICSSR, DBT etc. is done by a qualified Chartered Accountant.

File Description	Document
Upload any additional information	View Document

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

Response: 0

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

2020-21	2019-20	2018-19	2017-18	2016-17
0	0	0	0	0

File Description	Document
Institutional data in prescribed format(Data template)	View Document

6.4.3 Institutional strategies for mobilisation of funds and the optimal utilisation of resources

Response:

Mobilization of Fund:

1. Since the college is a provincialised college of the Government of Assam the salaries of the permanent faculty members and non-teaching staffs is borne by Govt. of Assam. Hence the bulk of financial need in respect of salary is met by the govt.
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. Funds are also generated from these programmes.
5. Financial grants are also received from UGC, RUSA, DBT, ICSSR under different schemes.
6. Rent received from letting out of Auditorium and other facilities.

Utilization of Resources:

1. The college is run by the GB duly constituted by the Govt. of Assam as per the provisions of the Assam College Provincialisation Act of 2005. It is the apex decision making body of the Govt. All

financial plans are put before the GB for necessary approval along with financial estimates. The GB scrutinizes those plans and 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 is deposited in different bank accounts as per the heads of expenditure. No diversion of funds is allowed from one head to another.

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.

5. All purchases are made through tendering process. Similarly all payments are made by cheques except petty expenses. .

6. Collection of various fees from the students is made digitally. They directly deposit their fees online in college bank accounts.

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

Response:

Response:

The IQAC of Tinsukia College has been contributing for the upliftment of the institution by driving various academic programmes including teaching-learning, research & development, faculty development, women empowerment, students' assistance, cleanliness and beautification etc. Apart from these, new thoughts and plans have been put forwarded to develop innovative ideas for personal, academic and administrative growth of the institution.

- The IQAC of Tinsukia College has signed an MoU with Seshadri Global Educational Competency Technique (SGECT), Pune, Maharashtra, with emphasis on the following points/clauses:

1. Quality audit,
2. Innovative teaching and learning methods,
3. Regarding competitive examination,
4. Various innovative new generation programmes,
5. Use of ICT.

- 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 in the field of CAD/CAM, Electrical Technology, Information and Communication Technologies, Digital Electronics, Machine Learning and Artificial Intelligence, Tally with GST, etc.
- The IQAC of Tinsukia College signed a MoU with SKILLFINITY in association with JOBHUT where both the parties have resolved to collaborate with each other with the objective of knowledge sharing for the betterment of faculty members and students.
- In collaboration with other teaching department, the IQAC organizes talks, webinars, conferences,

seminars, workshops on teaching and research methodology, skill enhancement and FDP for the quality and career enhancement.

- Organized orientation courses on mathematical reasoning, general aptitude, current affairs *etc* with resource persons from various sectors like Bank, Railways, Postal Departments, Insurance sector *etc*.

- Organised workshops on Yoga and Meditation at the college with resource persons from Art of Living.
- For the stimulation and institutionalization of the Quality Assurance Strategies, the IQAC have initiated valuable practices, two of which are described below.
- **Practice 1: Publication of Information Bulletin christened as "The Tinsukia College Chronicle":** The IQAC has initiated all efforts for the publication of a bi-annual newsletter **"The Tinsukia College Chronicles"** wherein all the activities, both academic and non-academic, undertaken during a semester period are being highlighted/recorded. Such practice enables the college community to foster a dynamic academic as well as non-academic environment by providing them the opportunity to retrospect about the various activities and shortcomings, if any, thereby enabling the college authority to formulate new strategies to be followed in the next semester.
- **Practice 2: Language Lab:** The introduction of Language Lab where all willing students may avail the facility and get access to various audio and audio-visual materials related to English language is another significant practice initiated by the IQAC. The prime objective of the introduction of a Language Lab is to improve the vocabulary of the students so that they can overcome the various setbacks while going through their lessons. However, the objective of Language Lab is not confined to improvement of vocabularies alone. To enable our students to be at par with the students of other institution in terms of employability, language efficiency, and effective communication skills, etc. are some of its objectives.

File Description	Document
Upload any additional information	[View Document](#)

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 (For first cycle - Incremental improvements made for the preceding five years with regard to quality For second and subsequent cycles - Incremental improvements made for the preceding five years with regard to quality and post accreditation quality initiatives   )

Response:

Response:

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 stakeholders of the college. The IQAC is constituted with personnel from different constituents of the institution. They are actively involved in

managing all academic, co curricular and other activities of the college and working for its sustained improvement. 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:

1. **Use of ICT In teaching learning process :**

- 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.
- State of the art computer laboratory has been constructed which helps the students in learning experientially and gain access to 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.
- Curriculum based softwares are regularly updated depending upon the need of teaching departments.

2. **Quality Audit:**

- The IQAC of college facilitated to introduce the concept of external Quality Audit from the academic sessions 2019-2020 and 2020-2021.
- It helped the college to identify its strength and weakness and channelized its resources in a more focused way to improve the various aspects of the organization.
- Such audit suggested various measures to be taken for further improvement of the college.
- 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	Document
Upload any additional information	[View Document](#)
Paste link for additional information	[View Document](#)

6.5.3 Quality assurance initiatives of the institution include:

1. **Regular meeting of Internal Quality Assurance Cell (IQAC); Feedback collected, analysed and used for improvements**
2. **Collaborative quality intitiatives with other institution(s)**
3. **Participation in NIRF**
4. **any other quality audit recognized by state, national or international agencies (ISO**

Certification, NBA)

Response: B. 3 of the above

File Description	Document
Upload e-copies of the accreditations and certifications	[View Document](#)
Institutional data in prescribed format(Data template)	[View Document](#)

Criterion 7 - 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 last five years.

Response:

Response:

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. The college is also very keen on identifying the desires and aspirations of the new generation and the measures to be taken to enrich the abilities and professional skills of both boys and girls students, without any discrimination.

1. Safety and Security:

The institution accords utmost priority to the safety and security of not only the students but also of the staffs, and ensures a fool proof vigilant system so that every student, both boys girls, will feel secured and protected to pursue their education. 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 webinars, seminars, workshops and talks on gender equity by inviting the resource persons from various associations.

Girl cadets are also enrolled in the NCC unit of the college so that girl cadets can also actively participate in any event just like their male counterparts. Such measure also contributes towards gender sensitization in the campus.

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. Various measures have been taken in the form of talks, webinars where resource persons deliver lectures reflecting on the various issues and themes related to women empowerment. Apart from these, writings involving student counselling and awareness programmes are also organised for gender sensitivity which links the personal to the social by situating individual realities and distress in the socio-political-cultural context in which they occur.

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.

This centre provides day activities, such as recreational and leisure facility services to the wards of the employees.

File Description	Document
Specific facilities provided for women in terms of: a. Safety and security b. Counselling c. Common Rooms d. Day care center for young children e. Any other relevant information	[View Document](#)
Annual gender sensitization action plan	[View Document](#)

7.1.2 The Institution has facilities for alternate sources of energy and energy conservation measures

1. **Solar energy**
2. **Biogas plant**
3. **Wheeling to the Grid**
4. **Sensor-based energy conservation**
5. **Use of LED bulbs/ power efficient equipment**

Response: C. 2 of the above

File Description	Document
Geotagged Photographs	[View Document](#)
Any other relevant information	[View Document](#)

7.1.3 Describe the facilities in the Institution for the management of the following types of degradable and non-degradable waste (within 500 words)

- **Solid waste management**
- **Liquid waste management**
- **Biomedical waste management**
- **E-waste management**
- **Waste recycling system**
- **Hazardous chemicals and radioactive waste management**

Response:

Solid Waste Management:

A committee is in place to look after the management of wastes within the college campus. A faculty member is nominated as nodal officer to deal with matters related to minimisation of waste, segregation and disposition of wastes and finally their collection and disposal. 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. The wastes are transported to transfer station where the degradable wastes are processed in compost shed/plant and non-degradable wastes are despatched to industries where various products are manufactured from recycled plastics.

E-Waste management:

E-waste generated in the campus is very less in quantity. 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. Often, if the item goes unsold in the store, it will be thrown away. The college is also planning for the recycle or safely disposal of white goods, computers and electrical appliances.

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. Further, college organises awareness drive from time to time to reduce the waste

Hazardous chemicals and radioactive waste management:

The college produces negligible hazardous waste which is aptly managed through means like fume hood chimney in the Chemistry Laboratory and collection of garbage by the municipal authorities. Utmost care is taken when it is disposed. The college has no radioactive waste.

Department of Chemistry runs practical classes on **Reduce, Recycle and Reuse** principle. The following are some measures taken by the department to minimize the hazardous effects of the chemicals used in the laboratory:

1. In order to avoid chemical pollution in water bodies and thereby affecting the flora and fauna of the nearby areas, the laboratory waste solutions and precipitates are poured in sand baths.
2. Fuming hood is used to avoid air pollution by the laboratory reactions.
3. Some solvents and chemicals are recycled and reused in future experiments.
4. The acidic and alkaline laboratory wastes are neutralised before disposing them to avoid harmful effect on the environment.
5. Green method is followed to detect elements in organic compounds instead of using the traditional way.
6. Green processes are also preferred to run the project works of the students.

File Description	Document
Geotagged photographs of the facilities	[View Document](#)
Relevant documents like agreements/MoUs with Government and other approved agencies	[View Document](#)

7.1.4 Water conservation facilities available in the Institution:

1. **Rain water harvesting**
2. **Borewell /Open well recharge**
3. **Construction of tanks and bunds**
4. **Waste water recycling**
5. **Maintenance of water bodies and distribution system in the campus**

Response: D.1 of the above

File Description	Document
Geotagged photographs / videos of the facilities	[View Document](#)
Any other relevant information	[View Document](#)

7.1.5 Green campus initiatives include:

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**

Response: B. 3 of the above

File Description	Document
Geotagged photos / videos of the facilities	[View Document](#)
Any other relevant documents	[View Document](#)

7.1.6 Quality audits on environment and energy are regularly undertaken by the Institution and any awards received for such green campus initiatives:

1. **Green audit**
2. **Energy audit**
3. **Environment audit**
4. **Clean and green campus recognitions / awards**
5. **Beyond the campus environmental promotion activities**

Response: C. 2 of the above

File Description	Document
Reports on environment and energy audits submitted by the auditing agency	[View Document](#)
Certification by the auditing agency	[View Document](#)
Certificates of the awards received	[View Document](#)

7.1.7 The Institution has disabled-friendly, barrier free environment

1. Built environment with ramps/lifts for easy access to classrooms.
2. Divyangjan friendly washrooms
3. Signage including tactile path, lights, display boards and signposts
4. Assistive technology and facilities for 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

Response: D.1 of the above

File Description	Document
Geotagged photographs / videos of the facilities	[View Document](#)
Any other relevant information	[View Document](#)

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 500 words).

Response:

Response:

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. As Northeast India is a melting pot of cultural diversity, the College intends to study and preserve the cultural, ethnic and natural heritage of the region. 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 for upholding linguistic

File Description	Document
Any other relevant information.	View Document
Supporting documents on the information provided (as reflected in the administrative and academic activities of the Institution)	View Document

7.1.9 Sensitization of students and employees of the Institution to the constitutional obligations: values, rights, duties and responsibilities of citizens (within 500 words).

Response:

Response:

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 Corp (NCC) of the college has a vibrant presence in Independence Day celebration. They also participate in the district level programme of Independence and republic Day respectively every year where a number of other institutions also participate. Many of the cadets have also participated in Republic Day parade in New Delhi. Moreover they also participated in residential camps organized by Indian army from time to time. These events help to develop the sense of nationalism, patriotism, dedication and selfless service.

- 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, taking initiative to help the flood victims, cleanliness drive, village adoption etc. These programmes are organized in the catchment areas of the college in order to make the students more committed towards our fellow brethren and under privileged. By arranging residential camps at the adopted villages the student volunteers under the supervision of programme officer and other faculty members create mass 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.
- The college also celebrates National Unity Day to foster the spirit of unity amidst diversity.

- 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. The college celebrates martyrs day to pay glowing tributes to our regional and national heroes who have made supreme sacrifice for their motherland. This exercise helps to instill the spirit of patriotism and responsible citizens.
- The college also observes Swachata Pakhwada to promote the significance of hygiene and cleanliness in our physical and mental well being.
- The college has also erected billboards inscribing preamble of the Indian constitution. It also depicts fundamental rights and duties mentioned in our constitution. The idea is to sensitize our students about our duties and responsibilities towards the nation.

File Description	Document
Any other relevant information	[View Document]
Details of activities that inculcate values; necessary to render students in to responsible citizens	[View Document]

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.

1. The Code of Conduct is displayed on the website
2. There is a committee to monitor adherence to the Code of Conduct
3. Institution organizes professional ethics programmes for students, teachers, administrators and other staff
4. Annual awareness programmes on Code of Conduct are organized

Response: D. 1 of the above

File Description	Document
Code of ethics policy document	[View Document]
Any other relevant information	[View Document]

7.1.11 Institution celebrates / organizes national and international commemorative days, events and festivals (within 500 words).

Response:

Response:

Tinsukia College, being an institution of higher education, organizes days and events of both national and international importance in order to promote a sense of nationalism among the college communities. Such activities enable us to strengthen our constitutional values and deepen our allegiance towards nation-building. Apart from Republic Day, Independence Day, Teachers' Day and World Environment Day,

International Women's Day, the various other events regularly organized by the College are shown in the table below:

Year	Programmes/Events
2016-17	• Hindi Diwas was observed on 14th September by Hindi Department. • National Science Day was celebrated on 28th February, 2017.
2017-18	• National Librarians' Day was observed on 12th August to commemorate the birth anniv Padmashri Dr. S.R. Ranganathan. • Hindi Diwas was observed on 14th September by Hindi Department. • Shilpi Diwas was celebrated on 17th January to commemorate the Birth anniversary of S Agarwala. • International Mother Language Day was celebrated on 21st February, 2018. • National Science Day was celebrated on 28th February, 2018. • International Yoga Day was celebrated on 21st June, 2018 with sessions of Yoga organi and NSS unit.
2018-19	• Hindi Diwas observed on 14th September, 2018 with programmes organized by Hindi d • Eco Club, Tinsukia College organized World Ozone Day on 16th September, 2018. • National Science Day was celebrated on 28th February, 2019 by Department of Physics • World Sparrow Day was celebrated on 22nd March 2019 organized by Eco Club. • Eco Club Tinsukia College organized World Biodiversity Day on 22nd May, 2019. • World No Tobacco Day was organized by District Health Society in collaboration with l NSS unit Tinsukia College on 31st May, 2019. • International Day Against Drug Abuse and Illicit Trafficking was organized by Tinsukia collaboration with eco Club and NSS unit, on 27th June, 2019.
2019-20	• Hindi Diwas was observed on 14th September, 2019 with programmes organized by De Hindi. • World Food Day was celebrated on 19th October 2019, organized by Eco Club. • National Voters' Day was celebrated on 25th January, 2020 by NSS unit. • International Mother Language Day was celebrated on 21st February, 2020. • National Science Day was celebrated on 28th February, 2020 organized by CWSD and l • International Yoga Day was celebrated on 21st June, 2020 by Eco Club and NSS unit.
	• Tithi of Sri Sri Sankardeva was celebrated on 20th august 2020. • Eco Club, Tinsukia College organized World Ozone Day on 16th September, 2020. • International Human Rights Day was celebrated on 10th December, 2020 organized by l Science.

- National Voters' Day was celebrated on 25th January, 2021 organized by NSS unit.
- National Science Day was celebrated on 28th February, 2021 organized by Department
- International Women's Day was celebrated on 8th March, 2021 by CWSD.
- World Biodiversity Day was celebrated on 22nd May, 2021.
- International Yoga Day was celebrated on 21st June, 2021 by Eco Club and NSS unit.

2020-21

File Description	Document
Geotagged photographs of some of the events	[View Document](#)
Any other relevant information	[View Document](#)
Annual report of the celebrations and commemorative events for the last five years	[View Document](#)

7.2 Best Practices

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

Response:

Best Practice – I

Title of the Practice: Walk with Scholar with Encouragement

Objectives:

Tinsukia College is a premier institution of the far-off corner of NE region of India which was established in 1956, with the help of local philanthropists. Since its inception, the college has been instrumental in providing scope for pursuing higher education by the students of the region as well as neighboring areas of Arunachal Pradesh. It has also catered to the needs of the downtrodden, marginalized and economically weaker sections of the society. The effort has always been to impart quality education, thereby paving the way for the growth and development of quality human resources. To encourage the students of marginalized section to dream a better career through higher education, the college has been undertaking various schemes. Taking this into consideration we have adopted a scheme for rewarding the students with distinctive talents as well as providing financial grant to the departments for field studies.

Context:

As an affiliated college under Dibrugarh University and as there are more than 200 such undergraduate colleges, the students of our institution have to face a tough competition to get a position in the university.

However, it is matter of great pride for us that our students have been often successful in getting ranks in the university examination and it is our responsibility to encourage them for higher studies. An effort has been made in that direction by discharging awards to those meritorious students.

Practices:

- A sum of Rs. 10,000/- is awarded to each of the three rank holders of each stream (Arts, Commerce and Science).
- These students are felicitated every year on the occasion of College Foundation Day i.e. 1st September in the presence of the members of College Governing Body, faculty members, ex-faculty members, students and guardians.

Evidence of Success:

- The award serves as a measure to provide financial support to the meritorious students.
- The awards create a competitive environment amongst the students and motivate them for a good academic career.
- It also gives us an opportunity to attract students from different parts of the region.

Problems Encountered:

- In case of ties in scores, the number of students to be awarded increases and finally, hence increases the financial involvement.
- Such types of award are yet to be instituted to the rank holders of professional and self financing courses.

Best Practice – II

Title of the Practice: Eco friendly Campus

Objectives:

An Eco Friendly Campus is a place where environment friendly practices and education combine to promote sustainable and eco-friendly practices in the campus. Maintenance of an eco friendly campus helps to promote awareness amongst the pupils and college fraternity that environment comprises interacting systems of physical, biological, and cultural elements, which are interlinked individually as well as collectively in various ways.

Context:

Tinsukia College is already rich in various floras in and around its campus. A sincere effort has been made to promote the idea of eco-friendliness amongst the stakeholders which resulted in enriching as well as

maintaining the ecological equilibrium of the campus. To make the concept persisting and systematic, various efforts have been made to initiate ancillary activities which are highlighted below.

Practices:

- Twin bins are installed at different places all over the campus to dispose waste of the two categories, (i) degradable and (ii) non-degradable, separately. Garbage from the filled in bins are then dumped in pits. Personnel from local Municipal Board collect these wastes every weekend.
- A Plastic Bank has been installed at the college campus to deposit all kinds of plastic wastes.
- The practice of planting a sapling somewhere in their locality is a prerequisite for the applicants, belonging to BPL families, so that their admission fees would be waived. The photograph, of a candidate planting a sapling, produced at the time of admission would serve as fee waiver.

Evidence of Success:

- The awareness generated amongst students about the environment helps in appreciating the need to preserve the environment for sustainable development.
- It helps to carry on the Green Audit of the College to facilitate environmental sustainability.
- Introduction of new courses like "Floriculture" and "Emerging Containments in Agriculture" are the result of this emerging trend of awareness on environment and climate.
- The practice has been instrumental in reducing the disposal of waste products to the environment.

Problems Encountered:

- One of the challenges faced by the Institution is to impart training to faculty on environment related course curriculum.
- Financial constraint for field oriented exposure is another major problem encountered by the Institution.

File Description	Document
Best practices in the Institutional web site	[View Document](#)

7.3 Institutional Distinctiveness

7.3.1 Portray the performance of the Institution in one area distinctive to its priority and thrust within 1000 words

Response:

Response:

Use of ICT:

One of the thrust areas of Tinsukia College is to encourage blended mode of learning which means that the conventional face-to-face model would be combined with e-learning solutions. The New Education Policy 2020 also emphasizes on the extensive use of ICT in teaching learning process. Therefore, in order to achieve this objective, the College has initiated a humble attempt to upgrade its IT infrastructure in order to facilitate the students in experiential learning which would enable them to cope with the changing trend of the contemporary world. ICT enables the use of innovative educational resources and reorientation of teaching-learning methods. IT infrastructures have been upgraded with the effective strategic planning by the College authorities. The college has 130 computers installed in various departments and office for the smooth functioning of the college. Besides, power point projectors are also available in order to deliver lectures through power point in order to make the lectures more interesting, participative, and effective. The college has wifi enabled campus where both students, teaching and non-teaching staffs can avail the facility for accessing various materials required for various purposes.

The college is laying more emphasis on digitalization in accordance with the Government of India initiative of Digital India, and various academic and administrative functions are accomplished through the use of ICT. The College has its official website where various informations such as important notices, class routines, advertisements, academic calendar, etc.   are made available. For the convenience of all, various processes including admission, filling of examination forms, etc are accomplished through online mode.

Considering that the use of ICT is instrumental in both academic and administrative functions, the College has made few improvements in the field of ICT in the Campus some of which are discussed under the following heads:

- **Establishment of Language Lab:** A Language Lab was constructed in the College under the aegis of the IQAC which enables the students to improve their vocabularies by accessing various audio and audio-visual materials. This practice facilitate students in the developing their language proficiency and skills. The prime objective of the introduction of a Language Lab is to improve the vocabulary of the students so that they can overcome the various setbacks while going through their lessons. However, the objective of Language Lab is not confined to improvement of vocabularies alone. To enable our students to be at par with the students of other institution in terms of employability, language efficiency, and effective communication skills, etc. are some of its objectives.

- **Establishment of ICT Lab:** ICT Lab is available in the College which is maintained by the IT Cell of the College. The IT Cell is responsible for various matters related to ICT such as its upgradation, maintenance, requisition etc are. There are six computer laboratories having forty educational software such as Tally, SPSS, MATLAB, MATHEMATICA Sci Lab, GIS etc. which are used by students and faculties for conducting various workshops and training programmes that are a part of course curriculum. Under RUSA 2.0 scheme, a total budget outlay of Rs. Fourteen Lakh has been sanctioned. Out of these, Rs. Four Lakh is released as first installment for acquisition of computers. The project monitoring unit of the College after following due process has procured ten computers. The release of second installment is awaited which would enable the institution to procure thirty computers.
- **Smart Classrooms:** The College has two audio-visual rooms/halls which are used from time to

time to deliver lecture in ICT mode. Such lecture has LCD projector, interactive boards, audio systems etc. The college also has two numbers of conference rooms used for conducting various co-curricular activities. The use of interactive boards or e-boards has befitted both students and teachers by making the class more interactive and attractive.

- **Upgrading Internet Facility/Speed:** The College also has Wi-Fi facility with a speed of 60 MBPS for providing uninterrupted services to faculties, students and other staffs of the college.

File Description	Document
Appropriate web in the Institutional website	[View Document](#)

5. CONCLUSION

Additional Information :

The College has a plot of land measuring Five Bighas (72000 Sq. ft.) donated by local philanthropist. It also has a modest RCC building on the plot having eight rooms house boys hostel facility of the college. The property is located in the area surrounded by lush tea garden which provides a very serene and aesthetic environment. Unfortunately because of the circumstances beyond the comfort of the college authority, the entire building remained in the possession of the Tinsukia District Administration for a very long period of time because of security reasons. After persistent initiative of the college authority, the administration finally vacated the property and the same was handed over to the college authority.

Since the property is located at a faroff place from the main campus of the college the students are unwilling to stay there as hostel borders. Lack of local conveyance facility also act as hostel a a hurdle. Moreover, because of the of the lack of financial resources on the part of the college, the authority is also not in a position to provide local conveyance facility to the students out of its own.

Since the place is surrounded by the big and small tea gardens, there is a huge scope for opening a dedicated boys hostel facility specifically meant for the students from tea tribes community. The college authority has already submitted a proposal for the construction of boy's hostel to the Ministry of Labour & Tea Tribe Development belonging to Govt. of Assam. Recently the college authority has constructed boundary wall of the campus to stop land encroachment from the local dwellers. The college is planning to restart the boys hostel facility from the 2022-2023 session to have at least twenty boarders.

Concluding Remarks :

Since its humble beginning in 1956, Tinsukia College has relentlessly been marching forward in its educational journey. Within these years, it has produced numerous graduates and many among them have achieved accolades in life. Taking pride in our glorious yesteryears, we are equally hopeful that the dedication, determination and hard work that the college family puts in to make Tinsukia College a beacon of learning will surely prove to be worthwhile

6.ANNEXURE

1.Metrics Level Deviations

Metric ID	Sub Questions and Answers before and after DVV Verification
2.4.3	**Average teaching experience of full time teachers in the same institution (Data for the latest completed academic year in number of years)** 2.4.3.1. **Total experience of full-time teachers** Answer before DVV Verification : 1085 Answer after DVV Verification: 654 Remark : DVV has made the changes as per EP-3.1
3.1.3	**Number of Seminars/conferences/workshops conducted by the institution during the last five years** 3.1.3.1. **Total number of Seminars/conferences/workshops conducted by the institution year-wise during last five years** Answer before DVV Verification: <table><tr><td>2020-21</td><td>2019-20</td><td>2018-19</td><td>2017-18</td><td>2016-17</td></tr><tr><td>06</td><td>0</td><td>01</td><td>03</td><td>02</td></tr></table> Answer After DVV Verification : <table><tr><td>2020-21</td><td>2019-20</td><td>2018-19</td><td>2017-18</td><td>2016-17</td></tr><tr><td>05</td><td>0</td><td>01</td><td>03</td><td>02</td></tr></table>
3.3.2	**Number of awards and recognitions received for extension activities from government/ government recognised bodies during the last five years** 3.3.2.1. **Total number of awards and recognition received for extension activities from Government/ Government recognised bodies year-wise during the last five years.** Answer before DVV Verification: <table><tr><td>2020-21</td><td>2019-20</td><td>2018-19</td><td>2017-18</td><td>2016-17</td></tr><tr><td>1</td><td>0</td><td>1</td><td>0</td><td>0</td></tr></table> Answer After DVV Verification : <table><tr><td>2020-21</td><td>2019-20</td><td>2018-19</td><td>2017-18</td><td>2016-17</td></tr><tr><td>0</td><td>0</td><td>1</td><td>0</td><td>0</td></tr></table>
3.3.3	**Number of extension and outreach programs conducted by the institution through NSS/NCC,**

Government and Government recognised bodies during the last five years

3.3.3.1. **Number of extension and outreach programs conducted by the institution through NSS/NCC, Government and Government recognised bodies during the last five years**

Answer before DVV Verification:

2020-21	2019-20	2018-19	2017-18	2016-17
22	14	08	14	23

Answer After DVV Verification :

2020-21	2019-20	2018-19	2017-18	2016-17
16	9	4	11	16

3.3.4	**Average percentage of students participating in extension activities at 3.3.3. above during last five years**

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., year-wise during last five years**

Answer before DVV Verification:

2020-21	2019-20	2018-19	2017-18	2016-17
1060	631	297	500	550

Answer After DVV Verification :

2020-21	2019-20	2018-19	2017-18	2016-17
840	445	157	299	500

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

4.2.4.1. **Number of teachers and students using library per day over last one year**
Answer before DVV Verification : 1164
Answer after DVV Verification: 233

Remark : DVV has made the changes as per average of teacher and students using library per day on (dates)

5.3.1	**Number of awards/medals won by students for outstanding performance in sports/cultural activities at inter-university/state/national / international level (award for a team event should be counted as one) during the last five years.**

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) year-wise during the last five years.**

Answer before DVV Verification:

2020-21	2019-20	2018-19	2017-18	2016-17
10	17	27	08	06

Answer After DVV Verification :

2020-21	2019-20	2018-19	2017-18	2016-17
4	9	12	03	04

6.3.4	**Average percentage of teachers undergoing online/ face-to-face Faculty Development Programmes (FDP)during the last five years (Professional Development Programmes, Orientation / Induction Programmes, Refresher Course, Short Term Course).**
	6.3.4.1. Total number of teachers attending professional development Programmes viz., Orientation / Induction Programme, Refresher Course, Short Term Course year-wise during the last five years

Answer before DVV Verification:

2020-21	2019-20	2018-19	2017-18	2016-17
26	20	16	19	09

Answer After DVV Verification :

2020-21	2019-20	2018-19	2017-18	2016-17
23	18	11	7	07

2.Extended Profile Deviations

ID	Extended Questions
1.1	**Number of courses offered by the Institution across all programs during the last five years**

Answer before DVV Verification:

2020-21	2019-20	2018-19	2017-18	2016-17
544	507	465	465	465

Answer After DVV Verification:

2020-21	2019-20	2018-19	2017-18	2016-17
412	507	465	465	465

1.2	**Number of programs offered year-wise for last five years**

Answer before DVV Verification:

2020-21	2019-20	2018-19	2017-18	2016-17

15-11-2022 01:08:29

| 18 | 18 | 18 | 18 | 18 |

Answer After DVV Verification:

| 2020-21 | 2019-20 | 2018-19 | 2017-18 | 2016-17 |
| 16 | 18 | 18 | 18 | 18 |

| 2.3 | **Number of outgoing / final year students year-wise during last five years** |

Answer before DVV Verification:

| 2020-21 | 2019-20 | 2018-19 | 2017-18 | 2016-17 |
| 802 | 826 | 779 | 760 | 662 |

Answer After DVV Verification:

| 2020-21 | 2019-20 | 2018-19 | 2017-18 | 2016-17 |
| 762 | 982 | 986 | 998 | 720 |

| 3.1 | **Number of full time teachers year-wise during the last five years** |

Answer before DVV Verification:

| 2020-21 | 2019-20 | 2018-19 | 2017-18 | 2016-17 |
| 68 | 68 | 62 | 64 | 65 |

Answer After DVV Verification:

| 2020-21 | 2019-20 | 2018-19 | 2017-18 | 2016-17 |
| 30 | 68 | 62 | 64 | 65 |

| 4.3 | **Number of Computers**
Answer before DVV Verification : 130
Answer after DVV Verification : 29 |

| 4.4 | **Total number of computers in the campus for academic purpose**
Answer before DVV Verification : 100
Answer after DVV Verification : 29 |